



Approved By
Board of Selectmen

Tracy Donovan-Laviolette
Mike Green
Tim Cremmen

Board of Selectmen Regular Meeting

Minutes

Monday, June 26, 2023 at 5:30 pm

Non-Public Session @ Municipal Office Bldg @ 5:30 PM

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

Minutes:

R. Tufts-Keegan made a motion at 5:37 PM to enter into Non-Public Session per RSA 91-A:3 II(b), T. Donovan-Laviolette seconded, roll call vote to enter non-public session: R. Tufts-Keegan-yes; S. Ferguson-yes; T. Donovan-Laviolette-yes; T. Cremmen-yes; M. Green-yes. R. Tufts-Keegan made a motion at 5:51 PM to leave Non-Public Session, M. Green seconded, motion carried.

2. Non-Public Session per RSA 91-A:3, II(b)

Minutes:

R. Tufts-Keegan made a motion at 5:51 PM to enter into Non-Public Session per RSA 91-A:3 II(b), T. Cremmen seconded, roll call vote to enter non-public session: R. Tufts-Keegan-yes; S. Ferguson-yes; T. Donovan-Laviolette-yes; T. Cremmen-yes; M. Green-yes. R. Tufts-Keegan made a motion at 6:24 PM to leave Non-Public Session, T. Cremmen seconded, motion carried.

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

3. Call to Order

Minutes:

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

4. Pledge of Allegiance

5. Roll Call

Minutes:

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

6. Seal Non-Public Minutes (2) RSA 91-A:3, II(b) and RSA 91-A:3, II(b)

Minutes:

T. Donovan-Laviolette made a motion to seal the minutes from both non-public sessions for 5 years, M. Green seconded. Roll call vote: R. Tufts-Keegan-Yes; S. Ferguson-Yes; T. Donovan-

Laviolette-Yes; T. Cremmen-Yes; M. Green-Yes

7. Approval of Minutes

Minutes:

T. Donovan-Laviolette made a motion to accept both the June 12th and June 15th minutes as read, M. Green seconded, motion carried.

Signature Action

Old Business

8. Treasurer Report from May

Minutes:

Attached

9. Job Postings: Police, EMS, Highway, Deputy Town Clerk

Minutes:

Reminder sent to Fire Chief for EMS Job Description and posting. Highway Seasonal Position will be posted when the EMS position is posted. Road Agent Dan Phillips added if anyone knows somebody looking for occasional hours flagging there will be an opportunity this summer. Police Dept positions - the Board is in the interview process. Deputy Town Clerk - Town Clerk is reviewing the Job Descriptions and working on a posting.

10. ARPA Recommendations

Municipal Office Bldg HVAC System

Minutes:

The Board received (3) quotes for the HVAC Replacement at the Municipal Office Bldg. The bidders were: First Class Heating, H3 Services and Joy's HVAC.

S. Ferguson made a motion to accept Joy's HVAC Proposal Option #1, T. Donovan-Laviolette seconded, motion carried. (proposal attached)

11. Verizon Phones (Tim)

Minutes:

T. Cremmen reports that he is trying the old phones for livestreaming tonight's meeting to see how that works. T. Cremmen made a motion to sell the (4) new phones for \$250/each including a case and charger. Discussion regarding setting a base bid vs. first come first serve. T. Cremmen made a motion to amend the motion as follows: to sell the (4) new iPhone 11 phones including case and charger for a minimum bid of \$250. S. Ferguson seconded, motion carried. Sealed Bids to be sent to the Selectmen's Office attn: Carol. Bid deadline is two weeks and bids will be opened at next BOS meeting on July 10th. Phones to be paid for two week after bid is accepted.

New Business

12. Sunrise Lake: Cyanobacteria Alert vs Advisory

Minutes:

Email from DES attached explaining recent Cyanobacteria activity. Board would like John Mullen & Carl Roy to work on some educational signage.

13. Old Town Hall Basement

Minutes:

R. Tufts-Keegan reported that we need to install the 2nd sump pump in the OTH basement under the kitchen. She will work with Carol to reach out to plumbers to get quotes. Once we have pricing we will discuss whether or not to use ARPA funds.

14. IT Contact

Minutes:

Request to change to a sole contact for all IT Support Issues in order to track issues and costs to better determine needs. BOS agreed it was a good idea.

