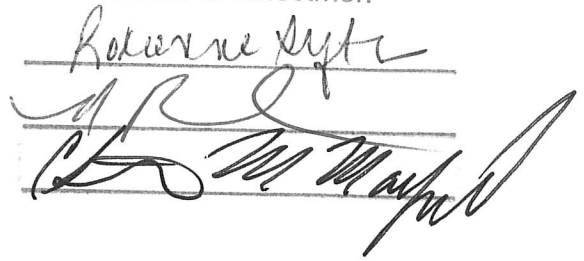


Approved By  
Board of Selectmen



April 11, 2022, BOS meeting

Meeting called to order at 6:30pm

Pledge

Prayer led by Dan Saliga

Roll Call: Mike Boisvert, Roxanne Tufts-Keegan, Christine Maynard

Mike made a motion to approve the Business radio licensing agreement for the highway garage for \$110. Christine seconded the motion. The motion carried.

Roxanne stated the permit for the New Durham pit needed to be signed so it could be submitted to the state. Mike signed the permit.

Mike made a motion to accept the Intent to Cut for Map 19 Lot 10 on Kingsway in the amount of \$1,210. Christine seconded the motion. The motion carried. Dan Phillips stated he would check the site for an existing driveway.

Roxanne stated the town's portion of the 3 pieces of equipment received from the Gofer funding needed to be allocated to the appropriate lines in the budget. She stated the amount was \$9,266.14. Mike commented the amount should be approximately \$4,000. He stated the town should be receiving more money towards those pieces of equipment. The discussion was tabled until the next meeting so the BOS can follow up if additional money is expected for this equipment.

Roxanne stated she spoke with Profile Bank regarding the town debit card. All cards have been cancelled. She stated a new card has been issued in her name and is in the administrative office at the Municipal building. She also stated Profile Bank doesn't issue credit cards. There was discussion about getting credit cards. Christine asked about the previous debit charges, and have we verified they were purchases made by the town. Roxanne stated she had met with Dan and Chief Cooper. She indicated there weren't any charges using the Fire chief's debit card. The departments were going to review the charges and provide receipts for those charges. Roxanne stated she met with the auditors last week and they had stated receipts were needed for any purchases/expenditure. Chief Watkins asked if the fire debit card had been cancelled. Roxanne stated it had been cancelled

Roxanne stated she was working with First Light to potentially reduce the outstanding bill of approximately \$10,000. She stated she provided documentation as to when coverage was cancelled and is hoping to get the bill reduced. Mike commented that multiple calls had been made in the past to resolve the outstanding balance.

Mike Gelinis from Powder Mill Snowmobile club stated he was willing to clear the trail from the town owned 5-acre lot on Drew Drive to Jesse Mountain lot that is owned by the town. He stated Southeast Land Trust doesn't allow wheeled vehicles on their trails. He stated this trail would give the town hiking, biking, and horse trails. He stated it was the town's decision as the trail could be utilized. He stated the town could have a parking lot, but he was only going to do the trail. He said it would take approximately 2 days to create the trail and it would be no cost to the town. The trail would connect to the main snowmobile trail. He stated that he would just need a little bit of culvert and some fuel. He stated there

is 3,000 acres out there and the club has done a lot of work on them. Mike Boisvert asked if his club maintains the trail. Mike G. stated they come through once a year and clean up the trail. There was some discussion the grooming. Jim Keegan asked Mike G. was willing to do the parking lot. Mike G. stated he would if the owner of the equipment was okay with him using the equipment. Mike Boisvert asked if there was any liability to the town. Mike G. stated there is a \$2 million policy on all snowmobile trails and there's not cost to the town. It's included in the registration of snowmobiles. Mike B. asked what the total length of the trail. Mike G. stated it was just over 1 mile. Janet asked if it was town owned wetland and would permits be required by the state. Mike G. stated he does pull all required permits. There was discussion on whether the town needed to have a public hearing. Christine asked prior selectmen Jon Hotchkiss if a public hearing would be necessary. Jon Hotchkiss stated no public hearing was needed. Jim Keegan stated it was already an existing trail and would like to get the ATV club involved in Middleton because Middleton has a lot of land. He stated he would like to get more use of the town owned property and have them multi-use trails. Jim stated this had been presented to the Conservation Committee and they had no issues with going forward with doing the trail.

Mike Boisvert made a motion for Powder Mill Snowmobile Club to cut a trail and give authorization for a wetland permit. Christine seconded the motion. The motion carried.

Andrea Bowden asked about the size of the parking lot for the trail. Mike G. stated it would be big enough to have 6 to 8 cars.

