

**Town of Sullivan, NH
Board of Selectmen
Meeting Minutes, November 18, 2019
Sullivan Town Hall**

Board members present: Laura Merrifield, Marsha Cook, 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 6:00pm. Marsha Cook made a motion to approve the regular meeting minutes of November 12, 2019, seconded by Joe Lewandowski. 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:

Selectmen's Budget

Laura Merrifield presented the Selectmen's 2020 budget after noting that the Budget Formulation process was missing from the Agenda. The Board agreed to address it at the next meeting on November 25th.

4103 – Executive. Proposed Pay Change spreadsheet was distributed to the Board. Wages were discussed presuming a 1.5% wage adjustment based on two statistics, the Consumer Price Index and the increase to Social Security. CPI is 1.5% and SS is 1.6%. These adjustments would apply to employees and some elected officers. Administrative Assistant hours were discussed. Currently the budget includes 20 hours which accounts for about 16 hours for the work week and a cushion of 4 hours for extra meetings.

Discussion ensued regarding an increase to the Selectmen's stipends. This topic will be revisited during the budget formulation.

4140 – Election Registration. Four elections in 2020, which means more man-hours/ballots. New line item added for Ballot Clerk Wage.

4150 – Financial. Increases in assessing and financial services, and website hosting. Office Equipment increase to include new desktop computer, monitors, software updates, etc. for the Admin. Asst. desk.

4152 – Revaluation/Annual Svcs. Includes an extended 1-year contract for Avitar plus utilities assessment.

4153 – Legal/Audit. Reduced Legal costs as PSNH abatement case settled and no further litigation expected.

4155 – Personnel. Increases in Unemployment and Worker's Compensation, and Social Security & Medicare based on Wages.

4194 – Building Maintenance. Slight increases in phone and electric; propane unchanged at \$2.299/gallon; decrease in expected building maintenance costs.

4196 – Insurance (property). Increase in property insurance.

4210 – Police. Increase as expected due to rate change.

4215 – Ambulance. Includes cost for Diluzio and City of Keene. No change for Diluzio; \$1,350 to the City of Keene with an allocation for unpaid bills.

4221 – Mutual Aid. Possible 3-5% increase.

4414 – Humane Society. Remains unchanged.

4415 – Health Agencies. Most requests down from 2019, or remain unchanged. Summary sheet distributed.

4442 Welfare – Direct Assistance and 4445 Welfare – Vendor Payments. Redistribution of funds to cover both services.

Capital Reserves

Revaluation increased \$1,765. No changes to Town Building Major Repairs or Town-wide Emergencies.

2. Building Permit Update, 593 Centre Street, M-003/L-052: The Board reviewed a late-submitted building permit and found it missing information (specifically there was no page 2, and no checklist). Despite the fact that the dwelling is being reconstructed on the same footprint as the previous building, information such as set-backs and a map pinpointing where the existing septic/well is located should be provided. Note that because of a miscommunication, a “Cease and Desist” Order was delivered to the owner unbeknownst to the Selectman that a Building Permit had been received at the Town Offices. Laura will follow up with the owner and will report back at the next Board meeting.
3. Journal Entries: The Board reviewed and signed two journal entries - \$255 moving from Postage to Dues/Subscriptions, and \$363 moving from Office Supplies to Printing & Publishing.
4. Current Use Applications for Signature: The Board reviewed and signed two Current Use Applications for M-04/L-017 and M-04/L-018, moving 1.3 and 2.0 acres, respectively, into Current Use. The rollovers are corrections due to recertifications.
5. Payroll, vendor payments, and purchase orders: The manifest was reviewed and unanimously approved. One purchase order was approved.
6. Miscellaneous/Other:
 - A Driveway Permit for Cross Rd., M-03/L-075 was acknowledged as being received by the Planning Board. Barb to ask the Planning Board for a signed copy.
 - Marsha Cook re-submitted a Capital Reserve distribution request for the Revaluation funding, which was revised after consulting with Jim Casey, Trustee of the Trust Fund. Marsha also submitted a request for the Sand & Salt shed.
 - Laura apprised the Board of a conversation she had with George Folco, who questioned his tax bill and possibly wanted to pursue an abatement. He was assessed for 12 acres when in fact a July 2019 survey shows the acreage to be slightly over 9 acres. She explained that, technically, the property is assessed as of April 1, 2019, and while new information shows a reduced acreage, the new information came to the attention of the Town after April 1, 2019, and no abatement for 2019 should be processed. The new survey will go into effect April 1, 2020. Laura sought the Board’s permission to discuss this issue with Mr. Folco and report back at the next meeting.

- Marsha Cook mentioned having the Town Hall's water system treated for iron and replacing the two toilets in the Town Hall. Joe Lewandowski said there is a filtration system already in place in the basement. Marsha to investigate and get estimates for repair or a new system to be included in the 2020 budget.
- Marsha discussed an idea of possibly hiring an hourly-paid person to assist in handling the Town's permits. This could include code enforcement, inspections, and related issues. Joe thought the position might be too expensive. Marsha suggested changing the fee schedule for building permits which may help to fund it. Marsha to do further research and report her findings to the Board.

D. Non-public: None

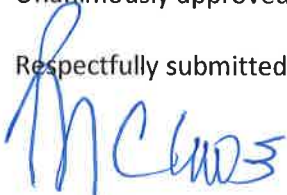
E. Adjournment:

MOTION: Marsha Cook moved to adjourn the meeting at 8:00pm

SECOND: Joe Lewandowski

Unanimously approved

Respectfully submitted,



Barbara Clews
Office Assistant