

Town of Middleton, NH
Board of Selectman Department Head Meeting
Minutes
Monday, June 10, 2024 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:

Scott Ferguson-Chair called the meeting to order at 6:33 PM.

2. Pledge of Allegiance

3. Roll Call

BOS Members: ; Scott Ferguson - Chair; Tracy Donovan-Lavolette - Member; Mike Green - Member; Tim Cremmen - Vice Chair, Roxanne Tufts-Keegan-Member

Minutes:

All members were present. BOS Members: ; Scott Ferguson - Chair; Tracy Donovan-Lavolette - Member; Mike Green - Member; Tim Cremmen - Vice Chair, Roxanne Tufts-Keegan-Member

4. Approval of Minutes

Minutes:

After reviewing the minutes of 6/3/24, Roxanne Tufts-Keegan made the motion to accept the minutes as read, Tim Cremmon seconded the minutes, motion carried.

Signature Action

5. Intent to cut wood or timber

Minutes:

Map 19 Lot 10 Kings Highway. This is a 536 acre lot and intent to cut 40 acres. Intent to cut white pine, hemlock, redpine, hard maple, white birch, yellow birch, oak, ash, soft maple and beech. This is overseen by the State.

6. Tax Levy

Minutes:

There were 2 Tax Levy's submitted for signatures.

Old Business

7. Pine Road tree cutting

Minutes:

Scott Ferguson-Chair asked if other members of the Board have had a chance to go by and look at property to see what their thoughts are on the tree cutting. Resident is looking to cut some trees

down and put a camper on the lot for the summer. He stated that he will clean up where the trees are dropped. All members of the board are in favor of allowing the cutting of the trees.

New Business

8. Emergency Management

Minutes:

This is still status quo. We are waiting to hear back. We should hear around September.

9. Fire/EMS

Minutes:

For the month of May Fire and Rescue had 24 calls. There wer 12 calls that ranged from motor vehicle accidents to alarm activations. This month they did all the hose testing and on all apparatuses. We lost 2 sections of 100 ft orange hoses. They check these to see if there are any leaks or anything to ensure safety. Every year we lose about 200 ft of hoses. This is eating away at the budget. There were 12 medical calls of which 6 were covered by us. The other 6 were not covered by us were during the day, so we did not have the coverage during that time frame. They trained in Wildlife Forestry as a continuation.

There are more notes attached for this department.

10. Highway Dept

Minutes:

They put up flags for Memorial day. They washed the trucks and other maintenance on the vehicles. Raked some roads. Cut brush on a few roads. Can see detailed information on attached notes.

Cleaned up the beach. Chemical toilet was delivered. Wash out from prior storms. Our crusher will be coming at the end of the month. Kate Buzzard asked about the storm if there were areas that were hit harder than others.

11. Police

12. Town Clerk/Tax Collector

Minutes:

Please see attached reports that show the numbers for the month of May

13. Treasurer

Minutes:

Please see attached the Treasurer's report for the month of May.

14. Facility Maintenance position

15. New Portsmouth Rd Maintenance

Minutes:

We got a coall from a resident on New Portsmouth rd wanted to know why the road was not being maintained or at what point in time where it stopped being maintained. Roxanne Tufts-Keegan will pull information because she recalls hearing in a Town meeting as of when this part of the road

stopped being maintained. Road Agent Dan Phillips stated that we currently maintain down to all three residents. This was explained in the past as to what we maintain and what we don't. Beyond this point there is 1 year round resident and 3 camps in total.

16. Drainage on Dudly drive

Minutes:

There have concerns about the drainage. They alleges parties up above them are not cleaning out their sections of the culverts and everything flows down in front of their home and ultimately drain and clog up their culvert going und her driveway. They are asking that the Town addresses this issue and they want the Town to clean it up. They have cleaned out the drain and put the debris on the edge of their land.

The cleaning of culverts going under driveways is the responsibility of the land owner and the Board does agree that it is not up to the Town to clean this up. The board suggested that a letter going to the people who live on those roads stating that this is their responsibilities to keep the culverts clean and free of debris. If it comes to the Town needing to step in then it would come to the cost of the residents for any actions by the Town.

