



# **Board of Selectmen Regular Meeting**

## **Minutes**

**Monday, November 25, 2024 at 6:30 pm**

**Non-Public Session @ Municipal Office Bldg @ 5:30 PM**

**Department Head Meeting @ Old Town Hall @ 6:30 PM**

### **1. Call to Order**

#### **Minutes:**

The BOS meeting was called to order by Scott Ferguson at 6:33 PM.

### **2. Pledge of Allegiance**

### **3. Roll Call**

#### **Minutes:**

The following members of the Board of Selectmen that were present were: Scott Ferguson-Chair; Tim Cremen-Vice-Chair; Roxanne Tufts-Keegan-Member; Tracy Donovan-Lavolette-Member; Mike Green-Member

### **4. Approval of Minutes**

#### **Minutes:**

The Board of Selectmen minutes for the November 4, 2024 meeting were presented for signatures. Roxanne Tufts-Keegan motioned to accept the minutes as written and Mike Green seconded the motion. All in favor, motioned carried.

The Non-public minutes for 11/13/2024 were presented. Scott Ferguson motioned to accept the minutes and Mike Green seconded the motion. All in favor, motion was carried.

The Non-public minutes for 11/25/2024 were motioned to be sealed for 5 years. The motion was presented by Roxanne Tufts-Keegan and seconded by Tracy Donovan-Lavolette. All in favor and motion was carried.

## **Signature Action**

### **5. Permanent Application for Property Tax Credits/Exemptions**

#### **Minutes:**

Assessing presented an exemption for Bussiere property Map 21 Lot 10 which was signed by the Board of Selectmen.

## **6. Tax Collector's Warrant**

### **Minutes:**

The tax warrant for the second half of 2024 was presented for signatures. The Board of Selectmen signed the warrant. The paperwork was given to the Tax Collector on 11/25/2024. She stated they will be mailed out on 12/9/2024.

## **Old Business**

## **New Business**

## **7. CAI Technologies - Tim Fountain**

### **Minutes:**

CAI Technologies is a GIS consulting firm that serves local and regional governments. They update the tax maps maintenance. That service is performed maintaining GIS data with where the location of the data is and the database behind it. The discussion tonight will be on the Axis GIS cloud based platform using Amazon web services cloud. Each year they deliver the data back to the Town. This is an add-on service to the existing tax map maintenance. With this add on some of the features would be: can upload permits and other documents to the tax card, as well as able to reach other offices if desired with this system. When a property changes ownership, the updates can be updated and recorded to the tax card. Can also pull reports as to the abutters to a property for many reasons. Can pull reports as to names and addresses. The cost of this add-on system is a one time \$3,000 fee for set up and \$3,000 annually year after. The first year is the biggest expense of both these fees.

Please watch the video for detailed information on this product.

## **8. Planning Board**

### **Minutes:**

Tim Cremen got a request from the planning board to place the building permits on the website that have been issued. This request will be completed and then updated monthly.

## **9. Kate Buzzard Nomination as alternate**

### **Minutes:**

Kate Buzzard was nominated as an alternate for the Planning Board committee. Roxanne Tufts-Keegan made the motion to appoint Kate Buzzard as an alternate. Scott Ferguson seconded the motion. All in favor, motion carried.

## **10. Interviews for Fire Chief and Treasurer**

### **Minutes:**

The Town will begin setting up interviews for the Fire Chief and Treasurer positions beginning hopefully next week.

## **11. Resignation PD**

### **Minutes:**

Steven Hyde has tenured his resignation from the Police department. He was employed with the

Town for 14 years. Tim Cremmen motioned that we unfortunately accept his resignation and issue our heartfelt appreciation for his years of service. Roxanne Tufts-Keegan seconded the motion. All in favor, motion carried.

## **12. Treasurer**

### **Minutes:**

Roy Parece's last day will be Wednesday November 27, 2024. Discussion was about the immediate transactions or signatures until this position is filled. Currently the checks have 2 Board of Selectmen signatures and the Treasurer's signature. In the interim, we will have 3 Selectmen sign the checks to avoid interruptions. The daily DMV batches and payroll batches, Kim Hughes will initiate the batches, and she can also approve if necessary. Roxanne Tufts-Keegan is listed as an administrator on the banking and will approve the batches for the time being. In regards to the deposits, Theresa and Joni will make them. Tim Cremmen and Roxanne Tufts-Keegan will be back ups for making the deposits.

## **13. Department Heads**

## **14. Highway**

### **Minutes:**

The new truck is here and the Highway Department has installed the sanders in all the trucks as well as other equipment necessary for the winter weather.

## **15. Fire/EMS**

## **16. Police**

### **Minutes:**

Chief Sobel submitted a report for the month of October 2024 stating personnel, equipment, activity and other information. Please see attached report for full details.

