

Town of Middleton  
Board of Selectmen Meeting  
October 25<sup>th</sup>, 2021

Called to order at 6:30 pm.

BOS Members Present: Michael Boisvert, Lee Britton, Joseph Varga (excused)

Pledge Recited

Signature Action:

Selectman Boisvert tables minutes from September 13<sup>th</sup>, 2021, September 23<sup>rd</sup>, 2021, and September 27<sup>th</sup>, 2021. Selectman Britton makes a motion to accept minutes as written from September 27<sup>th</sup>, 2021. Selectman Boisvert seconds. All in favor.

Public Comment:

Selectman Boisvert explains first public comment is for anyone who doesn't plan to stay for the entire meeting as stated in the Selectmen's meeting procedures.

No public input.

Old Business:

Selectman Boisvert answers previously asked questions from prior meeting from September 27<sup>th</sup>, 2021, questions and answers as stated:

1. What duties are Selectman Britton assigned to?  
Answer- He took over all the duties Mr. Knapp was assigned to.
2. J. Kalar asked if the question the budget committee asked about the milfoil capital reserve fund will be answered before next budget meeting.  
Answer- It had already been addressed. J. Kalar spoke out stating she talked to Sierra earlier that day.
3. A. Bowden asks why didn't the EMS get the 1.6% raise for the EMS shift pay. This comes from line 4215-07-EMS.  
Answer- Selectmen were not aware shift pay received raises. Selectmen decided to give hourly pay raises. There has never been talk with the Fire Chief about raising shift pays.
4. J. Coskie asks when will bulk stickers be sent out for this year?  
Answer- They have already been sent out this year in the spring instead of the end of year bill (2020) due to new trash company. They were not sure if they would be doing stickers as well. The schedule for stickers to be sent out in the end of year tax bill will still be happening this year.
5. J. Kalar- Milfoil deposits are not up to date. July shows \$19,731 and did not increase by \$500. When will this be fixed.  
Answer- J. Kalar spoke out stating that goes back to the original question. Selectman Boisvert states the statement says that it has already been addressed. T. Donovan-Laviolette speaks out asking if Selectman was going to tell the public the answer to them. Selectman Boisvert states the funds were moved and corrected.
6. J. Kalar- BOS applied with the DRA to have emergency funds taken out of the fund balance.  
Answer- As far as we know known of us have ever done that. J. Kalar speaks out stating she didn't hear the question. Selectman Boisvert repeats the question. J. Kalar responds she got that information from the DRA, Selectman Boisvert states that this never happened, if anything it

could be a mishap with ARPA and there is a misunderstanding there, but there has been no funds withdrawn.

#### New Business:

Chief Cooper states he has brought it to the board to increase the detail rate to be competitive with the local agencies and state police and to bring more revenue into the town to help offset purchases in the future. Selectman Boisvert asks what was the previous rate. Chief Cooper responds the previous rate he believes was \$80. Selectman Boisvert asks what is he looking to increase it to. Chief Cooper responds \$88 so basically it would be a 10% administrative fee. Selectman Boisvert asks if that is additional revenue coming back to the town itself or is it going back to the employees or how does this work. Chief Cooper responds it is majority revenue to the town and portion to the employees, this increases our abilities to purchase cruisers in the future and maintain the fleet. Selectman Britton asks how much revenue has details brought into the town this year. Chief Cooper states this year has been about \$23,000-\$24,000 combined with what we have, we are still trying to put our hands on the exact numbers I'm not sure where these funds have been put into the town line, but he believes there is between \$35,000 and \$36,000 that they have raised for the town. S. Ferguson states that with that detail rate he just wants to give clarification for everyone present, asks so basically that increase the detail rate for the employee as well, but that whole entire rate is paid for by a third party, right that's not paid for by the municipality. Chief Cooper responds correct, the details that they work are not at a cost to the town it's a cost to the party the hires us to do the detail. S. Ferguson asks so if that rate is to increase for the employee that is not at a cost to the taxpayer to burden. Chief Cooper responds correct. R. Tufts-Keegan comments the money that comes in goes into the police revolving fund. Selectman Britton makes a motion to approve the detail increase. Selectman Boisvert seconds. All in favor.

