



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

14 April 2025 Select Board Meeting Minutes

1. Call To Order

1. By Select Board Chairperson Timothy Cremmen at 6:35 PM

2. Pledge of Allegiance

3. Roll Call

1. Roxanne Tufts-Keegan - Member (present)
2. Tracy Donovan-Lavolette - Vice Chairperson (present)
3. Timothy Cremmen - Chairperson (present)
4. Michael Green - Member (present)
5. Bonnie Gagnon - Member (present)

4. Approval of Minutes

1. Motion to Accept as Presented by Tracy Donovan-Lavolette
2. Motion Seconded by Michael Green
3. Minutes accepted by unanimous board vote

5. Oath of Office planning board

1. Kate Buzard's Planning Board oath of office signed by Select Board Members

6. Cell Phone Tower Discussion

1. Updates on cell tower contracts are given by the Code Enforcement/Health Officer Carl Roy
 1. AT&T and Verizon already on cell tower
 2. T-Mobile going on cell tower, most likely in the next 6 months
2. Chief Ferguson suggested the board contact T-Mobile regarding payment, noting that reminders had also been necessary for other providers.

7. Emergency Management

1. The emergency management director, Fire Chief Jarrod Wheeler, shared insights from a county preparedness meeting, discussed a school evacuation plan, finalized updates on the town's emergency operations plan, and explored grant opportunities for a generator at the school.

8. Fire/EMS

1. Middleton Chief Jarrod Wheeler reported 24 service calls in March, detailed responses to mutual aid requests, discussed updates on fire truck rebranding and outlined training plans for department personnel.
 1. (See attached)



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9. Highway Dept

1. Reporting on highway department activities, Middleton Road Agent Dan Phillips covered pothole repairs, storm recovery road treatments, and general maintenance. He specified that inspections regarding a drainage issue on Ridge Road found the cause to be a culvert blocked by snow and ice.
2. The maintenance requirements for Buttermilk Lane “Extension” were discussed. It was noted that residents on this “extension” are responsible for maintaining the road themselves. Affected residents will receive letters detailing this responsibility and confirming the town is not liable for property damage done by traveling on that portion of Buttermilk Lane. This issue originated at the 2024 Middleton Town Annual Meeting, and the information needed to resolve it was found when Administrative Clerk Robin Willis contacted the Registry of Deeds.
3. The purchase of necessary equipment was also discussed.
 1. (See attached)

10. Police

1. Middleton Police Chief Scott Ferguson provided a report of 188 calls for service, emphasizing the low number of citations issued. He highlighted traffic control initiatives and plans to assess speed limits on Route 153.
 1. (See attached)

11. Town Clerk/Tax Collector

1. The Town Clerk/Tax Collector’s report was read into the record by Timothy Cremmen
 1. (See attached)

12. Treasurer

1. The Treasurer’s report was read into the record by Timothy Cremmen
 1. (See attached)
2. Tracy Donovan-Lavolette had questions about the list of outstanding checks
 1. Roxanne Tufts-Keegan highlighted the fact that this report is from January and that some of these may have already been cleared up.
 2. Timothy Cremmen mentioned that the Treasurer was still working their way through the year trying to get caught up.



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13. CEO

1. Code Enforcement/Health Officer Carl Roy gave an update that included
 1. 2 New Building Permits
 2. 1 New Pool
 3. 4 new home occupancy's
 1. Road Agent Dan Phillips asked if there would be a need for him to issue new driveway permits and was told that the occupancies were on homes that already had driveway permits.
 4. Code Enforcement/Health Officer Carl Roy mentioned that he had been working with the Police and Fire Chiefs to issue Cease and Desist orders to residents who were violating the Middleton Camper ordinance.

