



Approved By
Board of Selectmen

[Handwritten signatures]

Board of Selectmen Regular Meeting

Minutes

Monday, May 1, 2023 at 6:00 pm

Non-Public Session @ Municipal Office Bldg @ 6:00 PM

Non-Public Session RSA 91-A:3, II(c)

Non-Public Minutes attached.

Resume Regular Meeting @ Old Town Hall @ 6:30 PM

1. Call to Order

Minutes:

R. Tufts-Keegan called the meeting to order at 6:30 PM.

2. Pledge of Allegiance

3. Roll Call

Minutes:

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

4. Approval of Minutes

04/24/23 BOS Minutes

Minutes:

T. Donovan-Laviolette made a motion to accept the 4/24/23 BOS Minutes as written, M. Green seconded, motion carried.

Signature Action

Old Business

5. Treasurer Report from March

Minutes:

Attached

6. Work from Home Policy

Minutes:

T. Cremmen made a motion to add Work from Home Policy to the Personnel Policy, M. Green seconded, motion carried. Memo attached with New Policy.

7. Building Permit Application

Minutes:

S. Ferguson made a motion to accept the new Building Permit Application as written, T. Donovan-Laviolette seconded, motion carried. New Building Permit Application attached.

8. Update from County Re: Cameras

Minutes:

Email correspondence attached.

9. Verizon Phones (Tim)

Minutes:

T. Cremmen is working on wiping out old phones. All are iPhone 11. New value is \$225, used is \$150, cases \$14.25, ear buds \$50, screen protectors \$35. All members agreed to set minimum bid price at next week's meeting.

New Business

10. Treasurer: Sandy Bruedle

Minutes:

Tabled until next week.

11. Electric Co-Op: Ken Billings

Minutes:

Ken Billings from Ambit Northeast was present. He has reviewed our Eversource invoices and estimates he can save us approximately \$3,000/year on electricity. We would be locked into a rate for one year, no enrollment or early termination fees. If Eversource lowers their rate below our locked in rate, Ken would reach out to Town to lower our locked in rate as well. He stated the rate can go down, but will not go up. R. Tufts-Keegan asked how long it takes to change over? Ken responded 1-2 billing cycles. Bonnie Gagnon added she has been using co-op for electricity for several years and this is the first time she has heard of them reaching out to lower price in the middle of your contract. T. Cremmen asked how Ambet makes their money? Ken responded they outsource the price to various energy sources whether fossil, hydro, solar, etc. R. Tufts-Keegan stated the Board will digest this information and circle back next week to make a decision.

12. Open Police Positions

Minutes:

R. Tufts-Keegan reported that the BOS met with Chief Cooper to discuss staffing. T. Cremmen made a motion to have Chief Cooper post the open Part-Time Officer position, T. Donovan-Laviolette seconded, motion carried. R. Tufts-Keegan suggested to set the salary range for Full-Time Officer at \$24-27.50 after reviewing NHMA Classified Ads for Police Officers. She asked for the rest of the Board's opinion regarding a retention bonus, (specifying that the correct term for a

sign-on bonus is retention bonus)? T. Cremmen responded he supports offering a retention bonus. T. Donovan-Lavolette stated when researching pay she did not see a lot of Town's offering a bonus. S. Ferguson said he would like to post for a couple weeks with no bonus and then revisit the issue. T. Donovan-Lavolette made a motion to have Chief Cooper post the position of Full-Time Patrol Officer with a pay range of \$24-27.50, M. Green seconded, motion carried.

13. Road Closure: Drew Drive

Minutes:

R. Tufts-Keegan announced that the New Durham Rd entrance to Drew Drive is closed due to a culvert wash-out from the heavy rains. The Highway Department will be installing a new culvert tomorrow and hope to have it re-open by the end of the day.

Public Comment

Andrea Bowden: Ambulance can't use flip phone due to HCA going to an app. T. Donovan-Lavolette questioned if the iPad would work with the AT&T MIFI which Andrea agreed to check into.

T. Donovan-Lavolette asked if the flip phone could be used by the PD for the on-call officer? R.

Tufts-Keegan responded that she was sure we could do that.

David Dufresne: Is the Police Chief working more than 20 hours? R. Tufts-Keegan responded currently yes.

Is he working from home? R. Tufts-Keegan responded yes, some of his time is from home.

