



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Board of Selectmen Regular Meeting Minutes

Date: Monday, June 8, 2026

Time: 6:30 PM

Public Session Location: Old Town Hall

Non-Public Session Location: Old Town Hall

Approved By
Board of Selectmen

1. Call to Order

Chair Roxanne Tufts-Keegan called the Regular Meeting to order at 6:30 PM.

2. Pledge of Allegiance

3. Roll Call

- Roxanne Tufts-Keegan, Chair — Present
- Bonnie Gagnon, Vice-Chair — Present
- Mike Green, Member — Present
- Jonathan Sindorf, Member — Present
- Tim Cremmen, Member — Present

4. Approval of Minutes

May 11, 2026, Minutes

- **Action:** The May 11, 2026, meeting minutes were tabled for further review.

May 26, 2026, Minutes

- **Motion:** Approve the May 26, 2026, minutes with discussed corrections.
 - **Made by:** Timothy Cremmen
 - **Seconded by:** Jonathan Sindorf



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- **Vote:** All In Favor — Motion Carried

Signature Action

5. Personnel Action Form — G. Streck

The Board reviewed a Personnel Action Form for G. Streck regarding an issue where the employee was not being compensated at the correct EMS certification level. An adjustment to correct the pay rate was presented.

- **Motion:** To accept the pay adjustment and sign the Personnel Action Form for G. Streck.
 - **Made by:** Bonnie Gagnon
 - **Seconded by:** Timothy Cremmen
 - **Vote:** All In Favor — Motion Carried (Form Signed)

Old Business

6. Town-Wide Security System Review

The Board revisited the town-wide security system contract. While initial approval had been given to DM Burns, the item was brought back due to concerns regarding potential unincurred costs. The Board re-evaluated comprehensive quotes from Central Signal (formerly Cunningham), D.M. Burns Security, Inc., and Hackworth Fire & Security LLC, examining both initial installation and ongoing annual costs. Police Chief Scott Ferguson presented a detailed cost analysis breakdown comparing these initial and ongoing expenditures for the Board's consideration.

- **Outcome:** A motion to reconsider the previous decision was neither proposed nor seconded. As a result, the Board's original decision stands, and the town will continue with its decision to go with DM Burns.

New Business

7. Emergency Management

(No business recorded under this item).



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8. Fire / EMS

Fire Chief Jarrod Wheeler reported an extraordinarily busy month with a total of 30 calls, including 20 medical aids. (*Full report attached*).

9. Highway Department

Road Agent Dan Phillips provided updates on seasonal and ongoing maintenance tasks. (*Full report attached*).

- **Excavator Purchase & Funding:** Road Agent Phillips stated that the department is looking to purchase the same excavator used last year for roadside brush cutting. He clarified that the purchase will be funded with money from the highway block grant and other existing sources; the department is not seeking additional taxpayer money.

10. Police Department

Police Chief Scott Ferguson reported an uptick in Field Interviews (FIs/FPVs) and incident reports as the summer season approaches. (*Full report attached*).

- **School Bicycle Event:** Chief Ferguson reported that he met with the school principal regarding an upcoming event scheduled for the morning of June 17th. The department is finalizing details for a small community event where parents can bring their children and bicycles to the Old Town Hall. From there, the Police Department will escort the participating children on their bicycles to school.
 - *Note:* Per the principal's request, parents must be available to take the bicycles back home after the children arrive at school.
 - *Public Inquiry:* Resident Collene Lebrun asked if helmets would be available for the children at the event. Chief Ferguson responded that the department had received approximately 30 helmets, which he will be giving away to children at the event.



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11. Town Clerk / Tax Collector

Board Chair Roxanne Tufts-Keegan reported the financial collections brought in by the Town Clerk / Tax Collector's office:

- **Town Clerk Collections:** \$109,005.87
- **Tax Collections:** \$60,653.07

12. Treasurer

Treasurer Toni Canfield opened with an apology regarding calculation errors in previous reports and presented amended, corrected figures for a fund transfer.

- **Ambulance Revolving Fund Transfer:**
 - **Motion:** Approve the transfer of the corrected funds to the ambulance revolving fund.
 - **Made by:** Timothy Cremmen
 - **Seconded by:** Bonnie Gagnon
 - **Vote:** All In Favor — Motion Carried
- **Policy Update (Ambulance Billing):** To simplify financial tracking moving forward, a proposal was presented to direct all future ambulance and insurance payments directly into the ambulance revolving account.
 - **Motion:** Direct all future ambulance and insurance payments directly into the ambulance revolving account.
 - **Made by:** Timothy Cremmen
 - **Seconded by:** Jonathan Sindorf
 - **Vote:** All In Favor — Motion Carried
- **Police Detail Payroll Reimbursement:** The Treasurer presented a transfer request to reimburse the Town for police detail payroll, outlining the total hours worked and the total amount to be transferred. All hours were reviewed and approved by the Police Chief.
 - **Motion:** Transfer the amounts of \$6,270.00, \$1,650.00, \$726.00, and \$8,643.57 out of the police revolving account and into the town operating account.



