



Town of Middleton

182 Kings Highway Middleton, New Hampshire 03887

1st of the Month Board of Selectmen Regular Meeting

Monday, September 28, 2026 at 6:30 pm

Minutes

Approved By
Board of Selectmen

[Signature]
[Signature]
[Signature]

1. Call to Order

Roxanne Tufts-Keegan called the meeting to order at 6:30 PM. All present recited the Pledge of Allegiance.

2. Pledge of Allegiance

3. Roll Call

Member	Role	Attendance
Roxanne Tufts-Keegan	Chair	Present
Bonnie Gagnon	Vice Chair	Present
Jonathan Sindorf	Member	Present
Tim Cremmen	Member	Present
Mike Green	Member	Excused

4. Approval of Minutes – 8/24/26 & 9/14/26

The minutes of 8/24/26 and 9/14/26 were approved as amended. Tim Cremmen requested two corrections to the 9/14/26 minutes:

- Change his attendance from "Absent" to "Excused" (he had called in beforehand).
- Strike the placeholder footer text on pages after the first page.

Motion to accept the 8/24/26 and 9/14/26 minutes as amended. Motion: Jonathan Sindorf · Second: Bonnie Gagnon. Motion carried. Tim Cremmen abstained on the 9/14/26 minutes, as he was not present at that meeting.

Roxanne Tufts-Keegan noted that the minutes of the 9/8/26 meeting (attended by John Mullen regarding the excavator and the lake) do not appear to have been approved. This will be followed up at the next meeting.



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Signature Action

5. Personnel Action Form (Parece)

The Board approved a 3% wage increase for Sue Parece on reaching her one-year anniversary, per the town-approved 3% increase. It takes effect in the next paycheck.

Motion to approve the Personnel Action Form. Motion: Bonnie Gagnon · Second: Jonathan Sindorf.
Motion carried. The form was signed by the Board.

Old Business

6. Cameras

Item tabled to the next meeting, Thursday, October 15, 2026 (moved because of Columbus Day). The Board is waiting on an additional quote from Chief Fergusson.

7. Key Fobs

Item tabled to the next meeting, Thursday, October 15, 2026 (moved because of Columbus Day). The Board is waiting on an additional quote from Chief Fergusson.

8. Job Descriptions

Roxanne Tufts-Keegan moved this item to the end of the meeting; it is recorded here in agenda order. The Board approved all three revised job descriptions, incorporating Tim Cremmen's suggested updates. The positions are open because the prior holders are no longer in them.

Treasurer / Police Administrative Assistant

- The Chief's input on the draft was reviewed; his only open question was salary.
- The position is full-time, as agreed at the prior meeting. The description will add a benefits section.



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- The split between treasurer and police duties is left general, since the workload shifts with the time of year.
- Pay range set at \$18.50–\$22.50 per hour.
- Tim Cremmen will make the updates and send the revised draft to the Board.
- Once updated, the position will be posted on NHMA and the town website. A possible candidate from Newmarket was mentioned.

Motion to approve the Treasurer / Police Administrative Assistant job description with the updates above and post the position. Motion: Tim Cremmen · Second: Jonathan Sindorf. Motion carried.

Part-Time Municipal Facility Maintenance Technician

Stipend position covering the Old Town Hall, the municipal building (town offices, upstairs and police department) and the town beach. It can be revised later if needed.

Motion to approve the job description as updated. Motion: Tim Cremmen · Second: Jonathan Sindorf. Motion carried.

Welfare Director

Stipend position. Tim Cremmen made minor cleanups to Roxanne Tufts-Keegan's draft. One applicant has applied and may be appointed.

Motion to approve the job description. Motion: Tim Cremmen · Second: Jonathan Sindorf. Motion carried.

Roxanne Tufts-Keegan noted the job descriptions should be kept in an electronic repository so they are ready to post when a position opens.

New Business

9. Committee Reports

None. The item appeared on the agenda in error.



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10. Bulk Stickers

No decision was made; the item was tabled to the October 15 meeting so members can research options. A decision is needed before the second-half tax bills go out in late November / December.

Roxanne Tufts-Keegan proposed no longer mailing bulk stickers with the second-half tax bill. Residents would instead pick them up at the town office at a rate of \$25 per ticket. Reasons given:

- The town loses money producing and mailing stickers, and at the current \$5 charge for additional stickers.
- Mailing adds postage, and many bills go to out-of-state owners who may not use bulk pickup.
- Dover (per Foster's) now charges \$25 per bulk sticker and is moving to automated barrel pickup.

Member comments:

- **Bonnie Gagnon:** Agrees with not mailing them. Cautioned that a high price could increase illegal dumping.
- **Jonathan Sindorf:** Favors not mailing them and would support a modest price increase.
- **Tim Cremmen:** Asked for time to research before deciding. Suggested residents come in for their first two free stickers, as before, and pay for extras.
- **Laura Parker (resident):** Explained that in Middleton, stickers were introduced because non-residents were dumping, which ended up charging existing residents more. The town absorbed the sticker cost because disposal costs by weight, including mattresses, had risen sharply. She cautioned that at \$25 many people will not pay, and that any change should target non-residents rather than residents.

Members generally supported an in-office pickup approach with tracking, with the price level still open.

BOS Comments

Tim Cremmen – meeting recording system. Tim distributed a proposal for town-owned equipment to record meetings, replacing his personal equipment so the town has a system in place when he leaves. The equipment would be kept at the town office and is easy to set up. Any board could use it, including



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at the elementary school; the Planning Board has asked for microphones. Roxanne Tufts-Keegan supported the idea so members can focus on running meetings. Members will review the handout for discussion at the next meeting.

