

Town of Sullivan, NH
Board of Selectmen
Meeting Minutes, December 2, 2019
Sullivan Town Hall

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

Department Heads/Officers: None

Staff:

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 November 25, 2019, seconded by Joe Lewandowski. The regular meeting minutes were unanimously approved as amended.

B. PUBLIC COMMENT: (None)

C. SELECTMEN'S BUSINESS:

1. Stipends – Stipends for elected officials were signed.
2. Payroll, Vendor Payments, and Purchase Order Approvals: Manifest was approved as submitted. There was one question regarding the total hours on the time sheet for a highway employee and a question on the mileage dates for one elected official. Barbara will be asked to follow up. There were no purchase orders for approval. Marsha Cook reported she had not yet reached Chief Henry regarding the question that arose on a purchase order from last week. Joe Lewandowski commented on the cost of LED lights.
3. Miscellaneous/General Discussion:
 - Laura Merrifield distributed the budget document that will be forwarded to the Budget Committee.
 - The draft PSNH settlement agreement was distributed and will be discussed at the next meeting.
 - Laura Merrifield reviewed two changes to the building permit checklist and occupancy permit that resulted from a request from the State of NH Office of Professional Licensure & Certification. They requested the Town include the name and license number of manufactured housing installers in Town forms. The Board agreed to amending the checklist and occupancy permit.
 - The Board discussed and agreed to use 2019 unspent funds to acquire and replace the computer and monitors at the Administrative Assistant's desk instead of waiting until March of 2020. The replacement is recommended by the Town's IT provider and would include a SonicWall Security Appliance, a desktop computer with two monitors, Windows 10 and Office Standard 2019 and an upgrade to Windows 10 for the server and increased memory.

D. Non-public: None

E. Adjournment:

MOTION: Marsha Cook moved to adjourn the meeting at 6:58 PM.

SECOND: Joe Lewandowski

Unanimously approved

Respectfully submitted,



Laura J. Merrifield

Chairman, Board of Selectmen