15. Holiday Schedule

Minutes:

Municipal Office will be closed Mon, July 3rd (employees taking PTO) and Tues, July 4th in observance of the Holiday.

16. Road Agent Appointment

Minutes:

T. Cremmen made a motion to appoint Dan Phillips as Road Agent for period of 7/1/23 through 6/30/23, seconded by S. Ferguson, motion carried.

Public Comment

S. Ferguson would like to consider using some of the ARPA funding for additional paving.

R. Tufts-Keegan suggested tabling until we pay the approved items and know the exact balance we have remaining.

Bonnie Gagnon: Asked if Rec meeting on July 6th can be moved to the Municipal Office Bldg since the BOS will be using the Old Town Hall? R. Tufts-Keegan responded yes.

Dan Saliga: Any update on camera investigation? S. Ferguson responded he has reached out and is waiting for a response.

Dan Saliga: Any update on ATV Trail? R. Tufts-Keegan responded she has not completed her research yet.

Andrea Bowden: With the recent discussion regarding ARPA Funds, has the Board considered giving the 3-4 employees who did not receive the ARPA Stipend even though they were employees of the Town. Has this Board considered "righting the wrong"? R. Tufts-Keegan answered they have

not discussed that, but certainly can discuss later.

David Dufresne: He does not feel that was what ARPA was meant for.

Dan Phillips: Although Highway Dept will be taking PTO on Mon, July 3rd, they will be on-call for emergencies, as always.

M. Green: Was there any damage from last night's storm?

Dan Phillips responded no and we didn't from the 17th either.

Adjournment

17. Motion to Adjourn

Minutes:

T. Donovan-Lavolette made a motion to adjourn at 7:09 PM, M. Green seconded, motion carried.

Upcoming Meetings & Events

Thurs, July 6th Rec Meeting 6:00 PM @ OTH

Mon, July 10th BOS Meeting (Non-Public 6:00 PM Mun. Office) Public Mtg 6:30 PM @ OTH

Tues, July 11th Conservation Commission 6:30 PM @ OTH

Wed, July 12th BOS Workshop 4:30 PM @ OTH

Thurs, July 13th Planning Board Meeting & Public Hearing on Subdivision Application (Pinkham Rd Map 8, Lot 11) 6:30 PM @ OTH

Tues, July 18th ZBA Meeting 6:30 PM @ OTH

Wed, July 19th Tanglewood Subcommittee 5:30 PM @ OTH

Mon, July 24th BOS Meeting (Non-Public 6:00 PM Mun. Office) Public Mtg 6:30 PM @ OTH

Thurs, July 27th Planning Board Workshop 6:30 PM @ OTH

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

REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

May-23

I have reviewed the information provided to me concerning the Town of Middleton's finances for the month of May. 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	\$	300,046.30
Deposits	\$	455,179.64
total after deposits	\$	755,225.94
Service Charge		
Withdrawals	\$	453,420.24
Ending Bank Statement Balance	\$	301,946.42
Sweep Account	\$	1,092,889.29
Ending Balance	\$	1,394,835.71
Outstanding Checks	\$	27,860.27
	\$	1,366,975.44
Outstanding Deposits total		
Return Check		
Total Cash Available	\$	1,366,975.44
Interest to Checking	\$	140.72
Interest to Sweep Account	\$	1,208.10
Police Department Revolving Fund		
\$ 2.45	\$	10,841.88
	\$	-
Ambulance Revolving Fund \$ 5.61	\$	24,816.39

Respectfully Submitted
 Sandra Bruedle
 Town Treasurer

Joy's HVAC Service, Inc.
PO Box 275, Farmington, NH 03835
Phone: 603-755-4900
Fax: 603-755-4906

Proposal

June 21, 2023
Town of Middleton Office
182 Kings Highway
Middleton, NH 03887

To Whom It May Concern:

Option 1:

