



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

12 May 2025 Select Board Meeting Minutes

1. Call To Order

- By Select Board Chairperson Timothy Cremmen at 6:30 PM

2. Pledge of Allegiance

3. Roll Call

- Roxanne Tufts Keegan - Member (present)
- Tracy Donovan-Laviolette - Vice Chairperson (present)
- Timothy Cremmen - Chairperson (present)
- Michael Green - Member (present)
- Bonnie Gagnon - Member (present)

4. Approval of Minutes

- 28 April 2025
 - Motion to Accept as Presented by Bonnie Gagnon
 - Motion Seconded by Tracy Donovan-Laviolette
 - Minutes accepted by unanimous board vote
- 1 May 2025
 - Motion to Accept as Presented by Bonnie Gagnon
 - Motion Seconded by Tracy Donovan-Laviolette
 - Minutes accepted by unanimous board vote
- Non-Public Minutes (12 May 2025)
 - Roxanne Tufts Keegan Motion to Seal Minutes for 5 years
 - RSA 91-A:3, II(c)
 - Seconded by Michael Green
 - Roll Call Vote
 - Roxanne Tufts Keegan - yes
 - Tracy Donovan-Laviolette - yes
 - Timothy Cremmen - yes
 - Michael Green - yes
 - Bonnie Gagnon - yes

5. Oath of Office

- Christine Maynard for a 1-year membership to Trustee of the Trust Fund, oath of office
 - Motion to Accept by Bonnie Gagnon
 - Seconded by Michael Green
 - Signed by Select Board Members

This summarizes the Select Board meeting held on May 12, 2025. For the complete recording of this meeting and all associated comments, please visit <https://www.youtube.com/@townofmiddleton9741>, where all meetings are archived in their entirety.



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6. Tax Credits /Exemptions

- Approval of Veterans' Tax Credit (6 Applications)
 - Roxanne Tufts Keegan motioned to accept Avitar's recommendation to approve
 - Tracy Donovan-Laviolette seconded the motion
 - Unanimously approved
- Denial of Veterans' Tax Credit (7 Applications)
 - Roxanne Tufts Keegan motioned to accept Avitar's recommendation to deny
 - Tracy Donovan-Laviolette seconded the motion
 - Unanimously approved

7. Casella Trash Pick Up Conversation with Tony Belanger

- The conversation could not commence due to the absence of Tony Belanger from Casella at the meeting.

8. Jim Keegan

- Proposal for expanding the highway department's facilities to better house town vehicles, including plans for new bays, office space, and a break room to manage town equipment efficiently.

9. Website

- The board reviewed the town's online presence, confirming updates to the public website and notifications pushed out through social media accounts such as Facebook, Instagram, and YouTube.
- Tracy Donovan-Laviolette inquired about the availability of an instruction book for Select Board Secretary Kim Hughes, noting that Ms. Hughes' current access to the town website is limited to the calendar function. Timothy Cremmen responded that an official instruction book did not exist, but he had personally created one in the past and offered to share it.
- In response to an inquiry from Roxanne Tufts Keegan regarding the town's social media presence, Timothy Cremmen confirmed that the town maintains accounts on Facebook, Instagram, and YouTube. He further noted that these can be accessed via links at the bottom of the homepage on the town's website.
- Kate Buzard further asked if residents can watch the meetings on those sites. Timothy Cremmen responded that people can find links to the meeting videos on Facebook and Instagram, which then direct to the full recordings on YouTube.



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- Joann Coskie inquired about the status of the GIS software approved at the Town Meeting. Roxanne Tufts Keegan and Timothy Cremmen indicated that Robin Willis, who is expected back from vacation this week, would be the appropriate person to address this question.

