

Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887



Middleton Board of Selectmen Meeting Minutes

May 23, 2022

Approved By
Board of Selectmen

Roxanne Tufts-Keegan
Mike Boisvert

Call to Order at 6:30 PM

Pledge of Allegiance & Prayer

Roll Call: Present: Christine Maynard, Roxanne Tufts-Keegan

Absent: Mike Boisvert

Approval of Minutes: *Christine motioned to accept both meeting minutes, seconded by Roxanne and the motion carried.*

- April 25, 2022
- May 13, 2022

Signature Action:

- Abatement Letter – Avitar making an adjustment of \$1,314 on a resident's bill to correct an error. *Christine made a motion to approve the adjustment, seconded by Roxanne and the motion carried.*
- E9-1-1 Address Changes – These changes were discussed at the 4-25-22 board meeting. *Christine made a motion to approve the changes, seconded by Roxanne and the motion carried.*
- Notice of Intent to Cut Wood or Timber – Located at 70 Drew Drive. Kate B. asked if we had the map location and we did not. *Christine made a motion to approve the notice, seconded by Roxanne and the motion carried.*
- First Light – There had been an ongoing discussion with First Light regarding the amount of money they were owed which was between \$10 to \$11 thousand. After negotiations they agreed to take \$7,500. *Christine made a motion to approve the payment, seconded by Roxanne and the motion carried.*

Public Comment:

- Christine reported that Attorney Naomi Butterfield stated we may not be able to hit this year's budget.
- Craig Moody asked who had the First Light budget expense line. Roxanne responded that it could be the Governance/Executive line for telephone expenses. However, we were also paying Consolidated for those expenses.

Old Business:

- Social Security Breach – Letters were mailed today, and we posted a note on the website linked to more information.
- Jim Keegan reported that the shipper has arrived at MB Tractor. The cost was \$41,945.75 and that we should have it in Middleton by the end of this week. MB Tractor needs the check within 30 days of delivery. Jim said we need to purchase an extra set of blades through either the Block Grant or Equipment Supplies. They can be sharpened, but it doesn't last. He is asking MB for a quote.
- Dan S. asked about the two sign boards and it was explained that one was the lighted sign used to announce the recent Rabies Clinic and one was to capture traffic speed. Jim reported that the Highway Department did not request either sign and that there was also a light tower that was obtained at the same time.

New Business:

- **EMS Services:** The board stated that Milton is charging us \$500.00 per call for EMS Services. There is a meeting scheduled with the Milton Fire Chief to discuss the calls/charges. They will continue charging until our EMS issue is fixed. They will review the existing proposal made by the EMS Committee. Items are: Per Diem and using our own Ambulance to provide mutual aid to other towns. Farmington is covering some of our calls. They charge \$600.00 normally but are not charging us at this time. This agreement is not in writing and could change at any time. A meeting will be set-up to discuss the proposal. Jim Keegan asked if we don't already have people that were trained to answer calls and would like to know whether they were or were not covering our calls. He feels first shift is a problem and why aren't they covering that shift? What time are we paying and for what? Christine answered that we are not paying people if they're not doing their job. Anyone being paid and not showing up is an issue and it is not going unnoticed. Jim said it is not fair to pay them and not getting the coverage. The new board is aware of the situation and is working on fixing the issue. Tracy Donovan-Laviolette commented that town employees are not doing what they are paid to do. Craig Moody asked what does our Insurer say about the town not having coverage between work days. Christine wants this fixed and is worried about the cost. Jim asked what other small towns in NH, that are similar to Middleton, were doing about this problem? Said we could be the only town where folks are being paid.
- **Old Town Hall Rental Charges:** Kathryn Toussaint was asked to explain the policy for renting the Old Town Hall and how she had found that we had not been collecting all the funds that are listed in that document. Specifically, the \$25.00 (non-refundable) charge for clean-up after the event and the \$100.00 Security Deposit (refundable after checking for damages and finding no issues) was not being collected. The policy is being rewritten to make it easier to see the proper charges are paid. After this discussion it was brought up that the OTH should be reserved for Town activities that occur starting in October through February. We will ask the various boards and committees for their required use and will block out those dates/months.
- **Used Furniture & Equipment (upstairs) –** The board checked with the Legal department to see if we were allowed to dispose of old equipment and broken furniture. We found that everything identified in those categories, with the exception of monitors, could be removed. Computers will need to be wiped of memory and files and this can be done by our computer vendor prior to disposal. Kate stated that the Conservation folks and the Planning group used to share a computer and that the old files were never transferred to the new computer. This will be looked into. Jim stated that the Highway Department had a riding mower to sell. He will put together the details of the mower and will put it out for bid. ***Christine made a motion to approve the disposal of equipment/furniture, seconded by Roxanne and the motion carried.***
- **Highway Dept. Clothing Allowance – Release Funds:** The budget contains a \$400.00 per Highway Department member and they are going to release the funds now.
- **Cintas – Contract ends in July – Rugs:** Cintas contract ends July 12, 2022, however they have not been coming in to swap out the rugs as we are not on their Friday route and there's no access for them to do so. Kathryn has asked that they credit the charges made for the rug swaps and apply that credit to our taking ownership of the rugs that are in the OTH, the Municipal Building, including the Police Department. The tentative date is as of June 1, 2022, we will pay any outstanding charges, the contract will end, and we will own the rugs. ***Christine made a motion to approve ending the contract, seconded by Roxanne and the motion carried.***
- **GOFERR Funds:** Money is available for safety equipment. \$50,000 is available to pay for 90% of any purchases that receive approval. Roxanne had sent an email several weeks ago to all the Department Heads to come up with a list of items they could use by 5/20/22 in order to meet the 6/3/22 deadline. The Fire Department submitted a list of equipment with three levels of options. After discussion it was

