

# Town of Middleton, NH

## Board of Selectman Department Head Meeting

### Minutes

Monday, December 9, 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:**

The meeting was called to order by Scott Ferguson - Chair

#### 2. Pledge of Allegiance

#### 3. Roll Call

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

**Minutes:**

The following members were present at the meeting: Scott Ferguson - Chair; Tracy Donovan-Laviolette - Member; Mike Green - Member; Roxanne Tufts-Keegan-Member  
Tim Cremmen - Vice Chair was on the phone called in.

#### 4. Approval of Minutes

**Minutes:**

The minutes for 12/2/24 were presented for approval. Tracy Donovan-Laviolette made the motion to accept the minutes as read. Mike Green seconded the motion. All in favor, motion was carried.

### Signature Action

### Old Business

#### 5. Oath of Office planning board

**Minutes:**

ZBA members Lorri Gunnison and Dan Saliga filled out the forms. Tim Cremmen made the motion to accept the Oaths. Tracy Donovan-Laviolette seconded the motion. All in favor, motion carried.

### New Business

#### 6. Emergency Management

**Minutes:**

No further updates at this time.

#### 7. Fire/EMS

**Minutes:**

For the month of November 2024 Middleton Fire & Rescue had 12 calls. 7 Fire calls that range from motor vehicle accidents to mutual aid calls to other towns. Fire responded to 1 mutual aid call from surrounding towns. There were 5 medical emergencies, of which 2 were covered by us. 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 6:30 PM. No experience necessary. I encourage anyone to reach out if you have any questions.

**8. Highway Dept****Minutes:**

Dan Phillips P-H-I-L-L-I-P-S. New truck delivered, came with stainless steel. Fitted sander in truck 3. Hauled material from New Durham pit. Put wings on truck. Have been called out for 2 incidents. Diprizio supposed to put on the master switch. Belt went on Rob's truck had to be replaced. Seasonal highway person is back works only when it snows. In winter mode. Still have money to purchase salt.

**9. Police****Minutes:**

The Police department personnel currently has one Chief, one full-time officer, one part-time officer (retired 12/01/24) and one part-time secretary. Equipment Mileage: car 1: 42,581; car 2: 78,914; car 3: 95,201; car 4: 80,800 and car 5: 61,106. November criminal: 2 arrests, 2 bookings, 0 warrant, 33 calls for service and 3 assist for service. Motor Vehicle: 35 warnings and 1 summons.  
Reminder: Drive Sober this Holiday Season.

**10. Town Clerk/Tax Collector****Minutes:**

Town Clerk totals for the month of November had a grand total of \$71, 282.91. See attached report for individual amounts.  
Tax Collector totals for the month of November was 21,996.85. See attached totals sheet for breakdown. Also attached is a Year to Date summary as of 12/05/24.

**11. Treasurer****Minutes:**

No report. Position is vacant at this time.

**12. CEO****Minutes:**

No report supplied

**13. Municipal Sign****Minutes:**

The Quote for the Municipal sign was \$1,500. Roxanne Tufts-Keegan made the motion to accept this quote. Scott Ferguson seconded the motion. All in favor motion carried.

## Public Comment

### 14. Public discussion

**Minutes:**

Dan Saliga commented he has seen the new truck and it looks good. Dan Phillips commented the truck was \$205,000. Approximately \$40,000 was raised by taxation and the remaining came from the highway block grant.

Tracy Donovan-Laviolette commented the employee dinner went well. Dan Saliga thanked the BOS for the employee dinner.

## Adjournment

### 15. Adjournment

**Minutes:**

At 6:53 Scott Ferguson made the motion to go into non-public meeting. Tracy Donovan-Laviolette seconded the motion due to RSA 91-A:3, II (b).

At 7:24 Roxanne Tufts-Keegan motioned to adjourn the Regular BOS meeting. Scott Ferguson seconded the motion. All in favor motion carried.

# OATH OF OFFICE

Town/City of Middleton

I LORRI GUNNISON do solemnly and sincerely swear and affirm  
(PRINT NAME)  
that I will faithfully and impartially discharge and perform all the duties

incumbent upon me as ZBA Board Member  
(POSITION/TITLE)

of Middleton, New Hampshire for 1 year(s),  
according to the best of my abilities, agreeable to the rules and regulations of this  
Constitution and the Laws of the State of New Hampshire. So help me God. This I do  
under the pains and penalties of perjury.