Will that work now have to be scheduled ahead of time? R. Tufts-Keegan responded we will address that when we need to.

Does the new work from home policy apply to the Police Chief? R. Tufts-Keegan answered it applies to all Town employees.

John Sindorf: Does anything on the used phones need to be preserved? R. Tufts-Keegan responded that anything that needed to be saved off the phones has been saved prior to wiping them out.

Non-Public Session RSA 91-A:3, II(c)

S. Ferguson made a motion to enter non-public session at 7:05 PM, T. Donovan-Lavolette 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-Yes.

R. Tufts-Keegan made a motion to leave non-public session at 7:18 PM, M. Green 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, M. Green seconded.

Roll call vote to seal the minutes: S. Ferguson-Yes; T. Donovan-Lavolette-Yes; T. Cremmen-Yes; R. Tufts-Keegan-Yes, M. Green-Yes.

Adjournment

14. Motion to Adjourn

Minutes:

R. Tufts-Keegan made a motion to adjourn at 7:19 PM, M. Green seconded, motion carried.

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

**Nonpublic Session Minutes
Middleton, NH**

Date: 5/1/23

Members Present: Roxanne Tufts-Keegan X
 Scott Ferguson X
 Tracy Donovan-Lavolette X
 Tim Cremmen X
 Mike Green X

Motion to enter Nonpublic Session made by T. Donovan-Lavolette seconded by M. Green

Specific Statutory Reason cited as foundation for the nonpublic session:

RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

RSA 91-A:3, II(b) The hiring of any person as a public employee.

RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled

RSA 91-A:3, II(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

Roll Call vote to enter nonpublic session:	Roxanne Tufts-Keegan	<u>Y</u>	N
	Scott Ferguson	<u>Y</u>	N
	Tracy Donovan-Lavolette	<u>Y</u>	N
	Tim Cremmen	<u>Y</u>	N
	Mike Green	<u>Y</u>	N

Remove public meeting tape (if applicable)

Entered nonpublic session at 6:00 a.m./(p.m.)

Other persons present during nonpublic session: _____
Chief Greg Cooper
Carol Long, Secretary

Description of matters discussed and final decisions made: _____
see attached

Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Motion to leave nonpublic session and return to public session by T. Donovan-Laviolette
seconded by S. Ferguson.

Motion: (PASSED) / DID NOT PASS (circle one)

Nonpublic meeting tape removed, public meeting tape replaced (if applicable).

Public session reconvened at 6:10 a.m./(p.m.)

Motion made to seal these minutes? If so, motion made by _____, seconded by _____, because it is determined that divulgence of this information likely would...
 Affect adversely the reputation of any person other than a member of this board
 Render a proposed action ineffective
 Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes:	Roxanne Tufts-Keegan	Y	N	<u>Not Sealed</u>
	Scott Ferguson	Y	N	
	Tracy Donovan-Laviolette	Y	N	
	Tim Cremmen	Y	N	
	Mike Green	Y	N	

Motion: PASSED / DID NOT PASS (circle one)

These minutes recorded by: Carol Long

Non-Public Session May 1, 2023

Description of matters discussed and final decisions made:

R. Tufts-Keegan began by stating the meeting is in response to Memo received from Chief Cooper dated 4/6/23 addressing the questions sent to him by the Selectmen. The Board is looking for more detail.

R. Tufts-Keegan asked when we will be posting for open positions?

Chief Cooper responded that he needs direction from the BOS regarding salary and whether or not we will be offering a sign on bonus.

M. Green asked what the time frame would be to hire a new officer once one is selected?

Chief Cooper answered it takes approximately 3 weeks to go through the vetting process (background checks, etc)

R. Tufts-Keegan asked if we will be utilizing part-time officers more?

Chief Cooper answered that he is looking for permission to post part-time position as well. We are at the mercy of the part-time officers schedules since they all currently have other full-time jobs.

R. Tufts-Keegan asked where the positions will be posted?

Chief Cooper responded Town Website, Town Facebook, NHMA and Police Academy.

R. Tufts-Keegan stated that Chief Cooper could post the part-time position immediately and that the Board will have a salary range for the full-time position by next Monday at the latest. The rest of the Board agreed.

REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

Mar-23

I have reviewed the information provided to me concerning the Town of Middleton's finances for the month of March. 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	\$	399,688.01
Deposits	\$	370,244.12
total after deposits	\$	769,932.13
Service Charge		
Withdrawals	\$	469,932.13
Ending Bank Statement Balance	\$	300,038.43
Sweep Account	\$	1,670,352.11
Ending Balance	\$	1,970,390.54
Outstanding Checks	\$	51,841.33
	\$	1,918,549.21
Outstanding Deposits total		
Return Check		
Total Cash Available	\$	1,918,549.21
Interest to Checking	\$	38.43
Interest to Sweep Account	\$	235.10
Police Department Revolving Fund		
2.30.	\$	10,837.35
Ambulance Revolving Fund	\$	24,806.02
5.27	\$	



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

OFFICE OF SELECTMEN
(603) 473-2261
FAX: (603) 473-2577

Memorandum

To: All Department Heads

From: Board of Selectmen

Date: May 1, 2023

Re: Working from Home

At the May 1st Meeting, the Board of Selectmen voted to change the current process regarding employees working from home.

Any employee who wishes to work from home will first need approval from their Department Head.

Any Department Head who wishes to work from home will first need approval from the Board of Selectmen.

This request must be made in writing and include what tasks will be worked on and the total number of hours to be completed from home.

Please let us know if you have any questions.

Thanks.

Board of Selectmen

From: Patrick Conroy <pconroy@co.strafford.nh.us>
Sent: Thursday, April 27, 2023 9:47 AM
To: Board of Selectmen
Cc: Meghan Raiche
Subject: RE: Town of Middleton, NH Camera use

Good morning,

I will update you as soon as the decision is finalized. I understand the interest of the public and will endeavor to get this to you as soon as possible.

Best,
Patrick

Patrick Conroy
Assistant County Attorney
Strafford County Attorney's Office

From: Board of Selectmen [mailto:bos@middletonnh.gov]
Sent: Monday, April 24, 2023 7:35 PM
To: Patrick Conroy <pconroy@co.strafford.nh.us>
Cc: Meghan Raiche <mraiche@co.strafford.nh.us>
Subject: RE: Town of Middleton, NH Camera use

Hi Patrick,

You had stated in your email on March 23, 2023 that the investigation was recently completed and a final decision should be made soon. Can you provide me with an update? The Board has been asked at the last several Board of Selectmen meetings by the public where this stands.

Regards,
Roxanne Tufts-Keegan
Board of Selectmen, chair

Board of Selectmen
182 Kings Highway
Middleton, NH 03887

Phone: 603-473-5201

From: Board of Selectmen
Sent: Thursday, March 30, 2023 9:02 AM
To: Patrick Conroy <pconroy@co.strafford.nh.us>
Cc: Meghan Raiche <mraiche@co.strafford.nh.us>
Subject: RE: Town of Middleton, NH Camera use

Hi Patrick,



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

FOR OFFICE USE ONLY

Issue Date: _____

Expiration Date: _____

Permit #: _____

Cash Check # _____

Amount \$ _____

Please allow up to 14 days for permits to be processed. Additional time may be necessary if more information is needed to complete the permit or contacts cannot be reached.

- Demo, Electrical, Gas, and Plumbing permits are all separate permits
- Once a permit has been processed you will be notified by phone and or/possibly email.
- Prior to occupancy, water tests must be submitted (when using a private well)
- NH approved septic design needed before new home construction

Items need to process permits:

- Materials list
- All areas of permit filled out correctly
- All signature areas filled out by the **PROPERTY OWNER**
- Drawings, surveys, pertinent documents, sketch of property. These are all examples of, but not limited to, things that are needed when submitting a permit
- Permits not paid for and picked up will be voided and destroyed after 45 days

It is the responsibility of the property owners, contractors and technicians to get the required permits submitted and processed before work has begun. Failure to do so will result in additional fees and delays. Work **MUST** be started within **6 months** of the permit being issued. All inspections must be requested **24-72 hours** in advance.

Inspections that may be needed are the following:

- Footings/Foundation
- Rough inspections
- Insulation
- Drywall
- Gas
- Finals/ CoO/ CoC

Building Permit Application

Location of construction (Address): _____

Property owner: _____

Email if available: _____

Phone numbers: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Contractor: _____

Phone numbers: _____

Email if available: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Estimated cost: _____ Sq. Ft. of Construction: _____

Type of construction being done for permit and brief description (please list all):

Setbacks must be at least 20 feet from sidelines and at least 50 feet from the frontline. Septic must be a minimum of 100 feet from wetlands. Also, septic must be a minimum of 75 feet from any surrounding well. Wells must be a minimum of 75 feet from any septic.

