



Approved By
Board of Selectmen

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

Board of Selectmen Regular Meeting

Minutes

Monday, June 12, 2023 at 5:30 pm

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

RSA 91-A:3, II(b) and RSA 91-A:3, II(c)

1. Non-Public Session per RSA 91-A:3, II(b) & Non-Public Session per RSA 91A:3(c)

Minutes:

T. Donovan-Lavolette made a motion at 5:29 PM to enter into Non-Public Session per RSA 91-A:3 II(b), M. Green seconded, roll call vote to enter non-public session: R. Tufts-Keegan-yes; S. Ferguson-yes; T. Donovan-Lavolette-yes; T. Cremmen-yes; M. Green-yes. T. Donovan-Lavolette made a motion at 5:56 PM to leave Non-Public Session, T. Cremmen seconded, motion carried. R. Tufts-Keegan made a motion at 5:58 PM to enter into Non-Public Session per RSA 91-A:3 II(c), M. Green seconded, roll call vote to enter non-public session: R. Tufts-Keegan-yes; S. Ferguson-yes; T. Donovan-Lavolette-yes; T. Cremmen-yes; M. Green-yes. T. Donovan-Lavolette made a motion at 6:04 PM to leave Non-Public Session, R. Tufts-Keegan seconded, motion carried.

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

2. Call to Order

Minutes:

R. Tufts-Keegan called the meeting to order at 6:30 PM.

3. Pledge of Allegiance

4. Roll Call

Minutes:

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

5. Approval of Minutes

BOS Meeting June 5, 2023

Minutes:

T. Donovan-Lavolette made a motion to approve the minutes as written, M. Green seconded, motion carried.

6. Seal Non-Public Minutes (2) RSA 91-A:3, II(b) and RSA 91-A:3, II(c)

Minutes:

R. Tufts-Keegan made a motion to seal the Non-Public Minutes per RSA 91-A:3, II(b) for 5 years, S. Ferguson seconded, motion carried. R. Tufts-Keegan made a motion to seal the Non-Public Minutes per RSA 91-A:3, II(c) for 5 years, S. Ferguson seconded, motion carried.

7. Revaluation Kick-Off: Avitar & DRA

Minutes:

Loren Martin (Avitar), Bill Loranger (DRA) and Ben Lafond (DRA) were present to discuss the specifics of the 2023 Revaluation required by RSA 75:8A.

Loren Martin reported they will be looking at the last 5 years of sales, currently in progress of verification. The Town is currently assessed at approximately 60% of market value. They will be doing the field review in August, the reval should be complete in September. Avitar will provide FAQ to be posted. They will also provide 30 days of online access for taxpayers once the reval is complete. They will hold informal hearings in September (online scheduling and phone appointments). Avitar will file the extension for the MS-1 (due to DRA by 9/1).

Ben Lafond spoke about the DRA's role being to check Avitar's work and they look for discrepancies. They will send a report to the Town and Avitar. They also review the PAP reports. They will look at approximately 35 properties. Will meet with Administrative Clerk for an Assessment Review Audit.

Signature Action

8. Timber Tax Warrant: Map 8, Lot 11

Minutes:

Timber Tax Warrant signed.

9. Disposition of Abatement Application: 23 Eastman Lane

Minutes:

Disposition of Abatement Application signed.

Old Business

Department Heads:

10. CEO / Health Officer

Minutes:

Attached.

11. Emergency Management

Minutes:

No update.

12. EMS / Fire

Minutes:

Attached.

13. Highway

Minutes:

Dept Head Report attached.

Darlene Cremmen was present and asked if the grass over the stone wall turning gray was due to salt? Dan Phillips replied there is no salt stored at the highway garage except for the little bit by the Town Pumps for the public's use. She reported a bad bump on Pheasant off Partridge with a "deep V". Dan Phillips responded that is one of the culverts we will be replacing this summer. She asked if we were paving Governors Road this summer and do we work with other Town's to coordinate paving since Milton paved their end and it is very nice? Dan Phillips responded not this year and not working with other Town's regarding paving schedule at this time.