Dan Phillips Road Agent spoke in the meeting to the residents watching the recording explaining the process and who's responsibilities.

Public Comment

17. Police Chief

Minutes:

Dan Veligia asked how we are doing looking for the police chief. Roxanne Tufts-Keegan responded stating the process is ongoing with some applicants.

18. Fire panels

Minutes:

Dan Phillips commented how the alarms on the fire boxes are still going off. We need to silence them. Scott Ferguson will look into this. At this time we can bypass the alarm. We are looking into local security companies to give quotes.

19. Candy Bingo

Minutes:

Tracy Donovan-Lavolette said that the candy bingo that was done on the 7th went well. Due to graduation season there wasn't as many attending, but they had volunteers and was nice to see the people attend.

Adjournment

20. adjournment

Minutes:

The BOS/Department head meeting adjourned into a non-public meeting at 7:11 PM for RSA 91-A:3a. Scott Ferguson left the meeting. The non-public meeting went back into public meeting at

8:03 PM. Tim Cremmen made the motion to seal non-public for 5 years. Tracy Donovan-Laviolette seconded the motion. All four in agreement, motion carried. Tim Cremmen motioned to adjourn regular session at 8:05 PM. Roxanne Tufts-Keegan seconded the motion, motion carried. All four in agreement.

| Minutes published on 06/10/2024, adopted on 06/12/2024

Middleton Fire and Rescue



Good afternoon/evening,

For the month of May 2024 Middleton Fire & Rescue had 24 calls.

There was a total of 12 fire calls that ranged from motor vehicle accidents to alarm activations. This Month the hose on all the vehicles and station were static tested to make sure they are safe to use. We had two 100-foot sections of 4" lines fail. Out of 3600 ft of hose altogether. The hose is starting to show its age. We will be slowly replacing it with newer hose.

There were 12 medical emergencies, of which 6 were covered by us. The other 6 were during the day which we are still struggling to find coverage for. In May we trained in wildland forestry firefighting. We also would like to thank everyone that donated to our boot drive and coming out to our open house which was a success.

I personally would like to thank every member of the Department for making this Department what we are. If you would like to join the Department. We are always looking for new members, please send me an email or contact anyone in the department or come down to the Department on Tuesdays at 1830 or 630 pm. No experience necessary. I encourage anyone to reach out if you have any questions.

Thank you.

Chief Michael Laviolette

FireChief@MiddletonNH.gov

6039730670

May 13 → June 10

- 1) Put up flags for Memorial Day
- 2) Wash trucks and steam clean senders
- 3) Paint wings & steam clean front plows
- 4) Gaftek Inspection on fuel pump station.
- 5) Rake dirt Rds as needed.
- 6) Cut & chip brush ND Rd, Drew dr, Partridge, Phocasent, Buttermilk, Pinkham, shore, Butler, Owen, Eastman, P.V., Tufts Rd. *New Portsmouth will be the last*
- 7) Cleared out culvert at Buttermilk & ND Rd.
- 8) Chemical toilet-del. to beach & garbage can.
- 9) Clean up beach & cut brush at exit on 153.
- 10) Put water tank in #26 (got ^{pump} running)
- 11) Mowed lawns as needed.
- 12) Fixed washouts K.H., Ridge Rd, ND Rd. *and 6 mo long July*
- 13) Moved rock up to ND pit for crusher. *oversize 2* (Hammered Rock)
- 14) Took Pump Readings for May

Tender Summary

ALERRK

Activity Summary

Fees Summary

Middleton Drawer

Tender	Amount
CASH	\$9,126.93
CHECKS	(120) \$49,757.80
TRAVELER'S CHECKS	\$0.00
Deposit Total:	\$58,884.73

ACH	\$3,469.08
CREDIT APPLIED	\$512.70
CREDIT CARD	\$18,374.83
CREDIT ISSUED	\$-2.00
DEPOSIT TOTAL	\$58,884.73
Grand Total:	\$81,239.34

State of NH Drawer

Tender	Amount
CASH	\$0.00
CHECKS	(0) \$0.00
TRAVELER'S CHECKS	\$0.00
Deposit Total:	\$0.00