14. Aflac - Mark Shafer

1. AFLAC representative Mark Shafer proposed offering supplemental insurance plans for town employees, discussing potential benefits and costs, including the necessary steps to set up a group plan.
2. Tracy Donovan-Lavolette motioned to allow Mark Shafer to begin the process of offering supplemental insurance plans for town employees.
3. Bonnie Gagnon seconded the motion.
4. The Select Board voted to proceed with offering a service exclusively to individuals paid by the town, explicitly excluding volunteers and committee members.
 1. Roxanne Tufts-Keegan requested that that point be specified.

15. Personnel Policy

1. The revised personnel policy was tabled, pending Board review, as members need additional time.
2. Roxanne Tufts-Keegan mentioned she had skimmed the document and asked why the PTO section hadn't been changed, noting she had noticed the lack of alteration.
 1. Timothy Cremmen, Personnel Policy reviser, explained that the issue was an oversight and assured that it would be corrected

16. Waste Removal Contract Discussion

1. Peter Lachapelle from Waste Management is scheduled to attend the Select Board meeting on April 28, 2025. He will be there to discuss the potential for Waste Management to serve as the garbage collector for the Town of Middleton.



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2. Tony from Pinard was absent from the meeting, contrary to the board's expectation that he would attend.
 1. The board asked Timothy Cremmen to reach out to Tony from Pinard and arrange a different time to meet.

17. Town Website

1. Roxanne Tufts-Keegan mentioned that the Planning Board thought it would be beneficial for Administrative Clerk Robin Willis to be able to have access to the website and upload the minutes from the meeting herself.
 1. Timothy Cremmen responded that he agreed with the sentiment and had already taken two related steps: beginning to draft a Communications Policy and contacting Town Cloud (the town's website provider) to explore the possibility of limiting access to certain website areas.

18. BOS Comments

1. Bonnie Gagnon expressed appreciation to everyone who attended the Recreation Committee's Easter Egg Hunt, extending special thanks to the volunteers. She also reported that the school has approved the Committee's request to hold a Craft Fair on May 31, 2025.
2. Tracy Donovan-Lavolette inquired about the timing for bulk pick-up this year. The board confirmed that no date has been scheduled, but residents should anticipate it happening in May as usual, with the official date expected to be released soon.

19. Public Comment

1. Carl Roy asked about the status of his request for remote laptop access to the office. Timothy Cremmen confirmed he is continuing to work on fulfilling the request.
2. John Mullen requested two actions from the board regarding the Sunrise Lake Pesticide Application: first, a physical signature on Form A 1, and second, an electronic signature via a link forwarded to the BOS email. Timothy Cremmen provided the physical signature and confirmed he would complete the e-signature the following morning.

20. Adjournment

1. Roxanne Tufts-Keegan motioned to adjourn at 7:39 PM
2. Bonnie Gagnon seconded
3. Motion unanimously passed

REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

Jan-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		\$ 1,701,102.28
Deposits		\$ 1,237,220.72
	total after deposits	\$ 2,938,323.00
Service Charge		
Withdrawals		\$ 1,152,512.01
Ending Bank Statement Balance		\$ 1,787,433.23
Sweep Account		\$ 993,677.55
Ending Balance		\$ 2,781,110.78
Outstanding Checks		\$ 37,087.90
Outstanding Deposits	total	\$ 1,839.83