Bonnie Gagnon – Recreation.

- Halloween party on Saturday, October 24, 4–7 PM, all ages, carnival theme at the Old Town Hall. Volunteers are sought to decorate a trunk and hand out candy (trunk-or-treat), and candy donations are welcome.
- Craft fair on Saturday, November 7, 11 AM–4 PM at the elementary school, with about 45 vendors so far.

Jonathan Sindorf and Roxanne Tufts-Keegan: No comments.

Public Comment

At this time, no public comment was offered.

Non-Public Session

11. Non-Public Session

Motion by Roxanne Tufts-Keegan to enter non-public session under RSA 91-A:3, II(b) (hiring of a public employee). Second: Bonnie Gagnon.

Roll call vote: Roxanne Tufts-Keegan – yes; Bonnie Gagnon – yes; Jonathan Sindorf – yes; Tim Cremmen – yes. Motion carried 4–0. The Board entered non-public session at approximately 6:57 PM.

The Board returned to public session at 7:57 PM. **Motion** to return to public session: Roxanne Tufts-Keegan · Second: Bonnie Gagnon. Motion carried.

Motion to seal the non-public minutes for 5 years, as releasing them could affect a person's reputation. Motion: Roxanne Tufts-Keegan · Second: Bonnie Gagnon. Motion carried.



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Conservation Commission Laptop

Jonathan Sindorf reported that the Conservation Commission has had trouble obtaining a laptop through the Town of Middleton's vendor. The Town will purchase a laptop directly and have it set up for the Conservation Commission.

Adjournment

Motion to adjourn. Motion: Bonnie Gagnon · Second: Jonathan Sindorf. Motion carried. Meeting adjourned at 7:59 PM.

Respectfully submitted,

Timothy Cremmen, Select Board Member

Action Items

- ☐ Tim Cremmen – Update the Treasurer / Police Admin Assistant description (full-time, benefits, \$18.50–\$22.50/hr) and send to the Board
- ☐ Office – Post the Treasurer / Police Admin Assistant position on NHMA and the town website
- ☐ Board – Follow up on approval of the 9/8/26 minutes
- ☐ Scott – Provide an additional quote for security cameras and key fobs
- ☐ Tim Cremmen – Research bulk sticker options for decision on October 15
- ☐ All members – Review the meeting recording equipment proposal for the next meeting
- ☐ Office – Set up an electronic repository for job descriptions
- ☐ Town – Purchase and set up a laptop for the Conservation Commission

D. M. BURNS SECURITY INC.

100 Central Avenue, Dover, New Hampshire 03820

TEL: (603) 742-3212 * NH 1-800-640-3212

email: info@burnssecurity.com**SALES AGREEMENT**Date: SEPTEMBER 11, 2024AGREEMENT made by and between D. M. BURNS SECURITY, INC. ("Seller") and
SCOTT FERGUSON MIDDLETON POLICE DEPARTMENTpolicechief@miltonnh.gov182 KINGS HIGHWAYMIDDLETONNH 01837(603) 473-3212

The Purchaser hereby purchases from the Seller the following described Electronic Security System as itemized below, herein after called The "Property", such purchase being upon the following terms and conditions, including those conditions as printed on the reverse side Hereof, which conditions are hereby incorporated in and made part of, to the same extent as if fully set forth herein, and which the Purchaser acknowledges reading.

Address of premises on which work is to be done: SAME AS ABOVE

The CLIENT shall be responsible for paying any permit fees attributable to the installation, maintenance or operation of the system. All equipment is the personal property of the Dealer X Client, except for communicator chip.

RE INSTALL CARD ACCESS**HEAD END EQUIPMENT**

1 THREE B901 CARD READER BOARDS 1,653.00

EQUIPMENT**TOWN CLERK OFFICE**

2 INSTALLATION OF ONE 3MILLID 3M INLINE/3MIL-R11325 PROXIMITY CARD READER WITH KEYPAD 600.00

SELECT BOARD OFFICE

3 INSTALLATION OF ONE 3MILLID 3M INLINE/3MIL-R11325 PROXIMITY CARD READER WITH KEYPAD 600.00

TAX COLLECTOR OFFICE

4 INSTALLATION OF ONE 3MILLID 3M INLINE/3MIL-R11325 PROXIMITY CARD READER WITH KEYPAD 600.00

ADDITION OF INTERIOR PD VESTIBULE DOOR

5 INSTALLATION OF ONE 3MILLID 3M INLINE/3MIL-R11325 PROXIMITY CARD READER WITH KEYPAD 600.00

6 ONE DOOR AJAR OR DOOR PROP CONTACT 125.00

7 ONE 12VDC ELECTRIC STRIKE SUPPLIED AND INSTALLED BY ROCHE LOCKSMITHS (207) 363-4492 1,500.00

TOTAL: 5,678.00**NOTES**

1. PRICING ON THIS AGREEMENT IS VALID FOR 60 DAYS FROM THE CONTRACT DATE SPECIFIED ABOVE.
2. THIS DOES NOT INCLUDE SECURITY FOR THE UPSTAIRS TOWN OFFICE SECTION, JUST CARD ACCESS

THE MONITORING/SERVICE CHARGE IS SUBJECT TO CHANGE AS SET FORTH IN PARAGRAPH 3 ON THE REVERSE. IN ADDITION, TOGETHER WITH THE FIRST PAYMENT, CLIENT SHALL PAY THE PRO RATA SHARE OF THE MONITORING/SERVICE CHARGE FOR THE MONTH IN WHICH MONITORING/SERVICE COMMENCED.

See paragraph 2.

