



Board of Selectmen Regular Meeting

Minutes

Monday, September 23, 2024 at 6:30 pm

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

Resume Regular Meeting @ Old Town Hall @ 6:30 PM

1. Call to Order

Minutes:

The meeting was called to order at 6:32 PM by Scott Ferguson - Chair

2. Pledge of Allegiance

3. Roll Call

Minutes:

The following board members that were present: Scott Ferguson-Chair; Roxanne Tufts-Keegan-Member; Tracy Donovan-Laviolette-Member; Mike Green-Member; was a call in during the meeting. Tim Cremen-Vice-Chair: Absent excused.

4. Approval of Minutes

Minutes:

The minutes from the September 9, 2024 have been reviewed and approved as read. Roxanne Tufts-Keegan motioned to accept the minutes, Tracy Donovan-Laviolette seconded the motion. All in favor motion carried.

Signature Action

Old Business

Department Heads:

New Business

5. Carl - Shoreline permits- fees increase

Minutes:

Carl Roy, the Code Enforcement Officer, has submitted changes to the fee schedule for all permits. The Town's fees have not been adjusted in some time. The permit applications will need to be accompanied by a check for the fee amount at time of submission. In reviewing the fees and process, Roxanne Tufts-Keegan motioned to accept the new fee schedules. Tracy Donovan-Laviolette seconded the motion. All in favor, motioned carried.

6. Meals on Wheels - Donation

Minutes:

The Strafford Nutrition & Meals on Wheels has submitted a letter requesting a donation of \$1,200.00 for the 2025 Budget season.

7. Pope memorial society

Minutes:

Pope Memorial has sent over an agreement for signatures. This agreement allows the Town of Middleton to bring animals to them when we have obtained them. The Board of Selectmen will take the agreement under review and present it at the next meeting on October 7, 2024.

8. Direct Deposits

Minutes:

A discussion was had to see about employees switching over to direct deposit for payroll. The process for replacing and voiding is complicated and not a very good paper trail. This will be looked at in all areas and tabled for another meeting.

9. Air Conditioners

Minutes:

It was discussed that Mike Green, who works for a non-profit, will receive the air conditioners for a donation. It was motioned from Roxanne Tufts-Keegan to accept the donation, Scott Ferguson seconded the motion, All approved, motion carried.

10. Budget 2025

Minutes:

The 2025 budget seasoning is beginning. We will be sending out emails to the department heads to begin the process for a smoother transition.

11. ZBA Application

Minutes:

A new form was to be looked at. Did not have the items so this is tabled until 10/3/24

12. Supplies

Minutes:

Supplies will be defined per department i.e Highway, Police, and Fire. This will be more clear in the budget process. The supply closet in the municipal building is locked. Please see Kim, Theresa or the Board for access. We will have a sign out sheet for items and who is receiving the supplies.

Public Comment

13. Public discussion

Minutes:

The hours for the November 5th election have been set for 7:00 AM to 7:00 PM. Roxanne Tufts-Keegan motioned for the set time, Scott Ferguson seconded the motion. All in favor motion carried.

Scott Ferguson updated us on the boiler situation. It has been reviewed and we will need a second tank installed and piping on the side of the building that the furnace is located. Dead River quoted \$1,950 for tank and plumbing. Roxanne Tufts-Keegan motioned to accept the quote and to be paid by ARPA funds . Tracy Donovan-Lavolette seconded the motion. All in favor, motion carried.

Non-Public

14. Non-Public sessions

Minutes:

The non-public meeting began at 7:12 PM. At 7:35 PM non-public meeting ended and went back into public meeting.

Adjournment

15. Motion to Adjourn

Minutes:

The public BOS meeting went into non-public session at 7:11 PM. At 7:35 PM went back into public meeting. Roxanne Tufts-Keegan made a motion to seal 9/23/24 minutes for non-public for 5 years due to RSA 91A:III. Tracy Donovan-Lavolette seconded the motion. Motion carried.

