



Approved By
Board of Selectmen

Roxanne Tufts-Keegan
Tracy Donovan-Lavolette
Mike Green

Board of Selectmen Regular Meeting

Minutes

Monday, May 8, 2023 at 6:00 pm

Non-Public Session @ Municipal Office Bldg @ 6:00 PM

Non-Public Session RSA 91-A:3, II(i)

Meeting was called to order at 6:05 PM T. Cremmen made a motion to enter non-public session at 6:05 PM, M. Green seconded. Roll call vote to enter non-public session: S. Ferguson-Yes; T.

Donovan-Lavolette-Yes; T. Cremmen-Yes; R. Tufts-Keegan-Yes; M. Green-Yes.

R. Tufts-Keegan made a motion to leave non-public session at 6: 25 PM, M. Green seconded, motion carried.

Resume Regular Meeting @ Old Town Hall @ 6:30 PM

1. **Call to Order:** Meeting was called to order by R. Tufts-Keegan at 6:37 PM
2. **Pledge of Allegiance**
3. **Roll Call**

Minutes:

Roxanne Tufts-Keegan-Present; Scott Ferguson-Present; Tracy Donovan-Lavolette-Present; Mike Green-Present; Tim Cremmen-Present

4. **Approval of Minutes**

May 1, 2023 BOS Meeting Minutes

Minutes:

T. Donovan-Lavolette made a motion to accept the May 1st minutes as written, S. Ferguson seconded, motion carried.

Signature Action

5. **Letter Regarding Moose & Piper Mountain Road**

Minutes:

Signed by all members (attached)

6. **Timber Tax Warrant: Map 19, Lot 10 (2022-23)**

Minutes:

Signed by all members.

7. Intent to Cut: Map 19, Lot 10 (2023-24)

Minutes:

Signed by all members.

8. NH GRANIT E911 Request for Mapping Letter

Minutes:

Signed by Chair (attached)

9. Recommittal Warrant

Minutes:

Signed by all members.

Old Business

Department Heads:

10. Verizon Tower

Minutes:

Town received a partial payment for April of \$600 and a full payment for May of \$1000 for Verizon adding on the lease of the Ridge Rd tower.

11. CEO / Health Officer

Minutes:

Attached

12. EMS / Fire

Minutes:

Attached Chief Laviolette added that Car #1 was inspected and starting to rust. They did reinforce it and it will be having an oil undercoat to try to extend the life.

13. Highway

Minutes:

Attached Kate Buzzard asked when Tanglewood culverts were cleaned? Dan Phillips answered a week ago Wednesday. R. Tufts-Keegan asked if we were going to get any FEMA money for the last storm? Dan Phillips responded that as of right now the state did not declare anything. Dan Phillips stated they have applied for a grant and one of the requirements is to have a FEMA approved plan. Chief Laviolette responded that our current plan is approved by FEMA.

14. Police

Minutes:

No update provided.

15. Treasurer

Minutes:

No update provided.

16. Town Clerk / Tax Collector

Minutes:

Attached

17. Sale of Verizon Phones

Minutes:

Tabled until next meeting.

18. Electric Co-Op

Minutes:

M. Green made a motion to move forward with Ambet Energy, S. Ferguson seconded, motion carried.

New Business

19. Generator: Municipal Office Bldg

Minutes:

Annual maintenance was performed on the generator at the Fire Dept. The generator at the Municipal Building needs a new battery (purchased & installed), battery charger and control panel. Quote from Power Up Generator for \$1,167.73 was provided. S. Ferguson made a motion to fix the generator, T. Donovan-Lavolette seconded, motion carried.

20. Non-Public Session RSA 91-A:3, II(i)

Minutes:

R. Tufts-Keegan made a motion to seal the minutes from the 6:00 PM Non-Public Session due to the fact divulgence could likely affect adversely the reputation of any person other than a member of this board, T. Cremmen seconded, motion carried.

Public Comment

T. Donovan-Lavolette reminded everyone she will be out of Town on Tues & Wed this week. She was looking for another member to cover the Conservation meeting Tuesday. S. Ferguson said he will be there.

Chief Lavolette asked if he could spend from his new CRF account yet? Admin Asst Carol Long responded yes.

David Dufresne asked how the five member board is working for everyone? R. Tufts-Keegan responded that it has taken some getting used to, it definitely has some advantages and seems to be working well.