10. Credit Card discussion

- Discussion on credit card management led to the decision to include additional board members for better oversight, ensuring more transparency in the financial dealings of the town.
- Roxanne Tufts Keegan made a motion to add Kim Hughes and Tracy Donovan-Laviolette as authorized representatives on the credit cards.
- Timothy Cremmen seconded the motion
- Unanimously approved

11. Emergency Management

- The director outlined the need for emergency operations center improvements and expressed a need for a generator for the school to function as a reliable shelter.
- The need for improvements to the town's emergency operations center was highlighted, addressing deficiencies such as the lack of communication equipment and monitoring systems.
- The board discussed the need for a functional phone system in the building, exploring options for phone lines that accommodate both office and fire department needs. This includes ensuring calls are appropriately routed to prevent missed communications.
- To enhance emergency preparedness, Chief Wheeler suggested acquiring cable television for real-time monitoring of news and weather updates.
- Funding for the emergency management system and operational expenses was also part of the discussion.

12. Fire/EMS

- The fire department reported 26 calls for service in April, mainly EMS. Improved EMS billing highlighted a 128% year-over-year increase in transports, attributed to handling more calls independently rather than through mutual aid. (See attached)



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13. Highway Dept

- Plans were outlined for community services, including replacing signs, fixing potholes, and addressing drainage issues. The discussion also touched on enhancing the municipal facilities, such as adding a new chemical toilet at the beach. (See attached)

14. Police

- Following Chief Ferguson's report on the police department's monthly activities, including efforts to hire part-time officers for seasonal demands, the board reviewed the financial implications, specifically potential pay rates and budget impact. (See attached)

15. Town Clerk/Tax Collector

- A report was formally submitted and read into the meeting's official record. (See attached)

16. Treasurer

- The report was read into the record, making it an official part of the meeting's proceedings. (See attached)
- Tracy Donovan-Laviolette inquired about the status of outstanding employee checks. In response, Kim Hughes stated that the checks had been reissued and anticipated their prompt closure of those outstanding checks.
- Bonnie Gagnon then raised a question concerning the check made out to the Recreation Committee. Tracy Donovan-Laviolette clarified that the note on the check indicated it was "void."

17. CEO

- Was unable to attend do to a prior commitment.
- Roxanne Tufts Keegan requested that Michael Green, the Select Board liaison, ask Carl Roy to provide written updates emailed to the Select Board to keep them updated.

18. BOS Comments

- Roxanne Tufts Keegan had 3 items
 - The Wakefield Lions Club has contacted the Select Board via email, proposing the placement of an eyeglass donation receptacle at a town building.
 - Timothy Cremmen recalled the matter and provided further details regarding the Lions Club's request. The board decided that Timothy Cremmen would follow up with the Wakefield Lions Club and also connect them with Road Agent Dan Phillips to discuss the placement of the eyeglass receptacle.



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- Roxanne Tufts Keegan led a discussion regarding the payroll deductions for employees' Aflac accounts. Fire Chief Jarrod Wheeler added that the participating employees consistently had sufficient funds to cover these deductions.
- The town received a 91A Right-to-Know request, which Roxanne Tufts Keegan addressed and subsequently forwarded to the Assessor and Town Clerk.
- Bonnie Gagnon provided an update on the preparations for the Middleton Elementary School craft fair. She also shared plans for a public celebration of the town's 248th anniversary, with an emphasis on increased community involvement.
- Tracy Donovan-Laviolette initiated a discussion concerning a Silver Street resident who, while undertaking some work, had caused damage to town property, specifically a stone wall and several trees.

19. Public Comment

- Joann Coskie raised concerns regarding unregistered vehicles and littering in the town, prompting the board to discuss enforcement and community clean-up initiatives.

20. Adjournment

- Roxanne Tufts Keegan motioned to adjourn at 8:15 PM
- Bonnie Gagnon seconded
- Motion unanimously passed