14. Police

Minutes:

Attached.

15. Treasurer

Minutes:

No update.

16. Town Clerk / Tax Collector

Minutes:

Attached.

17. Old Home Week

Minutes:

Attached

18. ARPA Recommendations

Minutes:

Culverts: T. Cremmen made a motion to accept Baron Brother's quote and pay from ARPA funds, S. Ferguson seconded, motion carried. (quote attached)

Municipal Bldg HVAC: Tabled until next meeting

19. Personnel Policy Update Acknowledgement Forms

Minutes:

Two employees have not signed the Policy Acknowledgement Forms for the latest Policy Update. S. Ferguson would like them to come and explain to the BOS why they are not signing.

New Business

20. New NHRS Employer Contribution Rate

Minutes:

Town's new rate for employer portion of Police Retirement. Current rate was for July 1, 2021 -

June 30, 2023 and was 33.88% of gross wages. Effective July 1, 2023 - June 30, 2025 the employer portion will be 31.28%.

21. Outstanding Checks - Prior to 2022

Minutes:

Checks identified as outstanding dating prior to 2022. Auditor recommends purchasing money order instead of cutting new checks. R. Tufts-Keegan made a recommendation to purchase money orders for all except two - one is a previous employee that owes the Town and one is Milton Hardware which she would like to investigate further. All Board members signed the authorization to do so.

22. Vault Clean-up - June 19th

Minutes:

Vault needs to be cleaned and organized. Limited access due to being in the Police Department. Would like to close Selectmen's Office on Monday, June 19th so Carol Long & Theresa Jones can begin to organize and archive. S. Ferguson made a motion to close the upstairs to allow vault clean-up on Monday, June 19th, T. Donovan-Laviolette seconded, motion carried.

Public Comment

T. Cremmen would like to change layout of tables for next meeting.

David Deufresne: Shout out to Police Department for providing a monthly report. It is very helpful and good to see.

Dan Saliga: Are we persuing the camera issue any longer? S. Ferguson will follow-up. Any new info on ATV Trails? R. Tufts-Keegan needs a few weeks to research.

Bonnie Gagnon: Upcoming Events nice addition to Agenda. Also, anyone who would like to help out with the Rec we always need volunteers.

T. Cremmen asked when the next meeting is? Bonnie responded July, not sure of the exact date. T. Donovan-Laviolette would like a posting for all rec events stating that 3 or more BOS members may be gathering to support the Rec, may be a quorum but not acting as BOS members.

R. Tufts-Keegan thanked M. Green for going to Planning Board in her place. Encourages all Board members to meet with their departments/boards they are liaison to.

Dan Phillips asked what the last day of school is so that he may program the school zone sign? S. Ferguson to follow-up.

Dan Phillips also announced that when they do the culverts on Pinkham Rd they will close the road. He will coordinate with EMS, Fire, PD, Dispatch. Will be end of July, beginning of August.

Dan Saliga issued a reminder that Conservation will be meeting tomorrow, June 13th at 6:30 PM.

Adjournment

23. Motion to Adjourn

Minutes:

T. Cremmen made a motion to adjourn at 7:39 PM, M. Green seconded, motion carried.

Upcoming Meetings & Events

- 24. June 13th Conservation Mtg 6:30 PM @ OTH**
- 25. June 14th Old Home Association Mtg 5:00 PM @ OTH**
- 26. June 19th Budget Committee Mtg 6:30 PM @ OTH**
- 27. June 20th ZBA Mtg 6:30 PM @ OTH**
- 28. June 21st Tanglewood Committee Mtg 5:00 PM @ OTH**
- 29. June 22nd Planning Board Workshop 6:30 PM @ OTH**
- 30. June 23rd Candy Bar Bingo 6:00 PM @ OTH**
- 31. June 26th BOS Meeting (Non-Public 6:00 PM Mun. Office) Public Mtg 6:30 PM @ OTH**

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

Carol Long

From: Carl Roy
Sent: Monday, June 12, 2023 12:43 PM
To: Carol Long
Subject: may permits

There were 5 new building permits for May. Zero demo or trades permits for the month of may were given. One of the building permits was for a new home. Many applications had issues delaying them or leaving them not accepted. The total building permit fees collected was \$2174.92. I went to a training course in concord for code enforcement. It was a good opportunity to meet other enforcement officers and learn the ways of how and why to go about certain types of enforcement.