Carol Vita, conservation committee- not present.

Scott Ferguson, EMS committee- presented a packet of research done by the EMS committee. States that if anyone has any questions about the research done there is minutes with researched attached for every meeting at the town hall. He stated he would be more than happy to answer anyone who has any questions. Please see attached report. Selectman Britton asked for the per diem option with two person staffing how would we account for sick and vacation days. S. Ferguson responded that was something that they had discussed and had discussed with the Fire Chief and ultimately there would be a third person on call and there would be someone available if that were to happen that could potentially back fill the spot. Selectman Britton asks if they anticipate if the town chose to go per diem that candidates would come from the current EMS staffing. S. Ferguson responds I believe that we would get some, but honestly that is the same question I have been asking myself and that is something that has been brought up in the discussions, because of the way the fire rotations work there is a lot of Fire and EMS such as other cities like Rochester and Dover, a lot of those guys are cross trained and cross referenced, they work two days and they have ten days of call. We could pull from people like that want to supplement their income. Selectman Britton asks who would schedule these shifts, will it be the fire department. S. Ferguson responds that would be between the EMS and Fire department heads, understanding that it would be about a month in advanced. Selectman Boisvert states that he thinks the committee has gotten everything covered and I would like to thank you and the rest of the EMS committee for putting this together for us. It's a lot to digest and go through and think about. States himself and the other Selectmen will have to schedule a work session to go through and maybe have some of the committee there to go over it. S. Ferguson states that he would be more than happy to help after the Selectmen review everything, that himself and maybe other committee members can get

together and come to another BOS meeting or work session to answer any questions. Selectman Boisvert makes a motion to table EMS committee findings until the Selectmen can schedule a work session. Selectman Britton seconds. All in favor.

James Keegan, Highway- states he is presenting two things to the board. First the highway department are looking to buy a new lawn mower. Looking either a cub cadet or gravely brand for \$3,000 to \$4,000. The current mower the town owns is 12 years old and always being worked on. Selectman Boisvert responds that he see the highway department always working on the mower. J. Keegan states that there isn't a line in the budget for the mower, but that it is bottom line budget. States that it could be taken out of the equipment line. He said that before the mowing was subcontracted out and now it is done during regular business hours by the crew and that this saves the town money already. States that availability right now is hard, found a gravely brand mower in Portsmouth 5-6 weeks ago. Stated that he has seen tractor supply is now stocking cub cadets. States the highway department would like a 52" zero turn, but could go smaller. States that a new mower will be a time saver and is hoping to get approval tonight in order to go find one. Selectman Boisvert asks if Selectman Britton has any thoughts. Selectman Britton states that if they have the money available to do it. Selectman Boisvert comments that if it's in the budget it will not cost residents extra money. J. Keegan states there there's money in the tree budget line and the equipment rental line. Selectman Boisvert states he would be open to doing this and asks what would the highway department do with the old mower. J. Keegan states they would sell it. Selectman Boisvert makes a motion to approve the purchasing of a mower with a cap of \$3,600. Selectman Britton seconds. All in favor.