Return Check		
Total Cash Available		\$ 2,745,862.71

Interest to Checking	\$ 1,622.24
Interest to Sweep Account	\$ 726.02

Police Department Revolving Fund \$ 46,319.11

Ambulance Revolving Fund \$ 77,534.29

Conservation Commission \$ 62,843.59

Respectfully Submitted
 Antoinette Canfield
 Town Treasurer

Date	Trans Reference	Check #	Name	Amount	Deposit	Notes
2/16/2023		22691	Scott A. Bowden	\$ 56.30		
3/30/2023		22800	Brian Taylor	\$ 55.79		
5/11/2023		22942	Brian Taylor	\$ 18.78		
7/20/2023		23132	Scott A. Bowden	\$ 28.70		
7/31/2023		23175	Scott A. Bowden	\$ 14.35		
8/17/2023		23214	Scott A. Bowden	\$ 103.61		
10/10/2023		23356	DiPrizio GMC Trucks	\$ 55.75		
12/4/2023		23503	Michael P Donovan Laviolette	\$ 50.00		
12/18/2023		23590	Trevor Schwarz	\$ 14.13		
12/26/2023		23592	NHFSTEMS State of NH	\$ 100.00		
3/28/2024		23866	Scott A Bowden	\$ 63.43		
3/28/2024		23866	Scott A Bowden	\$ 63.43		
4/11/2024		23918	Trevor Schwarz	\$ 0.85		
4/11/2024		23918	Trevor Schwarz	\$ 0.85		
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		
8/19/2024		24292	Sunrise Lake Village District	\$ 210.00		
12/16/2024		24644	Parece Family Trust	\$ 230.70		
12/16/2024		24645	Stephen K. Magee Trust	\$ 117.00		
12/17/2024		24663	Middleton Recreation Committee	\$ 3,500.00		- Voided
12/19/2024		24631	Scott A. Bowden	\$ 16.62		
12/19/2024		24636	Jacob W. Guarino	\$ 13.85		
12/26/2024		24687	Walter R. Givara	\$ 79.18		
12/26/2024		24688	Jacob W. Guarino	\$ 41.56		
1/16/2025		24718	Scott A. Bowden	\$ 49.87		
1/16/2025		24721	Jacob W. Guarino	\$ 121.21		
1/21/2025		24743	Milton Fire - Rescue	\$ 3,750.00		
1/21/2025		24746	Airgas USA, LLC	\$ 187.53		
1/21/2025		24748	Galls, An Aramark Company	\$ 64.99		
1/21/2025		24750	Ben's Uniforms	\$ 97.00		
1/21/2025		24751	DiPrizio GMC Trucks, Inc	\$ 1,058.37		
1/27/2025		24770	Scott Ferguson	\$ 50.00		
1/27/2025		24772	DrummondWoodsum	\$ 76.44		
1/27/2025		24773	Eversource	\$ 1,490.14		
1/27/2025		24774	Dead River Company	\$ 1,231.07		
1/27/2025		24775	Bound Tree Medical, LLC	\$ 157.03		
1/27/2025		24776	Kim Hughes	\$ 29.19		
1/27/2025		24777	American Heritage Life Insurance Co	\$ 117.56		
1/27/2025		24780	Bergeron Protective Clothing	\$ 253.50		
1/27/2025		24781	AT&T Mobility	\$ 164.92		
1/28/2025		24782	James Keegan	\$ 250.00		
1/28/2025		24783	Savatree	\$ 8,250.00		
1/28/2025		24784	Dead River Company	\$ 3,131.87		
1/28/2025		24785	Consolidated Communications	\$ 1,559.46		
1/28/2025		24786	LaValley Building Supplies	\$ 14.24		
1/28/2025		24787	Ossipee Mt. Electronics, Inc	\$ 1,882.00		
1/28/2025		24788	HealthTrust	\$ 4,509.21		
1/30/2025		24760	Jacob D. Bourdeau	\$ 123.87		
1/30/2025		24761	Scott A. Bowden	\$ 141.29		
1/30/2025		24764	Jacob W. Guarino	\$ 55.41		
1/30/2025		24765	Lester E. Kimball	\$ 71.04		
1/30/2025		24767	Carl A. Roy	\$ 221.95		
1/30/2025		24769	MissionSquare	\$ 2,180.86		
1/30/2025			CCDDMV	\$ 881.12		\$ 37,087.90 All Checks
1/31/2025	EFT		Tax Deposit		\$ 1,839.83	\$ 36,170.05 Just from Jan