Sent from [Mail](#) for Windows

Middleton Fire and Rescue



Good afternoon,

For the month of May 2023 Middleton Fire & Rescue had 17 calls.

10 Fire Calls that range from structure fires in town to mutual aid calls to other towns. Fire responded to 1 mutual aid calls from surrounding towns. There were 7 medical emergencies, of which 3 were covered by us. In May we trained on outside fire and brush fires, we also conducted live fire exercises. We have ordered both the new compressor to fill up our SCBA bottles as well as the auto CPR chest compression machine. I personally would like to thank the town people for these items, as well as thanks 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. I would also like to extend this invitation to the Board of Selectman as well, no need to be a stranger. I encourage anyone to reach out if you have any questions.

Thank you.

Chief Michael Laviolette

A handwritten signature in black ink, appearing to read "Chief Michael Laviolette".

FireChief@MiddletonNH.gov

6039730670

Highway Dept

May 8th → June 12th

- 1) Mowed lawns as needed.
- 2) Put Flags up
- 3) Cleaned up draw dr. intersection (Pipe & Headwalls)
- 4) Raked town beach & picked up piles.
- 5) Fixed sink hole at pinkham Rd Culvert.
- 6) Took Sander out of #24 & #27 (washed)
- 7) Cleaned up waste shop & took Salt/Sand pile (back to ^{saltys})
- 8) Took out Sander #26 and put in water tank.
- 9) Painted #24 Skid on sander & #26 Front Plow.
- 10) Raked dirt Rds as needed. ^{& Ridge Rd}
- 11) Picked up Blue Bags Silver st. (as needed)
- 12) Ditched Lincoln, Jordan, Estates, Holiday, beach
- 13) Cut shoulders Nicole, Nicola
- 14) Ditched Pinkham & cut shoulders.
- 15) Raked & Coloured N.D Rd.
- 16) Checked Culverts in Tanglewood (Beavers)
- 17) Put AC's in town Hall.
- 18) Scheduled culverts for pinkham Rd.
- 19) 2 driveway permits #97 KH, #1 Sunrise.
- 20) cut brush around Road Signs.
- 21) Ordered street signs brackets & post
- 22) Put up sign at Adams way (stop sign)



Middleton Police Department

POLICE DEPARTMENT MONTHLY REPORT: MAY 2023

(Data only available for Middleton Officers)

INCIDENTS INVESTIGATED: 24

Animal Complaint: 1
Assist Citizen: 1
Assist Other Agency: 2
Burglary: 1
Disturbance: 2
Dog Bite: 1
Domestic Disturbance: 1
Fingerprinting: 1
Juvenile Incident: 2
Lockdown Drill: 1
Medical Assist: 1
Missing Person: 1
Motor Vehicle Complaint: 1
Neighbor Dispute: 1
Recovered Property: 1
Sex Offender Registration: 1
Struck Livestock: 1
Suspicious Person: 2
Wellbeing Check: 1
Vin Verification: 1

ARRESTS: 1

- Felony Burglary

MOTOR VEHICLE ACCIDENTS: 1

- Estates Road

MOTOR VEHICLE ACTIVITY: 39

Failure to Display: 2
Failure to Drive on Right: 1
Possession of License Required: 1
Speeding: 35

TOWN OF MIDDLETON

Collector Receipts for Fiscal Year 2023 -- Deposits between 05/01/2023 and 05/31/2023.

