



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Board of Selectmen Meeting Agenda

September 26, 2022

Approved By
Board of Selectmen

Call to Order at 6:00pm

Pledge of Allegiance

BOS Members: Roxanne Tufts-Keegan-Chair; Christine Maynard-Vice-Chair; Laura Parker-Member

Approval of Minutes:

- 09/12/2022 L.Parker made a motion to accept the minutes, C. Maynard seconded, motion passed.
- 09/20/2022 R. Tufts-Keegan made a motion to table the minutes until next meeting since pages were missing, L. Parker seconded, motion passed.

Signature Action:

- Primex CAP Agreement: L. Parker made a motion to sign the CAP Agreement for 3 years of a 9% cap on increase in premium, C. Maynard seconded, motion passed.
- Intent to Cut: C. Maynard made a motion to sign the Intent to Cut for Map 12, Lot 2-33, L. Parker seconded, motion passed.
- Drummond & Woodsum Engagement Letter: C. Maynard made a motion to sign Drummond & Woodsum Engagement Letter and utilize them for all new legal matters, L. Parker seconded, motion passed.
- Salt Bid: R. Tufts-Keegan stated that the Road Agent had accepted Morton Salt's bid of \$72.07/Ton for a minimum of 32 Tons.

Old Business:

- Police Officer Position: Sgt. Swift introduced Michael Volpe. L. Parker made a motion to hire Michael Volpe for the full-time officer position, C. Maynard seconded, motion passed. Officer Volpe was sworn in.
- Administrative Clerk Position: R. Tufts-Keegan announced Susan Pastor has been hired as the new Administrative Clerk, starting next Monday, October 3rd at the rate of \$18/hr and will work approximately 20 hours/week.
- Deeds: L. Parker reported that the corrective deed for Kenneth & Bonnie Gagnon has been completed and was signed and notarized.

New Business:

- Municipal Office Wireless Issues & Proposal: L. Parker made a motion to accept CCS proposal to correct wifi issues and move forward with the work, C. Maynard seconded, motion passed.

- Budget Process: R. Tufts-Keegan made a motion to have all Department Heads preliminary budgets due October 17th, L. Parker seconded, motion passed. R. Tufts-Keegan reminded everyone that there is a 2% cap on increases which was approved at the March 2022 Town Meeting. L. Parker to write memo to Department Heads with justification sheets for increases.
- EMS Invoices: C. Maynard discussed the \$11,000 in EMS billing from Town of Milton for the May to August timeframe. She has met with Chief Laviolette to try to find a solution. Not only is the Town paying Milton but they are also losing revenues. R. Tufts-Keegan stated we need to take baby steps, as of end of August we had spent 66.67% of the budget. R. Tufts-Keegan made a motion to staff EMS one day/week for the rest of the year, L. Parker seconded, motion passed.
- Resignation: R. Tufts-Keegan read the resignation of Town Clerk/Tax Collector Janelle Guarino.

Public Comment:

Bonnie Gagnon: Bikes will be delivered to the Highway Dept and the Rec will be handing out tickets to kids at the School Open House.

Tracy Donovan-Laviolette: Asked for an update on the PD Committee, R. Tufts-Keegan said there isn't one at this time.

She is not receiving email notifications when things are posted on the website, L. Parker to show C. Long how to correct the issue.

Suggests a new IT audit be done.

Asked if we are hiring another full-time officer. R. Tufts-Keegan answered not at this time.

Dave Dufresne: How much is new officer being paid? R. Tufts-Keegan answered \$28/hr with a \$7,000 sign-on bonus that has an enforceable contract.

Craig Moody: Reported ARPA Committee has finished and will be providing report for the Board to review.

Non-Public:

Adjourn:

L. Parker made a motion to adjourn at 7:43pm, C. Maynard seconded, motion passed.

Next Board of Selectmen Meetings: Monday, October 3rd
Monday, October 24th