

**Town of Sullivan, NH**  
**Board of Selectmen**  
**Meeting Minutes, October 21, 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 14, 2019, seconded by Joe Lewandowski. The regular meeting minutes were unanimously approved.
- B. PUBLIC COMMENT: (None)
- C. SELECTMEN'S BUSINESS:
1. Changes to the Purchasing Policy: The Board reviewed and approved proposed changes to the Purchasing Policy prepared by Marsha Cook at the recommendation of the Auditors (Plodzick & Sanderson). Changes include adding a step to the Log to indicate Purchase Order completion; a new paragraph addressing "Aggregation of Purchase Orders"; and an additional sentence regarding sole-source vendors.
  2. Signatures – Plodzick Sanderson 2018 Rep Letter: The Board reviewed and signed a representation letter to Plodzick & Sanderson regarding the 2018 financial report and governance letter.
  3. Further Discussion of Draft Delegation of Deposit Authority and Related NH RSAs: Joe Lewandowski reported a telephone conversation with Natch Reis of NH Municipal Association regarding the legality of appointing the Town Clerk with authority to make deposits on behalf of the Treasurer, upon written approval of all parties involved. Since there was disagreement of interpretation of the RSAs, the Board agreed to have Marsha Cook follow up with the Auditors to determine their recommendations.
  4. Payroll, vendor payments, and purchase orders: The manifest was reviewed and unanimously approved. There were no purchase orders to review.
  5. Miscellaneous/General Discussion
    - Barb mentioned an email from the Planning Board Chair regarding availability of 2018 NH OSI Planning Board Handbook.
    - The Dept. of Environmental Services have approved for operation a sewage disposal system for Gary Wood, 23 Hubbard Rd. (failed system).
    - Laura mentioned that she will be working with a representative from the DRA to establish a preliminary tax rate for the Town. If a rate is established, the Board will hold a Special Meeting to review and approve the rate on Wednesday, October 23<sup>rd</sup> at 6:30pm.
- 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