The following proposal includes material and labor for the installation of a Mitsubishi comfort system for the first and second floors of the building. We would install an MSZ-FS06NA high wall mounted unit for the bookkeeper office with the line set run out the outside wall, The BOS office would be served with an MSZ-FS06NA high wall mounted unit on the wall with the line set run to the outside wall. The town clerk office would be served with an MSZ-FS09NA high wall unit with the line set run to the outside. The meeting room would be served with an MSZ-FS12NA high wall unit with the line set run to the outside, the second floor would be served with an MSZ-FS18NA high wall unit with the line set run down the outside wall. All exposed line sets will be concealed in line hide. We will connect the bookkeeper, Bos and town clerk on one outdoor MXZ-3C24NAHZ unit located on a stand on the same side as the current AC system. We will connect the meeting room and second floor on an MXZ-3C30NAHZ outdoor unit located on a stand on the right side of the building under the stairs. We will disconnect the first-floor ductwork from the current AC system and rewire so that the police station has control of the existing AC. We will also increase the size of the current return ducting and evaluate and reseal the existing ductwork. All of the new systems will have remote control for independent control of each space. The systems will provide cooling and full heating down to -5 and reduced capacity down to -13. The system also utilizes an inverter compressor which will modulate the system capacity depending on load conditions for maximum energy efficiency. The system has a 7-year compressor and 7-year parts warranty due to commercial use. A 1-year workmanship warranty and first year service agreement is included.

Total Investment: \$ 35,830.00

Option 2: First floor only

This option would include the above described installation except we would not install a system for the second floor. We would still disconnect the current AC and have that serve the police station and fix the current duct issues. We would install the same units for the Bookkeeper, Bos office and town clerk. We would install a separate MSZ-FS18NA indoor high wall for the meeting room with a MUZ-FS18NA outdoor. The system has the same warranties and first year service agreement.

Total Investment: \$ 30,800.00

**** We also can provide financing for 0% interest for 18 months thru synchrony financial****

Electrical

*Line voltage electrical is included and would be done by a licensed electrician.

**Once this proposal has been approved, should a cancellation of this contract occur, the customer understands that they will be responsible for any and all restocking fees that we are charged by the supplier.

Payment Terms

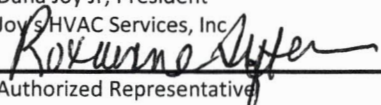
This proposal and pricing are valid for only 15 days, by signing this proposal, you are hereby agreeing to the terms and conditions as explained in this proposal. 35% of the total is due, 35% is due upon equipment delivery, remaining balance is due upon completion.

Dana L Joy Jr

6/21/2023

Dana Joy Jr, President
Joy's HVAC Services, Inc.

Date


Authorized Representative


Date

Carol Long

From: DES: Harmful Algal Bloom Program <DES.HAB@des.nh.gov>
Sent: Thursday, June 22, 2023 12:44 PM
To: [REDACTED] Carl Roy; David Larivee; Elaine Hall; Elaine Proper;
[REDACTED] John Mullen; Carol Long; [REDACTED]
Subject: Sunrise Cyanobacteria Alert
Attachments: SunriseMiddleton_062123_Alert.jpg

Hi All,

A cyanobacteria **ALERT** has been issued for Sunrise Lake, Middleton. Cyanobacteria activity was first reported yesterday 21 June, appearing as deep green textured material accumulating along shorelines. See the image attached, taken 21 June 2023. Samples collected and reviewed on 22 June had cyanobacteria (*Dolichospermum*) in concentrations up to 9,600 cells/mL. As of this morning there was only slight visual evidence of cyanobacteria, the bloom material observed yesterday had dissipated. A sample collected yesterday had *Dolichospermum* at a density of 796,000 cells/mL. Though this is above the advisory level (70,000 cells/mL), the sample today was below, so we are issuing an Alert and not a full Advisory.

Cyanobacteria bloom conditions can change rapidly, so it is best to be on the watch for developing conditions. NHDES urges lake users to perform visual assessments of the water prior to recreating. Stay out of the water and keep pets out if you can see any visual accumulation or coloration of the water and report it.

The Alert will remain active for a week unless further reports of cyanobacteria are received. NHDES will resample if worsening conditions are reported.

This is not an official cyanobacteria advisory, and signs do not need to be posted. I will be in contact again if conditions change, and an official advisory is issued.

Please forward this email to other residents / community members who need this information. If they would like to be added to the email distribution list, please have them sign up through this form to be directly included on future communications from NHDES. If you prefer to no longer receive these sampling updates, simply respond, and indicate "unsubscribe".

For more information:

[Report a CyanoHAB](#)

[Healthy Swimming Mapper](#)

[Frequently Asked Questions](#)

Best,

Kate Langley Hastings

Cyanobacteria HAB Program Coordinator
Watershed Management Bureau, Water Division
New Hampshire Department of Environmental Services
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she/her