

Town of Middleton, NH

# Board of Selectman Department Head Meeting

Minutes

Tuesday, January 20, 2026 at 6:30 pm

**Non-Public Session 5:30**

**Board of Selectmen Regular Meeting @ Old Town Hall @ 6:30 PM**

**1. Call To Order**

**Minutes:**

The meeting was called to order at 6:30 by Chair-Tim Cremmen

**2. Pledge of Allegiance**

**3. Roll Call**

**Minutes:**

The following Board of Selectmen that were present at the meeting were: Tim Cremmen-Chair; Tracy Donovan-Laviolette Vice-Chair-Member; Roxanne Tufts-Keegan-Member; Bonnie Gagnon - Member  
Mike Green-Member was excused.

**4. Approval of Minutes**

**Minutes:**

The minutes for 12/22/25 and 1/5/26 were approved as read with the corrections. Roxanne Tufts-Keegan motioned to accept the minutes and Bonnie Gagnon seconded the motion. All in favor, motion carried.

## Signature Action

**5. NHDES 2026 Milfoil Grant Documents - Chair & Vice Chair**

**Minutes:**

The NHDES 2026 Exotic Aquatic Plant Grant was signed by the Chair - Tim Cremmen and Vice-Chair Tracy Donovan Laviolette. This paperwork will be mailed to the appropriate individuals at the NHDES.

**6. Resign OTH Policy**

**Minutes:**

The Board of Selectmen re-signed the Old Town Hall new policy that was adopted in previous meetings.

**7. Property Tax Credits/Exemptions**

**Minutes:**

The Board of Selectmen signed the Tax Credit/Exemption suggested by Avitar. This is

for Map 14 Lot 29. The motion to sign was presented by Roxanne Tufts-Keegan and seconded by Tracy Donovan-Laviolette. All in favor, motion carried.

## Old Business

### 8. BOS pay frequency

**Minutes:**

Chair - Tim Cremmen brought up that if the pay went to once a year, the percentage will go up 22% and this will cause more work for the Treasurer. There was no vote and no decision made. Carry over to next meeting.

### 9. Salary (stipend) employees time sheets

**Minutes:**

Stipend & salary employees will be submitting time sheets. This will also include the BOS members.

## New Business

### 10. Emergency Management

**Minutes:**

Steve Fruchtman there have been a couple of quick updates.

- I'm working on emergency management department objectives for the year. I'll review with Chief Wheeler and then we'll present the final objectives to the BOS.
- Emergency Management email has been created – it should be added to the Town webpage
- I'll be working with Chief Wheeler to provide important EM updates, such as the upcoming cold weather and potential snowstorm from NH Homeland Security and Emergency Management for posting on the Fire Department Facebook page and the town website as appropriate.

### 11. Fire/EMS

**Minutes:**

Middleton Fire crew had 19 calls for service, 16 EMS calls, and 7 Fire calls. Members responded to Mutual Aid to New Durham 3 times for Automatic response with 1 EMS transport. Members explored options for Cardiac Monitor replacement. Lt. Pevear and Chief Wheeler explored new scheduling software for Per-diem members. Chief Wheeler attended a Seacoast Fire Chiefs Mutual Aid board meeting to discuss becoming a member organization. Planning joint training with our mutual aid partners. Received a request from the Fire Chief to move \$12,000 from the Ambulance Revolving Fund to the Town Operating Account. The transfer is to offset the pay for per diem day coverage for town EMS services. The initial warrant article was established to be used for EMS supplies, equipment and personnel staffing. With the budget constraints, these funds will effectively provide staffing coverage. Roxanne Tufts-Keegan made the motion to accept the transfer. Tracy Donovan-Laviolette seconded the motion. All in favor, motion carried.

### 12. Highway Dept

**Minutes:**

During the weeks of 12/8/25 to 1/19/26 the following duties the Highway department completed. Treat & Plow 1" storm on 12/10. Treat all dirt roads 12/11. On 12/14 Plow & treat 2' storm. Treat all pavement & dirt roads 12/15. Replace sander light #26. Replace onspot switch #22. Driveway Permit Access Road. Wash & grease trucks & sanders. Treat all dirt roads 12/18. 1/19 treat all dirt roads (Rain). Put new spinner bearings #20, 22, 24. Put remote grease fittings on spinner bearings. Plow & treat 6" storm 12/23 & 24. 12/29 freezing rain treated all roads & plowed. Took new truck to Hilltop Chevrolet. Transmission problems. (warranty work covered). Fill Regular sand pile. Replace cutting edge truck #1 (pickup). Plow and treat 2" storm 1/5-6. Driveway Permit Pheasant. Fill Reg Pile 1/6. Plow & treat 2" storm 1/7. Replace chains #22. 1/11 Treat freezing rain dirt and mix on roads. Washed & greased trucks 1/13 & 14. Driveway Permit Pinkham Rd. Did Town report for year. Changed cutting edge (wing) #20. Put school sign back up. Put reg sand out (pile). 1/15 treated all pavement (black ice). 1/17 Plow & treat 4" storm. 1/19 Plow & treated 3" storm.