[Signature]  
(Election Official/Appointee Signature)

12/5/2024  
(Date)

Sworn Before: Moderator, Town/City Clerk, Selectman or Justice of the Peace-Signature  
RSA 42:2

Theresa Jones  
Sworn Before: Print Name

All individuals appointed to fill vacant elected positions must run for the office at the following election to complete the established term.

Elected  Appointed  (If appointed: Need election official title and signature below)  
(Please check one)

Term Expires: 12/5/2025

Phone (603) 755-4676 W  H (Circle One) Phone (603) 839-1422 W  H (Circle One)

Address: LORRI GUNNISON  
470 Silver St

Appointed by: [Signature]

Appointed by: [Signature]

Appointed by: [Signature]

E-Mail Address: LORRI GUNNISON  
@gmail.com

Date Appointed: 1/1/



# Oath of Office

Town/City of Middleton

I DAN SALI do solemnly and sincerely swear and affirm that I will bear faith and true allegiance to the United States of America and the state of New Hampshire, and will support the constitution thereof. So help me God.

I DAN SALI do solemnly and sincerely swear and affirm that I will faithfully and impartially discharge and perform all the duties incumbent upon me as (write in POSITION/TITLE) MEMBER for a term of 1 years, (for temporary election officials: for a term ending upon finalization of this election), according to the best of my abilities, agreeably to the rules and regulations of this Constitution and the Laws of the State of New Hampshire. So help me God.

(Any person who is scrupulous of swearing may omit the word "swear" and likewise the words, "So help me God," adding instead, "This I do under the pains and penalties of perjury.")

[Signature]  
(Election Official/Appointee Signature)

12/5/24  
(Date)

[Signature]  
Sworn Before: Moderator, Town/City Clerk, Selectman or Justice of the Peace-Signature  
RSA 42:2

Theresa Jones  
Sworn Before: Print Name

All individuals appointed to fill vacant elected positions serve until the following election, except when the law provides that they serve for the remainder of the vacant term.

Elected  Appointed  (If appointed: Need election official title and signature below)  
(Please check one)

Term Expires: 12/5/2025

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ W C H (Circle One) Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ W C H (Circle One)

Address: \_\_\_\_\_  
\_\_\_\_\_

Appointed by: [Signature]

Appointed by: [Signature]

Appointed by: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
\_\_\_\_\_

Date Appointed: \_\_\_/\_\_\_/\_\_\_

2018 v3

2025



Good afternoon/evening,

For the month of November 2024 Middleton Fire & Rescue had 12 calls.

7 Fire Calls that range from motor vehicle accidents to mutual aid calls to other towns.

Fire responded to 1 mutual aid call from surrounding towns. There were 5 medical emergencies, of which 2 were covered by us. 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](mailto:FireChief@MiddletonNH.gov)

6039730670



# Middleton Police Department



**Chief of Police Randy Sobel**

182 Kings Highway, Middleton, NH 03887

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

---

## MONTHLY REPORT POLICE DEPARTMENT NOVEMBER 2024

### PERSONNEL:

- A. There is currently:
  - a. One Chief
  - b. One Full-Time Officer
  - c. One Part-Time Officer (Retired 12/01/24)
  - d. One Part-Time Secretary

### EQUIPMENT:

- A. Cruiser Mileage:

Car 1:	Car 2:	Car 3:	Car 4:	Car 5:
42,581	78,914	95,201	80,800	61,106

### ACTIVITY NOVEMBER:

- A. Criminal:
  - a. 2 Arrests
  - b. 2 Bookings
  - c. 0 Warrant
  - d. 33 Calls for Service
  - e. 3 Assist for Service
- B. Motor Vehicle:
  - a. 35 Warnings
  - b. 1 Summons

**REMINDER: Drive Sober this Holiday Season**

# Middleton Town Clerk

## Deposit Journal

Deposit Dates from : 11/1/2024 to 11/30/2024

### Tender Summary

Middleton Drawer	Tender	Amount
	CASH	\$8,480.49
	CHECKS (106)	\$55,028.62
	TRAVELERS CHECKS	\$0.00
	<b>Deposit Total:</b>	<b>\$63,509.11</b>
	ACH	\$2,348.60
	CREDIT CARD	\$5,352.20
	DEPOSIT TOTAL	\$63,509.11
	<b>Grand Total:</b>	<b>\$71,209.91</b>