CLIENT acknowledges selecting the system described above and is aware that a higher level of detection capability is available at an additional cost. CLIENT acknowledges that DEALER is not required to, or responsible for, testing the security system installed, unless CLIENT has separately contracted for this service, and that CLIENT is responsible to check the system at regular intervals to insure proper operation.

NOTICE TO CUSTOMER: Do not sign Agreement before you read it or if it contains any blank spaces. Limitation of damages and other important terms and conditions are contained on the reverse side of this document and form an integral part of this Agreement.

IF THIS TRANSACTION IS WITH A RESIDENTIAL CLIENT, YOU MAY CANCEL IT AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS AGREEMENT. SEE THE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

CLIENT ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT, AND SPECIFICALLY ACKNOWLEDGES AND ACCEPTS THAT DEALER'S LIABILITY IS LIMITED AS SET FORTH HEREIN.

Where DEALER has not installed equipment, paragraphs 1, 5 and 13 are deleted.

Recurring Costs:Annually: \$ Quarterly: \$ Total \$ 5,678.00Down Payment \$ 2,839.00Balance \$ 2,839.00Balance payable as follows
NET 20 DAYS AS WORK PROGRESSESSELLER: Spencer Barnes

SPENCER BARNES, GENERAL MANAGER

PURCHASER:

MEMBER NEW HAMPSHIRE, MAINE AND NATIONAL ALARM ASSOCIATIONS

D. M. BURNS SECURITY INC.

100 Central Avenue, Dover, New Hampshire 03820

TEL: (603) 742-3212 • NH 1-800-640-3212

email: info@d.burns-security.com

SALES AGREEMENTDate: SEPTEMBER 11, 2026AGREEMENT made by and between D. M. BURNS SECURITY, INC. ("Seller") and
SCOTT FERGUSON MIDDLETON POLICE DEPARTMENT

per: scott.ferguson@middleton.nh.gov

182 KINGS HIGHWAY

MIDDLETON

NH

03887

(603) 471-5212

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RE: CCTV UPGRADE

HEAD END EQUIPMENT

1. HANWHA BRB-X1610SE-4TB BLAZE RECORDING APPLIANCE, 8 POE+ PORTS, 4TB 5,000.00

CAMERAS

2. REPLACEMENT OF FOUR COAX CAMERAS WITH FOUR HANWHA QNV-C9011R 8MP 4K VANDAL DOME CAMERAS IR AI, WHITE 4,000.00

PD VESTIBULE CAMERA

3. INSTALLATION OF ONE NEW HANWHA QNV-C9011R 8MP 4K VANDAL DOME CAMERA IR AI, WHITE 1,000.00

4. INSTALLATION OF TWO HANWHA SBP-140WMW DOME WALL / POLE MOUNT, WHITE 90.00

PD PARKING LOT CAMERA

5. INSTALLATION OF ONE NEW HANWHA QNV-C9011R 8MP 4K VANDAL DOME CAMERA IR AI, WHITE 1,000.00

6. INSTALLATION OF ONE HANWHA SBP-140WMW DOME WALL / POLE MOUNT, WHITE 90.00

TOTAL: 11,180.00**NOTES**

1. PRICING ON THIS AGREEMENT IS VALID FOR 60 DAYS FROM THE CONTRACT DATE SPECIFIED ABOVE.
2. THIS INSTALLATION INCLUDES RE-RUNNING NEW CAT6 CABLING TO ALL CAMERA LOCATIONS.
3. THIS SYSTEM IS NDAA COMPLIANT.

THE MONITORING SERVICE CHARGE IS SUBJECT TO CHANGE AS SET FORTH IN PARAGRAPH 3 ON THE REVERSE. IN ADDITION, TOGETHER WITH THE FIRST PAYMENT, CLIENT SHALL PAY THE PRO RATA SHARE OF THE MONITORING/SERVICE CHARGE FOR THE MONTH IN WHICH MONITORING/SERVICE COMMENCED

See paragraph 2

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Where DEALER has not installed equipment, paragraphs 1, 5 and 13 are deleted.

Recurring Costs

Annually: \$ _____

Quarterly: \$ _____

Total: \$ 11,180.00Down Payment: \$ 5,590.00Balance: \$ 5,590.00

Balance payable as follows:

TERMS & CONDITIONS

[illegible]

3. AS repairs required under the Limited Warranty on the hard ware, as its Extended Service Program Agreement, if collect, shall be at the expense of DDEA and other repairs, including damage caused by fire, burglary or theft performed by unauthorized personnel, require after the expiration of the Limited Warranty or any Extended Service Program Agreement, its service calls resulting from ① 24/7 computer operation of the System, shall be at the expense of the customer.

[illegible]

14. **Damage or Destruction.** This agreement may be cancelled without previous notice at the option of DEALER, if DEALER's central station, connection line or equipment within CLIENT'S premises are destroyed by fire or other cause(s) or are so substantially damaged that it is impractical to continue service, and may likewise be cancelled at the option of CLIENT in the event that CLIENT'S premises are so destroyed or damaged. Any advance payments made for service to be rendered subsequent to the date of such termination shall be refunded to CLIENT.

15. **Termination of Connections.** This Agreement may be terminated at the option of DEALER at any time in the event that DEALER is unable either to receive or retain the connections or privileges necessary for the transmission or receipt of CLIENT's messages and DEALER's central station or between DEALER's central station and the police or other authority and DEALER shall not be liable for any damages or subject to any penalty as a result of such termination. Any advance planning made for service to be accepted subsequent to the date of such termination shall be refunded to CLIENT.