SHORT SLIP ISSUED	\$8.00
DEPOSIT TOTAL	\$0.00
Grand Total:	\$8.00

BOAT	Count	State Amt	Municipal Amt
NEW	7	\$0.00	\$333.50
REGISTRATION MAINTENAN	1	\$0.00	\$0.00
RENEWAL	40	\$0.00	\$2,641.24
Sub Total:	48	\$0.00	\$2,974.74

MOTOR VEHICLE	Count	State Amt	Municipal Amt
CERT-COPY LOST	2	\$0.00	\$36.00
CREDIT (ONLINE)	1	\$0.00	\$216.00
DECAL-REPL LOST	2	\$0.00	\$8.00
NEW	59	\$0.00	\$11,480.70
PLATE-RPL REORDER-1P	1	\$0.00	\$4.00
PLATE-RPL REORDER-2P	1	\$0.00	\$8.00
REGISTRATION MAINTENAN	1	\$0.00	\$0.00
RENEWAL	237	\$0.00	\$38,957.84
TITLE - AP	23	\$0.00	\$0.00
TITLE - PS	25	\$0.00	\$648.00
TRANSFER	11	\$0.00	\$2,662.40
VOID - CREDIT ISSUED	1	\$0.00	\$-2.00
Sub Total:	364	\$0.00	\$54,018.94

DOG LICENSES	Count	State Amt	Municipal Amt
CREDIT (ONLINE)	1	\$0.00	\$6.50
LICENSE NEW	15	\$0.00	\$122.50
LICENSE RENEWAL	53	\$0.00	\$364.00
Sub Total:	69	\$0.00	\$493.00

TOWN CLERK SERVICES	Count	State Amt	Municipal Amt
2022 CIVIL FORFEITURE	1	\$0.00	\$30.00
2022 SPAYED/NEUTERED LI	1	\$0.00	\$6.50
2023 SPAYED/NEUTERED LI	8	\$0.00	\$26.00
BEACH STICKER	3	\$0.00	\$60.00
BUILDING PERMIT	3	\$0.00	\$711.84
BULK STICKERS	9	\$0.00	\$205.00
CELL PHONE INCOME	2	\$0.00	\$2,318.92
COPY FEE	3	\$0.00	\$7.00
ELECTRICAL PERMIT	9	\$0.00	\$225.00
HIGHWAY BLOCK GRANT	1	\$0.00	\$12,332.03
HUNTING/FISHING LIC	7	\$0.00	\$269.50
OH RV REGISTRATIONS	8	\$0.00	\$711.00
OTHER PERMITS	2	\$0.00	\$50.00
POLICE DEPT MISCELLA	1	\$0.00	\$10.00
POSTAGE	1	\$0.00	\$113.04
SCHOOL DIESEL	1	\$0.00	\$3,655.17
SCHOOL GAS	1	\$0.00	\$2,449.66
TOWN HALL RENTAL	3	\$0.00	\$320.00
UCC FILING	1	\$0.00	\$150.00
VITAL STATISTICS	4	\$0.00	\$110.00

