



*Roxanne Tufts-Keegan*  
*Christine Maynard*  
*Laura Parker*

## Board of Selectmen Regular Meeting

### Minutes

Monday, January 30, 2023 at 6:30 pm

RESCHEDULED FROM 1/23/2023

#### 1. Call to Order

**Minutes:**

Call to Order at 6:40 PM

#### 2. Pledge of Allegiance

#### 3. Roll Call

**Minutes:**

BOS Members: Roxanne Tufts-Keegan - Present; Christine Maynard - Present; Laura Parker - Present

#### 4. Approval of Minutes

**Minutes:**

C. Maynard made a motion to approve the 01/09/23 Minutes, L. Parker seconded, motion carried.

### Signature Action

#### 5. Intent to Cut: Map 8, Lot 8 Pinkham Road

**Minutes:**

Intent to Cut signed.

#### 6. Recommittal Audit Engagement Letter

**Minutes:**

Engagement Letter signed for Tax Collector Recommittal Audit.

#### 7. E-911 Data Operations Liaison Form

**Minutes:**

E-911 Data Operations Liaison Form signed making Kari Eastman (Administrative Clerk) the Liaison.

### Old Business

#### 8. Cell Phone Stipend

**Minutes:**

Need a Welfare phone before Verizon Account can be cancelled. C. Maynard made a motion to purchase a prepaid phone for welfare not to exceed \$50, L. Parker seconded, motion passed.

**9. Tentative Pit Permit**

**Minutes:**

Pit Permit for the 4/1/23-3/31/24 period is still in process, had to send a new check to the Dept. of Revenue.

**10. Treasurer Report from December**

**Minutes:**

Tabled

**New Business**

**11. Driveway Request**

**Minutes:**

Dan Phillips present with landowner Marvin Reinhard who owns a piece of property in Milton abutting the Town Forest on Silver St. Due to the wet areas of his property, Mr. Reinhard would like to put his driveway in coming off the current turnaround about 100 ft in on the turnaround. Currently the Town is plowing that turnaround for the plows and buses. C. Maynard expressed concern over construction equipment causing damage to the road, would like a stipulation that Mr. Reinhard would be responsible for repairs caused by his contractors. R. Tufts-Keegan would like a stipulation that states the turnaround is a private road not maintained by the Town. L. Parker made a motion that the Town come up with an agreement giving permission to use the private entrance on Silver Street for Mr. Reinhard to use with the understanding that he is responsible for repairs and that the Town does not maintain that section of road, C. Maynard seconded, motion carried.

**12. Resignation**

**Minutes:**

Sgt. Swift has resigned from the Middleton Police Dept effective February 1, 2023. R. Tufts-Keegan to verify that Officer Volpe has full access to everything. Tracy Donovan-Laviolette asked if we can legally operate without a Chief? C. Maynard responded that she has spoken with legal and yes we can. Dan Saliga asked if there was any update on the Chief returning. R. Tufts-Keegan said no update at this time. Dan Saliga asked if we still have five police cruisers? R. Tufts-Keegan responded yes, plus one ACO vehicle.

**13. Appointment of Town Clerk/Tax Collector**

**Minutes:**

C. Maynard made a motion to appoint the current Deputy Roy Parece as Town Clerk/Tax Collector, L. Parker seconded, motion carried.

**14. Forest Fire Warden Appointment**

**Minutes:**

C. Maynard made a motion to appoint Mike Laviolette to fill the vacancy of Forest Fire Warden effective today, L. Parker seconded, motion carried.

**15. Abatement Application**

**Minutes:**

Abatement recommendation from Assessor for four town owned properties: Map 4 Lot 241 \$421.99 Map 4 Lot 237 \$497.88 Map 4 Lot 150 \$433.30 Map 4 Lot 88 \$1,712.33 L. Parker made a motion to abate the four town owned properties, C. Maynard seconded, motion carried.

**16. Exemption Application**

**Minutes:**

L. Parker made a motion to confer with Avitar to deny the exemption application due to exceeding the income limit, C. Maynard seconded, motion carried.

**17. Computer Needs**

**Minutes:**

C. Maynard made a motion to use ARPA funds to purchase a new network rack to fix the upstairs network cable area, L. Parker seconded, motion carried.

C. Maynard would like to provide laptops and docking stations to both the Secretary/Bookkeeper and Administrative Clerk so that they can both work from home as needed such as snow days. L. Parker voiced concern with employees working over scheduled hours without compensation and said if they are working from home that may get out of hand. Tracy Donovan-Laviolette said she is against the idea because there is no way to prove they actually worked the hours they say they do. R. Tufts-Keegan said although she is not against the idea, she thinks the quote is a little high and would like to see what we have for existing equipment that could lower the cost.

Both quotes attached to minutes.

**18. Strafford County Commissioners Budget**

**Minutes:**

We have received the County's budget and it is available for review if anyone is interested.

**19. Proposed Land Donation**

**Minutes:**

BOS received an email from Todd Robertson regarding Map 12, Lot 14 which he owns. He is wondering if the Town could use that property for something like a tennis and/or pickle ball court or a senior center. R. Tufts-Keegan would like a response sent asking if there is a stipulation of timeframe or any other conditions?

