Approved By
Board of Selectmen

# Town of Middleton

182 Kings Highway Middleton, New Hampshire 03887

Board of Selectman Department Head Meeting
Thursday, October 15, 2026 at 6:30 pm

Non-Public Session After Public meeting
Board of Selectmen Regular Meeting @ Old Town Hall @ 6:30 PM

## 1. Call to Order

Chair Roxanne Tufts-Keegan called the meeting to order.

## 2. Pledge of Allegiance

Those present recited the Pledge of Allegiance.

## 3. Roll Call

| Board member | Role | Attendance |
|---|---|---|
| Roxanne Tufts-Keegan | Chair | Present |
| Bonnie Gagnon | Vice-Chair | Present |
| Mike Green | Member | Present |
| Tim Cremmen | Member | Present (remote) |
| Jonathan Sindorf | Member | Absent |

**Also present:**

- Dan Phillips, Road Agent
- Jarrod Wheeler, Fire Chief
- Scott Ferguson, Chief of Police
- Carl Roy, Code Enforcement Officer / Health Officer
- Laura Parker, Resident

## 4. Approval of Minutes

The Board reviewed the minutes of the September 28, 2026 meeting.

**MOTION** to accept the minutes as presented. Motion made by Bonnie Gagnon and seconded by Mike Green. **Vote: all in favor. Motion carried.**

## Signature Action

The Board signed five Land Use Change forms prepared by Robin. The parcels are being disqualified from current use following a transfer. The three members present at the table signed so the forms could move forward without waiting for the remaining signatures.

| Map / Lot | Location | Notes |
|---|---|---|
| Map 12, Lot 15, Sublot 10 | 52 New Durham Road | 7 acres |
| Map 4, Lot 332 | 116 Nicola Road | |
| Map 4, Lot 284 | Nicola Road | |
| Map 4, Lot 330 | Off Nicola Road | |
| Map 4, Lot 331 | 130 Nicola Road | |

## 5. Personnel Action Form — Phelps, Powers, Steinmann

The Board reviewed Personnel Action Forms for Amanda Phelps, Heather Powers and Aiden Steinmann, each of whom reached an anniversary date.

**MOTION** to accept the three Personnel Action Forms. Motion made Bonnie Gagnon and seconded Tim Cremmen. **Vote: all in favor. Motion carried.**

## Old Business

## 6. Key Fobs

Chief Ferguson clarified that the quote on file is to replace the key fob system, not reactivate it. The existing system was not installed or monitored by Burns and cannot be re-integrated. The quote covers a new system for the upstairs and a second key fob reader downstairs, in addition to the existing one. Because the cost exceeds $1,000, additional quotes are required. **Tabled pending additional quotes.**

## 7. Security Cameras

The current cameras are self-monitored by the Town, with the server located in the Police Department downstairs. The two upstairs cameras are very grainy and may not identify individuals. Burns quoted a complete new system that replaces the two upstairs cameras and adds cameras downstairs. Chief Ferguson has contacted other companies but has not yet heard back. A like-for-like upgrade, installed and maintained by the Town, would cost roughly $3,000–$5,000. **The Chief will obtain more quotes; the Board will revisit at the next meeting.**

## 8. Bulk Stickers

The Board reviewed bulk-item fees charged by area towns, which range from about $1 to $50 depending on the item:

| Town | Fee range |
|---|---|
| Loudon | Electronics $5–$20; household $1–$20 (twin/full mattress or box spring $10, king/queen $20, large furniture $10, air conditioner $15) |
| Hampton | $2–$40 |
| Meredith | $1–$50 |
| Moultonborough | $5–$18 |
| Epsom (as heard) | Electronics $15; household $1–$15 |

Tim Cremmen noted most of these towns run transfer stations, unlike Middleton. Discussion centered on whether bulk waste is already covered by taxes or shifts added tonnage costs to all taxpayers. The Board confirmed its earlier decision not to mail bulk stickers. Whether residents continue to receive two free stickers is not yet decided. The next bulk pickup is in the spring.

**Next steps:**

- ☐ Mike Green to obtain bulk-pickup tonnage and cost data for the past three years, including regular weeks for comparison (contact Tony at the hauler)
- ☐ Roxanne Tufts-Keegan wants to consider forming a committee to study future solid waste options: a transfer station and site, partnering with an area town, rebidding the contract, or a bin-based pickup

## 9. Grandview Address

The public hearing required to accept the Grandview Drive address change is set for the **November 9, 2026** Board of Selectmen meeting, a department head night. Robin is preparing the materials. Stephanie from E911 Services will attend, and the Fire and Police Chiefs may speak. Grandview Drive is at the top of Adams Way.