18. **Acts of God:** DEALER assumes no liability for delays in installation of the equipment, or for interruptions of service due to strikes, riots, floods, fires, acts of God or any cause beyond the control of DEALER, including interruption of electric transmission, and will not be required to supply service to CLIENT while interruption of service due to any such cause shall continue. CLIENT understands that electric signals may be transmitted by telephone, radio, radio or microwave, that all of these are outside the control of DEALER, and DEALER shall have no responsibility for any failure in transmission of alarm signals by any of these means.

17. **Extended Service Program Agreement.** CLIENT may extend the Limited Warranty on the front covered by payment of an additional service charge.

18. Waiver of Damages. A, it is understood and agreed by the parties hereto that CLIENT is not an insurer and that insurance, if any, covering personal injury and property loss or damage on CLIENT'S premises shall be obtained by CLIENT so that the payments provided for herein are based solely on the value of the services as set forth herein and are not in addition to the value of CLIENT'S property or the property of others located on CLIENT'S premises.

3. CLIENT's acceptance of the System is not intended to be an assumption of the risk that the System will be subject to the actual challenges, if any, which may be proximately caused from GEARZ's negligence or a failure by GEARZ to perform any of its obligations, or a failure or malfunction in the System to properly operate, because of, among other things, the uncertain law, contract or value of CLIENT's property or the property of others which may be lost or damaged; the uncertainty of the temporal time of the service or other authority; the inability to ascertain what portion, if any, of any loss would be proximately caused by GEARZ's failure to perform any of its obligations; or the failure of its equipment to properly operate; and the nature of the services to be performed by GEARZ.

[illegible][illegible]

25. **Commencement of Action.** All claims, actions or proceedings, legal or equitable against the EAO, shall be commenced in court within one (1) year after either the cause of action has accrued or the last, successive or severest occurrence from which the claim, action or proceeding arises, whichever is earlier, without prejudice to extension of time, or said claim, action or proceeding is barred, time being of the essence of this paragraph.

21. Assignment. This contract may be assigned by CLIENT to any successor company or to a transferee of CLIENT'S premises, upon the written approval of DEALER. DEALER may assign this Agreement to any affiliate or to any transferee of its business without notice to CLIENT.

22. **Warranty and Inure.** CLIENT acknowledges that the provisions of this Agreement and particularly those paragraphs relating to disclaimer of warranties, limitation of liability and third party indemnification, inure to the benefit of and are applicable to the manufacturer of any equipment installed by DEALER and to any subcontractors engaged by DEALER. DEALER is providing monitoring, maintenance, installation or service of the System provided herein, and while CLIENT is such manufacturer and/or subcontractors with the same force and effect as they bind CLIENT to DEALER, CLIENT agrees to indemnify, defend and hold harmless DEALER against claims by any organization engaged to monitor CLIENT'S System or in which such claims might be transmitted.

21. **Waiver of Subrogation:** In case of damage or destruction of CLIENT's premises or property by any cause within the scope of CLIENT's insurance, whether such damage was caused by negligence of DEALER or any party for whom DEALER may be responsible under the Agreement, CLIENT will not seek to DEALER, or DEALER's agent, employees or assigns for reimbursement of its insurer or to any third party against whom the CLIENT may have a claim therefor.

39. **Severability.** In the event that any provision of this Agreement is found to be invalid, unenforceable and/or not allowed, or any provision relating to enforcement of DEALER'S liability or remedies becomes, all other provisions shall survive in full force and effect.

40. **Entire Agreement.** This Agreement represents the entire agreement of the parties. If there is any conflict between this Agreement and CLIENT'S purchase order, or any other documents, this Agreement will prevail, whether or not this Agreement is signed or later documents are given. In addition, to this Agreement, it is mutually understood and agreed that any representation, promise, condition, inducement or warranty expressly or implied, not included in writing in this Agreement shall not be binding upon any party and that the Agreement they may be deemed, and the terms of any other agreement shall be null and void except with the consent of each of the parties and in the presence of a written signature of this Agreement.

26. **Headings.** The use of headings is for ease of reference only, and such headings shall not constitute a part of the Agreement.

Initial: _____

WARRANTY

to CLIENT except for DEALER's applicable labor charges if occur in performance of services other than if set to 4 per hour in case of equipment or labor dispatched under this Limited Warranty. In NO EVENT SHALL DEALER BE, WILL BE FOR THE REPAIR OR REPLACEMENT OF DEFECTIVE EQUIPMENT INSTALLED UNDER THIS AGREEMENT AND DEALER SHALL NOT BE RESPONSIBLE FOR ANY DIRECT, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES THEREOF.

LIMITED WARRANTY

DEALER hereby warrants to CLIENT that in the event that all or part of the equipment described shall become defective or inoperative under normal use within 90 days from the date of the original invoice for this installation, and unless DEALER has been notified in writing by CLIENT, DEALER shall repair or replace such defective part without charge to CLIENT except for DEALER'S applicable labor charges if there is a performance of fewer than three (3) or less than 4 per hour operation hours. If the equipment is found to be defective after 90 days, the cost of replacement parts will be charged to CLIENT. DEALER agrees that its limitation of damages as set forth herein shall not limit the scope of equipment or labor supported under this Limited Warranty. It is no event SHALL DEALER BE LIABLE FOR THE REPAIR AND/OR REPLACEMENT OF DEFECTIVE EQUIPMENT INSTALLED UNDER THIS AGREEMENT AND DEALER SHALL NOT BE LIABLE FOR INJURY TO PERSONS OR PROPERTY INCLUDING BUT NOT LIMITED TO ALL GENERAL, DIRECT SPECIAL, EXEMPLARY, PUNITIVE, INCIDENTAL OR CONSEQUENTIAL DAMAGES. THIS WARRANTY IS NOT ASSIGNABLE.

