

Town of Middleton, NH

Board of Selectman Department Head Meeting

Minutes

Monday, September 8, 2025 at 12:00 am

Non-Public Session 5:30

Board of Selectmen Regular Meeting @ Old Town Hall @ 6:30 PM

1. Call To Order

Minutes:

The meeting was called to order by Tracy Donovan-Laviolette - Vice Chair.

2. Pledge of Allegiance

3. Roll Call

Minutes:

The Selectmen Board members that were present were: Tracy Donovan-Laviolette, Roxanne Tufts-Keegan member and Bonnie Gagnon member. Mike Green was on the telephone during the meeting. Timothy Cremmen was absent.

4. Approval of Minutes

Minutes:

The minutes for August 25, 2025 was tabled to the next meeting of September 22, 2025 due to some editing needed to be done.

Non-public meeting minutes were motioned by Roxanne Tufts-Keegan to be sealed for 5 years. Bonnie Gagnon seconded the motion. All four members voted yes to seal them. Motion was carried.

Signature Action

5. MS-1

Minutes:

The MS-1 signed. Mike Green and Tim Cremmen need to come the office to sign.

6. Property Tax Credits/Exemptions

Minutes:

Property Tax Credits/Exemptions These exemptions were all recommended by Avitar. Bonnie Gagnon motioned to accept the property tax exceptions and Roxanne Tufts-Keegan seconded the motion. All 4 selectmen signed the forms. Tracy Donovan-Laviolette, Roxanne Tufts-Keegan and Bonnie Gagnon. Mike Green and Tim Cremmen will need to come into the office to sign.

Old Business

7. Infastructure on Pond Rd

Minutes:

The infastructure on Pond Rd has been tabled until the September 22, 2025 meeting.

8. Insurance in regards to vehicles being used

Minutes:

This has been tabled until the September 22, 2025 meeting.

9. ZBA Liaison

Minutes:

Mike Green whom is working on this is waiting for a call back. This will be tabled until the September 22, 2025 meeting.

10. Cunningham Security

Minutes:

Police Chief Ferguson mentioned that he had talked at a prior meeting about getting the Fire department back on line and was wondering where this stood. Tabled until the next meeting.

New Business

11. Emergency Management

Minutes:

No updates at this time

12. Fire/EMS

Minutes:

There was 20 calls for service, 9 medical aid responsdes, 2 mutual aid ambulances from Farmington, EMS billed \$5,295, EMS Revenue \$4,160, Forestry 2 responded to Acton Maine for an outside fire, Forestry 2 and Chief Wheeler responded twice to Farming ton in 2 consecutive days for outside fires. Once with the UTV (Mule) as well. Crews handled numerous calls for illegal outside burning during the elevated fire danger. With tis pas weekend's rain the fire danger has been lowered and burning with a permit is now allowed in town.

13. Highway Dept

Minutes:

For the time frame of August 12th to September 8th, the delpartment spread gravel on roads, raked New Durham Rd & calciumed. Cleaned tank out on Pleasant Valley Rd, scraped shoulders on Gary & Elaine roads, Replace stop sign on Buttermilk Ext. Gravel Lincoln Rd. Put up big flag & take down for Old Home Day. Prepped trucks for touch a truck 8/22/25. Load schedule into school signs. Gravel dirt roads Lincoln, Nicola, Maple, Karen, Elaine, Gary and Spruce. Order new signs (New England Barracade). Dan Phillips was off form 9/2 to 9/4. Grease trucks #20 & 24.. Grease Backhoe. Cut brush around signs (lake lands). Mow lawns as needed. Check Beach & call for

chemical toilet pick up. Walmart Run for paper goods & cleaner. Took pump readings & passed into Kim. The written notes for above is attached.

14. Police

Minutes:

For the month of August report is attached as well as the following information. Calls for service 300. Incidents investigated 59. Arrests 0. Motor vehicle accident 1. Motor vehicle activity 13 citations/warnings. Continued with annual training to meet the requirements of NH Police Standards and training. Utilized the department's speed trailer throughout the month in targeted areas within the community to assist with traffic awareness and education. A/C replacement. Worked with multiple vendors regarding new cruiser, firearms and equipment needs of the agency. Conducted background investigations for employment. State inspections completed for all cruisers. Working with local HOA's on issues throughout associations. Officer Hutchings tested onto phase 2 of the FTO process.