J. Keegan asks the board if the highway department can replace the dump body for the 2009 truck. Selectman Boisvert asks if it would be a steele body. J. Keegan responds yes and that the highway department has 3 large trucks. Newest truck is 2017 and the oldest truck is 2003. States they could patch up the body from the 2009 and put it on the 2003 that is in very bad condition. Selectman Boisvert asks if the 2003 body is the worst. J. Keegan responds yes. Selectman Boisvert asks other than the body is everything functional. J. Keegan responds yes on the 2009. States the sanders are as old as the trucks and have no rust, anything just steele takes a beating. States anything stainless steele could out live and go on the 2017 down the road. Selectman Boisvert asks if this would be done in house. J. Keegan responds that everything can be taken off and put on in house, but the welding is hard and would be outsourced. States there is a lot of bang for the buck with an estimate of \$19,850. Selectman Boisvert asks if that price is with installation. J. Keegan responds yes, that it could give us 8-10 years out of this body. States the highway department has funds from the block grant or capital reserve. It could take until March to get the body, but that they would not take the truck out of service for this winter, but could be done in the spring time. States he isn't sure if they would need the money up front yet, but needs the request signed before they could move forward with anything. States it is a viking brand they use viking in the past and have done a lot of business with them with no issues. Selectman Boisvert asks you don't think it would be this season? J. Keegan answers he doesn't think so, but if they can would love to, but doesn't believe so. Selectman Boisvert states he doesn't oversee the highway department, but would love to come over and look at the trucks. J. Keegan states that two of the trucks have failed inspection at Diprizios. Selectman Boisvert asks Selectman Britton if he has taken a look at the trucks. Selectman Britton responded that he hasn't and believes what they say about the trucks and if they have the money to do it. Selectman Boisvert responds he has no doubt about what J. Keegan is stating, his own dump body is 3 years old and didn't take long to rust. Selectman Boisvert asks J. Keegan if 2 weeks would hurt your quote. J. Keegan states steele is hard to get right now, quote is good for 30 days and got the quote on October 4<sup>th</sup>, 2021. Selectman Boisvert responds that it would expire next week and asks if they would pull the body from the 2009 and put it on the 2003. J. Keegan states they are going to look at it and see what it is that needs to be done to it. States they would do an in house change out.

Selectman Britton asks this will extend the life of the truck 8-10 years? J. Keegan responds yes, but obviously things come up. States the big thing is this one needs a new body. Selectman Britton asks if the truck is no good with out the body. J. Keegan responds yes. Selectman Boisvert asks if this is one of the trucks that failed inspection. J. Keegan answers yes both the 2003 and 2009. Selectman Britton asks how much is a new truck, it seems \$20,000 is a lot cheaper. J. Keegan responds \$60,000-\$80,000 for a new truck. States the highway department tried getting a new truck last year to replace the 2003, but it did not pass. Selectman Boisvert states it makes the most sense to outfit the fleet as long as we can find the money in the budget so it doesn't affect the taxpayers. Selectman Britton makes a motion to approve the purchase of a truck body for \$20,000. Selectman Boisvert seconds. All in favor.

Public Input:

J. Kalar read an email allowed, please see attached. Commented that the dam has been run by volunteers, her husband for 6 years and Henry Peterson for 10 years. States anyone dealing with the dam needs training and no volunteers can do that. Also stated she wanted to make a correction that she is the Treasurer for SLVD not a board member.

R. Tufts-Keegan asked Chief Cooper if the department has 4 full time officers and 7 part time officers. States the part time line on the budget is low, but the full time budget line is drained. Chief Cooper responds that he has 6 part time officers. R. Tufts Keegan asks how many part time officers do we need to be at. Chief Cooper answers 8 part time officers would work out best for the ones that have full time jobs it gives more flexibility to work shifts.

T. Donovan-Laviolette asks if all the documents S. Ferguson presented would be attached to the minutes. Selectman Boisvert responded anything that we were provided will be attached to the minutes. T. Donovan-Laviolette asks where do we stand with the 2019-2020 audits. Selectman Boisvert responds that they are still being worked on.

S. Ferguson commented on the EMS raises and wanted to point out that on the budget. The 1.6% raises was basically put across the payroll lines not for individual departments so it wasn't calculated into their budget for them to get that raise.

J. Kalar states the town doesn't own the dam that it was deeded to the village district. States the town has never owned the dam.