CLIENT may submit this Limited Warranty to the end of the Contract term under the Extended Service Program by paying an additional fee. Thereafter, this Limited Warranty will automatically renew for the same term as this Contract, or only to EMT continues to pay the renewal fee, which may be increased under the same terms of apply to the monitoring fee. See paragraph 3.

IF CLIENT shall discover a defect in the products supplied under this Agreement, CLIENT must immediately contact DEALER in writing or by telephone, at the address and telephone number set forth, and fully describe the nature of the defect. A return service may be rendered.

THE WARRANTIES SET FORTH HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY, OR ITS FITNESS FOR ANY PARTICULAR PURPOSE. THE WARRANTY DOES NOT COVER ANY DAMAGE TO OR DEFECTS WITH RESPECT TO THE QUALITY AND FUNCTION OF THE GOODS.

This warranty does not cover any damage to material or equipment caused by accident, vandalism, flood, water, lightning, fire, explosion, shock, misuse, or use of any liability including lawsuits, attempted vandalism, theft, arson, burglary, or damage caused by persons other than OGA/EM and any other cause beyond the control of OGA/EM.

[illegible]

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Town of Middleton – Treasurer / Police Administrative Assistant

Position summary

This combined, part-time position serves as the Town Treasurer, an appointed officer under RSA 41:29, and as Administrative Assistant to the Chief of Police. The Treasurer manages the Town's cash: receipts, deposits, disbursements including payroll, investments, borrowing, and the related records and reports. The Police Administrative Assistant provides complex administrative, records, billing, and reporting support to the Chief and department.

Time allocation and schedule

The position is about 26–30 hours per week, Monday through Thursday, with some flexibility. Recurring deadlines take priority over routine work.

Fixed deadlines

When	Task	Function
Weekly	Deposit all monies received; no funds held on site	Treasurer
Weekly (Tuesday)	Sign vendor and payroll checks the day after Board approval	Treasurer
Daily/weekly	Record and bring Tax Collector/ Town Clerk deposit to bank.	Treasurer
Monthly	Reconcile all bank statements to Treasurer records	Treasurer
Monthly	Uniform Crime Report to the State; statistical report to the Select Board	Police
Monthly/quarterly	Grant billing and statistics	Police
Annually	Treasurer's report for the Town Report	Treasurer

The employee keeps a simple time record showing hours by function. This lets costs be charged to the correct budget lines and the split be reviewed each year.

Supervision

- **Police duties:** Work under the direct supervision of the Chief of Police.
- **Treasurer duties:** Take direction from the Select Board or its designee. Treasurer duties are carried out in line with RSA 41:29 and other applicable laws. The Chief does not direct or review Treasurer functions.

- **Scheduling conflicts:** When duties compete for time, statutory and financial deadlines come first. The Chief and the Board's designee resolve ongoing conflicts together; if they cannot agree, the Select Board decides.
- **Joint evaluations:** By the Chief of Police and Middleton Select Board should occur at least once a year.
- **Discipline:** Each supervisor may address performance in their own area. Any discipline affecting employment status is decided by the Select Board under the Personnel Policy.

Essential duties

The duties below illustrate the work and are not all-inclusive. Similar, related, or logically assigned work is part of the position.

Treasurer

- Receives Town monies each week and deposits them promptly into the Town's designated depository accounts. Funds are not kept on site.
- Records daily deposit and credit card reports from the Tax Collector and Town Clerk in the Treasurer's account records.
- Signs vendor and payroll checks prepared by the Administrative Assistant/Bookkeeper after Select Board approval, normally the day after approval so payments go out without late fees.
- Reconciles all bank statements to the Treasurer's records at month-end and gives the signed reconciliations to the Select Board.
- Monitors cash flow and advises the Board on cash needs, borrowing (such as tax anticipation notes), and investment of idle funds under the Town's investment policy.
- Keeps records of letters of credit, road bonds, trust and other accounts.
- Prepares the written year-end Treasurer's report for the Town Report, including balances for all accounts, letters of credit, and road bonds.
- Works with the auditors and provides the records they request.

Police administration

Records and reporting

- Maintains department, statistical, accident, and arrest reports and arrest dispositions; performs data entry and reporting in the IMC records system.
- Handles requests for accident, criminal, and other reports, including insurance company requests, following public records and confidentiality law.
- Completes the monthly Uniform Crime Report for the State.
- Prepares monthly statistical reports for the Select Board and annual reports for the department and the State.

- Processes pistol license applications and record checks.

Prosecution and legal paperwork

- Works with the Chief on prosecutions; organizes and maintains arrest and prosecution files.
- Logs and tracks the service of warrants, subpoenas, and paperwork from other agencies.
- Types and submits motions to destroy evidence and coordinates with the evidence officer.

Billing, grants, and payroll support

- Schedules outside details with Middleton officers and other departments, and prepares detail billing.
- Processes applications, statistics, and monthly or quarterly billing for Federal, Highway Safety, and OHRV grants.
- Assists with department payroll records and verifies vacation, sick, and holiday time.

Office and administration

- Answers phones, handles inquiries, prepares correspondence, handles mail, and schedules appointments.
- Prepares and distributes procedure bulletins and general orders and keeps the master book.
- Maintains the commercial and residential alarm list and coordinates it with Strafford County Dispatch.
- Maintains police personnel files under the Chief's direction.
- Orders office supplies and maintains the Town Hall security system records.
- Performs similar or related work as required.