Fee	Count	Amount
AGENT FEE	308	\$924.00
APPLICATION FEE	48	\$96.00
BEACH STICKER	3	\$60.00
BOAT AGENT FEE	47	\$235.00
BOAT EXTC AOTC PLANTS	47	\$188.00
BOAT FEE	35	\$426.24
BOAT HARBOR DREDGING	1	\$2.00
BOAT MILFOIL FEE	47	\$258.50
BOAT PUBLIC ACC FEE	47	\$235.00
BOAT REG FEE	47	\$1,548.00
BOAT SRCH RESC FEE	47	\$47.00
BOAT TAX COLL FEE	35	\$35.00
BUILDING PERMIT	3	\$711.84
BULK STICKERS	9	\$205.00
CERTIFIED COPY FEE	2	\$30.00
CLERK FEE	306	\$612.00
CONSERVATION FEE	1	\$30.00
COPY FEE	3	\$7.00
CREDIT ACCOUNT	2	\$222.50
DECAL REPLACEMENT FEE	2	\$2.00
DOG CIVIL FORFEITURE - COST OF SE	1	\$5.00
DOG CIVIL FORFEITURE FEE	1	\$25.00
DOG LATE FEE	6	\$42.00
DOG LICENSE FEE GROUP	1	\$18.00
DOG LICENSE FEE PUPPY	2	\$8.00
DOG LICENSE FEE SENIOR	6	\$9.00
DOG LICENSE FEE SERVICE DOG	1	\$0.00
DOG LICENSE FEE SPAYED/NEUTERE	54	\$216.00
DOG LICENSE FEE UNALTERED	9	\$58.50
DOG OVERPOPULATION FEE	66	\$132.00
DOG STATE LICENSE FEE	71	\$35.50
ELECTRICAL PERMIT	9	\$225.00
HIGHWAY BLOCK GRANT	1	\$12,332.03
HUNTING/FISHING LICENSE	7	\$269.50
INCOME	2	\$2,318.92
MPF	236	\$236.00
OH RV REGISTRATION	8	\$711.00
OTHER PERMITS	2	\$50.00
PERMIT FEE	316	\$38,012.00
PLATE FEE	45	\$288.00
PLATE REPLACEMENT FEE	2	\$12.00
POLICE DEPT MISCELLANEOUS	1	\$10.00
POSTAGE	1	\$113.04
REGISTRATION FEE	297	\$11,524.61
SAFETY FUND	3	\$3.00
SCHOOL DIESEL	1	\$3,655.17
SCHOOL GAS	1	\$2,449.66
SHORT SLIP ISSUED	-1	\$-8.00
STATE PARK PLATE	1	\$85.00
TITLE FEE	24	\$600.00
TOWN HALL RENTAL	3	\$320.00
TRANSFER FEE	22	\$165.00
UCC FILING FEE	1	\$150.00
VANITY FEE	30	\$1,183.33
VITAL STATISTICS - STATE - ADDL COI	5	\$25.00
VITAL STATISTICS - STATE - FIRST COI	4	\$32.00
VITAL STATISTICS - TOWN - ADDL COI	5	\$25.00
VITAL STATISTICS - TOWN - FIRST COI	4	\$28.00

Sub Total:	69	\$0.00	\$23,760.66
Total:	550	\$0.00	\$81,247.34
Grand Total:			\$81,247.34

Grand Total:	2,288	\$81,239.34
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Collect

**TOWN OF MIDDLETON
Collections Summary for the Month of May FY 2024**

Warrant	Begin. Balance	Committed & Supplemental	Abated	Decded	Collected		Ending Balance	Prior Months' Credits Assigned		Adjustments		Error
					Principal	Int/Pen		Principal	Int/Pen	Principal	Int/Pen	
2020L01	9,689.16	0.00	0.00	0.00	4,796.03	2,641.28	4,893.13	0.00	0.00	0.00	0.00	0.00
2021L01	28,095.50	0.00	0.00	0.00	8,910.62	2,525.74	19,184.88	0.00	0.00	0.00	0.00	0.00
2022P01	23,022.98	0.00	0.00	0.00	0.00	0.00	23,022.98	0.00	0.00	0.00	0.00	0.00
2022P02	30,211.63	0.00	0.00	0.00	355.04	6.61	29,856.59	0.00	0.00	0.00	0.00	0.00
2023P01	39,348.86	0.00	0.00	0.00	1,957.36	120.31	37,391.50	0.00	0.00	0.00	0.00	0.00
2023P02	87,168.01	0.00	0.00	0.00	12,135.46	314.98	75,032.55	0.00	0.00	0.00	0.00	0.00
2024U01	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00
	221,536.14	0.00	0.00	0.00	28,154.51	5,608.92	193,381.63	0.00	0.00	0.00	0.00	0.00

Summary			Credits		
Principal:		28,154.51	Unassigned Beginning Balance:		9,192.96
Interest/Penalties:		5,608.92	New This Month:		7,224.38
Unassigned Credits Received This Month:		7,224.38	Assigned This Month:		0.00
* Net Receipts This Month:		40,987.81	Returned This Month:		0.00
* Including Prior Year Deletions			Deleted This Month:		0.00
* Net Receipts This Month:		40,987.81	Unassigned Ending Balance:		16,417.34
Total Prior Year Deleted Receipts This Month:		0.00	Refund Abatements		
Total Prior Year Deleted Credits This Month:		(0.00)	Beginning Balance:		485.00
Credits Received & Refunded This Month:		0.00	New This Month:		0.00
Gross Receipts This Month:		40,987.81	Deleted This Month:		0.00
Total Prior Year Deletions This Month:		0.00	Ending Balance:		485.00