### Activity Summary

MOTOR VEHICLE	Count	State Amt	Municipal Amt
CERT-COPY LOST	3	\$0.00	\$54.00
DECAL-REPL LOST	1	\$0.00	\$4.00
NEW	29	\$0.00	\$5,827.89
PLATE-RPL DAMAGED	1	\$0.00	\$48.00
REGISTRATION MAINTENAN	2	\$0.00	\$6.00
RENEWAL	170	\$0.00	\$31,514.76
TITLE - AP	17	\$0.00	\$0.00
TITLE - PS	21	\$0.00	\$542.00
TITLE ONLY	3	\$0.00	\$81.00
TRANSFER	14	\$0.00	\$2,833.33
<b>Sub Total:</b>	<b>261</b>	<b>\$0.00</b>	<b>\$40,910.98</b>

TOWN CLERK SERVICES	Count	State Amt	Municipal Amt
BUILDING PERMIT	2	\$0.00	\$3,847.90
CELL PHONE INCOME	2	\$0.00	\$2,365.30
ELECTRICAL PERMIT	8	\$0.00	\$200.00
HIGHWAY BLOCK GRANT	1	\$0.00	\$18,884.46
HUNTING/ FISHING LIC	1	\$0.00	\$200.50
OHRV REGISTRATIONS	1	\$0.00	\$121.00
OTHER PERMITS	8	\$0.00	\$330.00
POLICE ACCIDENT REPO	1	\$0.00	\$10.00
SCHOOL DIESEL	1	\$0.00	\$2,445.25
SCHOOL GAS	1	\$0.00	\$1,202.52
TOWN HALL RENTAL	4	\$0.00	\$450.00
UCC FILING	1	\$0.00	\$240.00
VITAL STATISTICS	5	\$0.00	\$75.00
<b>Sub Total:</b>	<b>36</b>	<b>\$0.00</b>	<b>\$30,371.93</b>
<b>Total:</b>	<b>297</b>	<b>\$0.00</b>	<b>\$71,282.91</b>
<b>Grand Total:</b>			<b>\$71,282.91</b>

### Fees Summary

Fee	Count	Amount
AGENT FEE	216	\$648.00
APPLICATION FEE	41	\$82.00
BUILDING PERMIT	2	\$3,847.90
CERTIFIED COPY FEE	3	\$45.00
CLERK FEE	213	\$426.00
CONSERVATION FEE	1	\$30.00
CREDIT APPLIED	-1	-\$25.00
DECAL REPLACEMENT FEE	1	\$1.00
ELECTRICAL PERMIT	8	\$200.00
HIGHWAY BLOCK GRANT	1	\$18,884.46
HUNTING/FISHING LICENSE	1	\$200.50
INCOME	2	\$2,365.30
MPF	170	\$170.00
OHRV REGISTRATION	1	\$121.00
OTHER PERMITS	8	\$330.00
PERMIT FEE	220	\$28,137.00
PLATE FEE	32	\$240.00
PLATE REPLACEMENT FEE	1	\$8.00
POLICE REPORT	1	\$10.00
REGISTRATION FEE	199	\$8,990.99
SAFETY FUND	3	\$3.00
SCHOOL DIESEL	1	\$2,445.25
SCHOOL GAS	1	\$1,202.52
SHORT SLIP ISSUED	-1	-\$48.00
STATE PARK PLATE	3	\$255.00
SURCHARGE FEE	4	\$283.33
TITLE FEE	23	\$575.00
TOWN HALL RENTAL	4	\$450.00
TRANSFER FEE	28	\$210.00
UCC FILING FEE	1	\$240.00
VANITY FEE	20	\$806.66
VITAL STATISTICS - STATE - FIRST COI	5	\$40.00
VITAL STATISTICS - TOWN - FIRST COI	5	\$35.00
<b>Grand Total:</b>	<b>1,217</b>	<b>\$71,209.91</b>



