



Approved By  
Board of Selectmen

*Roxanne Tufts-Keegan*  
*[Signature]*  
*[Signature]*

## Board of Selectmen Regular Meeting

Minutes

Monday, April 10, 2023 at 6:30 pm

### Meeting Location

6:00 PM Municipal Office Building 182 Kings Highway

### Non-Public

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

Meeting was called to order at 6:04 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-Laviolette-Yes; T.

Cremmen-Yes; M. Green-Yes; R. Tufts-Keegan was not present.

T. Donovan-Laviolette made a motion to leave non-public session at 6:15 PM, S. Ferguson seconded, motion carried.

S. Ferguson made a motion to seal the minutes due to the fact divulgence could likely affect adversely the reputation of any person other than a member of this board, T. Cremmen seconded.

Roll call vote to seal the minutes: S. Ferguson-Yes; T. Donovan-Laviolette-Yes; T. Cremmen-Yes; M. Green-Yes.

### Meeting Location

6:30 PM Old Town Hall 200 Kings Highway, Middleton, New Hampshire 03887

#### 1. Call to Order

**Minutes:**

S. Ferguson called the meeting to order at 6:30 PM

#### 2. Pledge of Allegiance

#### 3. Roll Call

**Minutes:**

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

#### 4. Approval of Minutes

**Minutes:**

T. Donovan-Laviolette made a motion to accept the April 3, 2023 BOS Meeting Minutes, T. Cremmen seconded, motion carried.

## Signature Action

### 5. Audit Representation Letter for 1/26/23 Tax Recommitment

**Minutes:**

Signed by Vice-Chair S. Ferguson.

### 6. Audit Engagement Letter for 3/18/23 Tax Recommitment

**Minutes:**

Signed by Vice-Chair S. Ferguson.

## Old Business

Department Heads:

### 7. CEO / Health Officer

**Minutes:**

Attached

### 8. EMS / Fire

**Minutes:**

Attached.

### 9. Highway

**Minutes:**

Attached.

### 10. Police

**Minutes:**

Attached.

### 11. Treasurer

**Minutes:**

No update.

### 12. Town Clerk / Tax Collector

**Minutes:**

Attached.

### 13. Hiring Administrative Clerk

**Minutes:**

S. Ferguson announced that the BOS has selected a candidate for the open position and are waiting to hear back from the individual to find out if they were going to accept the offer.

## New Business

### 14. Budget Update

**Minutes:**

Bookkeeper Carol Long reported that there were two under-budgeted lines. 4220-02 Fire Chief Salary was budgeted at \$8,500 and should have been \$8778.12. 4311-09 Highway Vehicle Repairs was cut for some reason to \$16,000 and should have been \$19,000.

### 15. Conservation Commission Appointments

**Minutes:**

Kate Buzzard was present representing the Conservation Commission. They are requesting the following appointments: Jim Keegan - 3 year term Kate Buzzard - 2 year term Carol Vita - 1 year term Dan Saliga - Alternate S. Ferguson made a motion to appoint as listed, T. Donovan-Laviolette seconded, motion carried.

### 16. Town Clerk Services

**Minutes:**

Town Clerk Theresa Jones was present requesting the BOS to hire Janelle Guarino to train her at the rate of \$22/hr for up to 12 hours a week. T. Donovan-Laviolette made a motion to hire Janelle Guarino, M. Green seconded, motion carried.

### 17. Sale of Ballestic Vest

**Minutes:**

Request from Chief Cooper (attached) to sell Retired Detective Owen his ballistic vest (attached). Bonnie Gagnon questioned what a new vest cost? S. Ferguson answered depending on the vest, \$500-1000. S. Ferguson stated he has no issue selling the vest to Det. Owen, however he would like a letter from his new employer stating that he would need the vest in his new position. M. Green stated that he believes Det. Owen is working for a PD in AZ. S. Ferguson made a motion to sell Det. Owen the vest for \$100 plus shipping contingent upon receipt of a letter from his current employer, T. Cremmen seconded, motion carried.

## Public Comment

Bonnie Gagnon issued a reminder of the Egg Hunt this Saturday.

Dan Saliga asked if the new hire for Admin Clerk will be posted on the website once she accepts the offer? S. Ferguson replied yes.

Dan Saliga asked if there was any update on cameras? S. Ferguson replied none since last week.

Dan Saliga asked where the Irving Gas Cards are? C. Long responded one with the Chief, rest in the finance office.

Dan Saliga asked if cruisers were going home with Chief and Officer Volpe? S. Ferguson answered yes.