Department Head:

ACO – no report

Assessing – no report

CEO/Heath Officer – no report

Emergency Management – Chief Copper stated he has been discussion Hazardous Mitigation with Jon Hotchkiss.

Police – Chief Cooper presented the stats for the month. See attached report.

EMS/Fire – Chief Walking provided the figures for the month. See attached report. He stated Engine 1 is scheduled for service. This includes service for air pack and inspection. He asked going forward with the warrant article purchases. He commented the original vendor they were going to go with had a 13% increase since the initial quote. He stated Globe gave an extension of 4/15 for prices and the town wouldn't have to pay until the gear comes in. He stated it would take approximately 90 days until delivery. It was commented the people who have gear are certified. Currently there is 2 sets of gear on loan to Middleton from Chief Watkins current job. Chief Watkins stated he spoke with Milton Fire Chief regarding EMS. Milton will continue to charge for EMS coverage they provide to Middleton. Christine stated that it was a mutual aid agreement. There was discussion regarding Milton covering Middleton EMS calls. Chief Watkins commented he spoke with Chief Reinhardt in Farmington and Farmington will cover half of Middleton as mutual aid. He stated Farmington was toing to 3 full time people. Christine stated she would reach out to Milton BOS about coverage for Middleton. Chief Watkins stated that Middleton would be joining the Seacoast Chief's Association. Roxanne asked what other associations

were considered. Chief Watkins stated there was Lakes Region, Ossipee Valley Mutual Aid, and Seacoast Chief's Association.

Treasurer – no report

Town Clerk/Tax Collector – no report

Welfare – no report

Chief Cooper stated he had 2 items to be discussed. The first item was the filling the police secretary position. He stated the current secretary would not be returning to her position and would like the BOS to approve posting the position at 16 hours a week. Mike made a motion to post the police secretary position. Christine seconded the motion. The motion carried. The second item was to purchase a set of tires from Stratham Tire for one of the police vehicles. Christine made a motion to purchase the tires. Mike seconded the motion. The motion carried.

Christine made a motion to take Engine 1 for annual service to Lakes Region Fire. Mike seconded the motion. The motion carried.

Tracy Donovan-Laviolette commented about departments never asked for approval for maintenance on town vehicles in the past. There was discussion on what items need to be approved by the BOS and the budget. Jason Proulx asked if there can be a logbook established. Chief Watkins stated this was going to be the start of logging services complete on fire/ems vehicles. Chief Cooper stated he keeps a log of maintenance on the police vehicles. Dan Phillips stated that the highway keeps a log of service and maintenance performed on highway vehicles.

Highway – Dan spoke to the items the highway department completed and are currently working on. They have been working on raking the town dirt roads, preparing the loader for road sweeping, working on the trucks, removing the sanders from the trucks, working with Recreation committee with the program, NH the Beautiful. NRRRA will provide blue trash bags to do roadside pickup. Bonnie Gagnon from the Recreation department stated they have a lot of volunteers that are ready to help with the garbage roadside pickup. Dan stated he offered to help the ACO with programming the electronic sign for the upcoming Rabies Clinic on May 7<sup>th</sup> from 9-12. He commented the summer hours for the highway department are Monday through Thursday from 6:00am-4:30pm and the highway phone number is 473-5229. He stated if there is an issue outside regular business hours people could call Dover dispatch at 603-742-4646.

Christine thanked the Fire Department and Officer Hunter for the Easter Bunny parade.

Christine stated the town had 2 positions open and interviews were conducted on Friday, April 8<sup>th</sup>. Christine stated the Kathryn Toussaint is being considered for the administrative assistant/bookkeeper position. Christine made a motion to hire Kathryn Toussaint at \$20/hr. with a 90-day probationary period. After the 90 days the pay would increase to \$21/hr. Dan Saliga asked how many hours a week the position works. Roxanne stated 30 hours. Roxanne seconded the motion. The motion carried. Mike abstained. Andrea asked if the hours would go down with the payroll being removed from the job. Roxanne stated there was plenty of work to be completed and doesn't anticipate the hours to decrease. Christine stated with the payroll going to Heartland there is not needed to fill the deputy admin assistant/bookkeeper position.