Requested by jonest -- 06/07/2023

Tax Collector

Summary of All Payments

Warrant	Principal	Acct#	Interest	Acct#	Penalties	Acct#	Overpay	Acct#	Total
2020L01	\$ 3,526.73		\$ 1,441.72		\$ 15.00		\$ 0.00		\$ 4,983.45
2021L01	\$ 8,256.60		\$ 1,227.95		\$ 45.00		\$ 0.00		\$ 9,529.55
2022P01	\$ 10,145.71		\$ 783.27		\$ 0.00		\$ 0.00		\$ 10,928.98
2022P02	\$ 44,569.55		\$ 822.17		\$ 25.00		\$ 0.00		\$ 45,416.72
2023P01	\$ 6,213.68		\$ 1.02		\$ 0.00		\$ 0.00		\$ 6,214.70
CREDIT	\$ 0.00		\$ 0.00		\$ 0.00		\$ 100.41		\$ 100.41
Totals:	\$ 72,712.27		\$ 4,276.13		\$ 85.00		\$ 100.41		\$ 77,173.81

Summary of Tender Types/Totals

All Deposits Cash/Check: \$ 48,423.11 Cash: \$ 9,309.35 Check: \$ 39,113.76 Electronic: \$ 28,750.70
 PY Deletions: \$ 0.00

Summary of Electronic Payments

Type	Description	Count	Total
EFT ACH	ACH Check	6	\$ 22,310.31
EFT UK	Indeterminate	4	\$ 5,945.67
EFT VISA	Visa	1	\$ 494.72
Total of Electronic Payments:		11	\$ 28,750.70

Warrant	Principal	Acct#	Interest	Acct#	Penalties	Acct#	Overpay	Acct#	Total
2020L01	\$ 3,420.82		\$ 1,187.63		\$ 15.00		\$ 0.00		\$ 4,623.45
2021L01	\$ 5,283.56		\$ 830.43		\$ 15.00		\$ 0.00		\$ 6,128.99
2022P01	\$ 5,571.00		\$ 350.87		\$ 0.00		\$ 0.00		\$ 5,921.87
2022P02	\$ 11,857.00		\$ 219.39		\$ 0.00		\$ 0.00		\$ 12,076.39
Totals:	\$ 26,132.38		\$ 2,588.32		\$ 30.00		\$ 0.00		\$ 28,750.70

Submitted By: 
 Date: 6/7/2023

Treasurer's Signature: _____
 Date: _____

Tender Summary

Tender	Amount
Middleton Drawer	
CASH	\$9,502.51
CHECKS (165)	\$49,458.18
TRAVELERS CHECKS	\$0.00
Deposit Total:	\$58,960.69
ACH	\$4,544.98
CREDIT APPLIED	\$86.55
CREDIT CARD	\$21,584.03
CREDIT ISSUED	\$-130.00
DEPOSIT TOTAL	\$58,960.69
Grand Total:	\$85,046.25