Middleton Fire-Rescue

Chief of Department, Jarrod Wheeler
192 Kings Hwy Middleton, NH 03887

Monthly Report April 2025

- 26 Calls For Service
- EMS Calls
- EMS Billed for the month \$14,361 Est. \$13,133 to be collected after Medicare Adjustment
- Month End EMS Transports up 128% year over year. - *Covering our own calls*
- 19 EMS Calls
- 5 Mutual Aid Ambulances from Farmington with one being for second call.
- Mutual Aid to New Durham For Medical Aid
- Silver St Motor Vehicle Accident
- Rt 153 Motorcycle Accident with Transport to Portsmouth Hospital - *Travis*
- Responded Mutual Aid to New Durham with E1 and A3 for Motor Vehicle Accident
- Responded Mutual Aid to New Durham with E1 for Motor Vehicle Accident
- Overhead Door Work has begun. Windows installed.
- Siding and replacement trim for fire house are on order. *New sign from Bruce Hunter*
- Shed has been moved to highway to accommodate siding.
- Engine 4 (New Engine is in production) will have pictures to share soon.
- Asst. Chief Bourdeau and Lt. Green are enrolled in an EMT Class.
- Posting out for Per diem EMS Providers to cover day shifts.

April 14 → May 12

- 1) Patched Pot holes (Silver & Pinkham Rd.)
- 2) Fix stop sign Pinkham Rd at R.H. ~~map 8~~
- 3) Took Posted signs down
- 4) Relevel dirt Rds as needed (ongoing)
- 5) Driveway Permit Pinkham Rd (^{map 8} 11-2) 11-8
- 6) Check Rds & Culverts (Heavy Rain & Wind)
- 7) Dropped New truck off to have body & Plows installed. May 22nd
- 8) Put Summer tires on truck #1
- 9) Fix Head light on truck #1
- 10) Put Rip Rep in sink hole on Pleasant Rd.
- 11) Smooth up Butter Milk Ext. with Loader
- 12) Checked on Contractor at Pinkham (^{map} 8 ^{lot} 11-2)
- 13) Fixed chevrons Ridge Rd. (Leaning & broken) (4)
- 14) Ordered New Flags (Military Set & 14 American)
- 15) Ordered Chemical toilet for beach.
- 16) Moved the Red shed for FD
- 17) Washed & took out sensors #20 & #24
- 18) Paint wings #20 & #24
- 19) Took mower out checked over & mowed lawns
- 20) Took Fuel Pump Readings
- 21) Got the 03 going took off wing & plow (^{Release back to} Get ready to sell)
- 22) Checked out drainage Issue at #42 Spruce Rd.
- 23) Driveway Permit Pinkham (^{map} 8 ^{lot} 11-2) 11-8
- 24) New Durham sign for 2 weeks

Kate asked if we had sweepers. Bloom on front loader



Middleton Police Department



POLICE DEPARTMENT MONTHLY REPORT: March 2025

Date: 5/1/2025

CALLS FOR SERVICE: 166

INCIDENTS INVESTIGATED: 36

ARRESTS: 2

MOTOR VEHICLE ACCIDENT: 3

MOTOR VEHICLE ACTIVITY: 6 Citations/Warnings

- Continued work on Recruitment, conducted interviews with candidates and will be bringing certified candidate before the board for employment offer.
- Completed pay study for part time officers. Will be presenting to the board.
- Worked with the school and homeland security in regard to emergency operations plans with the school.
- Worked with the school on traffic flow and drop/pickup patterns for better traffic flow in and out of the school.
- Continued work on evidence audit.

- Court prosecution and in-house changes for workflow. Trained with admin security for court prosecution as to its pertinence to that position.
- Continued with annual training to meet the requirements of NH Police Standards and Training.
- Added workstations within the police department in anticipation of staffing vacant positions. Also working on phone system and alterations to phone system operations within the police department to ensure easier access for the public for police services.
- Utilized the department's speed trailer throughout the month in targeted areas within the community to assist with traffic awareness and education.
- Completed request for state re-assessment of speed limits on Route 153.
- Answered all calls for service within the community with minimal assistance from NH State Police.