15. Town Clerk/Tax Collector

Minutes:

The Totals for the Town taxes are still waiting for the recommitment from the auditors in order to process. These will be back dated to the dates they were received. The grand totals for the Town Clerk for the month of August was \$113,259.39. Attached is the report showing the breakdowns.

16. Treasurer

Minutes:

No reports at this time.

17. CEO

Minutes:

No reports at this time.

18. SLWAC -Stormwater Control Project

Minutes:

John Mullen presented information on the Stormwater Controls. He had pictures and booklets for the whole project and materials needed. The SLWAC is requesting some of the funds needed or materials from the Town. Some materials are being donated. Cindy from New Hampshire Shores is stated they are committed to the project as well and are working closely with SLWAC. John has been working with NHDES for some grants as well. I have attached some of the information John has provided. This project is estimated to cost about \$100,000.00. John has worked very hard with all aspects, State and Local agencies that will be necessary to obtain the goals. Kevin Houle asked "what do they test for in the waters"? John will send him a copy of the proposal. John has also worked with NHDES, Lakes associations because there are rules on certain tree cutting & removal. Ossippe Aggregate has been very generous with their donations. Much more work to be done.

19. Trees & Lighting - Recreation

Minutes:

Bonnie has talked with Jim about the large dead tree out front of the OTH. The tree was originally donated by Jane Brown. Bonnie has also talked the family of Jane Brown to get their input on this project. Bonnie stated there were a couple of people who have offered to donate trees.

The Fire station will decorate the station for the Christmas holiday season. Bonnie stated they would like to do a light up Christmas walk on the path. Some of the property is owned by the Town and some owned by the School. Bonnie will run this by the school board for confirmation. The Boy Scout project that is cleaning up the path from Town Hall to the School is looking for volunteers to assist in this process.

BOS Comments

20. Personnel Action Forms

Minutes:

There were two new Personnel Action forms that needed the BOS signatures.

21. DRA Audit

Minutes:

The New Hampshire Revenue does an audit for assessing every 3 years. There are 3 areas we are working on 1. Land use tax use this is to make sure that the properties that are coming out of Land use to regular taxes are being billed correctly, 2. Veterans credit reviewed every 5 years and and to make sure that the person being billed with the veterans credit is still the current owner and this being their primary residence. 3. Elderly exemptions . Working with Robin on these areas.

Public Comment

22. Public discussion

Minutes:

Kevin Houle had a couple of questions. What type of trees are they looking to take down? Bonnie stated the 2 large pine trees that are very dead looking. He also asked what is the fee for taking out of current use? The board stated it is 10% of the current tax assessment.

Rick Washburn asked what is the status of the grater. Has the Town have anyone look at it? The board stated at the last meeting there was no motion made to have this done.

Dan Cremmen stated he has contacted Libby Industrial in Sanbornville to see if he would be interested in looking at the grater. Dan Cremmen gave his son Tim Cremmen Mr. Libby's card and to reach out to him. Tracy Donovan-Laviolette asked if there would be a fee for this. Mr. Cremmen said he was not sure about the fee. Tracy will follow up on this. Mr. Cremmen also asked what the situation was with SUR in coming back to finish paving the parking lot. Tracy reported that SUR will be here the week of the 15th to finish up the OTH parking lot.

Rick Washburn asked if the Highway salary that is listed in the book, does this include comp time? Roxanne replied that what shows in the book is what was paid out that

year and matched their W-2. He asked if comp time was carried over to the next year. Roxanne stated we only pay out on time taken. Heather Cremmen asked if we could use less pronouns and more names instead. Colleen LaBrun spoke about the "Slow Wakefield" program will be looked into in which she had worked with the Paul School and they will be going to the School board meeting as well. Josh Plourde mentioned that the old basketball court would be nice to have cleaned up & possibly get some paved. He also mentioned to have lights come on a timer as well would be nice. Notes taken by Kim Hughes.

Adjournment

23. Adjournment

Minutes:

The motion to adjourn at 7:31 PM by Roxanne Tufts-Keegan. Bonnie Gagnon seconded the motion. All in favor, motion carried.