Town Clerk
5/1-5/31/23

Activity Summary

BOAT	Count	State Amt	Municipal Amt
NEW	9	\$0.00	\$677.82
RENEWAL	32	\$0.00	\$2,071.11
Sub Total:	41	\$0.00	\$2,748.93
MOTOR VEHICLE	Count	State Amt	Municipal Amt
CERT-COPY LOST	6	\$0.00	\$108.00
DECAL-REPL LOST	3	\$0.00	\$12.00
NEW	68	\$0.00	\$12,337.27
REGISTRATION MAINTENAN	1	\$0.00	\$0.00
RENEWAL	299	\$0.00	\$47,121.60
TITLE - AP	20	\$0.00	\$0.00
TITLE - EXPS	1	\$0.00	\$27.00
TITLE - PS	32	\$0.00	\$810.00
TITLE ONLY	2	\$0.00	\$54.00
TRANSFER	19	\$0.00	\$2,281.82
VOID - CREDIT ISSUED	2	\$0.00	\$-130.00
Sub Total:	453	\$0.00	\$62,621.69
DOG LICENSES	Count	State Amt	Municipal Amt
LICENSE NEW	12	\$0.00	\$101.50
LICENSE RENEWAL	135	\$0.00	\$899.50
Sub Total:	147	\$0.00	\$1,001.00
TOWN CLERK SERVICES	Count	State Amt	Municipal Amt
2022 CIVIL FORFEITURE	2	\$0.00	\$35.00
2022 SPAYED/NEUTERED LI	2	\$0.00	\$9.00
AMBULANCE FEES/COMST	1	\$0.00	\$352.81
BEACH STICKER	2	\$0.00	\$40.00
BUILDING PERMIT	5	\$0.00	\$358.60
BULK STICKERS	5	\$0.00	\$80.00
CELL PHONE INCOME	2	\$0.00	\$2,873.45
COPY FEE	2	\$0.00	\$10.00
CURRENT USE	1	\$0.00	\$20.63
ELECTRICAL PERMIT	1	\$0.00	\$50.00
HIGHWAY BLOCK GRANT	2	\$0.00	\$50.00
HUNTING/ FISHING LIC	1	\$0.00	\$12,364.31
MARRIAGE LICENSE	5	\$0.00	\$210.50
OHRV REGISTRATION	2	\$0.00	\$100.00
OTHER PERMITS	8	\$0.00	\$847.00
POLICE ACCIDENT REPO	1	\$0.00	\$25.00
RETURNED PAYMENT	2	\$0.00	\$20.00
SUBDIVISION APP	2	\$0.00	\$50.00
UCC FILING	3	\$0.00	\$853.33
VITAL STATISTICS	1	\$0.00	\$210.00
VITAL STATISTICS	9	\$0.00	\$165.00
Sub Total:	58	\$0.00	\$18,674.63
WRITE OFF	Count	State Amt	Municipal Amt
ADMIN	1	\$0.00	\$0.00

Fees Summary

Fee	Count	Amount
AGENT FEE	387	\$1,161.00
APPLICATION FEE	58	\$116.00
BEACH STICKER	2	\$40.00
BOAT AGENT FEE	41	\$205.00
BOAT EXTC AQTC PLANTS	41	\$164.00
BOAT FEE	35	\$439.43
BOAT MILFOIL FEE	41	\$225.50
BOAT PUBLIC ACC FEE	41	\$205.00
BOAT REG FEE	41	\$1,434.00
BOAT SRCH RESC FEE	41	\$41.00
BOAT TAX COLL FEE	35	\$35.00
BUILDING PERMIT	5	\$358.60
BULK STICKERS	5	\$80.00
CERTIFIED COPY FEE	6	\$90.00
CLERK FEE	380	\$760.00
CONSERVATION FEE	1	\$30.00
COPY FEE	2	\$10.00
CURRENT USE	1	\$20.63
DECAL REPLACEMENT FEE	3	\$3.00
DOG CIVIL FORFEITURE - COST OF SE	2	\$10.00
DOG CIVIL FORFEITURE FEE	2	\$25.00
DOG CIVIL FORFEITURE FEE	1	\$12.00
DOG LATE FEE	1	\$36.00
DOG LICENSE FEE GROUP	2	\$36.00
DOG LICENSE FEE SENIOR	13	\$19.50
DOG LICENSE FEE SPAYED/NEUTERE	107	\$428.00
DOG LICENSE FEE UNALTERED	26	\$169.00
DOG OVERPOPULATION FEE	136	\$272.00
DOG STATE LICENSE FEE	147	\$73.50
ELECTRICAL PERMIT	2	\$50.00
EMS/COMSTAR	1	\$352.81
HIGHWAY BLOCK GRANT	1	\$12,364.31
HUNTING/FISHING LICENSE	5	\$210.50
INCOME	2	\$2,873.45
MARRIAGE LICENSE - STATE	2	\$86.00
MARRIAGE LICENSE - TOWN	2	\$14.00
MPF	2	\$297.00
OHRV REGISTRATION	8	\$847.00
OTHER PERMITS	1	\$25.00
PERMIT FEE	387	\$43,087.00
PLATE FEE	56	\$376.00
POLICE REPORT	2	\$20.00
REGISTRATION FEE	367	\$13,951.38
RETURNED PAYMENT	2	\$50.00
SAFETY FUND	2	\$2.00
SUBDIVISION APP	3	\$853.33
TITLE FEE	33	\$825.00
TRANSFER FEE	33	\$250.00
UCC FILING FEE	1	\$210.00
VANITY FEE	42	\$1,673.31
VITAL STATISTICS - STATE - ADDL COI	3	\$15.00
VITAL STATISTICS - STATE - FIRST COI	9	\$72.00
VITAL STATISTICS - TOWN - ADDL COI	3	\$15.00
VITAL STATISTICS - TOWN - FIRST COI	9	\$63.00
Grand Total:	2,874	\$85,046.25

