

**Town of Sullivan, NH**  
**Board of Selectmen**  
**Approved Meeting Minutes November 13, 2023**  
**Sullivan Town Hall**

Board members present: Dave Jakway, Chair; Paul Bolduc, Virginia DeAngelis

Staff: Kathleen N. Rowe, Administrative Assistant

Department Heads: Al Henry, Chief, Sullivan Fire and Rescue; Todd Smith, Cemetery

Public: None

A. CALL TO ORDER: The meeting was called to order at 6:00PM by Dave Jakway, Chairman.

On a motion by Virginia, seconded by Paul, the Board voted unanimously to accept and approve the minutes of the November 6, 2023 public meeting as written, all aye.

On a motion by Paul, seconded by Virginia, the Board voted unanimously to accept and approve the minutes of the November 6, 2023 non-public meeting for legal issues #1, as written, all aye.

On a motion by Paul, seconded by Virginia, the Board voted unanimously to accept and approve the minutes of the November 6, 2023 non-public meeting for legal issues #2, as written, all aye.

On a motion by Paul, seconded by Virginia, the Board voted unanimously to accept and approve the minutes of the November 6, 2023 non-public meeting for legal issues #3, as written, all aye.

B. PUBLIC

C. SELECTMEN'S BUSINESS

1. Fire and Rescue Budget

Chief Henry opened his presentation with a "Thank you" from the Department to the Board of Selectmen for the work done to contract with the City of Keene for ambulance services. As the alternatives did not serve the interests of the Town well, it was crucial that the Town was able to negotiate a contract with Keene within a short time frame; this was accomplished by the Board and, as Dave noted, with input from Sullivan F&R as well. The new contract will run for three years.

Changes for 2024:

Dues and Membership – increases \$300 for software support for the reporting system.

Chief Henry noted that the company has three new members; the additional membership will impact the training, mileage and radio repair/equipment lines. The 2023 budget will be used for the turn-out gear necessary for training and subsequent response use.

Chief Henry noted that Rescue/New Equipment (\$500) will be used for a suppression/cooling system for electric vehicle (lithium batteries) fires. He noted that, while the fire may be put out quickly, the batteries retain extraordinarily high heat for a length of time, a situation that can hinder rescue efforts. The Department is looking at options for such a system.

Capital Reserve: Fire Department Capital Vehicle request (\$20,000) and Breathing Apparatus (\$2,500) request remain at 2023 levels; Dry Hydrant request is \$5,000. In conversations with other towns, Al has learned that a heavy gauge pipe (similar to natural gas lines) should be used in the rebuild to assure longevity for the hydrant. He is estimating the final cost to be \$8-9,000; the capital reserve currently is funded to \$3000.

Overall budget decreases 7%, driven by lower costs for utilities (telephone/heating oil) and a decrease in the vehicle repair line (-\$2000).

2. Todd Smith presented the Cemetery budget. Contracted Services will increase \$595 to include an additional spring mowing 1-2 weeks prior to Memorial Day. Currently the mowing is done the weekend of Memorial Day, a time when there may be people visiting the cemetery.

Supplies: The Cemetery Committee is looking at a Cemetery mapping software that will allow the committee to create accurate mapping for all cemeteries as well as interactive online resource for families, research and record management. The Committee requests \$1500 for that mapping service, with recurring software support costs in the future.

Paul suggested that the committee look at ArcGIS, another mapping software with similar capabilities.

Patriotic Supplies increases \$400 for additional flags (firefighters and veterans) medallions and flag holders.

Cemetery Expansion Capital Reserve: 2024 request for funding is \$2000; current balance is \$1764.

### 3. Conservation

In the absence of a representative, the Selectmen reviewed the Conservation budget noting no substantial changes with a total \$25 increase from 2023 to 2024.

### 4. Recreation Committee:

In the absence of a representative, the Selectmen reviewed the Recreation budget (\$1,000) noting no change for 2024.

Selectmen will review the department budget requests and make recommendations to the Budget Committee.

5. Todd Smith requested to use additional funds available from the NHDOT deferred income to purchase material for filling any potholes on Valley Road before the roads freeze completely. The Board unanimously

agreed to allow that purchase, not to exceed the original agreement of use (\$28,000 total for Valley Road project).

6. Signed: Amended Revaluation Agreement with Avitar Associate for 2024 town-wide revaluation.

7. Signed: Treasurer's Report to the Selectmen – October 2023

8. Signed: Payroll, Vendor payments, Purchase Orders

D. Miscellaneous:

- Sheriff Rivera has requested a meeting with the Selectmen in December regarding the changes to the Sheriff's contract; AA will reach out and suggest December 4, 2023 for this meeting.
- Second letter requesting return of Fire Department funds and amended to include Fire Department equipment will be sent to inactive member by certified mail this week.
- Paul noted that copies of new EMT training contracts will be provided to the Selectmen when completed.

On a motion by Dave, seconded by Paul, the Board voted unanimously to move into non-public meeting/legal at 7:40 PM.

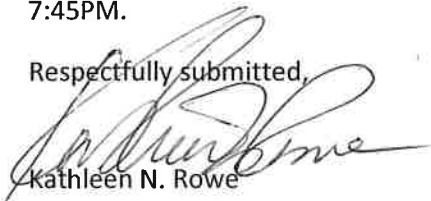
On a motion by Dave, seconded by Virginia, the Board voted unanimously to adjourn the non-public meeting, seal the minutes and return to the public meeting at 7:43PM.

The next public meeting of the Board of Selectmen will be Monday, November 20, 2023 at 6:00 PM

E. ADJOURNMENT

On a motion by Virginia, seconded by Dave and unanimously approved, the meeting was adjourned at 7:45PM.

Respectfully submitted,



Kathleen N. Rowe  
Administrative Assistant