



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Board of Selectmen Meeting Monday, August 24, 2026 at 6:30 PM

1. Call to Order

The meeting was called to order at 6:30 PM.

2. Pledge of Allegiance

3. Roll Call

R. Tufts-Keegan (Chair) — present

J. Sindorf (Member) — present

B. Gagnon (Vice Chair) — present

T. Cremmen (Member) — present

M. Greene (Member) — present

4. Approval of Minutes

July 27, 2026:

Previously reviewed with amendments; minutes were signed as amended.

August 10, 2026:

A correction was noted under Item 1 — the public meeting opened at 5:35 and the non-public session incorrectly listed the same end time. Correction to be made.

Motion to accept the minutes with the noted correction made by T. Cremmen.

Seconded by B. Gagnon.

All in favor.

Minutes to be signed at the next meeting.

Approved By
Board of Selectmen



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Signature Action

5. Personnel Action Forms – Andrew Seale

The Board reviewed and signed the personnel action form for new Highway Department laborer Andrew Seale, who started August 10, 2026. Mr. Seale comes from a construction background. Form to be signed by the employee.

6. Certification of Yield Taxes Assessed

The Board reviewed a certification from the NH Department of Revenue Administration regarding Map 18, Lot 44, totaling \$6,779.71.

Motion to accept made by M. Greene.

Seconded by J. Sindorf.

All in favor.

Document signed by Board members.

7. Late Application – Elderly Exemption

The Board reviewed a late elderly exemption application. Applications are typically due by April 15th; the applicant submitted a letter citing multiple health issues and hospitalization as the reason for the delay. Per RSA 72:33, the Select Board may accept a late application provided the tax rate has not yet been set for the year, which it has not.

Motion made by T. Cremmen.

Seconded by B. Gagnon.

All in favor.

Document signed.

8. Trustees of the Trust Fund – Fund Request

Janet Kalar, on behalf of the Trustees of the Trust Fund, requested release of funds approved at Town Meeting for Capital Reserve Funds (CRFs), including: Highway



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Department, Revaluation, Self-Contained Breathing Apparatus, Natural/Man-Made Disaster, Fire Department Replacement Vehicle, Public Safety Complex, Medical Equipment, Milfoil and Other Aquatic Species, Old Town Hall, PD Gear and Equipment, and Fire Department Equipment. Total requested: \$167,640.

Motion made by R. Tufts-Keegan.

Seconded by M. Greene.

All in favor.

Motion passed.

Old Business

9. Abatement Follow-Up

Follow-up discussion regarding Map 8, Lot 12. Additional clarification was provided regarding the reasoning for the denial of the abatement, addressing a previously unaddressed concern regarding landlocked access.

Motion to accept made by T. Cremmen.

Seconded by B. Gagnon.

All in favor.

Motion passed.

New Business

10. Old Home Association / Chairs

The Old Home Association is considering donating new chairs to the Town Hall, as several current chairs have been breaking. This is not yet finalized; the Board indicated openness to potentially sharing costs depending on pricing. No formal action taken; to be revisited pending further discussion from the Association.

11. Old Town Hall Sidewalk



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Concerns were raised regarding a raised/uneven section of sidewalk that poses a tripping hazard, particularly at night. The Board discussed applying reflective paint to mark the area for visibility and safety. Staff will consult with the Highway Department (Road Agent D. Phillips) to obtain a cost estimate for materials.

12. Air Conditioning Units – First Come, First Served

The Town has two surplus air conditioning units previously intended for donation to another location that did not proceed. The Board agreed to offer the units to the public on a first-come, first-served basis. If unclaimed by the weekend of September 5th, the units will be turned in through an Eversource recycling event for approximately \$50 per unit.

Motion made by B. Gagnon.

Seconded by J. Sindorf.

All in favor.

Motion passed.

13. Banking

The discussion revolved around the secondary Town bank accounts, including the Conservation, Ambulance Revolving Fund, and Police Detail Fund. Currently, only the Treasurer is listed as a signer. However, according to the bank's recommendation, two select board members should be added as signers to facilitate business transactions on these accounts. Roxanne Tufts-Keegan and Timothy Cremmen have volunteered to become the additional signers.