Internal controls

In this role, one person handles police revenue and payroll records and also deposits, disburses, and reconciles Town funds. The Town uses these controls to protect both the Town and the employee [to be reviewed by the Town's auditor]:

- Police detail and grant billing is reconciled to receipts each month by [the Chief / the BOS Secretary], not by the person who deposits the funds.
- Payroll, including police payroll, is approved by the Select Board before the Treasurer signs checks.
- Monthly bank reconciliations are reviewed and initialed by a designated Select Board member.
- The Treasurer does not prepare vendor manifests or payroll registers; those come from the Administrative Assistant/Bookkeeper.
- A Deputy Treasurer is to be appointed to provide backup and to handle any transaction involving the employee's own pay.

- The Treasurer is bonded as required by law, with the bond paid by the Town.

Confidentiality

This position has regular access to confidential information, including:

- criminal and investigative records,
- juvenile records,
- police personnel files, including medical and psychological records kept at the Police Department,
- Town and employee financial and banking information.

The employee must:

- use and disclose confidential information only as the job requires and as law allows, including RSA 91-A, RSA 275:56, and criminal justice information rules;
- release police reports and records only through the department's approved process, with the Chief's approval where required;
- keep police personnel files separate, with confidential medical and psychological records held only at the Police Department;
- not discuss police cases or Town financial matters outside work, including on social media;
- keep this obligation after leaving employment.

The employee signs a confidentiality acknowledgment when hired and may need to pass a criminal background check. Unauthorized disclosure may lead to discipline up to and including termination, and to removal as Treasurer.

Qualifications

Education and experience: High school diploma required; associate degree preferred. Three to five years of administrative, bookkeeping, or related experience preferred, or an equivalent combination of education and experience. Background in accounting practices, bookkeeping, and banking procedures. Experience with the IMC police records system preferred. Notary Public desirable.

Knowledge: Municipal government and administration; how local, state, and federal government interact; general office procedures; the laws that apply to the job, including RSA 41:29, public records law, and records confidentiality.

Abilities:

- Plan, organize, and prioritize work for two supervisors under deadline pressure and interruptions.
- Keep accurate financial and police records and exercise sound judgment with confidential information.

- Communicate effectively and build working relationships with employees, boards, officials, other agencies, and the public.

Skills: Strong organization and customer service; clear writing and speaking; proficiency with Microsoft Office (especially Excel), database applications, and IMC.

Physical requirements

The employee often sits, communicates, and listens; occasionally walks; handles objects and office equipment; and occasionally lifts up to 10 pounds. Vision and hearing must be at or correctable to normal ranges. The job requires efficient use of a keyboard and calculator. Treasurer duties include local travel to the bank. Reasonable accommodations may be made for individuals with disabilities.

Work environment

The work is done in a moderately quiet office at Town Hall and the Police Department. The employee uses standard office equipment and works with Town departments, businesses, the public, the bank, auditors, and other police agencies. Errors in judgment could cause financial loss, legal consequences, reduced service to residents, or harm to the Town's reputation.

Compensation and status

- **Pay:** \$18.50–\$21.00 per hour.
- **Status:** Part-time, non-exempt.
- **Mileage:** Reimbursed at the federal rate for Treasurer travel, such as bank deposits.
- **Appointment:** The Treasurer is appointed by the Select Board and Police administration duties are at-will employment under the Personnel Policy, with the standard probationary period.

How to apply

Submit a cover letter, resume, and three references to the Select Board at bos@middletonnh.gov and the Chief of Police at policechief@middletonnh.gov, or by mail to Town of Middleton, 182 Kings Highway, Middleton, NH 03887.

This job description is not an employment contract. The Town may change it as its needs and the job's requirements change.

Part-Time Municipal Facility Maintenance Technician

Job summary

The Facility Maintenance Technician keeps the Town's public buildings and the Town Beach clean, safe, and in good working order. The work covers janitorial cleaning, light maintenance and minor repairs, basic HVAC upkeep, exterior and seasonal upkeep, and event setup. This is a part-time position paid a monthly stipend, with hours capped at 24 per month.

Supervision

The position reports directly to the Board of Selectmen, who sets priorities and approves the monthly work plan.

Work locations

- Old Town Hall
- Municipal Building (Town Hall and Police Department)
- Town Beach (spring through fall)

Key responsibilities

The Board sets the priorities, and all duties must fit within the monthly hour cap.

- **Janitorial:** Clean and sanitize designated facilities on a regular schedule set by the Board. Handle emergency cleaning as assigned. Remove and properly dispose of recyclables.
- **Building maintenance:** Paint and refurbish areas as needed. Make minor repairs to equipment and amenities. Change interior and exterior light bulbs.
- **Grounds and exterior:** Sweep walkways, pick up trash, and clear snow from entries and walkways. Maintain the Town Hall sign board and other signage.
- **Town Beach (spring–fall):** Empty trash cans and keep the beach area tidy. Landscaping is not included.
- **Event support:** Prepare meeting rooms, and set up, remove, or rearrange furniture for meetings, events, and elections.
- **Other:** Perform related duties as assigned.

Work requiring a licensed electrician, plumber, or HVAC technician is not part of this position. The technician reports the need to the Board, which arranges a qualified contractor.

Hours and compensation

The stipend is **\$176.83 per month** for no more than **24 hours of work per month**.

- **Monthly cap:** Total hours must not exceed 24 in any calendar month. All work counts toward the cap, including snow removal, events, emergency cleaning, and travel between Town sites.