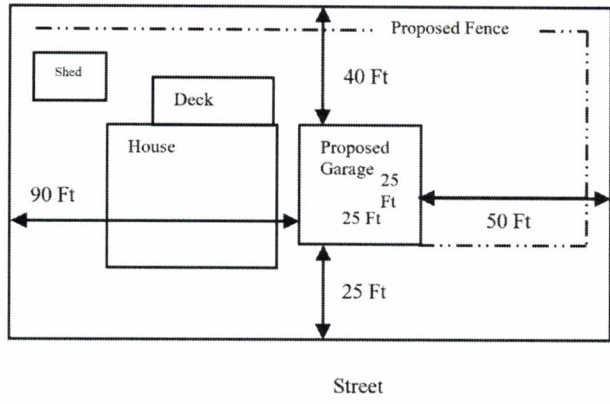
If setbacks are, or become, an issue a meeting with the zoning board can be scheduled.

Sketch Plan

Instructions:

- 1) Show the Property lines and road(s).
- 2) Show the proposed Structure and all existing structures.
- 3) Show the Measurements from the proposed structure to all lot lines, measure straight through existing structures if needed.
- 4) Include the dimensions of the proposed structure.
- 5) If installing a fence – show the location.

Sample Plan:



Signature of Property Owner _____

Date _____

Construction Plan

Instructions:

Provide sufficient information as to the proposed structure.

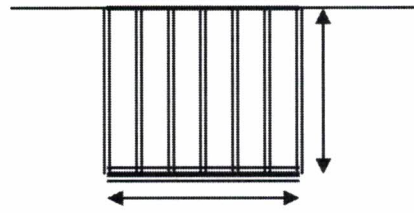
- 1) The Size.
- 2) If attached to the house, where and how?
- 3) Show Sketch below of how structure is to be framed.
(Show the spans, lumber size, beam location, etc.)

Please note that some minor construction may require a full set of building plans. If you are only using a separate sheet please write "See Attached" in grid and still sign bottom.

Sample Plan:

Deck Framing

House



Signature of **Property Owner**

Date

Middleton NH Valuation + Fee Schedule

Value calculation:

Residential Building Permit	\$70 per square foot
Non-livable structures	\$35 per square foot
Porches/decks/sheds	\$20 per square foot
Manufactured homes	Bill of sale required from company
Commercial structures	Copy of cost of construction contract

Example: 2000 square feet x \$70= \$140,000 divided by 1000 = 140
140 x \$8.00 = \$1,120.00 (additional fees are not included in calculation)

Fees:

Building permit	\$25 plus \$8.00 per \$1000 of calculated value
Electrical, plumbing, gas/hvac	\$25 each and \$25 per each inspection
Inspections/re-inspections	\$25 each
Pool	\$25 plus \$25 per inspection (electrical is separate)
Demo	\$50 flat fee
Stop work order	\$25.00 fee

All expected fees must be paid before receiving your permit

Electrical, Gas/HVAC and Plumbing Permits

Permits are to be pulled by the technicians with proof of licensing and/or certifications

Plumbing:

Name/Business _____
Mailing Address _____

Phone Numbers _____

Electrical:

Name/Business _____
Mailing Address _____

Phone Numbers _____

Gas/HVAC:

Name/Business _____
Mailing Address _____

Phone Numbers _____

Acknowledgement

It is the responsibility of the owner and technicians to obtain permits prior to work. The permit(s) must be posted in a conspicuous location. Permits not displayed can result in a stop order with associated fees.

Remember that demo, building, electrical, plumbing and gas/HVAC are all separate permits.

Any deviation from the original submitted permit requires an amendment to be submitted and approved.

Permits expire 1 year from creation. However, permits can be extended an additional year, if needed, if requested prior to the permit expiration date.

Any false statements submitted in the application can be grounds for the permit to be revoked and possibly even legal action taken if necessary.

You may proceed with the work applied for once the permit application is approved.

Signature of Property

Owner: _____ Date: _____

Approved by: _____ Date: _____