TOWN OF MIDDLETON
Collections Summary for the Month of March FY 2025

KF

Warrant	Begin. Balance	Committed & Supplemental	Abated	Decded	Collected		Ending Balance	Prior Months' Credits Assigned		Adjustments		Error
					Principal	Int/Pen		Principal	Int/Pen	Principal	Int/Pen	
2022P01	8,599.97	0.00	0.00	0.00	1,114.00	241.23	7,485.97	0.00	0.00	0.00	0.00	0.00
2022P02	15,914.67	0.00	0.00	0.00	1,002.00	172.18	14,912.67	0.00	0.00	0.00	0.00	0.00
2023L01	60,335.62	0.00	0.00	0.00	0.00	0.00	60,335.62	0.00	0.00	0.00	0.00	0.00
2024P01	70,019.69	0.00	0.00	0.00	8,147.34	410.47	61,872.35	0.00	0.00	0.00	0.00	0.00
2024P02	165,337.38	0.00	0.00	0.00	46,378.11	670.07	118,959.27	0.00	0.00	0.00	0.00	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
	333,710.46	0.00	0.00	0.00	56,641.45	1,493.95	277,069.01	0.00	0.00	0.00	0.00	0.00

Summary		Credits	
Principal:	56,641.45	Unassigned Beginning Balance:	4,028.17
Interest/Penalties:	1,493.95	New This Month:	0.00
Unassigned Credits Received This Month:	0.00	Assigned This Month:	0.00
* Net Receipts This Month:	58,135.40	Returned This Month:	0.00
*Including Prior Year Deletions		Deleted This Month:	0.00
* Net Receipts This Month:	58,135.40	Unassigned Ending Balance:	4,028.17
Total Prior Year Deleted Receipts This Month:	0.00	Refund Abatements	
Total Prior Year Deleted Credits This Month:	(0.00)	Beginning Balance:	2,461.00
Credits Received & Refunded This Month:	0.00	New This Month:	0.00
Gross Receipts This Month:	58,135.40	Deleted This Month:	0.00
Total Prior Year Deletions This Month:	0.00	Ending Balance:	2,461.00

Tender Summary

Tender	Amount
CASH	\$11,078.85
CHECKS	\$28,857.75 (91)
TRAVELERS CHECKS	\$0.00
Deposit Total:	\$39,936.60
ACH	\$3,789.00
CREDIT APPLIED	\$94.00
CREDIT CARD	\$8,937.10
CREDIT ISSUED	\$-49.00
DEPOSIT TOTAL	\$39,936.60
Grand Total:	\$52,707.70

State of NH Drawer

Tender	Amount
CASH	\$0.00
CHECKS	\$0.00 (0)
TRAVELERS CHECKS	\$0.00
Deposit Total:	\$0.00

CREDIT APPLIED	\$45.00
DEPOSIT TOTAL	\$0.00
Grand Total:	\$45.00

Activity Summary

ROAT	Count	State Amt	Municipal Amt
RENEWAL	9	\$0.00	\$557.98
Sub Total:	9	\$0.00	\$557.98
MOTOR VEHICLE			
CREDIT (ONLINE)	2	\$0.00	\$191.20
NEW	38	\$0.00	\$9,774.54
PLATE-RPL REORDER-1L	1	\$0.00	\$7.00
PLATE-RPL REORDER-2P	1	\$0.00	\$0.00
RENEWAL	182	\$0.00	\$32,591.68
TITLE - AP	25	\$0.00	\$0.00
TITLE - PS	18	\$0.00	\$459.00
TRANSFER	14	\$0.00	\$1,096.60
VOID - CREDIT ISSUED	1	\$0.00	\$-49.00
Sub Total:	282	\$0.00	\$44,071.02

DOG LICENCES

Count	State Amt	Municipal Amt	
CREDIT (ONLINE)	1	\$0.00	\$22.00
LICENSE NEW	6	\$0.00	\$40.00
LICENSE RENEWAL	123	\$0.00	\$746.50
Sub Total:	130	\$0.00	\$808.50