Christine stated the second position was for the Code Enforcement/Health Officer. She stated Carl Roy is being offered the position. Christine made a motion to hire Carl Roy as the town Code Enforcement/Health Officer for a stipend of \$5,600 a year. Roxanne seconded the motion. The motion carried. Mike abstained. Jill Brown asked about Carl's background. Christine replied he has quite a bit of construction background. She stated he was eager to learn, and he will need to get certified. He does understand the codes due to his construction background. He has the time because he's self-employed and will have office hours. Janet asked about his background for health officer and is the town paying for his courses. Roxanne stated the town would pay for his classes. Roxanne stated he didn't have a lot of experience with the health side but was willing to learn. Tracy asked about the admin assistance/bookkeeper's background. Roxanne stated Kathryn has 20-30 years' experience with a large company. She has IT background along with bookkeeping background. She is willing to be flexible with training with Laura. She will be working Monday through Thursday.

Roxanne stated the auditors were in the municipal building last Wednesday (4/6). Laura was also in the office to provide support to the auditors. The auditors pointed out a couple of issues that needed to be addressed. The reporting of the ARPA funds was the first issue. These funds should have their own accounts for revenue and expenditures. Laura is working with the auditors to get this situated. The second issue that came up was the use of debit cards by town employees. Other concerns the auditors had were having the receipts to purchases being made. Roxanne stated Laura has been doing a really good job with cleaning up accounts that had incorrect entries and moving them to the correct accounts. Roxanne stated the town could pay Laura \$23 an hour or the auditors \$300 an hour to clean up the accounts. She also stated that Laura has worked with Jen (the auditor) in the past. Roxanne stated that Jen expects the 2020 audit to be completed within the next month or month and a half. Roxanne stated the BOS has sent out the engagement for the 2021 audit. She stated that the BOS would like the audit completed before the next budget season.

Jill Brown stated she had a question regarding the information she received as a part of the 91-A she requested. She asked about the BOS repayment of the ARPA funds and why was the town told the money was paid back within a couple of days when the deposit slips show that it wasn't paid back until several weeks later. She stated the general ledger account shows the account was credited twice for the ARPA funds being paid back by the selectmen. Mike stated he apologized that he misspoke initially. Jill stated there is a trust issue as there is a repeating pattern of being told misinformation. Jill asked about the entries. Roxanne stated she could provide some information regarding the double credits. Roxanne stated the money was paid out through direct deposit and then it was reversed. However, you can reverse a direct deposit because you can get the money back. These entries need to be corrected. The actual money paid back by the BOS is shown later in the general ledger account with the deposit slips. Roxanne stated this an audit issue and Laura was working with auditors to correct this.

Janet asked about elected officials receiving ARPA funds. Mike stated that in the ARPA documentation elected officials could receive the funds. Christine stated she had spoken with legal about elected officials' eligibility for receiving ARPA funds and they told her that no elected official could receive ARPA funds and she is working with legal on how the town can recoup the funds.

Tracy asked who's responsible for the month reconciliation. It was stated the Treasurer is responsible for reconciling the town's accounts. Tracy stated that it had been in 2021 BOS meetings that the 2020 audit had been started. She asked if that was true. Roxanne stated it had started in 2021 but couldn't

say when it actually started in 2021. Tracy asked if there aren't receipts for purchases made what is the town's recourse. Roxanne stated that if a purchase was made with a town debit card the town should be able to go back and get a receipt.

Janet commented about the Trust fund and there being no information for 2020. She stated the auditors need information and she doesn't know where they will get it.

Andrea asked if the legal team is same team as with the prior BOS. It was stated it is the same legal team. Christine stated she is the legal liaison which was recommended by the legal team. This way each BOS member is not asking the same questions to the legal team, and it's all funneled through 1 BOS member. There was further discussion about elected officials receiving ARPA funds. Christine stated the legal team was further researching. Jill stated there is conflicting information regarding the ARPA funds received by elected officials. Jill asked if the board was considering voting in a new chair as that can be done at any time. Christine spoke about being frustrated with the BOS office. Christine spoke about Mike being absent for the past two weeks. Christine spoke about the cameras and that the legal team advised the BOS that they could share the information regarding the investigation. Christine stated the legal team never said not to share information. Christine stated she spoke with the county attorney and the investigator. She will be providing a written statement. Christine asked Mike to step down as selectmen. Mike stated he would not step down.

Christine made a motion for Mike to step down as chair and Roxanne to be the chair of the Board of Selectmen. Mike seconded the motion. The motion passed.

Tracy asked Mike what his intentions are. Mike commented he has taken a position as assistant softball coach with the school and wasn't available to make previous meetings due conflicts with his schedule. Dan Saliga stated that the last 2 meeting he didn't attend and didn't let the other BOS know he couldn't attend.

Brian Taylor asked about ARPA funds and if they would be available to the people on the fire department would didn't initially receive the funds. Roxanne stated that the ARPA committee will be reviewing the documents and making a recommendation as to how the remaining ARPA funds could be spent.