Brian Taylor asked if the Chief would be posting the open positions? S. Ferguson responded the Chief is aware the BOS would like him to fill the open positions.

Dan Saliga asked if we will be selling cruisers? S. Ferguson answered he would like to hold off until the PD is re-staffed and we know what our need is.

Jon Sindorf asked if we are rotating the cars? S. Ferguson answered they are all being started regularly.

Bonnie Gagnon asked why the Chief took so long to return to work? S. Ferguson responded we don't know.

T. Donovan-Lavolette announce she and M. Green completed the new elected officials training last week.

Theresa Jones announced there will be a Rabies Clinic on May 6th.

## Adjournment

### 18. Motion to Adjourn

**Minutes:**

T. Donovan-Lavolette made a motion to adjourn at 7:13 PM, M. Green seconded, motion carried.

Contact: Carol Long (ssbk@middletonnh.gov (603) 473-5202) | Minutes published on 04/11/2023, adopted on 04/11/2023



# Middleton Police Department

182 Kings Highway, Middleton, NH 03887

Greg Cooper  
Chief of Police

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**To:** Carol Long/BOS

**Re:** Sale of Used Vest

**Date:** 04/10/2023

Dear Carol,

Retired Middleton Police Detective Sean Owen has contacted me, and asked if he could purchase his used ballistic vest, for use in his new law enforcement career.

Ballistic vests are custom made to each officers body measurements, and they expire after 5 years of use. Retired Detective Owen's vest will expire on May 01, 2024, at which time it will be of absolutely no use to MPD because:

- 1) It will be expired and it cannot safely be re-issued to another employee
- 2) It is specifically tailored to fit Owen and it will not properly fit anyone else

Retired Detective Owen has offered to purchase his vest for \$100 (+ shipping). Could you please forward this information to the BOS, as I feel this is a reasonable offer for a piece of equipment that is not being used, which will soon expire and have to be discarded.

Thank you,

Chief Cooper

# Highway

March / April 10<sup>th</sup>.

- 1) Plowed & treated Rds 14-15<sup>th</sup> (21" Snow)
- 2) Posted Roads for spring.
- 3) Picked up & cut up down trees/limbs
- 4) Chipped up limbs/trees at salt yard.
- 5) Put up bump signs on Pinkham
- 6) Put up down stop sign Dudley
- 7) Push back snow banks (loader)
- 8) Patched pot holes Kings Hwy.
- 9) Took care of down tree on Pleasant Valley Rd.
- 10) Put gravel on Buttermilk Ln. at stop sign (Dirt Pass)
- 11) Changed front cutting edge #24 Plow
- 12) Washed all sanders & trucks.
- 13) Raked all dirt Rds once (on going)
- 14) Changed chain in sander #24
- 15) Changed cutting edge (loader)
- 16) Painted all 3 wings.
- 17) Changed worn out brooms (loader)
- 18) Picked up blue bags Ridge Rd. (Costkeys)
- 19) Called Gaftek for annual inspection on fuel pumps  
scheduled for 4/25/23
- 20) Took down road posted signs.

Bonnie Gagnon will get blue bags & announce through Ree for roadside clean-up.

# Middleton NH Emergency Management

March was a slow month. Nothing new to report but continuing the update of our EAP for the Town.

Michael Donovan-Laviolette

Middleton Fire Chief/EMD

firechief@middletonnh.gov

# Middleton Fire and Rescue



Good afternoon,

For the month of March 2023 Middleton Fire & Rescue had 20 calls.

12 Fire Calls that range from mutual aid structure fires to medical assists. Fire responded to 1 mutual aid call from surrounding towns. There were 8 medical emergencies, of which 5 were covered by us. I would like to remind the public that a Fire permit is required to burn in Middleotn as of April 1<sup>st</sup> thank you. I would like to thank every member of the Department for making this Department what we are. As always, 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.

Thank you.

