

**Town of Sullivan, NH**  
**Board of Selectmen**  
**Meeting Minutes, October 7, 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 September 30, 2019, seconded by Joe Lewandowski. The September 30<sup>th</sup> regular meeting minutes were unanimously approved.

B. PUBLIC COMMENT: (None)

C. SELECTMEN'S BUSINESS:

1. Receipt of Superior Court Tax Appeal PSNH 2018 Property Tax: The Board acknowledged receipt of a Summons regarding PSNH property tax appeal for 2018. The Summons was forwarded to Walter Mitchell, Esq., the Town's attorney, for follow up.
2. Avitar 2019 Cyclical Revaluation Standards & Procedures: The Chair explained, and the Board acknowledged, receipt of Avitar's 2019 Cyclical Revaluation Manual. All inquiries from town residents regarding their assessments should be fielded by the Town.
3. Communication From/Response To:
  - Robert & Lorrie Gray
  - Scott Perra

The Board approved 2 letters prepared by Laura Merrifield to Sullivan residents Gray and Perra concerning recent assessment valuations.

4. Response to Auditors' Letter (Plodzick & Sanderson) – Update: The Board reviewed and discussed Marsha Cook's responses to certain audit findings as stated in the draft auditors' report.
5. Review of Draft Amendment to Personnel Manual RE Animals in the Workplace: The Board approved an amendment to the Town's Personnel Manual to address animals in the workplace.
6. Signatures for Renewal of "License To Sell Pistols and Revolvers" – James Forrest, East Sullivan Gun Shop: The Board reviewed and signed a permit for Mr. Forrest to sell guns, coinciding with a Federal Firearms License. Both expire August 1, 2022.
7. Payroll, vendor payments, and purchase orders: The manifest and 1 purchase order was reviewed and unanimously approved. There was one payment recorded on the manifest that required further review.
8. Miscellaneous./General Discussion
  - Joe Lewandowski reported that the Planning Board is preparing a letter to Robert Baird regarding a Driveway Permit.
  - Further to the Planning Board minutes issue discussed last week, Laura and Leslie Casey to speak directly to the Planning Board Secretary.
  - The Board acknowledged two approved Driveway Permits (Arquin and Brolin) sent by the Planning Board.
  - Next week, Laura will have a significant number of Current Use applications for the Board's signature. These will be signed during normal business hours.
  - The Board approved the painting of the doors to the Town Hall for a total cost of \$115 or less.

- Laura alerted the Board that 2 RFPs should be prepared soon for assessing services and revaluation. The Avitar (current assessor) contract expires December 31, 2019.
- Laura mentioned the need for a Capital Reserve Usage Policy to distinguish when to pull funds out of the operating budget vs. out of capital reserve. Marsha noted that she found a document containing guidelines in the Trustees file drawer, prepared by John Hoffman.

D. Non-public: On a motion made by Laura Merrifield and seconded by Marsha Cook, the Board unanimously entered into a non-public session for legal purposes at 8:03pm. On a motion from Laura Merrifield and seconded by Joe Lewandowski, it was unanimously voted to adjourn the non-public meeting and seal the minutes at 8:15pm.

E. Adjournment:

MOTION: Laura Merrifield moved to adjourn the meeting at 8:16 pm

SECOND: Marsha Cook

Unanimously approved

Respectfully submitted,



Barbara Clews  
Office Assistant