Tracy asked if the BOS has received a letter of resignation from the police secretary. Roxanne stated the BOS had not received a letter of resignation. Chief Cooper stated he would follow up and provide the BOS with such letter. Tracy asked about the social security breach and where that currently stood. Christine stated she needs to follow up with legal because the last time she spoke legal was in contact with Primex. Tracy asked if everyone on the list had been notified. Christine stated she is not sure if all people have been notified.

Christine stated the municipal building was going to be rekeyed this coming week. She met with computer company last Friday and got the wi-fi working in the Old Town Hall. She commented she spoke with them about the getting the camera in the OTH up can running to use audio. She also commented she found the old camera used for prior meetings and would use that camera until the one in the town hall was functioning. Jill asked about the cameras in the municipal building. Christine stated those are old cameras and do not have audio. They stream down to the police department. Jill asked if

the footage from the old cameras in the municipal building could be used to identify the use of the illegal camera.

There was more discussion about elected officials receiving ARPA funds and the personal cameras installed at the municipal building.

Dan Saliga asked about the payroll company and when would they start issuing payroll. Christine stated we are in the process of getting all the information the need for them to take over.

Janet commented about ARPA funds and people who would were eligible.

Christine stated the legal team suggested each BOS member have an individual BOS email. Christine stated her email address was [cmaynardbosmiddleton@gmail.com](mailto:cmaynardbosmiddleton@gmail.com). Mike stated his email address is [bos3@middletonnh.gov](mailto:bos3@middletonnh.gov). Roxanne stated her email address is [Bostom.RTK2022@gmail.com](mailto:Bostom.RTK2022@gmail.com).

Roxanne commented she believes she has completed all outstanding 91-A requests. She asked if there were any outstanding, please let her know.

Jill asked why the board had to retain an outside lawyer. Roxanne stated that the board could not speak about this at this time.

Jon Hotchkiss spoke about the Hazard Mitigation. He stated that Middleton is now eligible to receive grant money from Strafford Regional Planning Commission.

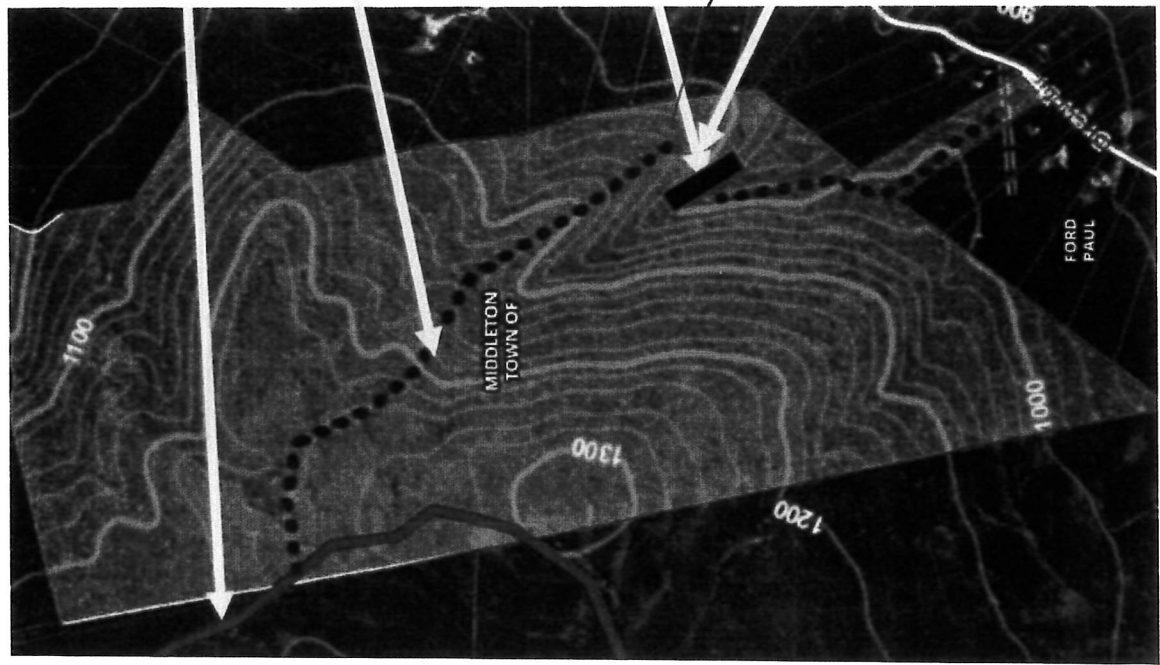
Roxanne motion to adjourn (8:34pm). Mike seconded the motion. The motion carried.