Roxanne Tufts-Keegan made the motion to adjourn at 7:36 PM. Tracy Donovan-Lavolette seconded, motion carried.

| Minutes published on 09/23/2024, adopted on 09/25/2024



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

FOR OFFICE USE ONLY

Issue Date: _____

Expiration Date: _____

Permit #: _____

Cash Check # _____

Amount \$ \$50.00

Shoreland Permit

Location for shoreland permit: _____

Reason for Permit: _____

Property owner: _____

Mailing address: _____

Telephone: _____ Email: _____

Contractor: _____

Address: _____

Telephone: _____ Email: _____

Approved by: _____ Date: _____

Building code officer



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

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Issue Date: _____

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Permit #: _____

Cash Check # _____

Amount \$ _____

Application fee is required for any application regardless of approval before processing

Work performed prior to getting a permit will result in double permit fees

Please allow up to 14 days for permits to be processed. Additional time may be needed if more information is needed to complete the permit or contacts cannot be reached.

Demo, Electrical, Gas, and Plumbing permits are all separate permits

Once a permit has been processed you will be notified by phone and or email.

Prior to occupancy water tests must be submitted (when using private well)

NH approved septic design needed before new home construction

Make sure you are familiar with all zoning ordinances for your project as those not in compliance will be denied

Denials can be appealed with the zoning board with supporting documents and denial for original permit

Incomplete permit applications may be denied if sufficient documentation is not provided

Setbacks are 50 ft from any public or private road and 20 ft from other sidelines some exceptions apply

Max building height 35 ft rural residential 24 ft in the village district

Septic must be 75 ft from any surrounding well

Projects located within 250 ft of water must contact the state and apply for a shoreland permit with them and the town if the state says its needed permit by notification included

Necessary Items for permit processing

Items need to process permits but not limited to are:

- All areas of permit filled out correctly
- All signature areas filled out by the **PROPERTY OWNER**.
- Drawings, surveys, pertinent documents, sketch of property. These are all examples of but not limited to things that are needed when submitting a permit
- Permits not paid for and picked up will be voided and destroyed after 45 days

It is the responsibility of the property owners, contractors and technicians to get the required permits submitted and processed before work and work has begun. Failure to do so will result in additional fees and delays. Work **MUST** be started within **3 months** of the permit being issued. All inspections must be requested well in advance allowing for part time inspections schedule.

Inspections that may be needed, but not limited to are the following:

- Footings/Foundation
- Rough inspections
- Insulation
- Drywall
- Gas
- Finals/ Certificate of occupancy

Make sure you are requesting inspections failure to do so may result in a work stoppage request

Inspections are performed on a part time basis and require advance notice in most cases please request inspections by phone, email or txt

Middleton NH Valuation + Fee Schedule

Value calculation:

Residential Building Permit	\$100 per square foot
Non-livable structures covered porches	\$60 per square foot
decks/sheds not on foundations	\$35 per square foot
Manufactured homes	Bill of sale required from company
Commercial Structures	Copy of cost of construction contract

Example: 2000 square ft. x \$100= \$200,000 divided by 1000= 200x\$10.00=\$2000
(additional fees not included in calculation)

Fees:

Building permit	\$50 plus \$10.00 per \$1000 of calculated value
Permit renewal fee	\$50 each
Building inspections	\$30 each
Electrical	\$50 plus \$50 for each inspection
Plumbing and gas	\$50 each and \$30 per each inspection
re-inspections	\$30 each electrical is \$50 each
Pool	\$50 plus \$30 per inspection (electrical is separate)
Demo	\$50 flat fee
Shoreland Permit	\$50 Flat fee
Stop work order	\$50.00 fee \$200.

All expected fees must be paid before receiving your permit

Acknowledgement

It is the responsibility of the owner and technicians to obtain permits prior to work. The permit/permits must be posted in a conspicuous location. Permits not displayed can result in a stop order with associated fees.