Chief Michael Laviolette

[FireChief@MiddletonNH.gov](mailto:FireChief@MiddletonNH.gov)

6039730670





# Middleton Police Department

## POLICE DEPARTMENT MONTHLY REPORT: MARCH 2023

*(Data only available for Middleton Officers)*

### **INCIDENTS INVESTIGATED: 6**

Assist Citizen: 1  
Conduct After Accident: 1  
Motor Vehicle Assist: 1  
Report of Injury to Dog: 1  
Vin Verification: 1

### **ARRESTS: 0**

### **MOTOR VEHICLE ACCIDENTS: 2**

- 65 Route 153
- Governor's Road/Route 153

### **MOTOR VEHICLE ACTIVITY: 34**

- Negligent Driving 1
- Speeding 33

# TOWN OF MIDDLETON

## Permits Issued

Permits Issued With Approved Date Between 03/01/2023 And 03/31/2023 Sorted by PID

**PID: 000005 000130 000000** **Project: NEW BUILDING -- NEW HOME 3753 SQ FT HOUSE 72** **Location: 295 PINKHAM ROAD** **Proj. Date: 03/10/23**

Permit Type: BLDG PERMIT  
 Owner: ERIC L. DAROIS REVOCABLE TRUST  
 Permit Number: 2862  
 Permit Status:   
 Applicant: ERIC DAROIS  
 Contractor:   
 Owner Phone: 6035202745  
 Added: 03/10/23  
 Approved: 03/10/23  
 Expires: 03/10/24  
 Fee: \$1,530.00  
 Est. Cost: \$0.00

**PID: 000018 000019 000000** **Project: ALTERATION -- RENOVATION OF BATHROOM** **Location: 479 RIDGE ROAD** **Proj. Date: 03/22/23**

Permit Type: BLDG PERMIT  
 Owner: MUNOZ, JAMES A  
 Permit Number: 2863  
 Permit Status:   
 Applicant:   
 Contractor:   
 Owner Phone: 6039736182  
 Added: 03/22/23  
 Approved: 03/22/23  
 Expires: 03/22/24  
 Fee: ~~\$0.00~~ \$25.00  
 Est. Cost: \$0.00

**PID: 000018 000019 000000** **Project: ADDITION -- CHAIR RAMP TO DECK** **Location: 479 RIDGE ROAD** **Proj. Date: 03/22/23**

Permit Type: BLDG PERMIT  
 Owner: MUNOZ, JAMES A  
 Permit Number: 2864  
 Permit Status:   
 Applicant:   
 Contractor:   
 Owner Phone: 6039736182  
 Added: 03/22/23  
 Approved: 03/22/23  
 Expires: 03/22/24  
 Fee: ~~\$0.00~~ \$48.00  
 Est. Cost: \$0.00

**Summary of Permits:** **Total of Estimated Costs: \$0.00**

Permit Type	Count	Fees Collected	Estimated Cost
BLDING PERMIT	3	\$1,530.00	\$0.00
<b>Total</b>	<b>3</b>	<b>\$1,530.00</b>	<b>\$0.00</b>

*A lot of inspections in solar*

*\$1,603.00*

# Middleton Town Clerk

## Deposit Journal

Deposit Dates from : 3/1/2023 to 3/31/2023

### Tender Summary

Middleton Drawer	Tender	Amount
	CASH	\$4,567.66
	CHECKS	(121) \$38,442.78
	TRAVELERS CHECKS	\$0.00
	<b>Deposit Total:</b>	<b>\$43,010.44</b>
	ACH	\$415.20
	CREDIT APPLIED	\$2.00
	CREDIT CARD	\$12,053.02
	SHORT SLIP ISSUED	\$19.00
	SHORT SLIP PAYMENT	-\$18.00
	DEPOSIT TOTAL	\$43,010.44
	<b>Grand Total:</b>	<b>\$55,481.66</b>

State of NH Drawer	Tender	Amount
	CASH	\$0.00
	CHECKS	(0) \$0.00
	TRAVELERS CHECKS	\$0.00
	<b>Deposit Total:</b>	<b>\$0.00</b>
	SHORT SLIP PAYMENT	-\$25.00
	DEPOSIT TOTAL	\$0.00
	<b>Grand Total:</b>	<b>(\$25.00)</b>

### Activity Summary

MOTOR VEHICLE	Count	State Amt	Municipal Amt
CERT-COPY LOST	5	\$0.00	\$87.00
DECAL-REPL DAMAGED	1	\$0.00	\$1.00
NEW	53	\$0.00	\$12,102.00
REGISTRATION MAINTENAN	6	\$0.00	\$0.00
RENEWAL	207	\$0.00	\$36,444.28
TITLE - AP	26	\$0.00	\$0.00
TITLE - EXPS	1	\$0.00	\$27.00
TITLE - PS	17	\$0.00	\$459.00
TITLE ONLY	2	\$0.00	\$54.00
TRANSFER	13	\$0.00	\$1,157.00
VOID - SAME DAY/TELLER	3	\$0.00	-\$633.20
<b>Sub Total:</b>	<b>334</b>	<b>\$0.00</b>	<b>\$49,698.08</b>
<b>DOG LICENSES</b>	<b>Count</b>	<b>State Amt</b>	<b>Municipal Amt</b>
LICENSE NEW	5	\$0.00	\$32.50
LICENSE RENEWAL	55	\$0.00	\$334.00
<b>Sub Total:</b>	<b>60</b>	<b>\$0.00</b>	<b>\$366.50</b>

