

Christine Maynard

April 25, 2022, BOS Meeting

Meeting called to order at 6:30 PM

Pledge

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

Introduction of new Middleton Administrative Assistant/Bookkeeper:

Kathryn Toussaint was introduced to the meeting attendees.

Approval of Minutes:

Christine Maynard made a motion to accept the BOS minutes for 4/4/22, and 4/8/22. Roxanne Tufts-Keegan seconded the motion. The motion carried with Mike Boisvert abstaining from the vote. Mike Boisvert made a motion to accept the 4/11/22, minutes and Christine Maynard seconded the motion and the motion carried.

Tracy Donovan-Laviolette asked if the Tuesday, 2/15/22, minutes were going to be posted on the website. Kathryn will check for the location of those minutes.

Signature Action:

- Wetlands Permit – Signed by Roxanne Tufts-Keegan
- Paperwork will be submitted to Profile Bank for Kathryn to perform the DMV transfers.
- State of NH requested approval of adding new identifying markers to the area trails. Christine Maynard made a motion to move forward with their request. Mike Boisvert seconded the motion and the motion carried.
- True Portal, the fob access system for the Town Hall needs authorization from the board to reprogram them. After some discussion this item was tabled until the key that locks the door between the Town Clerk and the back office is located. The Fire Department uses the same fob system. Motion made by Christine Maynard to get access to the True Portal and Roxanne seconded it and the motion passed.
- Per review by Legal, ARPA fund use was reviewed and determined the rule is that elected officials cannot give themselves money but can give other elected officials money.
- Goferr funds – There is \$50,000 per NH locality that can be applied for. These funds are available for 2022 and application may be made before 6/1/22. The Dept. Heads have been asked to respond to any request for funds by 5/15/22.
- Jessica Pinnell of FirstLight is reviewing their invoice and may be adjusting the total due. We expect her response in the next day or two and the bill may end up being less than \$10,000.
- Culvert pipe: Jim Keegan of the Highway department asked the board to approve the town donating some old, galvanized (obsolete) culvert pipe to the Drew Drive to Jesse Mountain snowmobile club. We now use another type of pipe and don't need the galvanized version. The snowmobile club also requested the town's assistance with a small amount of stump removal. Time spent would be approximately two to three hours. After some discussion about concerns the South East Land Trust has with ATVs going over their land, a motion to donate the culvert pipe and assist with the stump removal was raised by Christine Maynard and seconded by Mike Boisvert. The motion was approved.

Public Comment:

- Bonnie Gagnon asked the Board of Selectmen if they had determined who was the Vice-Chair. A motion to make Christine Maynard the Vice-Chair was made by Mike Boisvert and seconded by Roxanne Tufts-Keegan. The motion carried.
- Bonus to go from part-time to full-time was \$1,000 per Mike Boisvert. He will check the minutes.
- How did the cost for the speed trap go from \$3000 /\$4000 to \$9000? Roxanne Tufts-Keegan responded there was an increase in the equipment price between the estimate and now. A second approval has been submitted for the price increase per Roxanne Tufts-Keegan. We are waiting for Goferr funds. Jill Brown said she had heard that the speed trap couldn't be moved from its present location. It was explained that it can be moved as it has a trailer hitch.
- Jim Keegan said the porta-potty is going to be put back at the beach before Memorial Day.
- Jill Brown asked how the purchase of the speed sign was approved during a spending freeze and it was answered that the approval was received prior to the freeze but that the final steps of the process may have come through during the freeze.

New Business:

- Cell phone tower – Roger Main gave paperwork to Roxanne Tufts-Keegan regarding the possibility of adding another tower. The first property is Tanglewood and the second property is the Jesse Mountain location. Both locations will be reviewed after obtaining the numbers and if viable will go to the public for a vote. Jason stated it would be a benefit to the town and Roxanne Tufts-Keegan said it would give the people better cell phone service for Verizon and T-Mobile. (The first cell town services AT&T.) Jill Brown asked who reached out to who and Roger Main confirmed they came to us with the inquiry. Blue Sky is the tower company.
- Police Payroll: All Police payroll has been a combination of their EMS pay and regular pay and was effective as of the date the new contracts were signed.
- Officer Saltzman is retiring, and Chief Cooper would like to hire a replacement. Christine Maynard says they are investigating how they can utilize the Strafford County Sheriff's office to supplement the loss of this officer the way other towns have. The Sheriff is interested in presenting what he could provide to us for support and could do so at a Board of Selectman's meeting. Andrea Bowden said the prior board had spoken to the State Police and Christine Maynard responded that utilizing resources from the Sheriff's department is very common in other small towns. Jill Brown said it was a great idea to explore further. Mike Boisvert wants to go forward with Chief Cooper's request and look for candidates.
- Mackenzie Brisson requested that the agendas get posted online which was agreed with by Roxanne Tufts-Keegan.
- Roxanne Tufts-Keegan noted that Gaftek serviced (inspected) the fuel pumps and has invoiced the town for \$900. This charge will be spread between the departments with vehicles.
- Planning Board members are needed, please see Mackenzie Brisson. The Budget Committee also needs to fill an open seat.
- Capital Reserve Fund – Regarding Fire addition was tabled so Roxanne can talk to Laura.
- There was further discussion regarding the police numbers. Mr. Moody asked why we needed 3-4 full time officers. Andrea Bowden stated that Tim Brown, a prior officer, said we needed 2 full time resources for the school back in 2015/2016. A review is needed.

- Officer Swift was hired as a part-time employee in 2020 and now he is full time. Mackenzie Brisson suggested we should communicate with Chief Cooper to see what his thoughts are regarding what his team can handle. Roxanne says we will speak to the Sheriff first.
- A question was asked whether sign-on bonuses would be continued and was told they would not. Craig suggested that an SOP for the police department be written to include a standard checklist for new hires. He feels this should be addressed before any new officer is hired.
- John Sindorf would like to know where the police department time is spent, including the Chief. Currently says “does coverage” what does that mean? He should justify the need. Christine Maynard made a motion to not approve posting for a new officer. Roxanne Tufts-Keegan seconded the motion. The motion was approved with Mike Boisvert voting No. We may be meeting with the Sheriff the 3rd or 4th week of May.
- Jill Brown asked how long before the time clock system will be implemented? Christine reported that Laura Parker and Kathryn Toussaint met with Heartland on Saturday the 23rd regarding the initial level of service for entering the payroll information. They are preparing a new quote to include payroll and the timecard. It does not look like it will be a good solution unless we include the payroll and timecard provision.
- Police Secretary: Chief Cooper would like to hire Kara Boisvert for this position. A motion by Christine Maynard was made against hiring Kara and second by Roxanne Tufts-Keegan. The motion carried with Mike abstaining from the vote. It was stated that Kara had recently taken on the role of Assessing Clerk and had been in the role at least a year which is the norm in most other businesses. Craig Moody stated that the Secretary for the Police should have strict requirements for the role. Jill Brown asked about the hours for the Police Secretary and the Assessing Clerk which are both sixteen.
- Question was raised regarding the social security number breach. Laura from the legal team is drafting a letter for the town to send to anyone who is on the list.
- Brian (?) asked about the cameras in the Town Hall. Christine Maynard stated the county attorney is gathering material from his investigation. Jill Brown said the video cameras were already there and that the police monitor them.
- Tracy Donovan-Laviolette brought up several items for discussion:
 - Letters regarding LifeLock – Christine Maynard has a 2-3 page list of how to protect yourself and your credit score.
 - Are letters being sent to Dept. Heads if they go over their budgets? Roxanne Tufts-Keegan stated that she is working on a memo for that.
 - Police Dept. body cameras – they pay 50% and get a 50% match. Mike stated that we are not pursuing that.
 - Suggested they change the name of the meeting from Department Heads to Department meeting.
- Jill Brown inquired about the debit card charges. Roxanne Tufts-Keegan stated that there were four charges to the credit card amounting to less than \$50.
- Janet Kalar asked if the Department Heads are required to attend the second Board meeting each month or to supply a replacement? *Roxanne Tufts-Keegan stated no. What departments are they? Roxanne Tufts-Keegan stated they are: Highway, Fire, Police, and BOS. Christine Maynard said the Department Head should not send a replacement who makes overtime but rather they should send a Department Report regardless of whether they attend or not.*

- Janet Kalar noticed that there were new hours posted for the Assessing Clerk on the website and asked if they were approved by the Board of Selectmen. The response was no they were not approved before being changed.
- Mackenzie Brisson asked if all the old credit cards had been turned off and kept in the office and if all purchases now go through the Administrative Office. Answer: Yes to all. She also asked if Department and Elected offices were going to submit committees and boards. Answer: Not yet the focus is on Department Heads. Bonnie Gagnon asked if all Department Heads get paid to come to the meetings.
- ARPA Meeting is the first Wednesday of each month at 6:30 in the Old Town Hall. Question asked if the Old Town Hall had been reserved for these meetings. Kathryn to check.