Bonnie Gagnon announced the Recreation Committee will be meeting on Thurs, May 18th to start planning for Old Home Week.

Dan Phillips issued a reminder that driveway culverts are the responsibility of the homeowner.

Adjournment

21. Motion to Adjourn

Minutes:

T. Donovan-Lavolette made a motion to adjourn at 7:16 PM, S. Ferguson seconded, motion carried.

Contact: Carol Long (ssbk@middletonnh.gov (603) 473-5202)



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

May 8, 2023

Mr. William Plausky
PO Box 114
Union, NH 03887


Mr. Plausky,

It has come to the attention of the Town of Middleton that you have been performing work on Piper Mountain Road and Moose Mountain Road. Please cease and desist any work you may be doing to both Piper Mountain Road and Moose Mountain Road. Piper Mountain Road and Moose Mountain Road are Class VI roads which are subject to RSA 236:9. RSA 236:9 prohibits anyone from excavating or disturbing ditches, embankments or traveled surface of any town road, including a Class VI road, without written permission of the municipality's governing body (Board of Selectmen or Town/City Council) or the Road Agent. Should you have a written document provided by the town to perform such work on Piper Mountain Road and Moose Mountain Road please provide it to the Board of Selectmen's office.

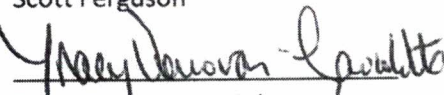
Also, you should not have any gates or bars prohibiting passing on Piper Mountain Road or Moose Mountain Road. RSA 231:21-a, I requires gates or bars maintained by private landowners to be erected so as not to interfere with public use of the Class VI road. Such gates or bars must "be capable of being opened and closed by highway users." Municipalities are authorized to regulate these structures "to assure public use" and they have authority to have gates or bars removed if they have fallen in disrepair or if they interfere with public use of the Class VI road.

Should you like to discuss this please call the Town of Middleton and ask to be put on the agenda for the Board of Selectmen's meeting at 603-473-5202.


Regards,
Middleton Board of Selectmen


Roxanne Tufts-Keegan


Scott Ferguson


Tracy Donovan-Laviolette


Michael Green


Timothy Cremmen

Highway

April 10th → May 8th.

- 1) Washed small plows & put them out back.
- 2) Raked OTH lawn & picked up hot top chunks.
- 3) Raked dirt roads as needed.
- 4) Swept all paved Rds (Loader)
- 5) Cleaned up & Painted Big Plows
- 6) Took sander out of truck #24 & put on tailgate.
- 7) Checked toilets to be del. on or about 5/17/23
- 8) Cleared brush down in tanglewood culverts.
- 9) Patched pot holes King's Hwy.
- 10) Started clean up town beach.
- 11) Prepped sander base for paint (#24)
- 12) Replaced culvert end of Draw dr. by ND Rd.
- 13) Filled in washed out shoulders due to Rain.
- 14) Moved big plows out back and took off wings #22 & #24
- 15) Ordered some new Flags for memorial day.
- 16) Talked to Butch Besson for price on Pinkham Rd culverts for grant money.
- 17) Called and made appt. to meet with Jeff R & D Paving to go over pricing for paving this year.
- 18) did service to 316 Excavator.
- 19) GAFFER annual inspection

Middleton Fire and Rescue



Good afternoon,

For the month of April 2023 Middleton Fire & Rescue had 18 calls.

10 Fire Calls that range from mutual aid to medical assists. Fire responded to 2 mutual aid calls from surrounding towns. There were 8 medical emergencies, of which 6 were covered by us. I would like to remind the public that a Fire permit is required to burn in Middleton as of April 1st thank you. I would like to also inform the public that a fire permit can be acquired at the Municipal building. See Carol, you must have a valid id and a photo of your fire pit thanks. I would like to thank every member of the Department for making this Department what we are If you would like to join the Department. We are always looking for new members, please send me an email or contact anyone in the department or come down to the Department on Tuesdays at 1830 or 630 pm. No experience necessary

Thank you.

Chief Michael Laviolette

FireChief@MiddletonNH.gov

6039730670

Middleton NH Emergency Management

April brought rain. I have been working with the State to better prepare ourselves in case the need arises. I am working with Courtney Jordan to get a better handle on what we need and don't to make sure we are up to date on any paperwork that needs to be done.

