

Town of Sullivan, NH
Board of Selectmen
Meeting Minutes, October 14, 2019
Sullivan Town Hall

Board members present: Laura Merrifield, Marsha Cook and Joe Lewandowski

Department Heads/Officers: (None)

Staff: Barbara Clews, Office Assistant

Public: (None)

- A. **CALL TO ORDER:** Laura Merrifield called the meeting to order at 6:30pm. Marsha Cook made a motion to approve the regular meeting minutes of October 7, 2019, seconded by Joe Lewandowski. The regular meeting minutes were unanimously approved. Marsha Cook made a motion to approve the minutes of the October 7, 2019 non-public meeting, seconded by Joe Lewandowski. The non-public minutes were unanimously approved.
- B. **PUBLIC COMMENT:** (None)
- C. **SELECTMEN'S BUSINESS:**
1. **Discussion: Draft Delegation of Deposit Authority and Related NH RSAs:** Marsha Cook presented a draft document for the Board's review, per the Auditors' recommendation and approval. According to the Statutes laid out in NH RSA 41:29, II and VI, and RSA 41:6, the Treasurer has the authority to delegate deposits or other financial functions to another town official or employee, provided that written authorization is approved by all involved parties, including the Board. Joe Lewandowski raised a question on the legality of appointing the Town Clerk as stated in the draft. Joe to do research and report back at the next Board meeting.
 2. **Acknowledgment of Financial Reports for September 2019:** The Board reviewed and acknowledged the September financial reports.

In addition, the Chair presented a Journey Entry for signature, for the transfer of funds erroneously coded. The amount of \$1,393.40 will be transferred from 4915.922 into 4917.07, Capital Reserve account for the Salt/Sand Shed.
 3. **Finalization of Response to Auditors' Letter (Plodzick & Sanderson):** The Board reviewed Marsha Cook's finalization of responses to certain findings as a result of the audit. Marsha spoke to Ashley Miller from Plodzick, who stated that the Letter of Governance is intended for the Select Board, and responses from the Town are not required. The Board agreed that documentation of the Town's response was justified. Marsha to finalize the "Nonattest Services Approval Form" and send completed documentation to Plodzick & Sanderson.

Marsha also discussed the Town's need, at the suggestion of Plodzick & Sanderson, to take over additions and deletions to Capital Assets -- including buildings, land, computer equipment, vehicles and machinery. The list should be specific and values assigned. Marsha to follow up with developing a Capital Asset Policy.
 4. **Payroll, vendor payments, and purchase orders:** The manifest was not available for review due to the Columbus Day Holiday. Three purchase orders were reviewed and unanimously approved.
 5. **Miscellaneous/General Discussion**
 - Laura presented the Board with Current Use applications for signature.

- Laura asked the Board if they would agree to extend Avitar's contract for assessing and revaluation services through 2020, at which time the Town would issue Request for Proposals. The current cost of services is \$4,200/year. The Board agreed to have Laura consult with Avitar about extending their contract for another year.
- The Board acknowledged the Sullivan Newsletter for November/December submissions deadline as October 20th.
- The Board acknowledged a letter from the NH State Senate outlining the newly passed State budget for FY-2020-21.
- The Board acknowledged receipt of the Cheshire County Sheriff's log for September.
- Barb mentioned that a representative from Verizon visited the Town offices to inquire about the Town's interest in receiving a proposal for updated communication services, including a phone system.

D. Non-public: None

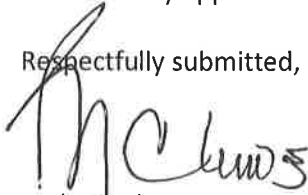
E. Adjournment:

MOTION: Laura Merrifield moved to adjourn the meeting at 7:40pm

SECOND: Marsha Cook

Unanimously approved

Respectfully submitted,



Barbara Clews
Office Assistant