Respectfully submitted,

Roxanne Tufts-Keegan, Selectmen, vice-chair



Jesse Mountain

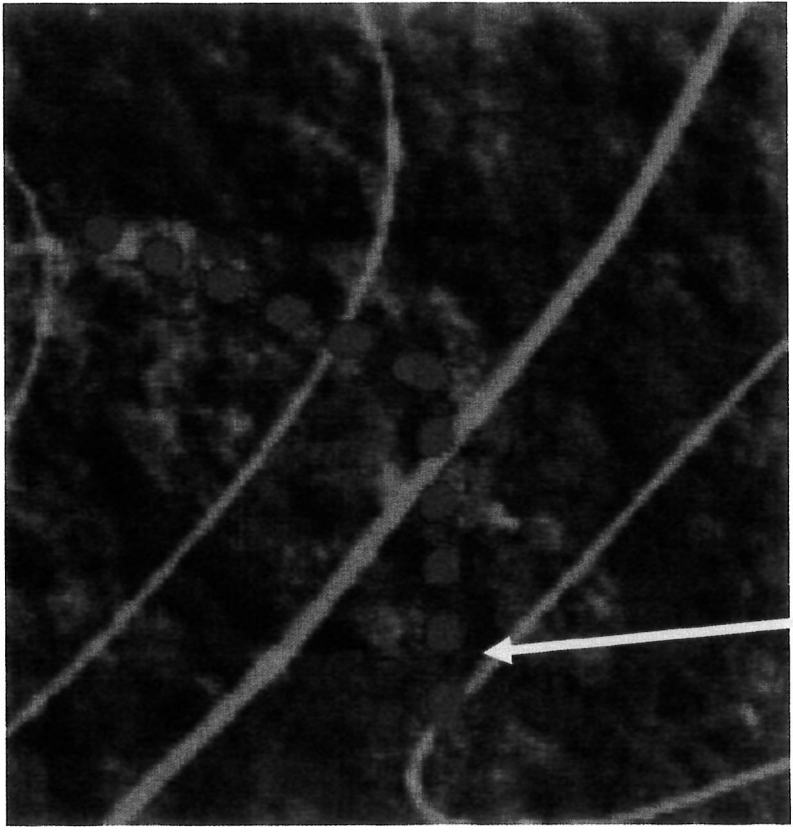


C 22 existing

Only needs brushing and spotty rock removal

24" culvert

Duck Drive



Needs some brush removal and site work for water quality  
A few trees should be cut



# Middleton Police Department

## POLICE DEPARTMENT MONTHLY REPORT: MARCH 2022

**INCIDENTS INVESTIGATED: ~~25~~ 27**

Alarm:

Animal complaint: 1

Assist Citizen: 3

Assist Fire/EMS Dept: 3

Assist Other Agency (Mutual Aid): 6

Assist School:

Burglary:

Civil:

Civil Standby:

Conduct After An Accident:

Criminal Threatening:

Criminal Trespassing:

Criminal Trespassing Order Service:

Disorderly Conduct:

Disobeying An Officer:

Disturbance: 1

Domestic Violence Disturbance:

Drug Investigation: 2

Found Property:

Harassment:

Identity Fraud:

Littering:

Lost Property: 1

Medical:

Misuse of Plates:

Motor Vehicle Related: 1

Motor Vehicle Lockout:

Noise Complaint:

Operating After Suspension:

Other Investigations:

Paperwork Service: 3

Parking Complaint:

Possession of Controlled Drugs:

Restraining Order Service:

Road Conditions:

Road Rage:

Runaway: 1

Search Warrant Executed:

Shots Fired:

Simple Assault:



# Fire department report 04/11/2022

## Calls

3/7 EMS – Lift Assist  
3/9 EMS – Medical  
3/10 FIRE – Odor investigation  
3/19 Fire – Unpermitted burn  
3/19 Fire – Chimney fire  
3/20 Mutual aid to Milton – lift assist  
3/22 Fire – Unpermitted burn  
3/25 EMS – Assist PD  
3/26 Fire – Unpermitted burn  
3/28 Fire – Smoking Chimney  
3/29 EMS – Medical

## Other Information

- 1) Schedule Engine 1 for service Truck & Pump
- 2) Schedule Air pack for inspection / Service
- 3) Can we move forward with ordering turn-out gear ( Article #18 )
- 4) Can we move forward with ordering Radio's ( Article #17 ) ?