Any deviation from the original submitted permit requires an amendment to be submitted and approved.

Permits expire 1 year from creation. However, permits can be extended an additional year, if needed, if requested prior to the permit expiration date. Fee required.

Any false statements submitted in the application can be grounds for the permit to be revoked and possibly even legal action taken if necessary.

You may proceed with the work applied for once the permit application is approved. **ALL PERMITS ARE NON TRANSFERABLE**

Signature of Property owner

by: _____ Date: _____

Building Permit Application

Location of construction (Address): _____

Property owner: _____

Email if available: _____

Phone numbers: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Contractor: _____

Phone numbers: _____

Email if available: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Estimated cost: _____ Sq. Ft. of construction: _____

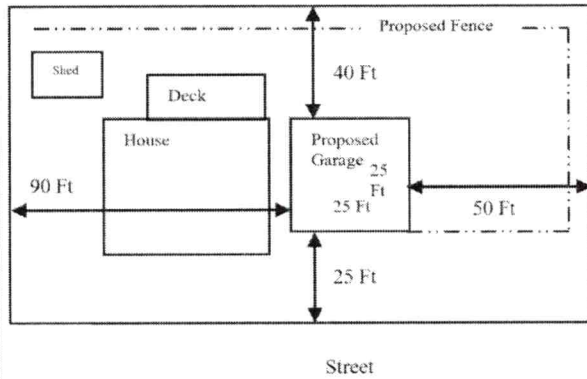
Type of construction being done for permit and brief description (please list all):

Sketch Plan

Instructions:

- 1) Show the Property lines and road(s).
- 2) Show the proposed Structure and all existing structures.
- 3) Show the Measurements from the proposed structure to all lot lines, measure straight through existing structures if needed.
- 4) Include the dimensions of the proposed structure.
- 5) If installing a fence – show the location.

Sample Plan:



Signature of Property Owner

Date

Construction Plan

Instructions:

Provide sufficient information as to the proposed structure.

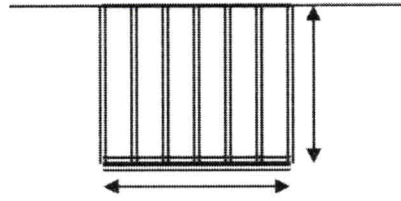
- 1) The Size.
- 2) If attached to the house, where and how?
- 3) Show Sketch below of how structure is to be framed.
(Show the spans, lumber size, beam location, etc.)

Please note that some minor construction may require a full set of building plans. If you are only using a separate sheet please write "See Attached" in grid and still sign bottom.

Sample Plan:

Deck Framing

House



Grid area for drawing the construction plan.

Signature of **Property Owner**

Date



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Expiration Date: _____

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Amount \$ _____

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Once a permit has been processed you will be notified by phone and or email.

Prior to occupancy water tests must be submitted (when using private well)

NH approved septic design needed before new home construction

Make sure you are familiar with all zoning ordinances for your project as those not in compliance will be denied

Denials can be appealed with the zoning board with supporting documents and denial for original permit

Incomplete permit applications may be denied if insufficient documentation is not provided

Setbacks are 50 ft from any public or private road and 20 ft from other sidelines some exceptions apply

Max building height 35 ft rural residential 24 ft in the village district

Septic must be 75 ft from any surrounding well

Projects located within 250 ft of water must contact the state and apply for a shoreland permit with them and the town if the state says its needed permit by notification included

Examples of projects requiring a permit

- Any living on non-living space structures
- Siding
- Roofing
- Windows/ door replacements where structure is modified
- Alterations where rough structure, electrical, gas or plumbing is changed
- Porches
- Decks
- Walls over 42”
- Insulation replacement over 200 sq. ft.
- Sheds over 120 sq. ft.
- Fences over 42”
- Pools and spas
- Demolition
- Shoreland

List is not all inclusive some exceptions may apply

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Building Permit Application

Location of construction (Address): _____

Property owner: _____

Email if available: _____

Phone numbers: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Contractor: _____