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- **Made by:** Bonnie Gagnon
- **Seconded by:** Mike Green
- **Vote:** All In Favor — Motion Carried

• **Cash Balance Report:**

- The Treasurer provided an update on the town's available cash balances across its main accounts:
 - **Operating Account:** \$720,716.07
 - **NH PDIP (Scoop) Account:** \$365,536.49
 - **Total Available Balance:** \$1,868,252.56

13. Code Enforcement Officer (CEO)

The Building Code Official reported a notable surge in local construction activity, particularly on Pinkham Road. (*Full report attached*).

- **Permits Issued:** A total of 23 permits were issued in May.
- **Financials:** Total fees collected for the month of May were \$11,705.50.
- **Legal Update:** The Code Enforcement Officer highlighted a recent favorable court ruling in a town case where the defendant failed to appear.

14. Department of Revenue Administration (DRA)

The Board addressed an ongoing discrepancy with the Department of Revenue Administration (DRA) regarding the interpretation of the town's tax cap and recently approved warrant articles. Because the DRA's current interpretation differs from the town's legal framework, there is a potential risk that certain articles may require a formal ballot vote. Legal counsel representing both the Town of Middleton and the DRA will meet to reconcile the issue.



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Board of Selectmen (BOS) Comments

- **Timothy Cremmen (Dog Warrant Inquiry):** Board Member Cremmen noted that he received a number of phone calls over the past two weeks from residents questioning the civil forfeiture dog warrant signed by the Board on May 26th. Callers questioned the legality of the timeline, suggesting the warrant should not have been issued until June 1st.
 - *Action:* The Board will look into the statutory timeline requirements for the warrant. If it is determined that the document requires resigning, the Selectmen's Secretary will post notice and arrange for the Board to sign it again.
- **Roxanne Tufts-Keegan (Middleton Metal, Tire, and Electronics Collection Day):** Chair Tufts-Keegan asked Road Agent Dan Phillips to confirm the specific date for the upcoming collection day in August. Road Agent Phillips confirmed that the event is scheduled for the third Saturday in August (August 15), from 8:00 AM to 12:00 PM, at the Department of Public Works located at 200 Kings Hwy, Middleton, NH.
- **Bonnie Gagnon (Recreation & Events):** Board Member Gagnon provided updates on behalf of the Recreation Department and upcoming town events:
 - The Recreation Department successfully hosted a recent bar game event.
 - **June 28:** Penny Sale event.
 - **July 11:** "Celebrate America" Day, featuring "American" food and games.
 - **August:** The annual August Old Home Week event is locked in.

Public Comment

No public comment at this time.



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Non-Public Session

- **Motion to Enter Non-Public Session:** A motion was made to enter into Non-Public Session under NH RSA 91-A:3, II(e) at 7:28 PM.
 - **Made by:** Roxanne Tufts-Keegan
 - **Seconded by:** Bonnie Gagnon
 - **Vote (Roll Call):**
 - Bonnie Gagnon — Yes
 - Roxanne Tufts-Keegan — Yes
 - Mike Green — Yes
 - Jonathan Sindorf — Yes
 - Tim Cremmen — Yes

The Board returned to public session at 7:53 PM.

- **Motion to Seal Non-Public Minutes:** A motion was made to seal the Non-Public Minutes for a period of five (5) years, because divulging the information would adversely affect the reputation of any person other than a member of the public body itself.
 - **Made by:** Roxanne Tufts-Keegan
 - **Seconded by:** Bonnie Gagnon
 - **Vote (Roll Call):**
 - Bonnie Gagnon — Yes
 - Roxanne Tufts-Keegan — Yes
 - Mike Green — Yes
 - Jonathan Sindorf — Yes
 - Tim Cremmen — Yes



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Adjournment

- **Motion to Adjourn:** A motion was made to adjourn the meeting at 7:53 PM.
 - **Made by:** Bonnie Gagnon
 - **Seconded by:** Mike Green
 - **Vote:** All In Favor — Motion Carried

Minutes Respectfully Submitted by: Timothy Cremmen