



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Middleton Department Heads Board of Selectmen Meeting Minutes

June 13, 2022

Approved By
Board of Selectmen

Roxanne Tufts-Keegan
Christine Maynard

Call to Order at 6:30 PM

Pledge of Allegiance & Prayer

Roll Call: Present: Roxanne Tufts-Keegan – Chair, Christine Maynard – Vice-Chair, Mike Boisvert

Approval of Minutes:

- June 6, 2022
 - o *Christine motioned to accept the minutes, Mike seconded, and the motion carried.*

Signature Action:

Public Comment:

- Discussion around:
 - o The Speed Trailer, Electronic Message Sign, and the Light Tower and which departments needed/wanted each item
 - o Police Department resources and coverage
 - o The number of registered voters compared to the number of people who come to the BOS meetings and those who vote.

Old Business:

- CRF – 50% Fire Dept reserve fund and 50% Highway Building reserve fund- \$10,532.10 to the Capital Reserve Fund.
 - *Mike motioned to complete the transaction, Christine seconded, and the motion carried.*
- GOFERR money from last year went to purchase the Speed trailer, Electronic Announcement Sign, and a Light Tower. Discussion around use of the equipment and expense lines for the remaining cost was tabled. Mike to look into response(s) to his inquiries about other means to pay the difference between the GOFERR money and the remaining amount due.
- Police Department will need to purchase a tow hitch for the Speed trailer.
- Fire Department Chief Watkins brought up the purchase of the polo shirts for his folks, he and Christine will discuss during the training taking place Tuesday night.

New Business:

- Department Heads in attendance presented their monthly reports. Anyone not present had submitted a report which was read by the Board.
- Highway's Dan Phillips said they have a supply of Blue Bags available for trash clean-up from the N.H. Beautiful campaign. The Electrical Scrap date is being planned Saturday, August 13th. He mentioned there will not be a dumpster for scrap metal and a location will be identified for drop-off.
- Highway would like to put their old lawn tractor out for public bid. It is a 2009 and has new blades and drive belt.
 - o *Mike motioned to put the tractor out for public bid, Christine seconded, and the motion carried.*

- Use of ATVs for custodial maintenance of the town trail discussed and approved for Dan Saliga and Jim Keegan. They will receive letters of approval from the Board to show if approached about their ATV traffic.
 - ***Christine motioned that Jim Keegan and Dan Saliga would be authorized to use their ATVs to maintain the trail. Mike seconded, and the motion carried with Roxanne abstaining from the vote.***
- Christine met with the Milton Fire Chief and the Assistant Fire Chief to discuss coverage needs. Each EMS event is \$500 and in May the charges are \$3000.00. Christine is working to get better services and possibly working as one team. Laura is gathering financial data to create a plan and Christine is working with Legal.

Public Comment:

- Jim Keegan brought up the employee contracts other Department full time resources have; but were never shown to the Highway department. To be fair he wants to see the Highway contract. Christine stated she was not a fan of contracts but to be fair they should have a discussion with the road crew. Legal will review any contracts existing or new.
- It was asked if open positions could be posted on the website and someone else asked where the jobs are currently posted which is on the NH Municipal website.
- The question was asked about the cameras in the OTH and the Municipal building and it was stated that the investigation is ongoing. If evidence of wiretapping is found by Strafford County investigators, it could result in serious charges.
- Question asked about the former board issues being addressed and whether details will be available before the next budget meeting.

Adjourn: *Mike motioned, Christine seconded and all approved* adjourning the meeting at 8:05 PM

Next Board of Selectmen Meetings:

July 11, 2022
July 25, 2022

Other Upcoming Meetings:

ARPA Committee – July 6th (1st Wed) Conservation
Committee – July 12th (2nd Tue) School Board – July 13th
(2nd Wed)
Planning Board – July 14th (2nd Thu) Budget
Committee – July 18th (3rd Mon)



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Middleton Police Department

POLICE DEPARTMENT MONTHLY REPORT: MAY 2022

INCIDENTS INVESTIGATED: 33

Alarm:

Animal complaint:

Assist Citizen: 4

Assist Fire/EMS Dept: 3

Assist Other Agency (Mutual Aid): 11

Assist School:

Burglary:

Civil: 2

Civil Standby: 1

Conduct After An Accident:

Criminal Threatening:

Criminal Trespassing:

Criminal Trespassing Order Service:

Disorderly Conduct:

Disobeying An Officer:

Disturbance:

Domestic Violence Disturbance:

Domestic Violence Retraining Order Service: 1

Found Property:

Harassment:

Identity Fraud:

Involuntary Emergency Admission

Littering:

Lost Property:

Medical: 2

Misuse of Plates:

Motor Vehicle Related:

Motor Vehicle Lockout:

Noise Complaint:

Operating After Suspension:

Other Investigations:

Paperwork Service: 1

Parking Complaint:

Pistol Permit: 2

Possession of Controlled Drugs:

Restraining Order Service:
Road Conditions:
Road Rage:
Search Warrant Executed:
Shots Fired:
Simple Assault:
Suspicious Activity: 2
SOR: 1
Stalking: 1
Theft:
Traffic Investigation:
Truancy: 1
Unauthorized Use of Motor Vehicle:
Vin Verification:
Wellbeing Check: 1
9-1-1 Hang-up Call:

ARRESTS: 5

- Domestic Violence Assault, 2nd Degree Felony Assault with Strangulation
- DWI 3rd Offense
- DWI
- Operating After License Suspension/Revocation
- Warrant Arrest

MOTOR VEHICLE: Data not available

Emergency Management Department: May 2022

Nothing new



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Assessing Clerk

Assessing Monthly Report for May 2022

For the month of May the tax warrants were created for the Tax Collector to be able to send out the 1st tax bills of the year. As final reports for timber cuts and excavation have arrived, I have been creating the yield tax for the Tax Collector to send out. I have started the process of scanning all documents from assessing files into digital files that are added into our assessing system. Along with all the normal day to day tasks it has been a busy month for my office.

Kara Baisvert

Assessing Clerk
Town Of Middleton
(603)-473-5208

5/9/22 meeting notes
April → May

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- 1) Washed trucks & Sanders
- 2) Took off wings & Sanders
- 3) Swept all Roads
- 4) Raked all dirt Rds as needed
- 5) Dug out Rocks & Stumps on dirt Rds.
- 6) Put Summer tires on pick-up.
- 7) Picked up New 1 ton.
- 8) Patched Pot Holes as needed.
- 9) Checked & Cleaned Ends of Culverts
- 10) Picked up Blue Bags for Clean up.
- 11) Took off Dump body truck #22 & Dropped off for New Stainless Body.
- 12) Needle gunned frame & Painted truck #22
- * 13) Dan was called in for Drug Testing.

To Do List

- 1) Put up Flags for Memorial Day
- 2) Get Mower out for Town Halls
- 3) Order Chemical toilet for Beach
- 4) Clean up beach for the season
- 5) Start Pulling in Shoulders Draw drive Area

* Hopefully Chippers will be in still waiting for Delivery on it.

6/13/22 meeting notes

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May → June

- 1) Put up Flags for Memorial Day
- 2) Mowed lawns as needed.
- 3) Received chem. toilet for beach.
- 4) Cleaned up beach & Raked.
- 5) Took Del. of New chipper.
- 6) Raked dirt Rds as needed.
- 7) Pressure washed all Plows & Springs.
- 8) Prepared List for GOFERR funds.
- 9) Prepared List for ARPA Funds.
- 10) Cut Around signs as needed.
- 11) Put Calcium on N.D. Rd for dust Control
- 12) Maintained town beach 2 week. (since opened)
- *13) ^{*(20 years old)} Pressure Washed & Replaced Chain & Beam in sander #26
- 14) Replaced Cosbid teeth on York rake for dirt Rds.
- 15) Measured Lake Shore, Sarsisa, Woodland for paving pricing
- 16) Unloaded new light tower
- 17) Replaced bent delimiters on Kings Hwy.
- 18) spoke to NRRRA for Elec. day take back

To Do List.

- 1) Cut & Chip brush.
- 2) Pull in shoulders Drew drive Neighborhood.
- 3) Finish putting rest of Sanders through shop.
- 4) Prep for Elec. take back day.

May 2022 Middleton Fire & Rescue

Calls for service. 19

13 medical emergencies, 6 were handled by Middleton, 6 covered by Milton, 1 was covered by Wakefield.

5 Fire calls, 1 we did not have a crew to respond to Wakefield.

1 motor vehicle accident that turned out to be in Milton.

Equipment updates

Engine 1, All required service & maintenance has been completed.