**20. BOS Meeting 02/13/23 - Time Change**

**Minutes:**

Due to a Non-Public Session scheduled for 7:15 PM, the BOS Meeting on February 13, 2023 will begin at 6:00 PM instead of the normal 6:30 PM start time.



## Public Comment

### 21. Public Comment

**Minutes:**

Tracy Donovan-Laviolette asked if the Warrant Articles are ready? R. Tufts-Keegan responded they will be ready next Monday. Tracy Donovan-Laviolette asked if the current Board has read the ARPA Report. R. Tufts-Keegan responded that no further action will be taken on ARPA until after the election when there is a full 5-person Board to prevent the perception that the current Board is pushing things through at the last minute.

Craig Moody stated the #1 recommendation in the ARPA Report is to have MRI come in to make a recommendation on the Municipal Infrastructure.

Dan Saliga asked if there was any update on the cameras? C. Maynard responded that she is not getting any response from the County.

Jason Proulx asked do we only have part-time police officers now? R. Tufts-Keegan responded one full time and two part-time.

## Non-Public

### 22. RSA 91-A:3, II(A)

**Minutes:**

L. Parker made a motion at 7:30 PM to go into Non-Public Session per RSA 91-A:3, II(A), C. Maynard seconded, motion carried. L. Parker made a motion at 8:02 PM to leave Non-Public Session per RSA 91-A:3, II(A), C. Maynard seconded, motion carried. L. Parker made a motion to seal the minutes from the Non-Public Session for 3 years due to divulgence would likely affect adversely the reputation of any person other than a member of this board, C. Maynard seconded, motion carried.

### 23. RSA 91-A:3, II(A)

**Minutes:**

L. Parker made a motion at 8:03 PM to go into Non-Public Session per RSA 91-A:3, II(A), C. Maynard seconded, motion carried. L. Parker made a motion at 8:15 PM to leave Non-Public Session per RSA 91-A:3, II(A), C. Maynard seconded, motion carried. L. Parker made a motion to seal the minutes from the Non-Public Session for 3 years due to divulgence would likely affect adversely the reputation of any person other than a member of this board, C. Maynard seconded, motion carried.

## Adjournment

### 24. Motion to Adjourn

**Minutes:**

L. Parker made a motion to adjourn at 8:15 PM, C. Maynard seconded, motion carried.



Certified Computer Solutions  
 250 Tilton Road Unit #2  
 Northfield, NH 03276  
 603-286-1210

# Estimate

DATE	ESTIMATE NO.
8/2/2022	10168

<b>NAME / ADDRESS</b>
Town of Middleton 182 King's Highway Middleton, NH 03887

<b>P.O. NO.</b>	<b>TERMS</b>
	Net 15

ITEM	DESCRIPTION	QTY	COST	TOTAL
	Clean up network cabling & equipment on 2nd floor			
Wallmount Rack	Wallmount Rack 9U 20" depth- lockable	1	300.00	300.00
IU_RackShelf	IU Adjustable Vented Rack Shelf	1	75.00	75.00
SW_RackKit	SonicWALL Rackmount kit	1	150.00	150.00
Miscellaneous	Universal rack mount kit for switch	1	17.50	17.50
24prt panel	24 Port Patch Panel	1	95.00	95.00
CAT6_1FT	1 Foot CAT6 Patch Cable	24	2.50	60.00
ServerCabinet	ST 18U Server cabinet - lockable	1	815.00	815.00
TL1500RackUPS	TL 1500VA Rack Mount UPS	1	395.00	395.00
500VARM	500VA IU Rackmount UPS	1	265.00	265.00
9999SC Cust Rate	Labor- assemble & install equipment, punch down cables, test	16	110.00	1,760.00
			<b>TOTAL</b>	<b>\$3,932.50</b>

email: klavelle@ccsnh.com

SIGNATURE \_\_\_\_\_



Certified Computer Solutions  
 250 Tilton Road Unit #2  
 Northfield, NH 03276  
 603-286-1210

# Estimate

DATE	ESTIMATE NO.
1/3/2023	10499

<b>NAME / ADDRESS</b>
Town of Middleton 182 King's Highway Middleton, NH 03887

P.O. NO.	TERMS
	Net 15

ITEM	DESCRIPTION	QTY	COST	TOTAL
ASUS_8GB_256GB	Laptops for Admin Clerk & Bookkeeper ASUS 15" laptop i5, 12GB RAM, 512GB SSD	2	895.00	1,790.00
Windows_10_Pro	Windows 10 Pro upgrade	2	99.00	198.00
Dell_Laptop_Dock	Dell USB 3 Ultra HD/4K Triple Display docking station	2	225.00	450.00
24_LCD	24" LCD Monitor	2	205.00	410.00
WI_Keyboard and...	Microsoft Wireless Keyboard/Mouse	2	45.00	90.00
9999-WSIS	Labor (IN-SHOP) GEN Workstation. configure, install all patches, MS Office.	3	110.00	330.00
9999-WSOS	Labor (ON-SITE) Deliver Workstation, add user, configure Internet, policies, shares, Data transfer, 3rd party software.	7	110.00	770.00
9999-SC	Annual fees Service Contract	2	375.00	750.00
			<b>TOTAL</b>	<b>\$4,788.00</b>

email: klavelle@ccsnh.com

SIGNATURE \_\_\_\_\_