## **17. Town Clerk/Tax Collector**

### **Minutes:**

The Town Clerk/Tax Collector submitted a report for the month of October 2024. See attached report for complete details.

## **18. Treasurer**

### **Minutes:**

The report from the treasurer was presented for the month of October 2024. The available ending balance was \$2,172,062.18 Outstanding checks were \$65,163.45.

Police Fund \$46,289.99 Ambulance Fund \$77,485.54 Conservation Commission \$62,827.78

See report for complete details.

## **19. Casella Waste Contract**

### **Minutes:**

The contract for Casella Waste Services ends 6/20/2025. Scott Ferguson has requested Waste Management to entertain a proposal. He has not heard back from them. Extension clause is a one time for 5 years should we choose too. The decision needs to be made 90 days prior to the end of

the contract.

## Public Comment

### 20. Public discussion

#### Minutes:

Bonnie Gagnon talked about the "house decorating" contest. Resident must be signed up by December 8th. The pancake breakfast will be December 14th from 9--1 and Santa will be there also presents crafts. This is free for the Town of Middleton. Any donations need to be in by December 3rd. Donations needed are 5 bags of 50 pre-cooked sausages, large can of coffee, two half gallons of coffee creamer, four gallons of orange juice. The list is all online.

The Turkey raffle was the bes turn out that we have had. Kuddos the Fire Department for putting this all together. There was about 13,000 tickets. There was so many people that there was not enough room. The funds go towards the Toys for Tots fund raiser. Thank you to all who came out to support this great cause.

## Non-Public

## Adjournment

### 21. Motion to Adjourn

#### Minutes:

Tim motioned to adjourn at 7:50 PM. Roxanne Tufts-Keegan seconded the motion. All in favor and motion was carried.

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| Minutes published on 11/25/2024, adopted on 11/27/2024



Nonpublic Session Minutes  
Middleton, NH

Date: November 13<sup>th</sup> 2024

Members Present: Roxanne Tufts-Keegan ✓  
Scott Ferguson ✓  
Tracy Donovan-Laviolette ✓  
Tim Cremmen ✓  
Mike Green ✓

Motion to enter Nonpublic Session made by TC seconded by TDL

Specific Statutory Reason cited as foundation for the nonpublic session:

☒ RSA 91-A:3, II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

☐ RSA 91-A:3, II(b) The hiring of any person as a public employee.

☐ RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

☐ RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

☐ RSA 91-A:3, II(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled

☐ RSA 91-A:3, II(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

Roll Call vote to enter nonpublic session:	Roxanne Tufts-Keegan	<input checked="" type="radio"/> Y	N
	Scott Ferguson	<input checked="" type="radio"/> Y	N
	Tracy Donovan-Laviolette	<input checked="" type="radio"/> Y	N
	Tim Cremmen	<input checked="" type="radio"/> Y	N
	Mike Green	<input checked="" type="radio"/> Y	N

Remove public meeting tape (if applicable)

Entered nonpublic session at 5:30 a.m./p.m.

Other persons present during nonpublic session: Kim Hughes

Description of matters discussed and final decisions made:

- approved the 2.5 hrs overtime that Kim was not paid in January 2024

- Kim presented information from various town's regarding pay for ad Finance administrative assistants. Tim motioned to increase pay to \$28.75 effective ~~1~~ pay check/period in January 2025. Mike Green seconded. Motion carried. ~~There will be~~ with no annual increase for year 2025.

Roxanne made the motion to increase Robin's pay to \$21.00/hr effective ~~1~~ pay check/period in January 2025. Tim seconded. Motion carried. ~~There will be~~ with no annual increase for year 2025.

**Note:** Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Motion to leave nonpublic session and return to public session by RTK  
seconded by MT.

Motion: PASSED / DID NOT PASS (circle one)

Nonpublic meeting tape removed, public meeting tape replaced (if applicable).

Public session reconvened at 6:30 a.m./p.m.

Motion made to seal these minutes? If so, motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, because it is determined that divulgence of this information likely would...

- ☐ Affect adversely the reputation of any person other than a member of this board  
☐ Render a proposed action ineffective  
☐ Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes:	Roxanne Tufts-Keegan	Y	N
	Scott Ferguson	Y	N
	Tracy Donovan-Laviolette	Y	N
	Tim Cremmen	Y	N
	Mike Green	Y	N

Motion: PASSED / DID NOT PASS (circle one)

These minutes recorded by: RTK



# Middleton Police Department



Chief of Police Randy Sobel

182 Kings Highway, Middleton, NH 03887

Dispatch 473-8288 Office: 473-8548 Fax: 473-8204

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## MONTHLY REPORT POLICE DEPARTMENT OCTOBER 2024

### PERSONNEL:

- A. There is currently:
  - a. One Chief
  - b. One Full-Time Officer
  - c. One Part-Time Officer
  - d. One Part-Time Secretary

### EQUIPMENT:

- A. The cruisers received regular maintenance during this month.
- B. Cruiser Mileage:
  - a. Car 1: 41,003
  - b. Car 2: 77,901
  - c. Car 3: 95,194
  - d. Car 4: 80,800
  - e. Car 5: 61,106

### ACTIVITY:

- A. Criminal:
  - a. 2 Arrests
  - b. 2 Bookings
  - c. 1 Warrant
  - d. 30 calls for Service
  - e. 3 Assist for Service
- B. Motor Vehicle:
  - a. 68 Warnings
  - b. 2 Summonses

### OTHER:

We are continuing to work on completing our yearly training requirements.



