

Town of Middleton
Board of Selectmen Meeting
March 18, 2022

Approved By
Board of Selectmen


Call to order at 2:30pm

BOS Members present: Christine Maynard, Roxanne Tufts-Keegan

Pledge recited

Roxanne Tufts-Keegan stated the purpose of the meeting was to discuss 1) online banking with Profile, 2) assistance with bookkeeping and admin services, and 3) outsourcing payroll.

Roxanne stated that since the assistant admin/bookkeeper position is vacant there is currently nobody doing the initial transfers for the DMV deposits. Christine made a motion for Roxanne Tufts-Keegan to do online banking with Profile. This would be temporary until the position of assistant admin/bookkeeper is filled. Roxanne seconded the motion. The motion passed.

Roxanne stated that Laura Parker was willing to volunteer her time, at no cost, to help with payroll, paying bills, and filing required reports with the state on a temporary basis until the assistant admin/bookkeeper position is filled. Christine made a motion to accept Laura's help at no cost. Roxanne seconded the motion. The motion passed.

Christine stated she was researching payroll companies for the town to use instead of having payroll completed by the assistant admin/bookkeeper. She stated she had talked to the representative from Heartland, and he gave her an estimate of \$93.50 for 18 checks. She is going to continue to check with ADP as well.

Brian Taylor asked about the monthly payroll and how that was going to be handled. Christine stated that the payroll company would process those checks as well as the weekly payroll. Scott Ferguson asked if it would be contract with the payroll companies. Bonnie Gagnon asked if the payroll companies offered other services. Christine stated the agreement with Heartland would be for 3 year and she didn't have all the details. Christine also stated that Heartland does offer other services the town could add on later.

Christine made a motion to adjourn at 2:39pm. Roxanne seconded the motion. The motion carried.

Respectfully submitted:

Roxanne Tufts-Keegan, Selectmen-chair