Michael Donovan-Laviolette

Middleton Fire Chief/EMD

firechief@middletonnh.gov

Carol Long

From: Carl Roy
Sent: Monday, May 1, 2023 3:00 PM
To: Carol Long
Subject: monthly report

Hi Carol,

For April there were 5 building permits, 3 Electrical permits, and 3 Gas permits. There were no new home permits in the month of April. The total collected in fees was \$585.60.

Sent from [Mail](#) for Windows

Tender Summary

Middleton Drawer	Amount
Tender	
CASH	\$4,986.96
CHECKS (106)	\$29,174.55
TRAVELER'S CHECKS	\$0.00
Deposit Total:	\$34,161.51

ACH	\$2,235.64
CREDIT APPLIED	\$13.00
CREDIT CARD	\$18,938.90
CREDIT ISSUED	\$-4,509.00
DEPOSIT TOTAL	\$34,161.51
Grand Total:	\$50,840.05

State of NH Drawer	Amount
Tender	
CASH	\$0.00
CHECKS (0)	\$0.00
TRAVELER'S CHECKS	\$0.00
Deposit Total:	\$0.00

SHORT SLIP PAYMENT	\$-50.00
DEPOSIT TOTAL	\$0.00
Grand Total:	(\$50.00)

Activity Summary

BOAT	Count	State Amt	Municipal Amt
NEW	1	\$0.00	\$65.50
RENEWAL	27	\$0.00	\$1,514.26
Sub Total:	28	\$0.00	\$1,579.76
CHECK REFUND	Count	State Amt	Municipal Amt
ADMIN	1	\$0.00	\$0.00
Sub Total:	1	\$0.00	\$0.00
MOTOR VEHICLE	Count	State Amt	Municipal Amt
CERT-COPY LOST	3	\$0.00	\$54.00
NEW	35	\$0.00	\$7,324.45
RENEWAL	187	\$0.00	\$32,070.48
TITLE - AP	16	\$0.00	\$0.00
TITLE - EXPS	1	\$0.00	\$27.00
TITLE - PS	15	\$0.00	\$380.00
TRANSFER	13	\$0.00	\$2,216.20
Sub Total:	270	\$0.00	\$42,072.13
DOG LICENSES	Count	State Amt	Municipal Amt
CREDIT (ONLINE)	1	\$0.00	\$6.50
LICENSE NEW	26	\$0.00	\$190.50
LICENSE RENEWAL	225	\$0.00	\$1,408.00
Sub Total:	252	\$0.00	\$1,605.00
TOWN CLERK SERVICES	Count	State Amt	Municipal Amt
BEACH STICKER	1	\$0.00	\$20.00
BUILDING PERMIT	2	\$0.00	\$122.20
BULK STICKERS	7	\$0.00	\$140.00
CELL PHONE INCOME	1	\$0.00	\$1,273.45
GENERAL FUND	1	\$0.00	\$71.69
MARRIAGE LICENSE	1	\$0.00	\$50.00
MISCELLANEOUS	1	\$0.00	\$5.00
OHRV REGISTRATIONS	4	\$0.00	\$445.00
OTHER PERMITS	5	\$0.00	\$163.40
PISTOL PERMIT	2	\$0.00	\$20.00
POLICE ACCIDENT REPO	4	\$0.00	\$40.00
SCHOOL DIESEL	1	\$0.00	\$2,685.56
SCHOOL GAS	1	\$0.00	\$356.86
TOWN HALL RENTAL	1	\$0.00	\$100.00
VITAL STATISTICS	2	\$0.00	\$40.00
Sub Total:	34	\$0.00	\$5,533.16
WRITE OFF	Count	State Amt	Municipal Amt
ADMIN	1	\$0.00	\$0.00
Sub Total:	1	\$0.00	\$0.00