Middleton Town Clerk

Deposit Journal

Deposit Dates from : 10/1/2024 to 10/31/2024

Tender Summary

Middleton Drawer	
Tender	Amount
CASH	\$11,280.15
CHECKS	(117) \$41,058.47
TRAVELERS CHECKS	\$0.00
Deposit Total:	\$52,338.62
ACH	\$1,812.20
CREDIT APPLIED	\$13.00
CREDIT CARD	\$13,722.24
DEPOSIT TOTAL	\$52,338.62
Grand Total:	\$67,886.06

State of NH Drawer

Tender	Amount
CASH	\$0.00
CHECKS	(0) \$0.00
TRAVELERS CHECKS	\$0.00
Deposit Total:	\$0.00

CREDIT APPLIED	\$83.00
DEPOSIT TOTAL	\$0.00
Grand Total:	\$83.00

Activity Summary

MOTOR VEHICLE	Count	State Amt	Municipal Amt
CERT-COPY LOST NEW	5	\$0.00	\$90.00
PLATE-RPL MID-YEAR	35	\$0.00	\$8,098.96
PLATE-RPL REORDER-1L	1	\$0.00	\$51.33
PLATE-RPL REORDER-2D	1	\$0.00	\$7.00
PLATE-RPL REORDER-2L	1	\$0.00	\$11.00
REGISTRATION MAINTENAN	2	\$0.00	\$11.00
RENEWAL	219	\$0.00	\$0.00
TITLE - AP	33	\$0.00	\$41,838.84
TITLE - EXPS	2	\$0.00	\$0.00
TITLE - PS	14	\$0.00	\$54.00
TRANSFER	23	\$0.00	\$378.00
VOID - SAME DAY/TELLER	3	\$0.00	\$4,915.24
Sub Total:	340	\$0.00	\$-1,118.60

DOG LICENSES

Count	State Amt	Municipal Amt
LICENSE NEW	1	\$2.00
LICENSE RENEWAL	1	\$6.50

Sub Total:	2	\$0.00	\$8.50
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TOWN CLERK SERVICES

BUILDING PERMIT	8	\$0.00	\$4,347.92
BULK STICKERS	12	\$0.00	\$260.00
CELL PHONE INCOME	2	\$0.00	\$2,344.90
ELECTRICAL PERMIT	17	\$0.00	\$425.00
EM COMMUNICATIONS	1	\$0.00	\$25.00
HUNTING/ FISHING LIC	1	\$0.00	\$17.50
MARRIAGE LICENSE	1	\$0.00	\$50.00
MEDICAL SUPPLIES	1	\$0.00	\$1,215.27
MILFOIL GRANT	3	\$0.00	\$2,880.00
MISCELLANEOUS	2	\$0.00	\$156.44
OHV REGISTRATIONS	2	\$0.00	\$178.00
OTHER PERMITS	6	\$0.00	\$150.00
POLICE ACCIDENT REPO	1	\$0.00	\$10.00
POLICE DETAIL INCOME	1	\$0.00	\$1,232.00
POSTAGE	1	\$0.00	\$86.76
TOWN HALL RENTAL	2	\$0.00	\$200.00
VITAL STATISTICS	3	\$0.00	\$45.00