determined that the first option for \$47,104.00 to replace a compressor, air packs, etc., and labor/shipping was approved. The Highway department was the only other group to submit a request for funds. They asked for \$2004 for safety equipment including helmets, chaps, boots, safety t-shirts and sweatshirts. Most of those items will be used when brush cutting. The t-shirts and sweatshirts are colored for visibility for roadside work. Their request for funds was also approved. Just to be fully informed, Jason suggested that the Fire Chief come in to explain specifics about the equipment he will be getting and include the expected shelf-life. Tracy said her husband, Mike was coming into the meeting shortly and he supplied the majority of information regarding the Fire equipment. There were questions about where the money for the remaining 10% would be coming from and Laura Parker said the ARPA monies can be used for that purpose. Dan S. suggested a fund raiser could help defray the 10% if needed.

Christine made a motion to approve the Fire Dept and the Highway Dept requests for the GOFERR money, seconded by Roxanne and the motion carried.

- Payroll Weekly to Bi-Weekly: The board asked the Dept of Labor (DOL) about changing the pay period from weekly to bi-weekly. They advised the board to give a one week notice prior to the switch. This potential change will be re-visited at a future meeting.
- After Laura Parker and Kathryn met with the Heartland representative and brought Christine into the discussion it was determined that having to input the payroll information into their system, where they would create a file of that information that would be sent back to Kathryn to review and approve, send it back and then they would run payroll... was not what we were looking for to reduce the number of hours involved in creating the payroll. Even with a timecard system in place we would have to review and approve their work. The board is still planning to install some type of timecard system and more to come on that plan.
- Juneteenth National Independence Day – Federal Holiday: This Federal Holiday is celebrated on June 19th and was added to the list of Federal Holidays on June 17th, 2021 by order of the President. Other NH town offices were polling other municipalities to see whether they were going to observe this fairly new Holiday. A couple of towns have added it to their Holiday schedule and several others are waiting for feedback from the public at their next board meetings. It was decided that Middleton would not be instituting this Holiday at this time. We were asked how many Holidays we celebrate now and the response was 18.
- Christine said that Sheriff Mark Brave is willing to meet with us at the June 6th meeting. The public is asked to hold any questions they may have until after the presentation.

Public Comment:

- Bonnie asked if we had any more information to share about the cameras and was told that the attorneys are still working on it. ***Christine took an action item*** to do a follow-up and come back to us with an update.
- Other cameras: This is an internet issue and we are talking to Brian at Security ? An old camcorder was found and can still be used and uploaded to the web.
- Dan S. asked if the Police department was still getting gas at the Irving and taking cars home. Discussion around using the card, shutting it off, etc.. Craig Moody asked is we can control their miles. He feels we've lost control because of the outgoing board. He feels we should demand weekly mileage reports. Jason asked if we put GPS on the cars? Per Laura it is already on them. Roxanne said we are trying to take steps to correct these issues. Christine said we are reviewing the Personnel Policy. Jim suggested an advisory committee might be helpful. Jason commends both Christine and Roxanne for their work and time they've put in to help resolve some of these items. Tracy asked about the old GOFERR \$4,000 follow-up and about the Secretary position. The board said they will follow-up on this as well.

- Facebook: Who has the authority to post on FB? That access should only be had by the BOS or their designee. Kate mentioned the NH Municipal Association and who can update that site.

Non-Public: Began at 8:31 pm

- RSA 91-A:3, II (a)

Motion made by Christine, seconded by Roxanne and the motion carried to return to Public Session at 9:05 pm

Public: Began at 9:05 pm

- *Motion made, seconded and accepted* to seal the minutes for five years.

Non-Public: Began at 9:07 pm

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

Public: Began at 9:22 pm

- *Motion made by Christine, seconded by Roxanne, and approved* to seal the minutes for one year.

Adjourn: *Christine motioned, Roxanne seconded and approved* to adjourn the meeting at 9:24 PM

Next Board of Selectmen Meetings:

June 6, 2022

June 13, 2022

June 27, 2022

Other Upcoming Meetings:

ARPA Committee – Jun 1 (1st Wed)

School Board – Jun 8 (2nd Wed)

Planning Board – Jun 9 (2nd Thu)

Conservation Committee – June 14 (2nd Tue)

Budget Committee – Jun 20 (3rd Mon)