



Approved By
Board of Selectmen

[Handwritten signatures of Board of Selectmen members]

Board of Selectmen Regular Meeting

Minutes

Monday, January 22, 2024 at 6:30 pm

Non-Public Session @ Municipal Office Bldg @ 5:30 PM

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

1. Call to Order

Minutes:

Meeting was called to order at 6:33 by Roxanne Tufts-Keegan

2. Pledge of Allegiance

3. Roll Call

Minutes:

All Selectmen members were present; Roxanne Tufts-Keegan-Chair; Scott Ferguson-Vice-Chair; Tracy Donovan-Laviolette-Member; Mike Green-Member; Tim Cremmen-Member

4. Approval of Minutes

Minutes:

The minutes for 1/1/24 & 1/8/24 were signed and unanously adopted. Scott Ferguson motioned to accept the minutes, Mike Green seconded the motion, all in favor and motion was carried.

Signature Action

5. Approval of Minutes for 1/1/24

Minutes:

Minutes were approved signed and adopted.

6. Approval of Minutes for 1/8/24

Minutes:

Minutes were approved signed and adopted.

7. Newfound Title Services, LLC Contract

Minutes:

Newfound Title Services, LLC service contract for 2024 for research of county registry of deeds, per parcel. The amount will be \$18.50. Also they decided not to have them prepare notices. Tracy

Donovan-Laviolette made the motion to accept the contract and Scott Ferguson seconded the motion. Motion was accepted by all selectmen and was carried.

Old Business

Department Heads:

New Business

8. 91-A

Minutes:

91-A When a request comes in we have to respond within 5 days as to an expectation as to when the information will be ready. Robin was looking for clarification as to the charge for copies. She was under the assumption that it is \$1.00 for the first 10 pages then it will be .10 cents for every page after that. Or is the cost a straight \$1.00 per page?

9. 2024 Watershed Assistance Grant, aka 319 Grant

Minutes:

John Mullen submitted a letter in regards to the 319 Grant submittal in September 2023, the NH Department of Environmental Services invited us to submit a Full Proposal for the 2024 Watershed Assistance Grant. This opportunity would not have been possible without the full support of Town Officials, the three Sunrise Lake Associations, Strafford Regional Planning, and others committed to protecting the watershed. The full letter is attached to the minutes.

10. Town of Middleton Treasurer

Minutes:

This position after the Town elections will change from elected to appointed. Roxanne Tufts-Keegan handed the other board members a job description to review. They also have not set an annual salary at this time. Please review the job description and maybe at the next meeting they can decide and confirm this position. The Treasurer submitted Oct 2023 and Dec 2023 monthly reports.

11. 2024 Budget

Minutes:

At the next meeting hoping to finalize the numbers. The Warrant Articles have been sent to legal for review then emailed to budget committee. A review of the Treasurer salary will be reviewed, the maintenance line for Lester's pay and the mileage rate has increased.

Public Comment

12. BOS Meetings

Minutes:

The Board of Selectmen will not meet on January 29, 2024. The next meeting is February 5, 2024

Newfound Title Services, LLC

1 Newfound Road
Bristol, NH 03222
Email: NewfoundTitleServices@gmail.com

2024 Service Contract

This services contract is entered into this ____ day of _____, 20____, by and between Newfound Title Services, LLC and _____ (Municipality). In consideration of the terms set forth herein, Newfound Title Services and Municipality hereby agree as follows:

1. **Tax Lien Process** - Data will be provided to Newfound Title Services by Municipality on the date of the execution. This shall be a copy of the Lien Execution document or a report from the Municipality Tax Collect software listing: name(s) of the owner(s), the parcel address, the parcel identification number (map/lot/sub), book/page of the owner's deed recorded at the Registry of Deeds, the amount of the lien, and the date the lien was executed.
2. **Tax Deeding Process** - Data will be provided to Newfound Title Services by Municipality at least 60 days prior to deed execution date. This shall be a report from the Municipality Tax Collect software listing: name(s) of the owner(s), the parcel address, the parcel identification number (map/lot/sub), book/page of the owner's deed recorded at the Registry of Deeds, and the amount due as of the anticipated deed execution date.
3. **Registry of Deeds Research** - Newfound Title Services shall research and identify all outstanding mortgages, liens (IRS, State of New Hampshire, Child Support, OAA/Disability), and UCC Financing Statements available at the Municipality's county registry of deeds. We do not search the Secretary of State's database for UCC filings. Please note, we will search from the date of the deed to the date Newfound Title Services receives the data. If a MERS mortgage is found, notices will be sent to both the mortgagee and MERS.
4. **Notices (Per RSA 80:65-66, 80:68 and/or 80:77-a)** - Upon the request of Municipality, Newfound Title Services will prepare the notices identified in item 3 Registry of Deeds Research above. Newfound Title Services can also provide certified return receipt mailing. Sample notices will be sent to the Tax Collector for approval.
5. **Delivery** - Newfound Title Services will send completed notices to the Tax Collector for review. All towns shall receive a physical booklet with completed research and other relevant documents (e.g. copies of recorded IRS liens) for their records, unless a digital-only version is requested.
 - A. **Liening**
 - The summary of research and notices, if applicable, shall be delivered within 60 days from the date Newfound Title Services receives the data.