At 7:54 PM, Roxanne Tufts-Keegan motioned to go into Non-Public Session: RSA 91-A:3, II (a). Christine Maynard seconded the motion. Roxanne Tufts-Keegan, Christine Maynard, and Mike Boisvert all voted yes and the motion was approved.

Mike Boisvert made a motion to end the Non-Public Session at 8:30 PM, which was seconded by Christine Maynard. Roxanne Tufts-Keegan, Christine Maynard, and Mike Boisvert each voted yes and the motion carried.

A motion to seal the Non-Public Session minutes was made by Christine Maynard and seconded by Roxanne Tufts-Keegan. The motion carried.

Mike Boisvert made a motion to adjourn the Public meeting at 8:35 PM which was seconded by Christine Maynard and the motion carried.

Respectfully submitted,

Kathryn Toussaint, Administrative Assistant/Bookkeeper
Town of Middleton, NH

Attachments:

- ARPA Funds
- Resignation
- Resignation
- Police Recommendation

Board of Selectmen

From: Laura Spector-Morgan <laura@mitchellmunigroup.com>
Sent: Thursday, April 21, 2022 11:11 AM
To: Board of Selectmen; christine maynard
Cc: Naomi Butterfield
Subject: ARPA funds

Good morning. I've done some research into the use of ARPA funds—specifically, I've reviewed the final rule. It looks like elected officials cannot vote to give themselves money, but I don't see any prohibition on giving it to other elected officials. The selectmen have properly returned the money. I do not believe the treasurer has to do so.

Please let me know if I can be of additional assistance. Thanks.

Laura

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Middleton Police Department

182 Kings Highway, Middleton, NH 03887

Greg Cooper
Chief of Police

To: Board of Selectmen (Tufts-Keegan, Maynard, Boisvert)

From: Chief Greg Cooper

Re: Administrative Secretary

Date: 04/18/2022

Dear Select Board,

On April 11, 2022, I confirmed with Emelia Langford, that she will not return to her position with the Town of Middleton. She is sending a resignation in writing, which I will forward to you upon receipt.

Therefore, I would like to proceed in acquiring a replacement for that position.

Sincerely,

A handwritten signature in black ink, appearing to be "G. Cooper", written over the printed name.

Chief Greg Cooper



Middleton Police Department



182 Kings Highway, Middleton, NH 03887

Greg Cooper
Chief of Police

To: Board of Selectmen (Michael Boisvert, Roxanne Tufts-Keegan, Christine Maynard)

From: Chief Greg Cooper

Re: Police Officer Vacancy: Request to post for the position

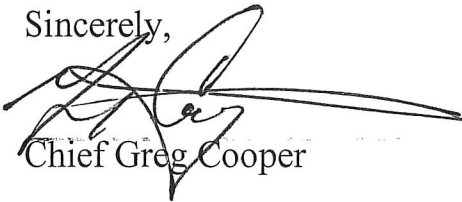
Date: 04/18/2022

Dear Select Board,

Effective June 01, 2022, Patrolman Saltzman is resigning. Therefore, I am writing to request that the BOS allow me to post for the impending open position.

Please make this official at your next BOS Meeting, as the Police hiring process is a lengthy process.

Sincerely,



Chief Greg Cooper



Middleton Police Department

182 Kings Highway, Middleton, NH 03887

Greg Cooper
Chief of Police

To: Board of Selectmen (Tufts-Keegan, Maynard, Boisvert)

From: Chief Greg Cooper

Re: Administrative Secretary

Date: 04/21/2022

Dear Select Board,

I have confirmed with Emelia Langford, that she will not return to her position with the Town of Middleton. Please see the attached resignation letter that I received.

At the BOS meeting on May 02, 2022, I request that you add to the meeting agenda and officially approve the hiring of Kara Boisvert as the next Administrative Secretary.

Sincerely,

Chief Greg Cooper