Regards,



Chief Scott Ferguson

Tender Summary

Activity Summary

Fees Summary

Middleton Drawer	
Tender	Amount
CASH	\$14,604.31
CHECKS	(148) \$37,055.63
TRAVELERS CHECKS	\$0.00
Deposit Total:	\$51,659.94

ACH	\$3,739.44
CREDIT APPLIED	\$67.00
CREDIT CARD	\$6,918.56
CREDIT ISSUED	\$-88.00
SHORT SLIP ISSUED	\$625.00
SHORT SLIP PAYMENT	\$-625.00
DEPOSIT TOTAL	\$51,659.94
Grand Total:	\$62,296.94

State of NH Drawer	
Tender	Amount
CASH	\$0.00
CHECKS	(0) \$0.00
TRAVELERS CHECKS	\$0.00
Deposit Total:	\$0.00

CREDIT APPLIED	\$0.60
DEPOSIT TOTAL	\$0.00
Grand Total:	\$0.60

BOAT	Count	State Amt	Municipal Amt
NEW	6	\$0.00	\$488.04
RENEWAL	25	\$0.00	\$1,760.06
Sub Total:	31	\$0.00	\$2,248.10
MOTOR VEHICLE	Count	State Amt	Municipal Amt
CERT-COPY LOST	6	\$0.00	\$108.00
DECAL-REPL LOST	3	\$0.00	\$12.00
NEW	56	\$0.00	\$11,199.05
PLATE-RPL LOST	1	\$0.00	\$7.00
PLATE-RPL REORDER-1P	2	\$0.00	\$0.00
RENEWAL	206	\$0.00	\$38,323.88
TITLE - AP	24	\$0.00	\$0.00
TITLE - AP	1	\$0.00	\$27.00
TITLE - PS	23	\$0.00	\$621.00
TITLE ONLY	4	\$0.00	\$108.00
TITLE ONLY - EX	1	\$0.00	\$27.00
TRANSFER	13	\$0.00	\$2,204.88
VOID - CREDIT ISSUED	1	\$0.00	\$-88.00
Sub Total:	341	\$0.00	\$52,549.81
DOG LICENSES	Count	State Amt	Municipal Amt
LICENSE NEW	37	\$0.00	\$264.00
LICENSE RENEWAL	190	\$0.00	\$1,298.00
Sub Total:	227	\$0.00	\$1,562.00
TOWN CLERK SERVICES	Count	State Amt	Municipal Amt
2022 CIVIL FORFEITURE	2	\$0.00	\$30.00
2024 SPAYED/NEUTERED LI	15	\$0.00	\$32.50
BUILDING PERMIT	6	\$0.00	\$1,919.00
BULK STICKERS	9	\$0.00	\$200.00
CELL PHONE INCOME	2	\$0.00	\$2,365.30
ELECTRICAL INSPECTIO	1	\$0.00	\$50.00
ELECTRICAL PERMIT	3	\$0.00	\$200.00
HUNTING/ FISHING LIC	1	\$0.00	\$9.00
NHRS	1	\$0.00	\$287.43
OTHER CULTURE/REC	1	\$0.00	\$50.00
OTHER PERMITS	12	\$0.00	\$425.00
PISTOL PERMIT	1	\$0.00	\$10.00
PLANNING BOARD	1	\$0.00	\$50.00
POLICE ACCIDENT REPO	3	\$0.00	\$30.00
POSTAGE	1	\$0.00	\$84.40
SOR - PD	1	\$0.00	\$10.00
VITAL STATISTICS	9	\$0.00	\$185.00
Sub Total:	69	\$0.00	\$5,937.63
Total:	668	\$0.00	\$62,297.54
Grand Total:			\$62,297.54