TOWN CLERK SERVICES

Count	State Amt	Municipal Amt	
2024 SPAYED/NEUTERED LI	3	\$0.00	\$6.50
BEACH STICKER	1	\$0.00	\$20.00
BUILDING PERMIT	1	\$0.00	\$3,270.40
BUK STICKERS	1	\$0.00	\$20.00
CELL PHONE INCOME	2	\$0.00	\$2,365.30
ELECTRICAL INSPECTO	4	\$0.00	\$250.00
ELECTRICAL PERMIT	4	\$0.00	\$200.00
HERITAGE TRUST FUND	1	\$0.00	\$325.00
HUNTING/FISHING LIC	1	\$0.00	\$9.00
OHV REGISTRATIONS	2	\$0.00	\$249.00
OTHER PERMITS	4	\$0.00	\$210.00
POLICE ACCIDENT REPO	3	\$0.00	\$25.00
SALE OF MUNICIPAL PR	1	\$0.00	\$300.00
VITAL STATISTICS	3	\$0.00	\$65.00
Sub Total:	31	\$0.00	\$7,315.20
Total:	452	\$0.00	\$52,752.70
Grand Total:			\$52,752.70

Fees Summary

Fee	Count	Amount
AGENT FEE	232	\$696.00
APPLICATION FEE	44	\$88.00
BEACH STICKER	1	\$20.00
BOAT AGENT FEE	9	\$45.00
BOAT BOAT FEE DECAL	9	\$27.00
BOAT EXTC A QTC PLANTS	9	\$36.00
BOAT FEE	6	\$72.48
BOAT HARBOR DREDGING	1	\$2.00
BOAT MILFOIL FEE	9	\$49.50
BOAT PUBLIC ACC FEE	9	\$45.00
BOAT REG FEE	9	\$266.00
BOAT SRCH RESC FEE	9	\$9.00
BOAT TAX COLL FEE	6	\$6.00
BUILDING PERMIT	1	\$3,270.40
BUK STICKERS	1	\$20.00
CLERK FEE	232	\$464.00
CONSERVATION FEE	4	\$120.00
CREDIT ACCOUNT	3	\$213.20
CREDIT APPLIED	-1	\$-45.00
DOG LATE FEE	2	\$10.00
DOG LICENSE FEE PUPPY	1	\$4.00
DOG LICENSE FEE SENIOR	21	\$31.50
DOG LICENSE FEE SPAYED/NEUTERE	95	\$380.00
DOG LICENSE FEE UNALTERED	13	\$84.50
DOG OVERPOPULATION FEE	109	\$218.00
DOG STATE LICENSE FEE	130	\$65.00
ELECTRICAL INSPECTION	4	\$250.00
ELECTRICAL PERMIT	4	\$200.00
HERITAGE TRUST FUND	1	\$325.00
HUNTING/FISHING LICENSE	1	\$9.00
INCOME	2	\$2,365.30
MPE	181	\$181.00
OHV REGISTRATION	2	\$249.00
OTHER PERMITS	4	\$210.00
PERMIT FEE	244	\$31,993.00
PLATE FEE	37	\$268.00
PLATE REPLACEMENT FEE	1	\$4.00
POLICE REPORT	3	\$25.00
REGISTRATION FEE	222	\$8,644.83
SAFETY FUND	11	\$11.00
SALE OF MUNICIPAL PROPERTY	1	\$300.00
STATE PARK PLATE	1	\$85.00
SURCHARGE FEE	1	\$50.00
TITLE FEE	17	\$425.00
TRANSFER FEE	28	\$210.00
VANITY FEE	17	\$639.99
VITAL STATISTICS - STATE - ADDL COI	2	\$10.00
VITAL STATISTICS - STATE - FIRST COI	3	\$24.00
VITAL STATISTICS - TOWN - ADDL COI	2	\$10.00
VITAL STATISTICS - TOWN - FIRST COI	3	\$21.00
Grand Total:	1,756	\$52,707.70

