



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Board of Selectmen Meeting Minutes

October 24, 2022

Call to Order at 6:30 PM

Pledge of Allegiance

BOS Members Present:

Roxanne Tufts-Keegan-Chair;
Christine Maynard-Vice-Chair;
Laura Parker-Member

Approved By
Board of Selectmen

Approval of Minutes:

- 10/03/2022: C. Maynard made a motion to accept minutes as read, L. Parker seconded, motion passed.
- 10/11/2022: L. Parker made a motion to accept minutes as presented, C. Maynard seconded, motion passed.
- 10/11/2022 Non-Public (Hiring Town Clerk/Tax Collector): L Parker made a motion to accept the minutes as presented, not sealed, C. Maynard seconded, motion passed. R. Tufts-Keegan made a motion per legal counsel to amend the minutes to remove the hourly pay language and add the salary that was voted on at the Annual Town Meeting, L. Parker seconded, motion carried.

Signature Action:

- Intent to Excavate: New Durham Pit: for the period of April 1, 2023-March 31, 2024
- Audit Engagement Letter: for the 2021 Audit
- Tax Recommittal Agreement: for the Tax Collector warrant to new Tax Collector
- Letter of Commitment: To participate in the 2023 Household Hazardous Waste Day
- Avitar Assessing Agreement: 5th Year that has the revaluation costs included.
- Health Trust Renewal: Change in plan to cover 11.7% increase. Blue Choice Plan will only be offered to retiree's (who pay 100% of the plan cost) Active employees will only have the Access Blue option which has equal coverage with a limitation to New England services. L. Parker made a motion to go with the proposed change in plan to cover cost increase, R. Tufts-Keegan seconded, motion carried.
- Retention Bonus Contract: Signed previously approved Retention Bonus Contract.
- Corrective Deeds: Hafford, DiGiovanni and Keegan Corrective Deeds signed.

Old Business:

- Department Head Updates:
ACO: No update
Assessing: No update
Welfare: No update

Amended 11/28/22

Trustees of Trust Fund: No update

CEO: No update

Highway: Prepped and paved Woodland, Lakeshore, Sunrise and Municipal Parking Lot.

Did all gravel shoulders and gravel driveways.

Shouldering on Drew Drive, will be continuing that.

Raked New Durham Road a couple of times.

Beach is closed for the year.

Maintenance to Town Hall.

Mrs. Kosky: How much did paving cost? 35k left from this year's budget, plus what was leftover last year.

Mr. Kosky: Is Ridge Rd on the schedule in the near future? Will be done in the future, but not next year, there are worse roads needing attention first, like Pinkham Rd.

EMS/Fire: Attached

C. Maynard asked Deputy Chief Eldridge if they have received any applications for the posted per diem position, which he answered not to his knowledge.

Police: No update.

R. Tufts-Keegan gave update from Strafford County Dispatch for August reporting 91 calls vs. 207 given in August Dept Report.

Mrs. Kosky: Requests status of Ambulance back fees. R. Tufts-Keegan reports we are working with new company attempting to collect fees.

Town Clerk/Tax Collector: Attached

Treasurer: Attached

Conservation: Kate Buzzard gave report.

Looking for easel, B. Gagnon responded to check in the Rec Closet. L. Parker stated that there should be one in the supply closet at the Municipal Office Building as well.

Questions whether the Board is following Article 17 from 2002 or 2003, whether it is even enforceable, and what the Board's opinion is about it. Article 17 makes sure that any Town owned property goes before the Conservation Committee and Planning Board before anything is done with it.

Questions what status is of Van Hertel land donation. L. Parker stated that the Church is going to take advantage of the offer since the Town does not have the funding to follow Mr. Hertel's requested timeline.

Questions what the budget process will be, R. Tufts-Keegan stated that is going to be addressed later on the agenda.

Questions whether there are any upcoming meetings for cell tower, R. Tufts-Keegan stated not at this time.

Tracy Donovan-Laviolette asked Kate Buzzard when the last time the board has come to the Conservation Commission regarding Town Property? K. Buzzard responded not in the last year that she has been on the committee. R. Tufts-Keegan stated that since this Board has been in place there have not been any sale of Town Property and this Board cannot speak for prior boards.

Mrs. Kosky questioned how many unregistered vehicles are allowed on a piece of property and who enforces the rule? C. Maynard responded Code Enforcement is responsible, and to contact him.