A. Bowden wanted to let the board know that the EMS is contemplating getting prices to update the ambulance to medical level since there is a paramedic now. EMS can now respond at an advanced level. States the price is around \$3,000, but one piece of equipment is over the \$500 threshold. Selectman Boisvert responds if there is multiple providers for the piece of equipment we just ask that you get a couple of estimates. A. Bowden states this would also affect budget on payroll since they would need to respond at a medic level and should be paid as a medic and that's a conversation we can have later.

J. Kalar request a policy going forward about Selectmen posting things on facebook. Asks didn't we have a problem with that not too long ago. Selectman Britton states if you have something to say, say it to me. J. Kalar states she's not mentioning any names and just is asking a simple question. Selectman Boisvert responds lets keep this cordial and also responds not to my knowledge, but will look into it.

Selectman Boisvert makes a motion to go into non public RSA 91-A:3, II (a) at 7:33pm. Selectman Britton seconds. All in favor.

Selectman Boisvert comments next meeting is November 8<sup>th</sup>, 2021.

Selectman Britton makes a motion to adjourn. Selectman Boisvert seconds. All in favor.

Meeting adjourned at 8:07pm.

Respectfully Submitted:

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Kara Boisvert, Administrative Assistant Deputy

DRAFT



## **Middleton EMS/Safety Committee Proposal:**

Middleton BOS,

Please see contained information obtained by the Middleton EMS/Safety Committee which was delegated to research the EMS needs for the community and compile options to provide EMS services to the residence of this community. The largest issue raised was the availability of EMS personnel during the hours of Monday-Friday (6:00AM-6:00PM).

Without getting into a lengthy history of the Towns EMS and Fire service it should be noted the department currently functions on a business model referred to by most municipalities as a "volunteer" department. I have attached an older review which was conducted by MRI in February 2007. Although an older research document it outlines most, if not all of the current concerns which were outlined back then as well. Essentially pointing in the direction of the issues at hand being ongoing for many years.

This is not a "new issue" amongst the Town, but simply an ongoing issue which periodically fixes itself for periods of time with changing of volunteers and there availability. Example a new member joins who works a night shift full time job, there available during the days to conduct on-call or volunteer shifts. Although this is extremely beneficial to the town and the EMS services, it has in the past and currently not been a "permanent" fix/solution for the concerns currently raised and those raised in the MRI review of our Fire/EMS Department.

It was the focus of the committee to research more permanent solutions, review the financial impact, review the personnel impact, and recommend as a group what was believed to be the best options for the Town and community keeping all of the above core values in mind.

Please see below the 4 options which are briefly described. More in depth information is available by review of the committee's minutes which are accessible through the town hall and have all supporting documents attached.

### **Per Diem:**

Cost for Per Diem, projected annual EMS budget of \$158,813.00, this includes projected increase to towns insurance. This budget amount includes current volunteer/on-call EMS services and per diem during those hours in which the town demand requires. Presented as 6:00am-6:00pm Monday through Friday.

Should this option be put into effect, keeping transports and services within town also generates revenue. Approximately \$62,800.00, per year is the projected revenue of reimbursed medical care costs. Deducting this generated revenue from the overall budget from keeping the services in town produces a predicted per diem budget of \$96,013.00 after reimbursement if transport and medical services revenue. Although these numbers are projected and not know, they are based on calls for service from 2019-2020 and revenue stream is based on billing and reimbursement from transports since January 2021.

- Staffing of personnel between the hours of 6:00AM-6:00PM Monday through Friday
- (2) Per Diem staff at all times to meet statutory requirements for full ambulance operations.
- Varying levels of certification to be used. Will have a minimum of (1) per diem being state EMR certified. Preference for cross trained Fire/Ems allowing for fire operations as well during per diem hours.
- 6:00PM-6:00AM weekly and weekends will be covered using the traditional volunteer/on-call operations.