TOWN CLERK SERVICES	Count	State Amt	Municipal Amt
AMBULANCE FEES/COMST	2	\$0.00	\$1,058.43
BUILDING PERMIT	4	\$0.00	\$1,628.00
CELL PHONE INCOME	1	\$0.00	\$1,273.45
COPY FEE	1	\$0.00	\$2.00
INSURANCE CLAIM	1	\$0.00	\$905.20
JUNK YARD PERMIT	1	\$0.00	\$100.00
OTHER PERMITS	1	\$0.00	\$25.00
PISTOL PERMIT	2	\$0.00	\$20.00
TOWN HALL RENTAL	2	\$0.00	\$200.00
UCC FILING	1	\$0.00	\$165.00
VITAL STATISTICS	1	\$0.00	\$15.00
<b>Sub Total:</b>	<b>17</b>	<b>\$0.00</b>	<b>\$5,392.08</b>
<b>Total:</b>	<b>411</b>	<b>\$0.00</b>	<b>\$55,456.66</b>
<b>Grand Total:</b>			<b>\$55,456.66</b>

### Fees Summary

Fee	Count	Amount
AGENT FEE	271	\$813.00
APPLICATION FEE	52	\$104.00
BUILDING PERMIT	4	\$1,628.00
CERTIFIED COPY FEE	5	\$75.00
CLERK FEE	271	\$542.00
COPY FEE	1	\$2.00
DECAL REPLACEMENT FEE	1	\$1.00
DOG LICENSE FEE SENIOR	8	\$12.00
DOG LICENSE FEE SPAYED/NEUTERE	47	\$188.00
DOG LICENSE FEE UNALTERED	5	\$32.50
DOG OVERPOPULATION FEE	52	\$104.00
DOG STATE LICENSE FEE	60	\$30.00
EMS/COMSTAR	2	\$1,058.43
INCOME	1	\$1,273.45
INSURANCE CLAIM	1	\$905.20
JUNK YARD PERMIT	1	\$100.00
MPE	205	\$205.00
OTHER PERMITS	1	\$25.00
PERMIT FEE	273	\$34,707.00
PISTOL PERMIT	2	\$20.00
PLATE FEE	53	\$360.00
REGISTRATION FEE	257	\$11,186.08
SHORT SLIP PAYMENT	1	\$25.00
STATE PARK PLATE	3	\$255.00
TITLE FEE	20	\$500.00
TOWN HALL RENTAL	2	\$200.00
TRANSFER FEE	24	\$180.00
UCC FILING FEE	1	\$165.00
VANITY FEE	19	\$770.00
VITAL STATISTICS - STATE - FIRST COI	1	\$8.00
VITAL STATISTICS - TOWN - FIRST COF	1	\$7.00
<b>Grand Total:</b>	<b>1,645</b>	<b>\$55,481.66</b>

