



Approved By
Board of Selectmen

Tracy Donovan-Lavolette
Roxanne Tufts-Keegan

Board of Selectmen Regular Meeting

Minutes

Monday, April 24, 2023 at 6:00 pm

Meeting Location

Municipal Office Bldg, 182 Kings Highway, Middleton, New Hampshire 03887

Non-Public

1. Non-Public Session RSA 91-A:3, II(a)

Minutes:

Meeting was called to order at 6:01 PM R. Tufts-Keegan made a motion to enter non-public session at 6:01 PM, T. Cremmen seconded. Roll call vote to enter non-public session: S. Ferguson-Yes; T. Donovan-Lavolette-Yes; T. Cremmen-Yes; R. Tufts-Keegan-Yes; M. Green was not present. R. Tufts-Keegan made a motion to leave non-public session at 6: 25 PM, T. Donovan-Lavolette seconded, motion carried. R. Tufts-Keegan made a motion to seal the minutes due to the fact divulgence could likely affect adversely the reputation of any person other than a member of this board, T. Donovan-Lavolette seconded. Roll call vote to seal the minutes: S. Ferguson-Yes; T. Donovan-Lavolette-Yes; T. Cremmen-Yes; R. Tufts-Keegan-Yes.

Meeting Location

Old Town Hall 200 Kings Highway, Middleton, New Hampshire 03887

2. Call to Order

Minutes:

R. Tufts-Keegan called the meeting to order at 6:38 PM

3. Pledge of Allegiance

4. Roll Call

Minutes:

Roxanne Tufts-Keegan-Present; Scott Ferguson-Present; Tracy Donovan-Lavolette-Present; Mike Green-Absent; Tim Cremmen-Present

5. Approval of Minutes

Minutes:

T. Donovan-Lavolette made a motion to accept the minutes as written, T. Cremmen seconded, motion carried.

6. Trustees of Trust Funds (Janet Kalar)

Minutes:

Trustee Janet Kalar was present requesting the money for the Trust Funds now that DRA has approved the Town budget. She would like one check for all trust funds in the amount of \$96,000. Also, the Police Vehicle CRF has approximately \$47 and we now use the Revolving Fund for Cruisers. R. Tufts-Keegan stated we should close this CRF out since we don't use it anymore. S. Ferguson made a motion to move the balance of the Police Vehicle CRF to the General Fund, T. Cremmen seconded, motion carried.

Signature Action

7. Exemption Applications: 247 Silver Street, 252 Route 153, 74 Eastman Lane

Minutes:

Exemption Applications we approved and signed for 247 Silver Street and 74 Eastman Lane. Veteran's Exemption for 252 Route 153 was denied due to the Town only having an exemption for Combat Veterans. We will be addressing this at the next Town Meeting.

8. Conservation Commission Oath of Office Forms

Minutes:

Oath of Office forms were signed for Conservation Commission as follows: Jim Keegan for 3 year term as regular member Kate Buzard for 2 year term as regular member Carol Vita for 1 year term as regular member Dan Saliga for 1 year term as alternate member

9. E-911 Data Operations Liaison Form

Minutes:

E-911 Data Operations Liaison Form signed assigning new Admin Clerk Robin Willis as Data Operations Liaison.

10. 2021 Audit Representation Letter

Minutes:

Audit Representation Letter for 2021 Audit signed.

Old Business

11. Treasurer Report from February

Minutes:

Attached

12. Verizon Phones

Minutes:

T. Cremmen will wipe out existing phones and get phone specs to see what retail value is prior to putting phones out to bid. Minimum bid to be set at next BOS meeting and then advertised on website and Town's Facebook page.

New Business

13. Department Head Meetings

Minutes:

S. Ferguson would like to see all Dept Heads in attendance at monthly meeting. T. Donovan-Laviolette said past practice has been a memo or report was acceptable. T. Cremmen suggested we request a specific dept head attend as needed. R. Tufts-Keegan suggested monthly reports be due by 8 AM Monday morning so the BOS has time to review and ask questions in advance.

14. Follow-up from Non-Public Session

Minutes:

BOS will be adding a Work from Home Policy in the near future.

15. Middleton Scholarship

Minutes:

R. Tufts-Keegan stated the Town of Middleton does not officially offer a scholarship. Bonnie Gagnon reported that Joann Coskie reported on Facebook that this was her last year offering the Middleton Scholarship.

16. Proposed Building Permit Application & Fees

Minutes:

CEO Carl Roy has submitted an revised Building Permit Application with updated fee schedule. Copies were given to each Selectperson to review prior to vote at next BOS meeting whether to accept it.

17. Cell Stipends

Minutes:

Discussion regarding who is eligible for cell stipend and what the start date would be. At budget time it was stated they would be for Dept Heads only. Verizon bill was paid for first quarter of 2023. T. Cremmen made a motion to pay stipend to Dept Heads only with a start date of 4/1/23, T. Donovan-Laviolette seconded, motion carried.

18. Branch River SWA Project

Minutes:

Trout Unlimited has submitted an application to DES for a SWA Project on Branch River. Copies were given to BOS and Conservation Commission. Also, there is a copy available at the Town Clerk's Office for the public to view if they would like.

19. Verizon Tower

Minutes:

S. Ferguson reports that Verizon is going to be added as a provider on the Ridge Rd Cell Tower. Anticipated to go live around June 1st. Town will receive 40% of their lease each month.

Public Comment

Bonnie Gagnon asked where Branch River is? R. Tufts-Keegan answered off Phoebe Mountain.
Andrea Bowden asked what the Admin Clerk's name is? R. Tufts-Keegan responded Robin Willis.
Andrea asked if the extra pre-paid phone could be used in the ambulance? T. Cremmen made a motion to use the extra phone in the ambulance, S. Ferguson seconded, motion carried.
Mike Laviolette asked if Chief Cooper would be renewing his EMS license that expires 4/30? R. Tufts-Keegan said we would ask the Chief.
Bonnie Gagnon asked if there was an update from the County regarding the camera investigation? R. Tufts-Keegan said there has been no update since last week.
T. Donovan-Laviolette congratulated Bonnie Gagnon on a successful event for the Easter Egg Hunt.
R. Tufts-Keegan announced John Mammone passed away. He was a huge asset to the Town and will be greatly missed.

Adjournment

20. Motion to Adjourn

Minutes:

T. Donovan-Laviolette made a motion to adjourn at 7:17 PM, S. Ferguson seconded, motion carried.

Contact: Carol Long (ssbk@middletonnh.gov (603) 473-5202)

REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

Feb-23

I have reviewed the information provided to me concerning the Town of Middleton's finances for the month of February. 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 reviewed 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	\$	301,895.98
Deposits	\$	676,760.70
total after deposits	\$	978,656.68
Service Charge		
Withdrawals	\$	579,003.86
Ending Bank Statement Balance	\$	301,895.98
Sweep Account	\$	1,825,426.50
Ending Balance	\$	2,127,322.48
Outstanding Checks	\$	42,552.43
	\$	2,084,770.05
Outstanding Deposits total		
Return Check		
Total Cash Available	\$	2,084,770.05
Interest to Checking	\$	35.19
Interest to Sweep Account	\$	229.90
Police Department Revolving Fund		
\$ 2.08	\$	10,835.05
Ambulance Revolving Fund		
\$ 4.76	\$	24,800.99

Respectfully Submitted
Sandra Bruedle
Town Treasurer