Non-Public

Adjournment

13. Motion to Adjourn

Minutes:

A motion for adjournment at 6:51 by Tracy Donovan-Laviolette, Mike Green seconded the motion, all in favor and motion was carried.

| Minutes published on 01/25/2024, adopted on 01/29/2024

B. Deeding

- The summary of research and notices, if applicable, shall be delivered within 30 days from the date Newfound Title Services receives the data.

C. Notices (If applicable)

- Notices prepared by Newfound Title Services, which the Municipality will be mailing themselves, can be emailed in a digital PDF format or a physical copy can be mailed to the Municipality.
- Notices prepared and mailed by Newfound Title Services will be sent as certified return receipt requested.

6. Pricing

- Research of County Registry of Deeds, per parcel: \$18.50 —
 - Notice preparation, **Tax Collector mails certified**, per parcel mortgagee: \$10.00
 - Notice preparation, **Newfound Title mails certified**, per parcel mortgagee: \$20.00*
- *includes USPS certified mail return receipt requested (price subject to change based on the Tax Collector's Association current Schedule of Fees, which gets updated with USPS rate changes)*

7. Payment - Municipality will receive an invoice from Newfound Title Services due and payable within 30 days of its receipt.

8. Liability Insurance - Insurance policy provided upon request.

This service contract may be terminated with a 30 day written notice without cause.

In addition to the research, please select one of the following notice options:

- Do not prepare notices.
- \$10.00 - Notice preparation, Tax Collector mails certified, per parcel mortgagee
- \$20.00 - Notice preparation, Newfound Title Services mails certified return receipt requested, per parcel mortgagee (price subject to change)

IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year first above written.

Municipality *Roxanne Lytle*

Newfound Title Services, LLC

Title: *Board of Selectmen, Chair*

Michelle Swift, Finance Manager



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

CONSERVATION COMMISSION
Sunrise Lake Watershed Advisory Committee

November 27th, 2023

Board of Selectmen
Town of Middleton
182 Kings Highway
Middleton, NH 03887

Dear Board of Selectmen:

As a result of our 319 Grant submittal in September 2023, the NH Department of Environmental Services invited us to submit a Full Proposal for the 2024 Watershed Assistance Grant (also known as the 319 Grant). This opportunity would not have been possible without the full support of Town Officials, the three Sunrise Lake Associations, Strafford Regional Planning, and others committed to protecting the watershed.

Four projects were submitted to reduce non-point pollutants entering and flowing into Sunrise Lake. Each of these proposed improvements follows Best Management Practices (BMP) and are designed to reduce total phosphorus (TP).

Culvert Replacement- Lake Shore Road

An inspection found that a failing metal culvert located across from the Lake Lands Beach is directing water underneath the beach sand, causing sand erosion into the lake. The proposed project is a complete redesign of the system and will help to prevent further erosion and the transport of sand and gravel into the lake, resulting in improved water quality.

Repair of damaged drainage infrastructure-Lake Lands Beach

The second project is to repair compromised drainage infrastructure and improve stormwater management adjacent to Lake Lands Beach. This proposed project will help to address ongoing erosion issues at the beach area during storm events.

Construction of a rain garden-Hampshire Shores

Located at the at the end of Shore Drive in front of Hampshire Shores Beach, the rain garden will collect stormwater runoff from Shore Drive and minimize flow into the beach and the lake. Signage will explain its purpose and promote other residential stormwater management opportunities such as infiltration trenches, erosion control, vegetative plantings, and shoreline stabilization methods.

Stormwater Drainage Study

The fourth project would involve the study of stormwater drainage into Sunrise Lake as a whole. This would involve identification and education of non-point pollutants from poorly maintained and deficient septic systems and offer solutions to reduce pollutant loads into the lake.