- **Scheduling:** Hours are flexible and set around facility needs. The Board or its designee approves a monthly work plan that fits within the cap.
- **Time records:** The technician records all hours worked on a timesheet submitted with the Town's payroll schedule.
- **Mileage:** Travel between Town sites is reimbursed at the federal rate.
- **Status:** Part-time, at-will, non-exempt, and subject to the Town's Personnel Policy. Tools, equipment, and cleaning supplies are provided by the Town.

Requirements

- Own reliable vehicle and a valid driver's license
- Ability to pass a criminal background check
- Ability to lift 40 pounds, stand for extended periods, climb ladders, and work outdoors in all weather
- Basic maintenance and cleaning skills; experience with light repairs preferred
- Ability to work independently and manage time within the monthly hour cap

Safety

- Use cleaning chemicals according to label and Safety Data Sheet instructions.
- Follow safe ladder and lifting practices.
- Report hazards, damage, and any injury to the Board immediately.

Security and confidentiality

The technician works in various Town of Middleton properties, including Town offices, Old Town Hall, and the Police Department, as directed, often working after hours. The technician must:

- safeguard all keys and alarm codes and report any loss immediately;
- lock and secure buildings after work;
- not read, move, copy, or disclose records or information found in Town offices, especially in the Police Department;
- follow any additional access rules set by the Chief of Police.

How to apply

Submit a letter of interest with a statement of qualifications to the Town of Middleton, Attn: Board of Selectmen, 182 Kings Highway, Middleton, NH 03887, or by email to bos@middletonnh.gov. Applications will be accepted until the position is filled. The Town of Middleton is an Equal Opportunity Employer.

This job description does not constitute an employment agreement and is subject to change by the Town as its needs and the requirements of the job change.

Welfare Director (Part-Time) — Town of Middleton, NH

About the position

The Town of Middleton is accepting applications for the appointed, part-time position of Welfare Director. The role requires approximately 8–10 hours per week, with occasional additional hours as client needs require. The Director is responsible for administering the Town's general assistance and welfare program in accordance with NH RSA 165 and the Town's adopted General Assistance Guidelines.

Familiarity with NH RSA 165 is preferred; training will be provided. The Town is seeking a candidate with a proven record of outstanding job performance who can work independently while also being a team player. The ideal candidate will have three years of experience in social services or a related field.

Supervision received: Work is performed with considerable independence, in accordance with NH RSA 165, under the general policy direction of the Board of Selectmen.

Supervision exercised: This position has no supervisory responsibilities.

Essential functions

Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.

- Performs applicant intake through interviews and review of applications for assistance.
- Assesses client needs and eligibility using the standards established by statute and the Town's General Assistance Guidelines.
- Conducts home visits, as necessary, to determine client needs.
- Establishes and maintains effective working relationships with public and private organizations throughout the state that can support and extend the Town's ability to provide assistance to clients.
- Establishes and maintains a database of the services and resources provided by other public and private agencies; refers clients to these agencies when appropriate.
- Establishes and maintains confidential client records and files containing welfare applications, payment records, reimbursement records, property liens and releases, and other client contacts.
- Prepares, files, and executes correspondence and documentation for welfare liens on client property, when appropriate.
- Prepares and presents routine, cyclical, and special reports to the Town and to state and federal agencies in a timely manner.
- Develops the department's annual budget proposal; submits and presents it to the Board of Selectmen; monitors resources and expenditures throughout the year; and manages spending so that minimal, if any, transfer of additional funds is required.
- Acts as a social services resource for town departments, the community, and public and private organizations.

- Responds to urgent or after-hours requests for assistance, as needed.
- Attends training to maintain current knowledge of RSA 165 and general assistance practice.
- Performs other related duties as assigned.

Knowledge, skills and abilities

- Ability to listen, observe, and gather information from written, verbal, and non-verbal communication and other sources in order to identify and respond to client needs.
- Strong written and verbal communication skills.
- Ability to interpret and apply rules, regulations, and statutes.
- Ability to maintain confidentiality and to keep concise and accurate records.
- Working knowledge of basic computer applications (word processing, spreadsheets, email).
- Valid driver's license and access to reliable transportation for home visits.

Minimum qualifications

Graduation from a recognized college or university with an Associate degree or higher in social work, public administration, or a related field, and three years of experience in social services or a related field; or any equivalent combination of education and experience that demonstrates the required knowledge, skills, and abilities. Must successfully complete a background check.

Physical demands and work environment

The demands described here are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires talking, hearing, and sight, including close vision and the ability to adjust focus. The Director must be able to sit for extensive periods, stand frequently, use hands to handle objects and controls, reach, bend, and lift or move up to 25 pounds.

Work is primarily performed in an office setting, and home visits are periodically required. The employee is frequently exposed to mental stress and occasional verbal abuse or threats due to the nature of the public service provided.

Compensation

The current compensation is a monthly stipend of \$400, plus a monthly cell phone stipend of \$40. Work hours are flexible and vary based on client need.

How to apply

Submit a letter of interest, résumé, and statement of qualifications to:

Town of Middleton Attn: Board of Selectmen, 182 Kings Highway Middleton, NH 03887

Or email bos@middletonnh.gov. Questions may be directed to (603) 473-2261.

Applications will be accepted until the position is filled. The Town of Middleton is an Equal Opportunity Employer.

Middleton Meeting Video Coverage — Equipment Proposal

Summary

This proposal asks the town to buy **\$4,205.78** of audio and video equipment to record and stream public meetings. It would cover the Select Board, Planning Board and other boards and committees.