Total:	406	\$0.00	\$13,623.79
Grand Total:			\$67,969.06

Fees Summary

Fee	Count	Amount
AGENT FEE	278	\$834.00
APPLICATION FEE	49	\$98.00
BUILDING PERMIT	8	\$4,347.92
BULK STICKERS	12	\$260.00
CERTIFIED COPY FEE	5	\$75.00
CLERK FEE	273	\$546.00
CONSERVATION FEE	1	\$30.00
CREDIT APPLIED	-3	\$-83.00
DOG LICENSE FEE SENIOR	1	\$1.50
DOG LICENSE FEE SPAYED/NEUTERE	1	\$4.00
DOG OVERPOPULATION FEE	1	\$2.00
DOG STATE LICENSE FEE	2	\$1.00
ELECTRICAL PERMIT	17	\$425.00
EM COMMUNICATIONS	1	\$25.00
HUNTING/FISHING LICENSE	1	\$17.50
INCOME	2	\$17.50
MARRIAGE LICENSE - STATE	1	\$2,344.90
MARRIAGE LICENSE - TOWN	1	\$43.00
MEDICAL SUPPLIES	1	\$7.00
MILFOIL GRANT	3	\$1,215.27
MISCELLANEOUS REVENUE	2	\$2,880.00
MPF	2	\$217.00
OHV REGISTRATION	2	\$156.44
OTHER PERMITS	2	\$178.00
PERMIT FEE	6	\$150.00
PLATE FEE	280	\$39,364.00
PLATE REPLACEMENT FEE	30	\$220.00
POLICE DETAIL INCOME	4	\$28.00
POLICE REPORT	1	\$1,232.00
POSTAGE	1	\$10.00
REGISTRATION FEE	1	\$86.76
SAFETY FUND	255	\$10,878.44
STATE PARK PLATE	3	\$3.00
TITLE FEE	1	\$85.00
TOWN HALL RENTAL	16	\$400.00
TRANSFER FEE	2	\$200.00
VANITY FEE	46	\$345.00
VITAL STATISTICS - STATE - FIRST COI	31	\$1,213.33
VITAL STATISTICS - TOWN - FIRST COI	3	\$24.00
Grand Total:	1,559	\$21.00

Grand Total:	1,559	\$67,886.06
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# TOWN OF MIDDLETON

## Collections Summary for the Month of October FY 2024

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	
2022P01	12,009.53	0.00	0.00	0.00	380.00	67.46	11,629.53	0.00	0.00	0.00	0.00	0.00
2022P02	19,828.72	0.00	1,142.00	0.00	343.00	45.56	18,343.72	0.00	0.00	0.00	0.00	0.00
2023L01	69,052.17	0.00	0.00	0.00	1,082.96	66.42	67,969.21	0.00	0.00	0.00	0.00	0.00
2024P01	121,326.92	0.00	0.00	0.00	20,690.93	380.81	100,635.99	0.00	0.00	0.00	0.00	0.00
2024T01	6,115.25	3,368.41	0.00	0.00	0.00	0.00	9,483.66	0.00	0.00	0.00	0.00	0.00
2024U01	4,000.00	5,500.00	0.00	0.00	0.00	0.00	9,500.00	0.00	0.00	0.00	0.00	0.00
	232,332.59	8,868.41	1,142.00	0.00	22,496.89	560.25	217,562.11	0.00	0.00	0.00	0.00	0.00

Summary			Credits		
Principal:	22,496.89		Unassigned Beginning Balance:	20,845.71	
Interest/Penalties:	560.25		New This Month:	200.00	
Unassigned Credits Received This Month:	200.00		Assigned This Month:	0.00	
* Net Receipts This Month:	23,257.14		Returned This Month:	1,555.03	
* Including Prior Year Deletions			Deleted This Month:	0.00	
* Net Receipts This Month:	23,257.14		Unassigned Ending Balance:	19,490.68	
Total Prior Year Deleted Receipts This Month:	0.00		Refund Abatements		
Total Prior Year Deleted Credits This Month:	(0.00)		Beginning Balance:	891.00	
Credits Received & Refunded This Month:	0.00		New This Month:	0.00	
Gross Receipts This Month:	23,257.14		Deleted This Month:	0.00	
Total Prior Year Deletions This Month:	0.00		Ending Balance:	891.00	

# REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

Oct-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	\$	1,225,660.13
Deposits	\$	92,714.89
total after deposits	\$	1,318,375.02
Service Charge	\$	-
Withdrawals	\$	600,805.11
Ending Bank Statement Balance	\$	718,483.01
Sweep Account	\$	1,518,742.62
Ending Balance	\$	2,237,225.63
Outstanding Checks		65,163.45
Outstanding Deposits total	\$	-
Return Check	\$	-
Total Cash Available	\$	2,172,062.18
Interest to Checking	\$	913.10
Interest to Sweep Account	\$	1,285.28
Police Department Revolving Fund	\$	46,289.99
Ambulance Revolving Fund	\$	77,485.54
Conservation Commission	\$	62,827.78

Respectfully Submitted  
Roy Parece  
Town Treasurer

DATE	CK #	PAYEE	AMOUNT
2/16/2023	22691	Scott A. Bowden	\$ 56.30
3/30/2023	22800	Brian Taylor	\$ 55.79
5/11/2023	22942	Brian Taylor	\$ 18.78
7/20/2023	23132	Scott A. Bowden	\$ 28.70
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
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
4/11/2024	23918	Trevor Schwarz	\$ 0.85
8/1/2024	24235	Trevor Schwarz	\$ 14.55
8/1/2024	24236	Brett E. Wiggin	\$ 47.33
8/15/2024	24267	Jacob W Guarino	\$ 34.63

TOTAL 65163.45