Kyle Pimental of Strafford Regional Planning and Sally Soules, Coastal Watershed Supervisor of NH DES, have requested an in person meeting with all watershed stakeholders to plan the projects and the resources needed to complete them in detail. The DES deadline for the Full Proposal is January 14, 2024. Therefore, a meeting is requested sometime early in December to discuss the details. Those invited to attend are Middleton BOS, Middleton Road Agent, Middleton Conservation Commission, Sunrise Lake Estate Association, Sunrise Lake Lands Association, and Sunrise Lake Watershed Advisory Committee.

I am attaching some of the Full Proposal Documents we will use to finalize the proposal. If you have any questions, don't hesitate to get in touch with me.

Respectfully,



John Mullen
Chair
Sunrise Lake Watershed Advisory Committee



2024 WAG Full
Proposal.doc



2024 Full Proposal
Spreadsheets (1).xls:

CC: Road Agent, Town of Middleton
Conservation Commission, Town of Middleton
Sunrise Lake Watershed Advisory Committee
Sunrise Lake Estates Association
Sunrise Lake Lands Association
Hampshire Shores Association
Kyle Pimental, Strafford Regional Planning
Sally Soules, NH DES

JM/jv



2024 WATERSHED ASSISTANCE GRANTS
 FULL PROPOSAL
 Watershed Management Bureau/Watershed
 Assistance Section



RSA/Rule: Voluntary

Submittal Deadline - January 12, 2024 at 4:00 pm

Please contact your NHDES project coordinator for assistance with any part of this application

1. PROJECT TITLE

Include the name of the waterbody, management plan status, and phase of the project in your title, e.g. Crystal Lake Watershed Management Plan Implementation Phase 2: Smith Street Best Management Practices (BMPs).

2. APPLICANT INFORMATION

A. Organization Name:

B. Project Manager

Project manager's name:

Title:

Affiliation:

Street address:

City, State, ZIP:

Day phone: ()

Fax: ()

Email:

C. Legal Contact (Officer legally authorized to sign agreements)

Legal Contact's name:

Title:

Affiliation:

Street address:

City, State, ZIP:

Day phone: ()

Fax: ()

Email:

Signature of Legal Contact: _____ **Date:** _____

If an applicant does not have an UEI-SAM number, they must obtain one. UEI-SAM registration can be completed at sam.gov.

D. Unique Entity Identifier (UEI-SAM) Number:

When applicable, the applicant must provide their Executive Compensation Data, including: The names and total compensation of the five most highly compensated officers if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1).

Note: Total compensation is the cash and non-cash dollar value earned by an executive during the preceding fiscal year and includes the following: salary and bonus; awards of stock; earnings for services under non-equity incentive plans; change in pension value; and, above-market earnings on deferred compensation which is not tax-qualified.

E. Please check the applicable box:

- By signing this full proposal, I certify that the Executive Compensation Data requirements of the FFATA do **not** apply to the Applicant organization.
- By signing this full proposal, I certify that the Executive Compensation Data requirements of the FFATA apply to the Applicant organization and the Applicant agrees to provide information to NHDES as required by the FFATA.

F. Please check the applicable box:

- The applicant organization will maintain statutory worker's compensation and employee's liability insurance for all employees engaged in the performance of the Project, and comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident.
- The applicant organization maintains insurance coverage which differs from either of the above alternatives, and the Project Manager or Legal Contact has contacted the NHDES Watershed Assistance Section to discuss alternative arrangements.

3. PROJECT LOCATION

A. City/Town(s):

Does project involve other states? Yes No

B. What water body does it affect?

12-digit hydrologic unit code (HUC):

C. Attach a project location map showing the watershed and relevant project site locations (required).

A project location map is attached.

(603) 271-8475 • Andrea.L.Bejtlich@des.nh.gov • PO Box 95, Concord, NH 03302-0095 • des.nh.gov

D. Small Municipal Separate Storm Sewer System (MS4) Certification:

By signing this full proposal, I certify that the proposed project is not located within a regulated MS4 area.

By signing this full proposal, I acknowledge that the project location is within a regulated MS4 and certify that the actions undertaken through the project do **not** implement requirements of a MS4 Permit, the Multi-Sector General permit, or Construction General Permit. Additionally, the municipality will not claim work completed through this project for credit toward implementation of MS4 requirements.

If at any time, the work being funded pursuant to this grant agreement is required to be implemented by a MS4 permit or is determined to be required to be implemented pursuant to a MS4 permit, the work from that time forward will no longer be eligible for funding under this grant agreement.