Phone numbers: _____

Email if available: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Estimated cost: _____ Sq. Ft. of construction: _____

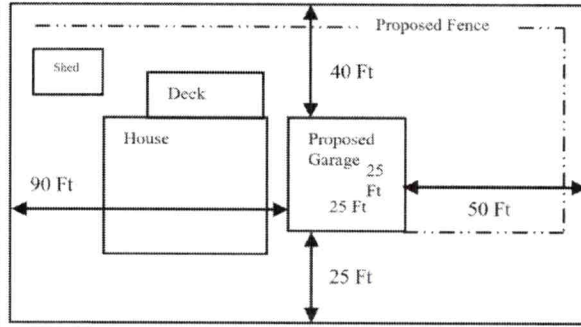
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Sample Plan:



Street

Signature of **Property Owner**

Date

Construction Plan

Instructions:

Provide sufficient information as to the proposed structure.

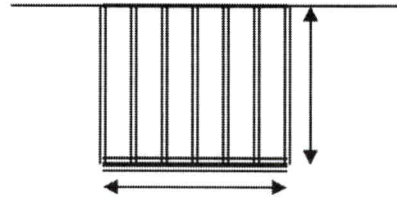
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Deck Framing

House



Signature of **Property Owner**

Date

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Fees:

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Building inspections	\$30 each
Electrical	\$50 plus \$50 for each inspection
Plumbing and gas	\$50 each and \$30 per each inspection
re-inspections	\$30 each electrical is \$50 each
Pool	\$50 plus \$30 per inspection (electrical is separate)
Demo	\$50 flat fee
Shoreland Permit	\$50 Flat fee
Stop work order	\$200.00 fee

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All expected fees must be paid before receiving your permit



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Issue Date: _____

Expiration Date: _____

Permit #: _____

Cash Check # _____

Amount \$ 50.00

Plumbing Permit

Location of property: _____

Property owner: _____

Mailing address: _____

Telephone: _____ Email: _____

Contractor: _____

Address: _____

Telephone: _____ Email: _____

Master license number: _____

Work to be performed: _____

Approved by: _____ Date: _____

Building code officer

Instructions for Permit Applications

1. All information must be printed legibly.
2. All information requested must be supplied by the applicant.
3. Complete description of work to be done.
4. Plans must be submitted on all new buildings and major renovations. Notes: The burden for compliance with all applicable codes, town ordinances and State laws rest solely upon the property owner and their agent. Plans must be submitted to the Middleton NH Code Enforcement Department for approval.

Obtain the necessary permits before ANY work has begun. Plumbers must have a valid license from the State of New Hampshire to obtain a permit. Permits are not transferable. If this is an "After the Fact" permit, it will be subject to a fee two times the normal permit fee.

The property owner may perform their own plumbing work on their residence if he or she lives at the residence and the residence is a Single-Family Dwelling occupied by the owner of record as primary residence.

INSPECTIONS REQUIRED: (Please provide 48-hour notice.)

1. Underground/ foundation pipe installation
2. When rough-in is complete and visible.
4. When job is complete, prior to occupancy.

Statement of Compliance: I have read and understand the statement and hereby agree to all of the terms stated therein. I agree to abide by any and all codes relating to my field of work, including all national, state and local codes. I also realize that any false statement made in the application for permit may be grounds for revocation of said permit.

Applicant Signature _____ Date _____



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

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Issue Date: _____

Expiration Date: _____

Permit #: _____

Cash Check # _____

Amount \$ 50.00 _____

Electrical Permit

Location of property: _____

Property owner: _____

Mailing address: _____

Telephone: _____ Email: _____

Contractor: _____

Address: _____

Telephone: _____ Email: _____

Master license number: _____

Work to be performed: _____

Approved by: _____ Date: _____

Building code officer

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3. Complete description of work to be done.
4. Plans must be submitted on all new buildings and major renovations. Notes: The burden for compliance with all applicable codes, town ordinances and State laws rest solely upon the property owner and their agent. Plans must be submitted to the Middleton NH Code Enforcement Department for approval.

