

Town of Sullivan, NH
Board of Selectmen
Meeting Minutes, December 16, 2019
Sullivan Town Hall

Board members present: Laura Merrifield, Marsha Cook, Joe Lewandowski

Department Heads/Officers: None

Staff: Barb 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 December 9, 2019, seconded by Joe Lewandowski. The regular meeting minutes were unanimously approved.
- B. **PUBLIC COMMENT:** (None)
- C. **SELECTMEN'S BUSINESS:**
1. **Primex – Fire Safety Audit:** The Board discussed Risk Management Recommendations by Primex as a result of a survey of the Highway Department Facility conducted on November 20th for improving fire safety procedures. These include a master battery disconnect switch for all vehicles; a monitored fire alarm system; a sprinkler system; and on-site Cistern/water tank storage. Joe Lewandowski thought that a master battery disconnect switch may cause damage to a vehicle's computer system. Laura Merrifield will follow up with the Road Agent. The Board agreed that a long-term plan to fund the recommended improvements should be developed.
 2. **Building Permit Application (Baird) – Centre St., M-03/L-118.** Outstanding requirements were satisfied and the permit was approved by the Board. The Office Assistant will send letter and copy of permit to Mr. Baird.
 3. **Fire Department Rescue Vehicle – Approval for Purchase and Capital Reserve:** The Board unanimously approved the purchase of a used 2003 Sterling truck with a 1988 body and 5,000 miles on the odometer, for a cost of \$30,000. Marsha Cook presented for signature a capital reserve fund request for payment and a purchase order for the truck, which the Board signed.
 4. **Primex – Unemployment Compensation Credit of \$1,630.05:** The Board unanimously agreed to request a \$953 refund from Primex, and apply the remaining \$677 to the Primex 2020 unemployment compensation invoice. It was noted that this would reduce the 2020 budget request for Unemployment Compensation to \$0.
 5. **Payroll, Vendor Payments, and Purchase Order Approvals:** The manifest was reviewed and unanimously approved. Two purchase orders for salt were unanimously approved.
 6. **Miscellaneous/General Discussion:**
 - A December 20th deadline for the January/February newsletter items was acknowledged.
 - The Cheshire County Sheriff's log for November was received.
 - The Board acknowledged receipt of SWRPC Newsletter for November.
 - The Board acknowledged receipt of financial reports and adjusting journal entries for November.
 - One Journal Entry to correct an error in account coding (\$496 Current Use recording fees) was approved.
 - An Organizational Budget Committee meeting reminder for December 17th at 6:30pm was acknowledged.
 - Marsha Cook reported on emails received from Gov. Office regarding various format adjustments on the town's website. The Board also discussed topics including eventual oversight and the need for developing website content publishing guidelines. Marsha mentioned she is still "tweaking" the information as she receives it from various committees of the town. She is also working on a procedures manual, and will continue to manage the content for the foreseeable future.

- Joe questioned information stated in his stipend paystub receipt. Laura will follow up with MRI.
- A job posting for an Administrative Assistant should be developed and published. Laura to write advertisement.
- Marsha Cook volunteered to review a building permit from Jamie Walters, which will be presented at the January 6, 2020 Board meeting.
- The Board briefly discussed the need for a Building Inspector, which was a topic at the Planning Board meeting.

D. Non-public: None

E. Adjournment:

MOTION: Marsha Cook moved to adjourn the meeting at 7:52 PM.

SECOND: Laura Merrifield

Unanimously approved

Respectfully submitted,



Barb Clews
Office Assistant