4. PROJECT TYPE

A. Include impairment information, if applicable:

Does the project area include impaired waters? Yes No

Does the project address the identified water quality impairment(s)? Yes No

Designated Use(s) impaired:

Specific cause(s) of impairment:

Designated Use impairments and causes of impairments are identified on the *2020/2022, 303(d) List*. If the waterbody is not listed as impaired, describe and attach documentation of the impairment. Assessment documents can be found here: [NHDES 2020/2022 Surface Water Quality Assessment Viewer | NHDES Surface Water Quality Assessment Site \(arcgis.com\)](#)

B. Check the applicable project type(s):

a. Watershed-based plan implementation

b. Implementation of an accepted alternative plan

5. PROJECT NARRATIVE

A. Project Period

Note the general time frame for projects funded in 2024 is September 1, 2024 through December 30, 2027. The duration can vary, and actual start date will be dictated by the U.S. Environmental Protection Agency (EPA), and the New Hampshire Governor and Council approval date.

Anticipated Start Date:

Projected End Date:

B. Executive Summary

In **200 words or less**, provide a general description of the proposed project which would be suitable for a press release. This section should summarize the water quality concerns, stakeholder involvement and how the project will help achieve the desired environmental outcome(s).

C. Anticipated Environmental Outcome

Provide a concise statement of the measurable environmental result, outcome, or end-state that this project strives to achieve. (Examples: Watershed phosphorus loading will be reduced by 28 lbs./yr. resulting in lake phosphorus levels below 7.2 µg/l; the impaired river segment is in a state of equilibrium based on stream morphology principles; or, ambient fecal coliform bacteria levels will be reduced to enable reopening of a closed shellfish harvest area (18 acres). If the environmental outcome is not expected to be achieved until after the project period, explain how this project will make progress toward the outcome. Goal-setting and results-planning can help water resource managers develop more deliberate project designs and achieve optimal project outcomes.

D. Watershed-Based Plan Implementation

Describe below how this project will implement the a – i elements of a watershed-based plan. If the project will not address a specific element of your plan, please explain briefly in the relevant section.

- a. Identify pollution causes and sources:
- b. Estimate pollution reductions needed:
- c. Actions needed to reduce pollution:
- d. Costs and authority:
- e. Outreach and education:
- f. Schedule:
- g. Milestones:
- h. Success indicators and evaluation:
- i. Monitoring plan:

6. STAKEHOLDER COORDINATION, ROLES, AND RESPONSIBILITIES

Describe participation and commitments expected from stakeholders, landowners, other agencies, organizations and municipalities, and identify proposed sources of non-federal, matching funds. Match can be in the form of cash or in-kind contributions (time, labor, easements, materials, equipment, etc.) from your organization and/or project partners. Provide letters of support and commitment from project partners and any non-federal match providers. Letters of commitment from property owners of proposed BMP installation sites are required.

7. PROJECT COST

A. Total Project Costs

Identify the amount of EPA Section 319 Grant funds requested and the non-federal match that will be provided (minimum of 40% of total project cost).

$$[\text{Grant funds requested}] \times 0.667 = \text{Required non-federal match amount}$$

$$[\text{Grant funds requested}] + [\text{match}] = \text{Total project cost}$$

(603) 271-8475 • Andrea.L.Beitlich@des.nh.gov • PO Box 95, Concord, NH 03302-0095 • des.nh.gov

Funding	Percentage	Amount
Federal EPA 319 Grant funds requested (≤60%)		
Required non-federal match amount (≥40%)	cash	
	in-kind	
Total project cost	100%	

B. Costs by Budget Category

In the provided Excel Workbook, complete **“Sheet A – Project Costs by Category”** which lists your EPA Section 319 Grant project costs, including match, for each budget category. Please contact your NHDES project coordinator for assistance. **Attach the completed spreadsheet to this full proposal.**

Spreadsheet A is completed and attached.

C. Costs by Task

In the provided Excel Workbook, **review the instructions tab and then complete “Sheet B – Deliverables & Tasks.”** Tasks should be organized by an objective, measure of success, and deliverable. Objectives need to be **“SMART”**. That is **S**pecific, **M**easurable, **A**chievable, **R**elevant to the overall project outcome, and **T**ime-specific. Please contact your NHDES project coordinator for assistance. **Attach the completed spreadsheet to this full proposal.**

Spreadsheet B is completed and attached.

8. QUALITY ASSURANCE

All projects must follow the *New Hampshire Section 319 Nonpoint Source Grant Program Quality Assurance Project Plan (QAPP)*. Projects that include collection, analysis, or manipulation of environmental data, including pollutant load reduction estimates, require an individual QAPP if such data collection and analysis deviates from the NPS Grant Program QAPP. Please consult with NHDES Watershed Assistance Section personnel to clarify your quality assurance requirements.