### **Out Source EMS Services:**

The Committee reached out to all municipalities who provide full time EMS service in the current mutual aid area, in an effort to outsource services to the Town of Middleton, NH. As a result only one municipality at the current time wish to provide a proposed contractual agreement quote to the Town of Middleton for EMS services. The Town of Milton, NH through Chief Nick Marique.

- Other associated cost beyond the initial quote to consider will be legal fees associated with drafting and reviewing the contract to ensure fairness and legality issues between the two municipalities.
- Coverage 24 hours per day, 7 days a week- \$100,000.
- Coverage 6:00AM-6:00PM 7 days a week- \$60,000.
- Coverage 6:00AM-6:00PM, Monday through Friday- \$45,000.

### **Middleton Police EMT Supplemental:**

The Middleton Board of Selectmen began the process of supplementing EMS services using the Police Department's officers. The information on this option is limited, the committee was initially setup with a BOS and Police Officer partaking in the meetings. These members attended first few meetings and for unknown reasons, no longer chose to partake in the meetings and research. Prior to this taking place BOS Member James Knapp and Sgt. Jonathan Swift were tasked with providing an outline so members could see how the supplementation would look and how a response would look as it came to the police response/handling of a medical call.

BOS James Knapp was going to provide information as it pertains to insurance and if there was a cost associated to the town with new supplemental job description for the police officers. There was also a request to clarify if EMT certification was going to be a requirements for all officers full and part time.

The committee received a "Rough Draft" of guidelines from Sgt. Jonathan Swift which are attached to the committee minutes of that meeting for review. Based on the limited information received on this option the committee is limited in what can be provided to the BOS. There are still many questions and

**operational/legal procedures that would need to be addressed to protect the Town of Middleton, the police officers, and provide utmost services to the residents of this community.**

- **Initial cost which has already been negotiated and implemented by the BOS is a \$3.87 per hour raise per officer who obtains EMT certification.**
- **Presumptively EMT certification will be required for all police certified officers. Based on this presumption there would be an approximate increase to the payroll line of \$32,198.40 for full time officers. The increase in part time officers is unknown as the committee does not know the current amount part time officers employed nor if this would be a requirement of part time officers.**
- **Concerns raised during discussion of this option include staffing, ability to provide both police and EMS services. Utilization of police mutual aid was raised as an option in the event of multiple calls with varying needs. It should be noted the issue at hand this committee was tasked with is the strain on the EMS mutual utilization and should this be an option for the police EMT this may simple move the issue to an over utilization of the police mutual agreement.**

#### **Status Quo:**

- **The EMS services in this town currently operate on an on-call/volunteer basis as outlined in the preface of this document. As it is understood by the committee currently services have gotten better during the work week hours (Monday through Friday 6:00am-6:00PM), this has already been addressed as an issue. This issue was raised during the MRI study done in February 2007. The issue and ability to address it will come and go based on staffing availability during these hours. As volunteers come and go from the EMS/Fire Department so do the volunteers ability to cover varying hours.**

**All of the information and documents referenced in this synopsis are attached and part of the committee minutes which have been provided to the town for public review. All documents reviewed by the committee during our research have also been attached to the minutes correlating to the meetings they were presented or discussed.**





## **Milton Fire-Rescue**

865 White Mountain Highway  
PO BOX 588  
Milton, NH 03851  
P:603-652-4201 F:603-652-9180

*Nicholas Marique*  
**Chief**

June 22<sup>nd</sup> 2021

Middleton EMS Committee,

I was contacted by committee member Christine Maynard who requested I provide the committee with a cost for Milton Fire-Rescue to provide emergency medical services to the town of Middleton as a contracted service provider. I have historically provided Middleton town legal counsel with data formulated from 2019 and 2020 which showed cost share formulas for providing EMS coverage to the Town of Middleton. Some recognized cost share formulas include population, valuation, number of housing units, and call volume. In reviewing the data each of these cost share methods point to a split of service costs around 70% Milton and 30% Middleton. Based on these cost share methods the average annual portion owed to Milton from Middleton would be \$132,000. If the call volume for 2019 provided to me is accurate this would equate to a cost per call of around \$650. Additionally, I reviewed 17 municipal contracts where one community provided EMS services to another. The average cost of these contracts was determined to be \$478 per call. With that being said I have determined a fair and accurate cost per call to be \$500. It is my understanding that in 2019 Middleton EMS responded to just over 200 calls for service. Based on this information I propose the following contract options:

- Coverage 24 hours per day 7 days a week- \$100,000
- Coverage 6am to 6pm 7 days per week- \$60,000
- Coverage 6am to 6pm Monday through Friday \$45,000

These are preliminary numbers based on what is believed to be accurate data. The Milton Board of Selectmen is aware I am providing these cost estimates. If you choose to move forward in this direction a formal vote by the board will be required along with further negotiations. A contract will need to be formulated and reviewed by legal counsel. I would recommend review of the data by all parties involved to ensure fairness and accuracy.

Nick Marique

Fire Chief

Milton Fire-Rescue

# Police-EMT guidelines

## Rough Draft

RSA  
153-A

- All Calls will be answered based on their level of priority. <sup>Police</sup> ~~EMS~~
- In the event that two priority calls come in at the same time Police calls will take precedence.
- When an Officer arrives on scene he will act as a Police Officer first and an EMT second unless the situation dictates otherwise.
- When acting as an EMT, the Police Officer will follow the current EMS chain of command.
- As a general rule Police Officers will not be going to mutual aid EMS calls in another community, unless there is a critical incident or some type of catastrophe.
- If an Officer is involved in an incident where a suspect has become injured or is in need of EMS, he will not act as the transporting EMT.
- If it is clear that the patient has an issue with a Police-EMT treating them, the officer should not transport during this situation.
- If more than one EMT or higher-level provider is present the Police Officer should not assist in transporting unless the situation dictates otherwise.
- Prompt return to town will be a priority for the Police-EMT.
- When an Officer is involved in the transportation of a patient to the hospital, they will request another available agency to cover priority calls.

- mutual Aid -  
Transport

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**From:** Jerri Waitt <jwaitt@roadrunner.com>  
**Sent:** Sunday, October 24, 2021 9:01:40 AM  
**To:** 'John Mullen' <moon1044@gmail.com>; Henry Pedersen <henry@pes1974.com>  
**Subject:** RE: Sunrise Lake Draw-down

Hi John,

Yes the Dam spillway is open and has been since the 15<sup>th</sup>, we cannot pull the boards until the lake goes down at least a foot to foot and a half, this will take a couple weeks depending on rain, which we are expecting this week.

Why can't we pull the boards you ask, because we would flood Farmington with two feet of water off the lake, and most likely cause damage to the stream and area leading from the dam, with damage to wildlife that lives in and around the area as well.

So the answer to your other question, do we have to notify downstream? No as long as we slowly lower the level.(please note making the spillway run to fast also can cause damage to the spillway)

I have been receiving alarmist emails from people about this, the new town selectman is offering for the town to take over!. Yes 2 years ago we did not get the lake drained before the freeze because it rained constantly, mind you the lake will not freeze for at least a month and the long term outlook for freezing per the weather gurus has been pushed out this year.

Historically the dam spillway has always been opened around Columbus day by the Village District or by the State when we could contract with them. Nothing has changed!!!! Mother nature sometimes has her own ideas. I'm not thinking any boater or fisherman wants the lake drawdown done any sooner.

about:blank

Yahoo Mail - FW: Sunrise Lake Draw-down

Just because the boards are still in does not mean we haven't started the drawdown.

I hope I have eased your mind. Please share this information with whomever is concerned on your end.

Thank you,  
Jerri Waitt  
Sunrise Lake Village District Commissioner/Chair

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