# New Business

## 10. Emergency Management

Reported by Fire Chief Jarrod Wheeler.

- The school's Emergency Operations Plan is being updated; Steve sent a draft to the Chief and the principal.
- The Chief and Steve met with the school and two generator contractors for pricing. Steve is pursuing a grant through NH Homeland Security and Emergency Management.

- Steve attended the county-wide Ready Strafford planning meetings.
- The Seacoast/Strafford County Public Health Network asked Middleton to house one of its POD shelter-supply trailers. An MOU will come to the Board; storage would be at no cost to the Town and would keep shelter supplies in town.

## 11. Fire/EMS

Reported by Fire Chief Jarrod Wheeler.

- 177 calls for service year to date; 20 in September, 17 of them medical.
- High-acuity calls have increased significantly year over year, driving up EMS supply costs. Ambulance billing offsets some costs, but cardiac arrests and calls where patients do not survive cannot be billed.
- Training: EMS on environmental emergencies; fire on Mayday procedures.
- The Chief joined the strategic planning group and EMS committee of the 37-community mutual aid system, and attended the monthly chiefs' meeting in Kingston.
- A firefighter attended a propane emergencies class hosted by Wolfeboro Fire; six members will attend a similar class in Wakefield next month.

## 12. Highway Dept

Reported by Road Agent Dan Phillips for September 14 to October 15.

- Installed signs on Pinkham Road; painted the curb and hash marks in front of the building.
- Took delivery of the new excavator and had it lettered with the Town logo.
- Equipment work done in-house: bearings and paint on sanders #20 and #24; three batteries in truck #22; four rear tires on truck #24 ($550 each); fuel tank strap and front plow cutting edges on truck #24. All sanders went through the shop.
- Winter readiness: three trucks have sanders, two have wings, a third is ready for a wing, and one truck stays available for hauling gravel.
- Salt ordered: 10 loads, filling the salt shed. Price is up $3.77 per ton, with no fuel surcharge.
- Raked New Durham Road; smoothed Gary Road near the Silver Street end; cleaned cross culverts on Kings Highway; replaced a cover on Spruce; picked up storm debris; took down the flags for winter.
- Consulted with a Pinkham Road landowner on a driveway apron (since paved) and a Pine Road resident on fence placement.
- Fuel pump readings were reset to show correct date and time. New hire Andrew attended his first Road Scholar class.

- Plow cutting edges have risen from $110 to $320 per foot, or $6,720 to outfit one truck (21 ft). An alternate vendor at $275 per foot ($5,775 per truck) is being tested. All trucks have new edges, one set is in stock, and edges last about two years.
- Dead River reported a stuck gasoline tank gauge; the tank was full. Dan spoke with Kim and re-marked the faded tank tags.

## 13. Police

Reported by Chief of Police Scott Ferguson for September.

- 37 incidents, 1 arrest, no motor vehicle accidents, 38 traffic citations or warnings.
- Mobile data terminals (MDTs) are back in service in the cruisers.
- Continued code enforcement work with the CEO.
- The Town has joined the 287(g) program; documentation is executed, two officers have completed training and two are still in progress.
- Rebuilt range targets and stands in-house; completed annual firearms qualification and use-of-force training for Police Standards and Training.
- The Chief completed NH Police Academy rifle instructor training.
- One or two officers will attend a Milton-hosted training on working with K9 units on scene.

## 14. Town Clerk/Tax Collector

No report.

## 15. Treasurer

Accounts are reconciled through July 2026.

| Account | Balance (as of July) |
|---|---|
| Total cash available | ~$2.8 million |
| Police Department revolving fund | ~$84,000 |
| Ambulance revolving fund | $51,474 |
| Conservation Commission | $72,806.71 |

## 16. CEO

Reported by Carl Roy, Code Enforcement Officer / Health Officer, for September.

- 26 permits issued, including 3 new homes; fees collected $7,591.10.

- Revisited properties with the Police Chief ahead of season's end; no new code issues.
- A new build on Elaine Road in the Lake District drew a neighbor complaint; a certified survey from Norway Plains confirms it meets all setbacks.
- Peter has not yet returned; he expected to return sometime this fall.

## 17. Town Clerk — Reminders (Paperless)

The Town Clerk's office recommends ending mailed reminders as of January 1, 2027 and sending email reminders only.

- About 80 vehicle registration renewal letters go out each month, costing about $180 per month (over $2,000 per year) in postage, envelopes, printing and two hours of staff time.
- The Town has 604 licensed dogs; reminder postage alone is just under $500 per year.
- Of the area towns surveyed (Alton, Hampton, Hampton Falls, Pittsfield, Tilton, Wakefield, Wolfeboro), most send email only; Wakefield sends both.
- Registrations renew in each owner's birth month, and NH dog licenses have been due by April 30 each year since 1891.