**TOWN OF MIDDLETON**

**Collector Receipts for Fiscal Year 2024 -- Deposits between 11/01/2024 and 11/30/2024.**

Requested by jonest -- 12/05/2024

**Summary of All Payments**

Warrant	Principal	Acct#	Interest	Acct#	Penalties	Acct#	Overpay	Acct#	Total
2022P01	\$ 619.56		\$ 380.44		\$ 0.00		\$ 0.00		\$ 1,000.00
2024P01	\$ 2,074.00		\$ 56.36		\$ 0.00		\$ 0.00		\$ 2,130.36
2024P02	\$ 16,738.98		\$ 0.00		\$ 0.00		\$ 0.00		\$ 16,738.98
2024T01	\$ 1,480.53		\$ 0.00		\$ 0.00		\$ 0.00		\$ 1,480.53
CREDIT	\$ 0.00		\$ 0.00		\$ 0.00		\$ 646.98		\$ 646.98
<b>Totals:</b>	<b>\$ 20,913.07</b>		<b>\$ 436.80</b>		<b>\$ 0.00</b>		<b>\$ 646.98</b>		<b>\$ 21,996.85</b>

**Summary of Tender Types/Totals**

All Deposits Cash/Check: \$ 21,996.85      Cash: \$ 1,000.00      Check: \$ 20,996.85      Electronic: \$ 0.00  
 PY Deletions: \$ 0.00

**Summary of Electronic Payments**

Type	Description	Count	Total
None			
<b>Total of Electronic Payments:</b>			<b>0</b>

Submitted By: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

YTD

**TOWN OF MIDDLETON**  
**Collections Summary Year To Date for FY2024**  
 Requested by jonest -- 12/05/2024 at 10:16 am

Warrant	Beginning Balance	Committed & Supplemental	Abated	Decded	Collected		Prior Yr Credits Assigned		Balance Due	Errors
					Principal	Int/Pen	Principal	Int/Pen		
2020L01	9,689.16	0.00	0.00	2,092.04	7,597.12	4,231.90	0.00	0.00	0.00	0.00
2021L01	39,492.66	0.00	0.00	2,473.44	37,019.22	10,826.38	0.00	0.00	0.00	0.00
2022P01	35,507.63	0.00	0.00	1,121.00	23,376.66	3,816.84	0.00	0.00	11,009.97	0.00
2022P02	41,809.65	0.00	1,891.00	1,010.00	20,823.98	2,071.36	0.00	0.00	18,084.67	0.00
2023L01	0.00	79,346.73	0.00	2,019.72	9,399.07	389.90	0.00	0.00	67,927.94	0.00
2023P01	74,724.82	0.00	0.00	0.00	74,724.82	5,948.20	0.00	0.00	0.00	0.00
2023P02	948,260.50	0.00	0.00	0.00	946,167.50	6,056.88	2,093.00	0.00	0.00	0.00
2024P01	0.00	2,766,222.00	0.00	884.00	2,674,460.01	1,329.16	1,165.00	0.00	89,712.99	0.00
2024P02	0.00	2,900,257.00	0.00	0.00	142,032.09	0.00	112.00	0.00	2,758,112.91	0.00
2024T01	0.00	10,704.66	610.50	0.00	2,091.03	0.00	0.00	0.00	8,003.13	0.00
2024U01	0.00	22,900.00	0.00	0.00	13,400.00	0.00	0.00	0.00	9,500.00	0.00
	1,149,484.42	5,779,430.39	2,501.50	9,600.20	3,951,091.50	34,670.62	3,370.00	0.00	2,962,351.61	

**Undeposited To Date: 5,066.00**

Summary		Credits	
Principal:	3,951,091.50	Prior Year Unassigned Credits:	466.86
Interest/Penalties:	34,670.62	2024 Unassigned Credits:	995.69
2024 Unassigned Credits:	995.69	Total Unassigned Credits:	1,462.55
* Net Receipts Year To Date:	3,986,757.81	Total Refunded Credits:	14,164.03
* Including Prior Year Deletions		Total Refund Abatements:	891.00
* Net Receipts Year To Date:	3,986,757.81	Total Prior Year Deletions:	4,893.00
Total Prior Year Deleted Receipts:	0.00		
Total Prior Year Deleted Credits:	(0.00)		
2024 Refunded Credits:	11,111.03		
Gross Receipts Year To Date:	3,997,868.84		