# Account Summary for Fee Transactions

Deposit Dates from : 3/1/2023 to 3/31/2023

Account Name	Account Number	Fees Summary	Count	Amount	Debit Amt	Credit Amt
<b>AMBULANCE FEES/COMSTAR</b>	<b>8100-00</b>	EMS/COMSTAR	2	\$1,058.43		
		<b>Account Total:</b>	<b>2</b>	<b>\$1,058.43</b>	<b>\$0.00</b>	<b>\$1,058.43</b>
<b>BUILDING PERMIT</b>	<b>3230-00</b>	BUILDING PERMIT	4	\$1,628.00		
		<b>Account Total:</b>	<b>4</b>	<b>\$1,628.00</b>	<b>\$0.00</b>	<b>\$1,628.00</b>
<b>CELL TOWER INCOME</b>	<b>3405-05</b>	INCOME	1	\$1,273.45		
		<b>Account Total:</b>	<b>1</b>	<b>\$1,273.45</b>	<b>\$0.00</b>	<b>\$1,273.45</b>
<b>COPY FEE</b>	<b>3290-14</b>	COPY FEE	1	\$2.00		
		<b>Account Total:</b>	<b>1</b>	<b>\$2.00</b>	<b>\$0.00</b>	<b>\$2.00</b>
<b>DUE STATE OF NH DMV - ETF</b>	<b>1</b>	CERTIFIED COPY FEE DECAL REPLACEMENT FEE PLATE FEE REGISTRATION FEE SHORT SLIP PAYMENT STATE PARK PLATE TITLE FEE TRANSFER FEE VANITY FEE	5 1 53 257 1 3 20 12 19	\$75.00 \$1.00 \$360.00 \$11,186.08 \$25.00 \$255.00 \$500.00 \$120.00 \$770.00		
		<b>Account Total:</b>	<b>371</b>	<b>\$13,292.08</b>	<b>\$53.20</b>	<b>\$13,345.28</b>
<b>INSURANCE CLAIM</b>	<b>2400-01</b>	INSURANCE CLAIM	1	\$905.20		
		<b>Account Total:</b>	<b>1</b>	<b>\$905.20</b>	<b>\$0.00</b>	<b>\$905.20</b>
<b>JUNK YARD PERMIT</b>	<b>3290-10</b>	JUNK YARD PERMIT	1	\$100.00		
		<b>Account Total:</b>	<b>1</b>	<b>\$100.00</b>	<b>\$0.00</b>	<b>\$100.00</b>
<b>MV REGISTRATIONS</b>	<b>3220-00</b>	AGENT FEE APPLICATION FEE CLERK FEE MPF PERMIT FEE TRANSFER FEE	271 52 271 205 273 12	\$813.00 \$104.00 \$542.00 \$205.00 \$34,707.00 \$60.00		
		<b>Account Total:</b>	<b>1,084</b>	<b>\$36,431.00</b>	<b>\$580.00</b>	<b>\$37,011.00</b>
<b>OTHER PERMITS</b>	<b>3290-04</b>	OTHER PERMITS	1	\$25.00		
		<b>Account Total:</b>	<b>1</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$25.00</b>
<b>PISTOL PERMIT</b>	<b>3401-03</b>	PISTOL PERMIT	2	\$20.00		
		<b>Account Total:</b>	<b>2</b>	<b>\$20.00</b>	<b>\$0.00</b>	<b>\$20.00</b>
<b>TOWN DOG LICENSE ACCOUNT</b>	<b>3290-05</b>	DOG LICENSE FEE SENIOR DOG LICENSE FEE SPAYED/NEUTERED DOG LICENSE FEE UNALTERED DOG OVERPOPULATION FEE DOG STATE LICENSE FEE	8 47 5 52 60	\$12.00 \$188.00 \$32.50 \$104.00 \$30.00		
		<b>Account Total:</b>	<b>172</b>	<b>\$366.50</b>	<b>\$0.00</b>	<b>\$366.50</b>
<b>TOWN HALL RENTAL</b>	<b>3409-01</b>	TOWN HALL RENTAL	2	\$200.00		
		<b>Account Total:</b>	<b>2</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$200.00</b>
<b>UCC FILING FEE</b>	<b>3290-11</b>	UCC FILING FEE	1	\$165.00		
		<b>Account Total:</b>	<b>1</b>	<b>\$165.00</b>	<b>\$0.00</b>	<b>\$165.00</b>
<b>VITAL RECORDS</b>	<b>3290-09</b>	VITAL STATISTICS - STATE - FIRST COPY VITAL STATISTICS - TOWN - FIRST COPY	1 1	\$8.00 \$7.00		

### Account Summary for Miscellaneous Transactions

Deposit Dates from : 3/1/2023 to 3/31/2023

Account Name	Account Number	Transaction Type	Count	Amount	Debit Amt	Credit Amt
<b>CHECK OVERAGE</b>		CHECK OVERAGE - CASH REFUND	13	\$0.00		
		<b>Account Total:</b>	13	\$0.00	\$156.59	\$156.59
<b>CREDIT</b>	99	CREDIT APPLIED	1	\$-2.00		
		<b>Account Total:</b>	1	\$-2.00	\$2.00	\$0.00
<b>SHORT SLIP</b>	88	SHORT SLIP	7	\$-1.00		
		<b>Account Total:</b>	7	\$-1.00	\$137.00	\$136.00
<b>Grand Total:</b>			<b>21</b>	<b>\$-3.00</b>	<b>\$295.59</b>	<b>\$292.59</b>
<b>Fee / Miscellaneous Transaction Total:</b>			<b>1,666</b>	<b>\$55,478.66</b>		

Account Total: 2 \$15.00 \$0.00 \$15.00

Grand Total: **1,645** \$55,481.66 \$633.20 \$56,114.86

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_