

**Town of Sullivan, NH
Board of Selectmen
Meeting Minutes, November 12, 2019
Sullivan Town Hall**

Board members present: Laura Merrifield, Marsha Cook, Joe Lewandowski
Department Heads/Officers: Conservation Committee Chair Wendy Pelletier; Library Trustee Chris Pratt;
Cemetery Trustees Mary Hull (Chair) and Jim Casey; Planning Board Chair Leslie Casey
Staff: Barbara Clews, Office Assistant
Public: (None)

A. CALL TO ORDER: Laura Merrifield called the meeting to order at 6:00pm. Marsha Cook made a motion to approve the regular meeting minutes of November 4, 2019, seconded by Laura Merrifield. The regular meeting minutes were unanimously approved as amended.

B. PUBLIC COMMENT: (None)

C. SELECTMEN'S BUSINESS:

1. Department Head Budget Presentation and Capital Reserves for Review:

Conservation & Capital Reserve

Chair Wendy Pelletier stated the budget is relatively unchanged from the prior year. She also mentioned that the Conservation Committee is planning some expanded activities for 2021 which may include additional line items. The Committee is requesting a contribution of \$1,000 to the Land Conservation Capital Reserve.

Library

Library Trustee Chris Pratt reviewed the budget for 2020. He stated that although the Board of Selectmen decides wages, if there was a town-wide pay increase they would like the Librarian wages reviewed. The phone budget has been reduced after renegotiating the contract with Consolidated Communications. The increase in budget for Maintenance includes a rear window and sill replacement (\$600-\$800); installation of a railing outside the door to the Handicap entrance (\$100); interior paint touch-up (\$300-\$400); and an amount to be determined identifying and repairing a moisture issue discovered during the recent exterior painting project.

Planning Board & Capital Reserves

Leslie Casey presented the budget. Overall the budget has slightly decreased, with an increase of Postage (\$75), and elimination of Books & Periodicals (\$200). Leslie continues the goal of having \$15,000 in the Master Plan capital reserve collected by 2025 to use for updating the town's Master Plan.

Cemetery

Trustees Mary Hull and Jim Casey presented the budget. The budget for Contract Services has been reduced as the cemetery tree work and monument restoration is completed. Laura Merrifield suggested that Contract Services budget be further reduced \$500 as the Town will be picking up the allocation for mowing the Town Common.

Recreation

The Recreation budget of \$1,000 is unchanged.

2. Building Permit Issues, 593 Centre Street, M-003/L-052: Laura apprised the Board of building activity occurring on the Walters property without a building permit. She visited the property twice, and was told the contractor would come to the Town Hall for discussion. The Town also received a call from Tyler Walters' attorney (Kelly Dowd) promising a building permit. No permit has been received. The Board unanimously agreed to have Laura ask Gary Kinion (Town's attorney) to contact Kelly Dowd to discuss.
3. Land Use Change Tax Lien – 1 Valley Road, M 04/L-033: Following up from last week, Laura explained that in the Current Use Recertification it was discovered the Brown property should have been removed from Current Use. There is a building on the site. To correct the oversight the Town completed a Land Use Change Tax Lien Release, at no cost to the owner. The Board unanimously approved and signed the Release for filing.
4. Fuel Contracts: Laura presented the following quotes and contracts for fuel:
 - Propane for Town Hall, Highway Dept. & Library: Keene Gas @ \$2.259/gal. (prior year \$2.299)
 - Diesel for Highway Dept.: Swanzey Oil @ \$.15/gal. over their final cost (prior year \$2.46)
 - Oil for Fire Dept.: Davis Oil @ \$2.499/gal. (prior year \$2.799).

The Keene Gas and Swanzey Oil contracts were signed by the Board. The Davis Oil contract is forthcoming.

5. Preliminary DRA Assessment-to-Sales Ratio: Laura presented and briefly explained qualified and unqualified "market" transactions from 4/1/17 through 9/30/19, submitted by the assessors (Avitar) for signature. The Board approved the certification and it will be sent to Avitar (Loren Martin) for uploading to the DRA portal.
6. Negative Bills: Laura explained that several of the Town's property owners had negative tax bills due to the decrease in tax rate or assessed value. These were submitted to MRI for payment. Two property owners had outstanding tax bills which merit credit.
7. Signatures – Payment from Capital Reserve: Marsha Cook presented three requests for capital reserve distributions:
 - Sand/Salt Shed funding (\$2,069.60)
 - Forest Fire Liabilities funding for personal protection equipment (\$897.40)
 - Revaluation (\$9,240)
8. Payroll, vendor payments, and purchase orders: Due to the Veteran's Day holiday, the manifest was unavailable for review. One purchase order was reviewed and unanimously approved for the purchase of an electric Jaws of Life. Funding: \$4,000 from Town; \$3,510 from Fire Company contribution. The unit is a Demo, available from a single source.
9. Antrim Public Hearing Notice: The Board acknowledged receipt of a Notice of Public Hearing on Thursday, November 21st @ 7:00pm to review an application for a Wireless Service Facility. Notice will be posted.

10. Miscellaneous/General Discussion

- The Board acknowledged receipt of draft Planning Board minutes from November 6th.
- The Cheshire County Sheriff's log for October was received.
- The Board acknowledged receipt of SWRPC Newsletter for October.
- The Board acknowledged receipt of financial reports and adjusting journal entries for October.

D. Non-public: None

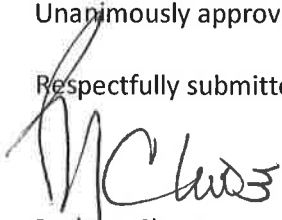
E. Adjournment:

MOTION: Laura Merrifield moved to adjourn the meeting at 7:58m

SECOND: Marsha Cook

Unanimously approved

Respectfully submitted,



Barbara Clews
Office Assistant