Obtain the necessary permits before ANY work has begun. Electricians must have a valid license from the State of New Hampshire to obtain a permit. Permits are not transferable. If this is an "After the Fact" permit, it will be subject to a fee two times the normal permit fee.

The property owner may perform their own electrical work on their residence if he or she lives at the residence and the residence is a Single-Family Dwelling occupied by the owner of record as primary residence.

INSPECTIONS REQUIRED: (Please provide 48-hour notice.)

1. Underground conduit installation
2. When service is installed.
3. When rough-in is complete and visible.
4. When job is complete, prior to occupancy.

It is the responsibility of the technician to contact Eversource to create a work order prior to final inspection. Code Enforcement Approval would certify that the applicant could proceed with installation of electrical fixtures in accordance with specifications submitted. Any deviation from the specifications submitted will require an amendment to this permit or additional permits.

Statement of Compliance: I have read and understand the statement and hereby agree to all of the terms stated therein. I agree to abide by any and all codes relating to my field of work, including all national, state and local codes. I also realize that any false statement made in the application for permit may be grounds for revocation of said permit.

Applicant Signature _____ Date _____



Town of Middleton

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Issue Date: _____

Expiration Date: _____

Permit #: _____

Cash Check # _____

Amount \$ \$50.00

Shoreland Permit

Location for shoreland permit: _____

Reason for Permit: _____

Property owner: _____

Mailing address: _____

Telephone: _____ Email: _____

Contractor: _____

Address: _____

Telephone: _____ Email: _____

Approved by: _____ Date: _____

Building code officer



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

FOR OFFICE USE ONLY

Issue Date: _____

Expiration Date: _____

Permit #: _____

Cash Check # _____

Amount \$ 50.00

Gas Permit

Location of property: _____

Property owner: _____

Mailing address: _____

Telephone: _____ Email: _____

Contractor: _____

Address: _____

Telephone: _____ Email: _____

Master license number: _____

Work to be performed: _____

Approved by: _____ Date: _____

Building code officer

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1. All information must be printed legibly.
2. All information requested must be supplied by the applicant.
3. Complete description of work to be done.
4. Plans must be submitted on all new buildings and major renovations. Notes: The burden for compliance with all applicable codes, town ordinances and State laws rest solely upon the property owner and their agent. Plans must be submitted to the Middleton NH Code Enforcement Department for approval.

Obtain the necessary permits before ANY work has begun. Gas techs must have a valid license from the State of New Hampshire to obtain a permit. Permits are not transferable. If this is an "After the Fact" permit, it will be subject to a fee two times the normal permit fee.

The property owner may perform their own work on their residence if he or she lives at the residence and the residence is a Single-Family Dwelling occupied by the owner of record as primary residence.

INSPECTIONS REQUIRED: (Please provide 48-hour notice.)

1. Underground/ foundation pipe installation
2. When rough-in is complete and visible.
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Statement of Compliance: I have read and understand the statement and hereby agree to all of the terms stated therein. I agree to abide by any and all codes relating to my field of work, including all national, state and local codes. I also realize that any false statement made in the application for permit may be grounds for revocation of said permit.

Applicant Signature _____ Date _____



Town of Middleton

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FOR OFFICE USE ONLY
Issue Date: _____
Expiration Date: _____
Permit #: _____
 Cash Check # _____
Amount \$ \$50.00

Pool Permit

Location of property: _____
Property owner: _____
Mailing address: _____
Telephone: _____ Email: _____
Contractor: _____
Address: _____
Telephone: _____ Email: _____

Please provide setbacks in ft. as well as a sketch of the lot with proposed pool site
Electrical permit and building permit if deck or permanent fence are being constructed are separate

Applicants signature: _____ Date: _____

Approved by: _____ Date: _____

Building code officer