Motion made by T. Cremmen.

Seconded by M. Greene.

All in favor.

Motion passed.

Minutes from this meeting to be provided to the bank to complete the update.

14. Payroll Conversion



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K. Hughes (Selectmen's Secretary/Bookkeeper) reported ongoing coordination with MRI/MTS regarding payroll system conversion, with delays due to staffing changes at MRI. Target implementation date is January 1, 2027, to avoid issuing dual W-2s mid-year.

15. Bank Reconciliation Module (MRI/MTS System)

The Board discussed adding a bank reconciliation module to the MRI/MTS system, necessary for reconciling accounts payable activity against bank statements. Cost: \$4,000 for purchase, discounted to \$500 upfront plus a \$1,000 annual support fee, due to prior implementation delays. Funding available through the Data Communication and Equipment Capital Reserve Fund (currently \$10,517.63).

Motion made to approve purchase by B. Gagnon.

Seconded by T. Cremmen.

All in favor.

Motion passed.

Noted that the \$1,000 annual fee should be incorporated into next year's budget.

16. Town Furniture / Property

The Board discussed disposal of excess furniture stored upstairs, including an unused metal desk and old chairs, as well as an outdated plastic voting box no longer in use. The Board agreed to offer these items to the public on a first-come, first-served basis; unclaimed items after approximately two weeks will be scrapped/recycled.

Motion made by B. Gagnon.

Seconded by M. Greene.

All in favor.

Motion passed.



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17. Highway Department Equipment – Excavator Proposal

J. Keegan (Highway Department Foreman) presented a proposal to purchase a new, smaller excavator with a three-piece boom, citing improved safety (reduced lane encumbrance during roadside work) and functionality over the current unit. Proposed trade-in value of the existing excavator is approximately \$40,000. Funding would come from Block Grant and Capital Reserve Funds, with no cost to general taxation.

Member T. Cremmen raised concerns regarding procurement procedure, noting the Town's standard practice of obtaining multiple quotes prior to large purchases. Chair R. Tufts-Keegan directed staff to obtain a comparative quote from at least one additional vendor (previously discussed, though not the exact same machine) prior to final approval, consistent with standard procurement procedure. No final vote taken; item to return with additional quote documentation.

Public Comment

No public comment offered.

BOS Comments

Vice-Chair Bonnie Gagnon thanked the Recreation Department and all participants and volunteers involved in the recent Touch a Truck / Old Home Association event, including the Red Hat Band, Fire Department, Highway Department, Police Department, Conservation Commission, Sunrise Lake Watershed representatives, K9 demonstration team, State Police, Strafford County Drone Team, food vendors, and Anderson Windows.

Upcoming community events noted:

- Halloween event (October – date TBD)
- Craft Fair – November 7, 2026

Also noted the Town's 250th anniversary is approximately two years away.



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Timothy Cremmen offered special thanks to the Wednesday Old Home Day for a well-attended lunch/dinner event.

Chair Roxanne Tufts-Keegan continues to obtain quotes for upstairs window replacement and for an electrician to install emergency lighting signage.

Also mentioned that DM Burns had installed the new Security/Fire Monitoring system during the Old Home Day events on Wednesday.

Non-Public

Non-Public Session

Motion made by R. Tufts-Keegan to enter non-public session at 7:11 PM pursuant to RSA 91-A:3, II(b) and (c).

Seconded by B. Gagnon.

Roll call:

R. Tufts-Keegan — Yes

J. Sindorf — Yes

B. Gagnon — Yes

T. Cremmen — Yes

M. Greene — Yes

The public meeting reconvened at 7:32 PM.

R. Tufts-Keegan motioned to seal the non-public meeting minutes for 5 years.

B. Gagnon seconded.



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Roll call:

R. Tufts-Keegan — Yes

J. Sindorf — Yes

B. Gagnon — Yes

T. Cremmen — Yes

M. Greene — Yes

Motion passed.

Adjournment

There being no further business, a motion to adjourn was made by B. Gagnon, seconded by M. Greene. Motion carried. The meeting adjourned at 7:33 PM.

Respectfully submitted,

Timothy Cremmen

Select Board Member