



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887
Board of Selectmen

Approved By
Board of Selectmen

[Handwritten signatures of Board of Selectmen members]

Board of Selectmen Meeting October 11, 2022

Roxanne Tufts-Keegan calls the meeting to order at 5:00 PM.

Roxanne Tufts-Keegan motions to enter into non-public per RSA 91:A-311 (a) at 5:01PM. Christine Maynard seconds. Roll call vote to enter into non-public. Motion carries.

Roxanne Tufts-Keegan motions to leave non-public session at 5:07pm. Christine Maynard seconds. Motion carries.

Roxanne Tufts-Keegan motions to enter into a non-public session per RSA 91:A-3 II (a) at 5:08 PM. Christine Maynard seconds. Roll call vote to enter into non-public. Motion carries.

Roxanne Tufts-Keegan motions to seal the minutes from the second non-public session for three years, because it is determined that divulging this information would affect adversely the reputation of any person other than a member of this board. Christine Maynard seconds. Roll call vote to seal the minutes from the second non-public session. Motion carries.

Back into public session at 5:25PM. Roxanne Tufts-Keegan mentions that the Board will be appointing Diana Bourdeau as the Town Clerk/Tax Collector at a pay rate of \$21.94 per hour until the March elections at which time a resident will be elected.

Board of Selectmen mention that according to the State DMV office the individual in the new Town Clerk/Tax Collector position cannot become certified until they have been in the office training for 30 days. The Board will be reaching out to Farmington to see if they would agree to process the towns motor vehicle registrations until the new TC/TX can become certified. We can also reach out to the state to see if we can possibly get a waiver on the 30 days.

There will be a reposting for the deputy town clerk position.

The Board will also be posting for the seasonal highway employee as the previous employee has moved out of town and no longer is interested in the position.

Fire Chief Mike Laviolette has submitted the posting for the per-diem position within the Fire Department. This is for two employees for one day a week to start. Roxanne Tufts-Keegan read out loud the posting. Laura Parker questions some of the wording within the posting. Christine Maynard is going to check with legal on the wording before posting. Craig Moody questions where the funds are coming from for these positions. Roxanne Tufts-Keegan mentions that it is only right now set for one day a week. That day will

depend on availability of the individuals and the need. Christine Maynard mentions that right now the town is paying Milton \$500 per call. It would be less money to pay these two individuals for the 12 hour shift (6AM-6PM) than one call to Milton. Laura Parker explains that these positions were budgeted two years ago and it never was followed through, then the funds started to go to the Police Department for the additional \$3.87 per hour they were receiving. So ultimately this should not increase the future budget by that much since the Police are now receiving the additional through their own budget and not the Fire budget.

Question from Dan Saliga on the current status of the animal control officer. Currently there is no ACO.

Tracy Donovan-Laviolette questions why the board is starting the new TC/TX at the rate of the outgoing. Laura Parker mentions that if the deputy or a new person was elected into that role they would also receive the same pay. That is an elected position and is paid what the townspeople approve at town meeting. Christine Maynard mentions that the RSA states the Town Clerk can work 2 days a month and receive the same funds. Laura Parker mentions that in order for any of that to change it would have to come from town meeting. The townspeople can vote to reduce that pay based on the hours the town clerk works. Tracy Donovan-Laviolette then questions if the deputy would also make the same? Roxanne Tufts-Keegan mentions that it would depend on the person. The hours budgeted for the deputy is 14 hours a week.

Craig Moody asked if the per-diem EMS will be providing the transport. Christine Maynard stated that is the purpose of this trial. We need to have at least an EMT basic to transport. We should have at least two according to the posting. So in these cases Middleton would be able to collect the billing. Question posed on do we need to provide anything to these individuals who will be housed at the station for the 12 hour shift. Christine Maynard mentions she checked with Primex and the only things we would have to provide are a restroom and refrigerator etc, which the Fire Department has. If we were to have overnight coverage that is where there would be a lot of extra things needed and would be very costly to the town.

Question posed on the new seasonal highway employee. What would the pay be and how long is the season for this individual? Roxanne Tufts-Keegan states that the pay would depend on the person. Experience etc. Last year the employee worked 40 hours a week from around Thanksgiving through April. This position would also require a CDL as they would drive a plow truck. If no one should apply the road agent has a possible work around with adjusting the plow routes.

Craig Moody asked if the town has a managerial chart of all staff etc. Roxanne Tufts-Keegan mentions how that is the item recommended by the ARPA committee on hiring someone to complete that. Laura Parker asked if that study would just show us how much staff we need to run a town this size? Laura Parker does not feel it would be worth

spending the money. This is a small town with very few departments and they run them as they feel the need, for example there used to be 4 fulltime highway employees and now there are only 3. I think we can come up with a current flow chart of who we have working in each department.

David Dufrense wants to know if they will have accurate call numbers this month from the Police Department. Roxanne Tufts-Keegan mentions how she is working on that and she was informed that when the report says 'calls' it could be when the officer signs off to sit on the side of the road to track speed or return a phone call. She also mentioned that the report that was provided by Sergeant Swift cannot be released because of the confidential information on it. Tracy Donovan-Laviolette would like to know how the City of Rochester is producing a report on their Facebook page listing every call and all the information pertaining to that call. It even lists the individual names etc.

Question on if the additional router was found in the Municipal Building. The technicians will be coming out to locate that router.

Question proposed on intent to cuts. Is there a timeframe on how long the intent is good for? Mike Boisvert has been cutting trees down over on 153 for a while now. Does the intent expire? It may say on the intent paperwork if there is an expiration timeframe.

Tracy Donovan-Laviolette will be requesting all the town employees and their current rate of pay for the upcoming budget season. She has requested the same information from the school as well.

Question asked regarding the case of the hidden cameras. Christine Maynard advises that the District Attorney is still working on that and asked to contact them again in another month for an update.

Submitted by,
Laura Parker