The package has eight items:

- a 12-microphone wireless conference system
- a 16-channel audio mixer
- a 4K streaming camera with two lenses
- an iPad to control the camera and run the recording and livestream
- a wall mount for the camera
- an audio cable to connect the mixer to the camera
- microSD cards for recording
- rechargeable AA batteries and chargers for the wireless microphones

Every member at the table would have their own microphone. Residents could watch meetings live or later on the town's YouTube channel, with clear audio.

The ask: Select Board approval to buy the equipment and to name a funding source.

Why this is needed

Current meeting recordings are too hard to hear to serve as a reliable public record.

- **Audio is unclear.** Recent auto-generated transcripts of the School Board (Sept 9) and Planning Board (Sept 10) meetings have long gaps and misheard words. Motions, seconds, roll calls and figures often can't be recovered.
- **Boards have said so themselves.** At the September 10 Planning Board meeting, members commented on the room's acoustics ("the noise just goes in every direction") and discussed buying microphones.
- **Minutes depend on the recording.** When the recording is unclear, minutes take longer to prepare and are more likely to contain errors, as the recent drafts show.
- **Residents want access.** Video lets residents who can't attend follow decisions on budgets, zoning and town property. Boards already direct people to "watch the video" when they miss a discussion.

Equipment and costs

The total is \$4,205.78 for one complete setup. Prices are as listed by each retailer and should be re-checked before ordering.

Item	Description	Qty	Cost	Vendor
Camera	Logitech Mevo Core 4K camera kit with 45–175mm and 14–42mm lenses (Micro Four Thirds)	1	\$2,002.05	B&H Photo
Microphones	VocoPro Digital-Conference-12, 12-channel UHF wireless conference microphone system (902–927.2 MHz)	1	\$974.83	Guitar Center
Audio mixer	Mackie ProFX16v3, 16-channel, 4-bus effects mixer with USB (open box,	1	\$527.99	Guitar Center
Tablet	Apple 11-inch iPad (A16 chip), Wi-Fi, 128GB, Silver — runs the Mevo app to control the camera, recording and livestream	1	\$449.00	Best Buy
Memory cards	Lexar E-Series 128GB microSDXC UHS-I cards, 5-pack	1	\$149.99	Amazon
Microphone batteries	RayHom 3400mWh rechargeable lithium AA batteries, 12-pack with 12-slot charger (\$32.97 each)	2	\$65.94	Amazon
Audio cable	Dual female XLR to 3.5mm stereo Y-splitter, 6.6 ft (mixer to camera)	1	\$18.99	Amazon

Item	Description	Qty	Cost	Vendor
Camera mount	E-shape camera wall mount with 1/4" screw and 5/8" stud	1	\$16.99	Amazon
Total			\$4,205.78	

How it connects: each member speaks into a wireless microphone. The receiver feeds the mixer, where levels are balanced. The mixer's output goes by cable into the camera, so the recording and livestream carry clean board audio instead of room noise.

Items to confirm before ordering (not in the total):

- A cable from the microphone receiver to the mixer, if one is not included
- Power strips and extension cords for the table, mixer and camera
- A camera tripod for meetings at Middleton Elementary School
- A padded transport case for moving the equipment between the Old Town Hall and the school, and a locked cabinet for storage
- Shipping, and the return and warranty terms on the open-box mixer

Coverage and operation

The equipment will be based at the **Middleton Old Town Hall**, where meetings are held. It is portable, so it can be moved to **Middleton Elementary School** for larger meetings when needed.

Meetings covered

- Select Board
- Planning Board
- Zoning Board of Adjustment
- Conservation Commission
- Budget Committee
- Recreation Committee
- Public hearings, and larger meetings moved to Middleton Elementary School

Setup

- **Old Town Hall (regular meetings):** the camera sits on a wall mount with a view of the board table. The two lenses allow a wide shot of the full board or a closer shot of a speaker or presenter.

- **Middleton Elementary School (larger meetings):** the camera lifts off its mount, and the microphones, receiver, mixer and iPad pack up and move to the school. There the camera needs a tripod or temporary mount.
- The 12 wireless microphones cover a full five-member board, staff, and presenters or residents at a public comment spot. Because they are wireless, setup in either building needs no cable runs to the table.
- The mixer sits with whoever runs the recording, so levels can be adjusted during the meeting.
- Equipment is stored in a protective case and kept locked at the Old Town Hall between meetings.

Operation

- A trained staff member or volunteer starts the recording and stream, checks microphone levels, and stops the recording at adjournment.
- Meetings are streamed live and archived on the town's YouTube channel, and linked from each board's page on the town website.
- A short written checklist (power on, levels, start, stop, upload) keeps every board's recordings consistent.

Open questions

- Who will operate it at each meeting: town staff, a board member or a volunteer?
- Who is responsible for moving and setting up the equipment at the school, and does the school district need to approve its use there?
- How long will recordings stay on the town's YouTube channel, and who manages the channel login?

Funding and next steps

The Select Board needs to approve the purchase and choose how to pay for it.

Possible funding sources

- The Select Board's operating budget (office equipment or technology line)
- A cost split among the boards that use the equipment
- The Planning Board's unspent budget; members said on September 10 that they have spent no money this year
- A capital reserve fund, if one exists for technology or equipment

Next steps

1. Confirm the operator and school use, and set up YouTube access for the operator (see Open questions).
2. Re-check prices and stock, and confirm the additional items listed under Equipment and costs.

3. Place the proposal on a Select Board agenda for a vote on the purchase and funding source.
4. Order, install and test the equipment before the first meeting to be recorded.
5. Train operators and adopt a one-page recording checklist.

Decisions for the Select Board

- ☐ Approve the purchase of \$4,205.78 in equipment
- ☐ Name the funding source
- ☐ Designate who operates the equipment and who posts recordings