**13. Police****Minutes:**

For the month of December 2025 the Police Department had 261 calls for service. 43 Incidents investigated. 0 Arrests. 1 Motor vehicle accident and 14 Motor Vehicle Activities Citations/Warnings.

The Police completed end of year documentation in preparation for submission PSTC. Budget preparation, cruiser review and equipment inspections on all vehicles, shed cleanout, officer Phelps FTO process. She is released now on solo status. Axon Body Camera policy, proposals and implementation. Motorola Portable radio implementation program and put into service. Full equipment review and audit. Evidence audit and recruitment and staffing.

Roxanne Tufts-Keegan state there was a very nice letter that came in about Chief Ferguson and his compassion for the residents and their family.

They urge any residents with concerns, complaints or compliments to contact the Middleton Police Department. They encourage all feedback.

**14. Town Clerk/Tax Collector****Minutes:**

For the month of December 2025 the Town Clerk totals of income was \$236,619.51. For the Town Tax Collector the total of income was \$115,827.83.

**15. Treasurer****Minutes:**

There was no report submitted.

**16. CEO****Minutes:**

For the month of December 2025 had five permits recieved with a total of \$2,770.40.

**17. Employee evaluations****Minutes:**

Tim Cremmen wants to put on the schedule for this year.

#### **18. Veteran's Tax Credit**

**Minutes:**

Roxanne Tufts-Keegan stated that on the Veterans Tax Credit will be different this year. Cannot apply for both credits. This will be discussed in further detail when we go over the warrants.

#### **19. Town Meeting - legal, voting hours**

**Minutes:**

Roxanne Tufts-Keegan made the motion for the voting on March 10 for the hours of 7:00 AM to 7:00 PM. Tim Cremmen seconded the motion. All in favor, motion carried. For the Town meeting on 3/14/25 Roxanne Tufts-Keegan suggested to bring in legal because when you go above tax credits will need to voted on on paper votes. Roxanne Tufts-Keegan motioned for the Town meeting hours to be 9:00 AM until finished. Bonnie Gagnon seconded the motion. All in favor, motion carried. The Recreation department will be supplying refreshments.

#### **20. Withdrawal/Transfer request - Ambulance Revolving Account**

**Minutes:**

Recieved a request from the Fire Chief to move \$12,000 from the Ambulance Revolving Fund to the Town Operating Account. The transfer is to offset the pay for per diem day coverage for town EMS services. The initial warrant artice was established to be used for EMS supplies, equipment and personnel staffing. With the budget constraints, these funds will effectively provide staffing coverage. Roxanne Tufts-Keegan made the motion to accept the transfer. Tracy Donovan-Lavolette seconded the motion. All in favor, motion carried.

#### **21. Budget**

**Minutes:**

The Board of Selectmen has given recommendations to the budget committee for their recommenddations. The Budget committee is also working with the School to finalize their budgets as well. The majority of the increase in the Town's budget is due to insurances and garbage. The final number for proposed budget is \$2,153,487.83. Tracy Donovan-Lavolette made the motion to accept the budget as proposed. Roxanne Tufts-Keegan seconded the motion. All in favor, motion carried. The warrant articles are tabled until next week for review.

#### **22. Recreation Events**

**Minutes:**

Bonnie Gagnon reviewed the following Recreation events: 2/15 Sweetheart pancake breakfast from 8:00 AM to 11:00 AM at the Old Town Hall. 3/14 Snacks will be provided for the Town meeting 6/5 Candy bar bingo 6:00 PM to 8:00 PM. 7/11 Happy 250th birthday America. 8/21 Old home celebration 10/24 Halloween The the following events; 4/11 Flashlight Egg hunt 7:30 PM 5/16 Craft fair 6/28 Penny Sale 11/7 Craft fair 12/12 Christmas will be held at the Middleton Elementary School. Tracy Donovan-Lavolette motioned to accept the events listed. Tim Cremmen seconded the motion, motion carried.

Party

## BOS Comments

### 23. BOS comments

**Minutes:**

Roxanne Tufts-Keegan mentioned the following Town openings: BOS 2, Budget 3, School 2. Anyone interested in running for these positions, you have until January 30, 2026. The Town Clerks office will remain open until from 3:00 to 5:00 PM on this day.

## Public Comment

### 24. Public discussion

**Minutes:**

Joanne Coskie proposed to have a dry hydrant put on her property in order to fill the fire trucks. She has a contractor that can do the work with no problems. It will be located on 117 New Portsmouth Rd. Her property is spring fed. She will need to be in contact with the Conservation Committee as well at their February 10th meeting. She has the documents needed to send to NHDES once she gets a signature on them. There are 2 other dry hydrants in Town, but tend to run dry. There was a question as to when candidate night will be. That date has not been established.

## Adjournment

### 25. Adjournment

**Minutes:**

Bonnie Gagnon motioned to adjourn at 7:21 PM. Roxanne Tufts-Keegan seconded the motion. All in favor, motion carried.