Fee	Count	Amount
AGENT FEE	282	\$846.00
APPLICATION FEE	57	\$114.00
BOAT AGENT FEE	31	\$155.00
BOAT BOAT FEE DECAL	31	\$93.00
BOAT EXTC AQTC PLANTS	31	\$124.00
BOAT FEE	25	\$508.60
BOAT HARBOR DREDGING	1	\$2.00
BOAT MILFOIL FEE	31	\$170.50
BOAT PUBLIC ACC FEE	31	\$155.00
BOAT REG FEE	31	\$984.00
BOAT SRCH RESC FEE	31	\$31.00
BOAT TAX COLL FEE	25	\$25.00
BUILDING PERMIT	6	\$1,919.00
BULK STICKERS	9	\$200.00
CERTIFIED COPY FEE	6	\$90.00
CLERK FEE	274	\$548.00
CONSERVATION FEE	3	\$90.00
CREDIT APPLIED	-1	\$-0.60
DECAL REPLACEMENT FEE	3	\$3.00
DOG CIVIL FORFEITURE - COST OF SE	1	\$5.00
DOG CIVIL FORFEITURE FEE	1	\$25.00
DOG LATE FEE	7	\$58.00
DOG LICENSE FEE GROUP	3	\$54.00
DOG LICENSE FEE PUPPY	5	\$20.00
DOG LICENSE FEE SENIOR	21	\$31.50
DOG LICENSE FEE SPAYED/NEUTERE	170	\$680.00
DOG LICENSE FEE UNALTERED	33	\$214.50
DOG OVERPOPULATION FEE	211	\$422.00
DOG STATE LICENSE FEE	229	\$114.50
ELECTRICAL INSPECTION	1	\$50.00
ELECTRICAL PERMIT	3	\$200.00
HUNTING/FISHING LICENSE	1	\$9.00
INCOME	2	\$2,365.30
MPF	206	\$206.00
NHRS	1	\$287.43
OTHER CULTURE/REC	1	\$50.00
OTHER PERMITS	12	\$425.00
PERMIT FEE	286	\$37,265.00
PISTOL PERMIT	1	\$10.00
PLANNING BOARD	1	\$50.00
PLATE FEE	53	\$360.00
PLATE REPLACEMENT FEE	1	\$4.00
POLICE REPORT	3	\$30.00
POSTAGE	1	\$84.40
REGISTRATION FEE	265	\$10,761.82
SAFETY FUND	2	\$2.00
SOR - PD	1	\$10.00
SURCHARGE FEE	1	\$100.00
TITLE FEE	29	\$725.00
TRANSFER FEE	26	\$195.00
VANITY FEE	32	\$1,239.99
VITAL STATISTICS - STATE - ADDL COI	5	\$25.00
VITAL STATISTICS - STATE - FIRST COI	9	\$72.00
VITAL STATISTICS - TOWN - ADDL COI	5	\$25.00
VITAL STATISTICS - TOWN - FIRST COI	9	\$63.00
Grand Total:	2,545	\$62,296.94

TOWN OF MIDDLETON

Collections Summary for the Month of April FY 2025

Warrant	Begin. Balance	Committed & Supplemented	Abated	Deceded	Collected		Ending Balance	Prior Months' Credits Assigned		Adjustments		Error
					Principal	Int/Pen		Principal	Int/Pen	Principal	Int/Pen	
2022P01	7,485.97	0.00	0.00	0.00	225.42	13.98	7,260.55	0.00	0.00	0.00	0.00	0.00
2022P02	14,912.67	0.00	0.00	0.00	961.18	60.67	13,951.49	0.00	0.00	0.00	0.00	0.00
2023L01	60,335.62	0.00	0.00	0.00	3,338.36	639.79	56,997.26	0.00	0.00	0.00	0.00	0.00
2024P01	61,872.35	0.00	0.00	0.00	3,714.00	211.57	58,158.35	0.00	0.00	0.00	0.00	0.00
2024P02	118,959.27	0.00	0.00	0.00	8,608.48	151.17	110,343.77	5,342.00	80.79	(5,334.98)	(87.81)	0.00
2024T01	8,003.13	0.00	0.00	0.00	0.00	0.00	8,003.13	0.00	0.00	0.00	0.00	0.00
2024U01	5,500.00	0.00	0.00	0.00	0.00	0.00	5,500.00	0.00	0.00	0.00	0.00	0.00
	277,069.01	0.00	0.00	0.00	16,847.44	1,077.18	260,214.55	5,342.00	80.79	(5,334.98)	(87.81)	0.00