Carol Long

From: Bonnie Gagnon [mailto:bkalar1112@aol.com]
Sent: Thursday, June 8, 2023 2:47 PM
To: Carol Long; Board of Selectmen; Dan Phillips; Chief Michael Laviollette; Chief Greg Cooper; Assessor; Town Clerk; Conservation; Janet Kalar; ZBA; Budget Committee
Subject: Old Home Week

Good afternoon,

I am writing to you all on behalf of Middleton Recreation, we would like to invite you to join us in celebrating Middleton's Old Home week this year. Middleton will be 245 years old, and I have heard we have the oldest old home celebration in America! I don't know for sure if this is true but 245 is certainly something to celebrate and we would like to build up to do something special for our 250th birthday.

Thurs
On August 24 we will be having a local band come and play for us! Time would be approximately 5:30-7:30pm. At the same time we would like to do a Touch-A-Truck, including vehicles from the Fire/EMS, Hwy, PD, School, and any other vehicles that would make our event special. Can you help us out??

I know some of you are wondering why I have included you in this, well we need volunteers as well! If you would like to join our event we could use food tables, (food trucks would be great if we could afford them, if you know of any that would come for free that would be awesome!!) Other ideas are games, cornhole, pie eating contest, or whatever else you can think up that will get our community out to celebrate our wonderful little town.

Please let me know your ideas and if you can join us. Any questions don't hesitate to ask, I'm always looking for new ideas!

Thanks so much!!!

Bonnie Gagnon
Middleton Recreation Chair

Aug 25th (Fri) Movie Night



Phone (603) 755-9071
Mail: 372 NH Route 11
Farmington, NH 03835
Website: www.barronbrothers.net

PROPOSAL

To: The Town of Middleton, NH
182 King's Highway
Middleton, NH 03887
May 26, 2023

Bid # 023-055
Supply & Install Culverts
40' of 36" & 240' of 24"
Middleton, NH

Price Includes:

- Town of Middleton to supply crushed stone, crushed gravel & rip rap
- All spoils to be hauled to Middleton pit
- All machine and labor supplied by Barron Brothers
- Culverts supplied by Barron Brothers
- Work to include 5 crossings
 1. 80' of 24" culvert, 2 parallel 40' runs
 2. 40' of 36" culvert
 3. 40' of 24" culvert
 4. 80' of 24" culvert, 2 parallel 40' runs
 5. 40' of 24" culvert
- Road will need to be closed during working hours. Open to traffic each night

The price for the work as described above is: \$25,136.00

***** Twenty Five Thousand, One Hundred Thirty Six Dollars and 00/100 ****

NOTES:

1. OPTION: Pavement can be patched as an option. Approx. 960 sq.ft. for \$3,840.00
2. Town to supply all crushed stone, crushed gravel and sand
3. Any ledge or large rock over 3 yards in size is not included

Payable as follows: Progress Payments as deemed necessary by Barron Brothers Dev., Inc. Progress payment requests are due upon presentation

Authorized Signature: _____
Elmer W. Barron III, President

Note: This proposal may be withdrawn by us, if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL:

The prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: Roxanne Syfer Date: 6/12/23