No action was taken.

## 18. 2027 Budget

Department heads should begin identifying their needs for next year. The Budget Committee meets Monday and will discuss dates for department head presentations. **Dates to be reported at the end-of-October Board meeting.**

## 19. HealthTrust — Renewal

HealthTrust rates for next year rise 11.61% for medical and 1.9% for dental across single, two-person and family tiers. Plans remain unchanged.

**MOTION** by Bonnie Gagnon to accept the HealthTrust rates for next year; seconded by Tim Cremmen. **Vote: all in favor. Motion carried.** Kim will sign and return the paperwork.

## 20. Accept Donation for Conservation

**MOTION** by Bonnie Gagnon to accept a $2,000 donation on behalf of the Conservation Commission; seconded by Mike Green. **Vote: all in favor. Motion carried.**

## 21. 2 Trees in Front of Municipal Bldg

Mike Green obtained a $300 estimate from an insured local contractor to remove the two trees, possibly next week. The Highway Department will chip the branches. Logs 6–12 inches in diameter will be offered free to residents as firewood. Residents have offered to donate two replacement trees.

**MOTION** by Bonnie Gagnon to approve tree removal for $300; seconded by Mike Green. **Vote: all in favor. Motion carried.**

## BOS Comments

**Meeting video equipment (Tim Cremmen).** Tim Cremmen presented a proposal to buy video coverage equipment for $4,025.78: one camera, 12 microphones, a mixer, a tablet, memory cards, microphone batteries, audio cables and mounts. The setup would record and stream meetings and could be taken to the school for Town Meeting or other events. Only one item exceeds the threshold requiring three quotes; possible funding is the technology/data equipment line or a capital reserve fund. **Tabled to the next meeting pending comparable pricing.**

**NHDES clean water grant.** The Board previously moved forward with a $30,000 clean water grant from the NH Department of Environmental Services.

**MOTION** by Bonnie Gagnon to authorize Tim Cremmen to sign the acceptance of the $30,000 NHDES clean water grant; seconded by Mike Green. **Vote: all in favor. Motion carried.**

**Chair's items (Roxanne Tufts-Keegan).**

- John Mullen has resigned from the Cocheco River Local Advisory Committee; NHDES is seeking someone to fill his seat.
- The bank is still waiting on electronic signatures from Mike Green and Jonathan Sindorf for the checking account. Mike has not received the request; the Chair will follow up with the bank and with Jonathan.

**AED replacement and warrant article purchase (Chief Wheeler).** The AED in the meeting room has failed. Chief Wheeler obtained a replacement cost of $85, and the Board agreed to proceed. Asked about the equipment purchase approved by special warrant article, the Chief reported the invoices were delayed by a trade-in but have been received, and the purchase order went in last week.

**Community events (Bonnie Gagnon).**

- Trunk or Treat: Saturday, October 24, 4–7 PM. Volunteers are still needed to host a trunk or table; games will be held inside.
- Craft Fair: Saturday, November 7, 11 AM–4 PM at the elementary school, with about 55 tables.

## Public Comment

Laura Parker, resident, asked that the waste data include regular trash weeks alongside bulk weeks for comparison; the Chair confirmed the hauler can provide a full year's history. She also suggested adding reminder memos, such as for dog licenses, to tax bills for elderly residents who may not use email. The Chair will inquire.

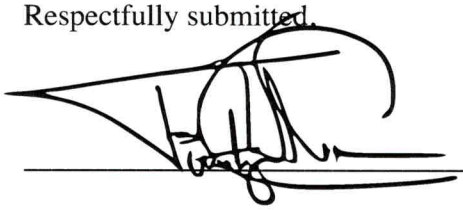
## Adjournment

At 7:25 PM, the Chair moved to enter non-public session under RSA 91-A:3, II(b). Roll call vote: Roxanne Tufts-Keegan — yes; Bonnie Gagnon — yes; Mike Green — yes; Tim Cremmen — yes. **Motion carried.**

**MOTION** by Roxanne Tufts-Keegan to return to public session; seconded by Bonnie Gagnon. The Board returned to public session at 7:31 PM.

**MOTION** by Bonnie Gagnon to adjourn; seconded by Mike Green. The meeting adjourned at 7:32 PM.

Respectfully submitted,



_____ Timothy Cremmen

**Approved:** _____ (date)

_____ Roxanne Tufts-Keegan, Chair

_____ Bonnie Gagnon, Vice-Chair

_____ Mike Green

_____ Jonathan Sindorf

_____ Timothy Cremmen