Warrant	Begin. Balance	Committed & Supplemented	Abated	Decded	Collected		Ending Balance		Prior Months' Credits Assigned		Adjustments		Error
					Principal	Int/Pen	Principal	Int/Pen	Principal	Int/Pen	Principal	Int/Pen	

Adjustment Details

Invoice	Receipt	Date	Effective	Deleted	ID	Prior Credits Assigned	Adjustments
						Principal	Int/Pen

Warrant

Credit Details
New This Month

Invoice	Receipt	Source	ID	Amount
	2024000366	Over/Pre Payment	74104	9.58
	2024000367	Over/Pre Payment	74105	3,045.60
	2024000371	Over/Pre Payment	74111	11.20
	2024000372	Over/Pre Payment	74112	1,825.50
	2024000373	Over/Pre Payment	74113	2,332.50
			New This Month:	7,224.38

REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

May-24

I have reviewed the information provided to me concerning the Town of Middleton's finances for the month. To the best of my knowledge:

- All checks are in sequence and have been accounted for.
- All expenditures match those shown on the month's bank statement.
- All deposits match those shown on the month's bank statement.
- The bank statement balance was review with no irregularities found.

All information has been organized and filed for year end review by the town's accountant. Enclosed please find a summary of all transactions for the month including expenditures, summary of deposits, and a summary of outstanding transactions.

Beginning bank statement balance	\$	753,881.69
Deposits	\$	134,006.36
total after deposits	\$	887,888.05
Service Charge	\$	-
Withdrawals	\$	384,843.70
Ending Bank Statement Balance	\$	503,613.55
Sweep Account	\$	1,215,024.47
Ending Balance	\$	1,718,638.02
Outstanding Checks	\$	17,242.07
 Outstanding Deposits total	 \$	 -
 Return Check	 \$	 -
Total Cash Available	\$	1,701,395.95
 Interest to Checking	 \$	 569.20
Interest to Sweep Account	\$	1,028.25
 Police Department Revolving Fund	 \$	 46,231.85
 Ambulance Revolving F	 \$	 77,404.62

Respectfully Submitted
 Roy Parece
 Town Treasurer

DATE	CK #	PAYEE	AMOUNT
12/4/2023	23503	Michael P Donovan Laviolette	\$ 50.00
12/18/2023	23590	Trevor Schwarz	\$ 14.13
12/26/2023	23592	NHFSTEMS State of NH	\$ 100.00
2/12/2024	23751	Nancy A Popp.	\$ 100.00
3/28/2024	23866	Scott A Bowden	\$ 63.43
3/25/2024	23885	Tammy Brannan	\$ 125.00
5/11/2023	22942	Brian Taylor	\$ 18.78
7/20/2023	23132	Scott A. Bowden	\$ 28.70
7/20/2023	23137	Bryan Francis	\$ 50.82
7/24/2023	23162	Drummond Woodsum	\$ 474.24
7/31/2023	23175	Scott A. Bowden	\$ 14.35
8/17/2023	23214	Scott A. Bowden	\$ 103.61
10/10/2023	23356	DiPrizio GMC Trucks	\$ 55.75
4/11/2024	23918	Trevor Schwarz	\$ 0.85
5/6/2024	23994	Jacob W Guarino	\$ 86.18
5/23/2024	24018	Scott A Bowden	\$ 66.54
5/23/2024	24021	Jeffrey Eldridg	\$ 151.38
5/23/2024	24024	Jacob W Guarino	\$ 91.32
5/23/2024	24029	Greg Cooper	\$ 6,985.65
5/28/2024	24046	Sandra M Bruedle	\$ 32.96
5/28/2024	24048	Crystal Rock Bottled Water	\$ 145.85
5/28/2024	24050	Health Trust	\$ 7,164.33
5/28/2024	24051	Consolidated Communications	\$ 1,318.20
		Total	\$ 17,242.07