Summary			Credits		
Principal:	16,847.44		Unassigned Beginning Balance:	4,028.17	
Interest/Penalties:	1,077.18		New This Month:	5,422.79	
Unassigned Credits Received This Month:	0.00		Assigned This Month:	5,422.79	
* Net Receipts This Month:	17,924.62		Returned This Month:	0.00	
* Including Prior Year Deletions			Deleted This Month:	0.00	
* Net Receipts This Month:	17,924.62		Unassigned Ending Balance:	4,028.17	
Total Prior Year Deleted Receipts This Month:	0.00				
Total Prior Year Deleted Credits This Month:	(0.00)		Refund Abatements		
Credits Received & Refunded This Month:	0.00		Beginning Balance:	2,461.00	
Gross Receipts This Month:	17,924.62		New This Month:	0.00	
Total Prior Year Deletions This Month:	0.00		Deleted This Month:	0.00	
			Ending Balance:	2,461.00	



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

4/29/25

Memo to the Board of Selectmen

April has been a busy and successful month for the Department of Treasury. Both January and February bank statements were reconciled, with no issues. The list for uncleared 23/24 checks has drastically been reduced (thank you to Kim Hughes and her attention to the matter). I have attached a document showing the previous (older) uncleared checks and the resulting new/smaller list. The Town of Middleton was approved for a town credit card account on 4/23/2025, providing a card for each major department. Profile Bank was extremely helpful maneuvering through the process to make this happen.

Respectfully Submitted,
Toni Canfield, Treasurer

cc: Budget Committee, Kim Hughes

REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

February-25

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	\$	1,787,433.23	
Deposits	\$	125,897.71	
	total after deposits	\$	1,913,330.94 ✓
Service Charge	\$	-	
Withdrawals	\$	513,193.93 ✓	
Ending Bank Statement Balance	\$	1,401,423.38 ✓	
Sweep Account	\$	944,439.82 ✓	
Ending Balance	\$	2,345,863.20 ✓	
Outstanding Debits	\$	30,991.45	
Outstanding Credits	total	\$	5,822.40
Return Check	\$	-	
Total Cash Available	\$	2,320,694.15 ✓	
Interest to Checking	\$	1,286.37	
Interest to Sweep Account	\$	762.27	
Police Department Revolving Fund	\$	46,327.99	
Ambulance Revolving Fund	\$	77,549.16	
Conservation Commission	\$	63,098.42	

Respectfully Submitted
Antoinette Canfield
Town Treasurer

8/1/2024	24236	Brett E. Wiggin	\$	47.33	
3/30/2023	22800	Brian Taylor	\$	55.79	x
5/11/2023	22942	Brian Taylor	\$	18.78	\$ 74.57 x
10/10/2023	23356	DiPrizio GMC Trucks	\$	55.75	
12/4/2023	23503	Michael P Donovan Laviolette	\$	50.00	x
12/17/2024	24663	Middleton Recreation Committee	\$	3,500.00	VOID
12/26/2023	23592	NHFSTEMS State of NH	\$	100.00	
3/28/2024	23866	Scott A Bowden	\$	63.43	x
2/16/2023	22691	Scott A. Bowden	\$	56.30	x
7/20/2023	23132	Scott A. Bowden	\$	28.70	x
7/31/2023	23175	Scott A. Bowden	\$	14.35	x
8/17/2023	23214	Scott A. Bowden	\$	103.61	\$ 266.39 x
8/19/2024	24292	Sunrise Lake Village District	\$	210.00	x
8/19/2024	24287	Teresa Mullen	\$	20.00	
12/18/2023	23590	Trevor Schwarz	\$	14.13	x pd
4/11/2024	23918	Trevor Schwarz	\$	0.85	?
8/1/2024	24235	Trevor Schwarz	\$	14.55	
12/26/2024	24687	Walter R. Givara	\$	79.18	\$ 317.66

10/10/2023	23356	DiPrizio GMC Trucks	\$	55.75	Check with Jen
12/26/2023	23592	NHFSTEMS State of NH	\$	100.00	Check with Jen
4/11/2024	23918	Trevor Schwarz	\$	0.85	Kim marked cleared, I can't find
8/1/2024	24235	Trevor Schwarz	\$	14.55	
8/1/2024	24236	Brett E. Wiggin	\$	47.33	
8/19/2024	24287	Teresa Mullen	\$	20.00	
12/26/2024	24687	Walter R. Givara	\$	79.18	\$ 317.66

* Remaining 23/24 uncleared checks