New Business:

- Audit Worksheets: Forms giving to R. Tufts-Keegan to fill out for the 2021 Audit
- Town Clerk Services: Town of Wakefield covering DMV registrations until November 10th. R. Tufts-Keegan has reached out to Town Clerk Association for assistance with voting and other Town Clerk/Tax Collector services. Kathy Seaver from Farmington is willing to help for \$25/hr, can not do Avitar, can help with Tax Collector and Election. Dan Cullity from Rollingsford can help 1-2 days per week also requested \$25/hr. A third individual Linda from two hours away may be willing to come one day per week to help out as well. Diana Bourdeau can appoint them as an assistant since deputy must live in town. L. Parker questions whether they would be employees or contractors, has concerns about them having access to safe. L. Parker would like to see one person, not multiple.
- Budget Timeline: BOS Budget Workshop Thurs, 10/27 @ 4:00 PM
BOS Budget Workshop w/Dept Heads and Budget Committee Thurs, 11/10 @ 4:00 PM
- ZBA Appointment: L. Parker made a motion to appoint Vicky Croteau to another 3-year term as a regular voting member, C. Maynard seconded, motion carried.
Budget Committee voted to appoint Dan Sal.... At their last meeting.
- Strafford Regional Planning Commission 2024 Dues: \$2,274.18
- Personnel Policy: L. Parker reports that some employees have issue with the way the PTO policy is written and the interpretation of the 0-1 year of service language.. She went over the intent of the policy. Dan Phillips said he has issue with whether on your anniversary you move past the 0-1 years to the 2 years of service level. C. Maynard consulted with legal counsel and the response was on your 365th date of employment you would increase to the next level. However, they also said that we must be consistent with how we are following the policies with all employees and historically we have waited until the employees 2nd anniversary to move up. Dan Phillips said he originally brought this up several months ago and would like to see a resolution. A workshop was scheduled for Tuesday, November 1st at 4:00 PM to discuss the policy. C. Maynard will forward questions from that workshop and plans to have an answer by Friday, November 4th from legal.

Public Comment:

Bonnie Gagnon: Status of her deed. L. Parker answered it has been submitted to the Registry of Deeds.
Save the date – Rec Christmas Party on December 3rd at 3:00. Will have a prep meeting on November 29th at 9:00 AM

Monday 10/31 Trick or Treat event, bring carved pumpkin to enter contest

Need sign on Jessie Mountain to identify trail, currently two posts with a tiny sign at “T” in trail

Dan Saliga: Clarified that section of is on town property. If town purchases signs, he will place them.

Tracy Donovan-Laviolette: Questions pay for Town Clerk/Tax Collector pay, how many hours do we get for the salary amount. R. Tufts-Keegan explained that per the RSA the salary is set at Town Meeting by the tax payers regardless of hours worked.

Questions rate of pay for Deputy at \$25/hr which is not budgeted for. R. Tufts-Keegan explains that this is at a temporary position, if turned into permanent position rate would be reduced. The concern right now is the election and covering the Town Clerk/Tax Collector duties until Diana Bourdeau can return to work and is trained.

Police Report was 207 calls at August meeting, why is there a difference? R. Tufts-Keegan explained the difference between what the Police Department considers a call vs. incident items.

Dan Saliga: There are calls and incidents so they can justify how many officers they need. If there are three violations in one traffic stop that is logged as three incidents, which is misleading.

Tracy Donovan-Laviolette: Do we have two full-time officers working right now? R. Tufts-Keegan answered yes.

Jason Proulx: What is the process when the county's deeds office records a deed, how does that go to the tax collector to bill the correct owner? L. Parker answered a deed gets sent to the registry to be recorded, the registry mails a copy to the town, the administrative clerk updates it in the Avitar system, which generates the tax bills. Mr. Proulx has deed that was officially recorded several years ago and tax bills are still not coming in correct name. L. Parker responded to send an email to C. Long and she will get it corrected.

Tracy Donovan-Laviolette: Is the Chief back? R. Tufts-Keegan responded no.

Bonnie Gagnon

Adjourn: L. Parker made a motion to adjourn the meeting, C. Maynard seconded, motion carried at 8:14 PM

Next Board of Selectmen Meetings:

Monday, November 7th

Monday, November 21st