Middleton Town Clerk

Deposit Journal

Deposit Dates from : 3/1/2025 to 3/31/2025



Middleton Police Department



POLICE DEPARTMENT MONTHLY REPORT: March 2025

Date: 4/1/2025

CALLS FOR SERVICE: 188

INCIDENTS INVESTIGATED: 26

ARRESTS: 0

MOTOR VEHICLE ACCIDENT: 0

MOTOR VEHICLE ACTIVITY: 9 Citations/Warnings

- **Completed training for Firearms Instructor recertification, training time spent at the New Hampshire Police Academy**
- **Continued work on Recruitment, conducted interviews with candidates**
- **Working on completing a pay study for part time officers. Upon completion will submit the findings to the BOS.**
- **Completed cruiser equipment inventory and setting up equipment for storage in cruisers**
- **Conducted training throughout the month with the new secretary**

Regards,

A handwritten signature in black ink, appearing to be 'Scott Ferguson', written in a cursive style.

Chief Scott Ferguson

Mar. 10 → April 14

- 1) Charged the batteries in loader
- 2) Replaced Head light in #1 also Plow control Mod.
- 3) Put up Posted Signs (spoke to Contractors in town)
- 4) Checked on drainage issue from last meeting.
- 5) Checked on dirt Rds
- 6) Charged oil in #1
- 7) Check Cross Culverts & Open
- 8) Push up Sand at salt yard (loader)
- 9) Wash oil & grease trucks & Sanders
- 10) Backdrag dirt Rds (Pat Holes with loader)
- 11) Rake Fox Rd.
- 12) Take care of pit Permit (ND Pit)
- 13) Plow and treat 5.5" storm 3/24/25
- 14) Checked on Buttermilk Lane from Town Meeting.
- 15) Called CAT about bucket & brush mower for loader.
- 16) Plowed & treated 2" storm 3/29/25
- 17) Treated Roads 3/30/25 (Ran Street)
- 18) Fixed Front Plow Lights #27 Used #1 & 1d Module
- 19) Checked Rds for down limbs & trees (windy)
- 20) Treated all paved Rds < 1" 4/3/25
- 21) Took pump readings (beginning of each month)
- 22) Backdrag dirt Rds (loader) Also Town Beach (Turn around)
- 23) (4) driveway permits (Lake Shore, Pinkham, Spruce)
- 24) Charged teeth on York Rake
- 25) Plow & treat 4.5" storm 4/12/25
- 26) Got new key for Silver St Turnaround Gate
Gave to Fire dept. ^{chief} ~~with~~ (Town Forest.)



Middleton Fire-Rescue

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

March 2025 Monthly Report

- 24 Calls for Service
- 15 Medical Aid Calls
- 9 Fire Responses
- 2 Mutual Aid Ambulances for Calls, 1 from Milton, 1 from Farmington
- 1 Mutual Aid Ambulance for Second Patient on call.
- Engine 1 Responded to Wakefield for Station Coverage
- Tanker 5 and Car 1 (Chief Wheeler, Assistant Chief Bourdeau, Engineer Givera) Responded to Farmington for a Second alarm building fire.
- Engine 1, Tanker 5 (Chief Wheeler, Engineer Givera, Capt. Bowden, Lt. Laviolette, FF Wiggin, FF Pevear) Responded to Wolfeboro for a Second alarm Building Fire.
- Continued to work on policy updates and reporting.
- Apparatus Renumbering and Rebranding underway.
- New Fire Truck (Engine 4) In Production. Chief Wheeler and Engineer Givera to inspect and drive back in early June.
- Deputy Chief Manchester developed new training plan and has been implemented.

Emergency Management

- Chief Wheeler and FF Fruchtman attended county preparedness meeting with Strafford County Public Health Network.
- Chief Wheeler and Chief Ferguson attended school evacuation preparedness meeting in New Durham with Gov Wentworth School District and NH Dept. of Homeland Security and Emergency Management.
- FF Fruchtman wrote new Local Emergency Operations Plan. (Will be submitted to the state this week) *update every 5 years*
- Working with School to explore grants for generator for the building.