1. Please check the applicable box:

- This project includes collection and analysis of environmental monitoring data.
- This project includes modeling or other analysis or manipulation of environmental data.
- This project does not include either of the above (skip to Section 9).

2. This project conforms to the *New Hampshire Section 319 Nonpoint Source Grant Program QAPP*.

- Yes** (development of a Site Specific Project Plan [SSPP] is included as a task in this full proposal.)
- No** (development of an individual project QAPP is included as a task in this full proposal.)

9. OPERATION AND MAINTENANCE

All projects that implement BMPs must develop an operation and maintenance (O&M) plan for each BMP, signed by the grantee or designated BMP owner indicating that they understand the maintenance required and that they intend to provide maintenance for that BMP.

If your project involves BMP construction, what long-term operation and/or maintenance will be required, who is responsible, and how will future operation and maintenance be sustained?

10. SUBMITTAL REQUIREMENTS

Submit the Watershed Assistance Grants Full Proposal and all attachments, via email in Microsoft Word or PDF file formats to:
andrea.l.bejtlich@des.nh.gov.

If you have difficulty e-mailing attachments, such as maps and photos, please contact Andrea Bejtlich to make alternate arrangements.

SUBMITTAL DEADLINE

January 12, 2024
4:00 pm

Full Proposal Checklist - Your Full Proposal package should include:

- The completed Full Proposal, please be sure to use spell check and proofread your proposal.
- The completed Costs by Category Budget (spreadsheet A) and Project Budget by Objective, Deliverable, and Task (spreadsheet B), all budgets should be checked that they add up correctly and are accurate.
- A site map.
- Letters of approval from BMP construction site owners (if applicable).
- Letters of commitment from match providers.
- Optional: additional letters of support, photos, or water quality data.

REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

Dec-23

I have reviewed the information provided to me concerning the Town of Middleton's finances for the month. To the best of my knowledge:

- All checks are in sequence and have been accounted for.
- All expenditures match those shown on the month's bank statement.
- All deposits match those shown on the month's bank statement.
- The bank statement balance was review with no irregularities found.

All information has been organized and filed for year end review by the town's accountant. Enclosed please find a summary of all transactions for the month including expenditures, summary of deposits, and a summary of outstanding transactions.

Beginning bank statement balance	\$	402,914.78
Deposits	\$	2,699,571.48
total after deposits	\$	3,102,486.26
Service Charge		
Withdrawals	\$	1,102,486.26
Ending Bank Statement Balance	\$	2,000,809.09
Sweep Account	\$	481,142.00
Ending Balance	\$	2,481,951.09
Outstanding Checks	\$	42,050.77
Outstanding Deposits total		<hr/>
Return Check		
Total Cash Available	\$	2,439,900.32
Interest to Checking	\$	809.09
Interest to Sweep Account	\$	462.27
Police Department Revolving Fund		
\$ 9.17	\$	46,193.04
\$	\$	-
Ambulance Revolving F \$ 15.36	\$	77,307.89

Respectfully Submitted
Sandra Bruedie
Town Treasurer

REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

Oct-23

I have reviewed the information provided to me concerning the Town of Middleton's finances for the month of October. To the best of my knowledge:

- All checks are in sequence and have been accounted for.
- All expenditures match those shown on the month's bank statement.
- All deposits match those shown on the month's bank statement.
- The bank statement balance was reviewed with no irregularities found.

All information has been organized and filed for year end review by the town's accountant. Enclosed please find a summary of all transactions for the month including expenditures, summary of deposits, and a summary of outstanding transactions.

Beginning bank statement balance	\$	696,856.74
Deposits	\$	169,274.77
total after deposits	\$	866,131.51
Service Charge		
Withdrawals	\$	462,668.99
Ending Bank Statement Balance	\$	403,992.99
Sweep Account	\$	1,331,066.35
Ending Balance	\$	1,735,059.34
Outstanding Checks	\$	24,183.20
Outstanding Deposits total		<hr/>
Return Check		
Total Cash Available	\$	1,710,876.14
Interest to Checking	\$	530.47
Interest to Sweep Account	\$	1,110.11
Police Department Revolving Fund		
\$ 1.89	\$	8,636.18
	\$	-
Ambulance Revolving Fund \$ 15.88	\$	72,468.24

Respectfully Submitted
 Sandra Bruedle
 Town Treasurer