Electronics Scrap Day

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Tires

2022 Pricing



Northeast Resource Recovery Association

"Partnering to make recycling strong through economic and environmentally sound solutions"

NRRA Tire Program with Bob's Tire Effective 1/01/22 Member Pricing

8/13/2022
tentative date

- 50 tire minimum for pickup
- With or without rims (rims can be left on)

Free of dirt/debris:	Per Tire Cost
Bicycle/Motorcycle/Lawnmower	\$ 3.00
Passenger/Light Truck	\$ 3.00
Bobcat/Skid Steer (16.5" or less)	\$ 10.50
Truck/Tractor Trailer (over 19")	\$ 16.00
Snowmobile Treads *NO STEEL*	\$ 21.00
Super Single (double wide)	\$ 35.00
Tractor (farm – front)	\$ 35.00
Tractor (farm – rear)	\$ 80.00
Backhoe	\$ 55.00
Excavator tracks	\$210.00
Loader	\$310.00

Skidder tires or other tires not on list

- Please NRRA for pricing and provide picture and/or measurements

With dirt/debris:

Passenger Tires/Light Truck	\$5.50
Truck/Tractor Trailer (over 19")	\$25.50

updated: 11/16/21

Board of Selectmen, this is a summary of items I have been working on since mid-March.

- Weekly payroll and weekly accounts payable.
- Monthly payroll
- Monthly NHRS reporting
- Quarterly 941 reporting
- Quarterly unemployment reporting

These are issue I have found and corrected.

- Had to complete a 2 ½ year reconciliation audit on two employees for the NHRS who have not had deduction through payroll taken out correctly resulting in the employee and town owing NHRS contributions. XXXXXXXXX 5538,00
- Had to review employee Allstate contributions which showed one employee payroll deduction being given to the employee instead of deducting the premium resulting in the town paying this premium twice when the town should not contribute at all since the benefit is all employee funded.
- Reviewed the town health/dental invoices which showed that the employee's weekly deductions were not accurate. This also showed that the invoices were not being paid out of the correct accounts. This was corrected for all of 2021.
- Had to research dead river invoices for a balance carried forward since 2020. There were three unpaid invoices from 2020 that had to be paid in 2022 using 2022 funds.
- Research FirstLight invoices that have been due since 2020.
- Had to research and work with Trustees and Auditor on the FD addition CRF for discrepancies on what was requested from the CRF. This still needs to be finalized
- Had to review all the gas/diesel usage from January 2020 through March of 2022 and go back and invoice the school for usage. Found that the percentages being used for charging individual accounts was same as 2019 and had not been adjusted. Went back and recalculated all of 2020 invoices with correct percentages. Billed school for all of 2020 that had not been billed.
- Had to recalculate Verizon invoices and correct the way the account have been charged since January.
- Completed needed information and worked with auditors on 2020 audit.
- Filed with the Treasury for the ARPA funds as required.
- Found that payment for the new equipment through GOFERR was charged to a temporary account which never reflected in the budget for XXXXXXXXXXXX 44,761,00
- Had to research IRS payments for late or incorrect reporting. The most recent was previously sent in November of 2021 questioning how the quarterly reports did not match year end reports for 2020. This notice was returned to the IRS stating the Town did not know why the amounts were different. Same notice has been received again which needed to be reviewed. After reviewing the 2020 reporting there were several discrepancies between what was reported quarterly and what was reported at year end. I have since audited the reports and submitted the adjusted forms. Unsure at this time if there will be penalties or fees associated with these findings.
- Started reviewing 2021 for the same issues to be proactive on the adjustment reporting.

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Middleton Board of Selectmen – Dept. Heads Meeting Agenda

June 13, 2022

Call to Order

Pledge of Allegiance

BOS Members: Roxanne Tufts-Keegan – Chair, Christine Maynard - Vice Chair, Mike Boisvert

Approval of Minutes:

Signature Action:

Public Comment:

10 minutes unless voted to extend by the board

Old Business:

- Department Heads: **Police – Emergency Management – Assessing – Highway – ACO – EMS – Fire – Town Clerk/Tax Collector – CEO/Health Officer – Welfare - Treasurer**

New Business:

- Dan Saliga – Vehicle Authorization for custodial purposes
- Electrical Scrap Day (August)

Public Comment:

10 minutes unless voted to extend by the board

Adjourn:

Next Board of Selectmen Meetings:

June 27, 2022

July 11, 2022

July 25, 2022

Other Upcoming Meetings:

School Board – July 13th (2nd Wed)

Planning Board – July 14th (2nd Thu)

Conservation Committee – June 14 (2nd Tue)

Budget Committee – Jun 20 (3rd Mon)