Fees Summary

Fee	Count	Amount
AGENT FEE	235	\$705.00
APPLICATION FEE	36	\$72.00
BEACH STICKER	1	\$20.00
BOAT AGENT FEE	28	\$140.00
BOAT EXTC AQTC PLANTS	28	\$112.00
BOAT FEE	18	\$207.76
BOAT MILFOIL FEE	28	\$154.00
BOAT PUBLIC ACC FEE	28	\$140.00
BOAT REG FEE	28	\$780.00
BOAT SRCH RESC FEE	28	\$28.00
BOAT TAX COLL FEE	18	\$18.00
BUILDING PERMIT	2	\$122.20
BULK STICKERS	7	\$140.00
CERTIFIED COPY FEE	3	\$45.00
CLERK FEE	235	\$470.00
CONSERVATION FEE	4	\$120.00
CREDIT ACCOUNT	1	\$6.50
DOG LATE FEE	2	\$2.00
DOG LICENSE FEE GROUP	1	\$18.00
DOG LICENSE FEE PUPPY	2	\$8.00
DOG LICENSE FEE SENIOR	33	\$49.50
DOG LICENSE FEE SPAYED/NEUTERE	175	\$700.00
DOG LICENSE FEE UNALTERED	40	\$260.00
DOG OVERPOPULATION FEE	218	\$436.00
DOG STATE LICENSE FEE	250	\$125.00
GENERAL FUND	1	\$71.69
INCOME	1	\$1,273.45
MARRIAGE LICENSE - STATE	1	\$43.00
MARRIAGE LICENSE - TOWN	1	\$7.00
MISCELLANEOUS REVENUE	1	\$5.00
MPF	187	\$187.00
OHRV REGISTRATION	4	\$445.00
OTHER PERMITS	5	\$163.40
PERMIT FEE	235	\$29,560.00
PISTOL PERMIT	2	\$20.00
PLATE FEE	27	\$176.00
POLICE REPORT	4	\$40.00
REGISTRATION FEE	227	\$9,028.16
SAFETY FUND	4	\$4.00
SCHOOL DIESEL	1	\$2,685.56
SCHOOL GAS	1	\$356.86
SHORT SLIP PAYMENT	1	\$50.00
STATE PARK PLATE	1	\$85.00
TITLE FEE	15	\$375.00
TOWN HALL RENTAL	1	\$100.00
TRANSFER FEE	25	\$185.00
VANITY FEE	27	\$1,059.97
VITAL STATISTICS - STATE - ADDL COI	1	\$5.00
VITAL STATISTICS - STATE - FIRST COI	2	\$16.00
VITAL STATISTICS - TOWN - ADDL COI	1	\$5.00
VITAL STATISTICS - TOWN - FIRST COI	2	\$14.00
Grand Total:	2,227	\$50,840.05

Power Up Generator Service Co.

8 Priscilla Lane

QUOTE

Number: Q4.1312451761

Date: 5/4/2023

Account No: 51103-20-002

Prepared For: Kathryn Toussaint

Terms: Net 30 Days

Reference:

Billing Address

Town of Middleton
182 Kings Highway
Middleton, NH 3887

Service Address

Town of Middleton Police / Municipal
192 Kings Highway
Middleton, NH 3887

REQUEST

Generator control panel screen is not functioning and the battery charger was not charging the starting battery. The control and battery charger should to be replaced. After this is repaired the PM service can be completed.

Description	Qty	Unit	Price	Extended
Control	1.0000		\$566.94	\$566.94
BATTERY CHARGER	1.0000		\$116.54	\$116.54
Miscellaneous Part	1.0000		\$10.00	\$10.00
Shipping cost	1.0000		\$40.00	\$40.00
7:00am - 3:30pm Standard Labor	2.5000		\$95.00	\$237.50
Travel Time	1.2500		\$95.00	\$118.75
TRAVEL MILEAGE	52.0000		\$1.50	\$78.00

ORDER NOTES

- Unit in need of controller replacement and a new battery charger. Control screen is inoperable and unable to visually see control settings/readings. Upon arrival for PM found generator with dead battery. Customer supplied a new battery I installed it. Found charger inoperable. Control screen inoperable. Customer notified of issues. Unable to complete PM due to unit inoperable.
- Unit in need of controller replacement and a new battery charger. Control screen is inoperable and unable to visually see control settings/readings. Upon arrival for PM found generator with dead battery. Customer supplied a new battery I installed it. Found charger inoperable. Control screen inoperable. Customer notified of issues. Unable to complete PM due to unit inoperable.

Equipment

Type	Model	Brand	Serial	Age	Coverage	Exp
001	55230	Generac	5206886			

TERMS AND CONDITIONS

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Payment in full will be net 30 from date of completion

Sub Total: \$1,167.73
Sales Tax: \$0.00
Freight: \$0.00
Total: \$1,167.73

Accepted By

