



Approved By  
Board of Selectmen

*[Handwritten signatures of Board of Selectmen members]*

## Board of Selectmen Regular Meeting

### Minutes

Monday, December 2, 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 6:36 PM by chair Scott Ferguson.

#### 2. Pledge of Allegiance

#### 3. Roll Call

**Minutes:**

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

#### 4. Approval of Minutes

**Minutes:**

The minutes for the BOS meeting from November 25, 2024 have been reviewed. Mike Green motioned to approve the minutes as read, Tracy Donovan-Lavolette seconded the motion. All in favor and motion was carried.

### Signature Action

### Old Business

Department Heads:

### New Business

#### 5. Town Sign

**Minutes:**

Scott Ferguson present a picture of the Town sign for a sample. Colors can be changed. Scott

believes the quote was around \$1,200 and if we wanted the post done vinyl it would be an additional \$400. Roxanne Tufts-Keegan suggested we table the decision until the next meeting 12/9/24 to review the costs and vote on it then.

## 6. Payroll Items

### Minutes:

A discussion was had in regards to payroll for Holiday time and reporting. The existing employee handbook has interpretation of holiday would be paid overtime. The way it will be in the revised employee handbook is that full time employees that work on a holiday will get paid the holiday pay and the hours worked.

Longevity pay: In the policy it will be paid in the 1st two weeks of December. The Longevity pay will be paid with the December 5, 2024 payroll. The new policy will be paid out on the anniversary date.

The Profile bank transactions that are done for the DMV batches and payroll batches will continue to be initiated by Kim Hughes and approved by Roxanne Tufts-Keegan in the absence of the Treasurer.

Part-time employees that are not scheduled or do not work on a holiday will not be paid the holiday hours. If the part-timer works on the holiday, they will get their hours worked as well as the holiday hours.

## Public Comment

## 7. Public discussion

### Minutes:

Secret presents will be done 12/3/24. The boards and every employee have been notified of the Christmas Party on 12/7/24 at 6:00 PM.

Bonnie Gagnon stated they have 18 houses signed up so far for the Christmas decorating. People have until 12/8/24 to sign up. The Christmas pancake breakfast will be on 12/14/24 from 9 to 1.

They are all set on donations. There will be the breakfast and crafts and Santa. It is free for all Middleton residents.

## Non-Public

## Adjournment

## 8. Motion to Adjourn

### Minutes:

Roxanne Tufts-Keegan made the motion to adjourn at 6:59 PM. Tracy Donovan-Laviolette seconded the motion. All in favor. The motion was 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

Date Appointed: 1/1/

@gmail.com



# Oath of Office

Town/City of Middleton

I DAN SALIDO 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 SALIDO 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/Appointed 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

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## 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**

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

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

# 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
	TRAVELER'S 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>

### State of NH Drawer

Tender	Amount
CASH	\$0.00
CHECKS (0)	\$0.00
TRAVELER'S CHECKS	\$0.00
<b>Deposit Total:</b>	<b>\$0.00</b>
CREDIT APPLIED	\$25.00
SHORT SLIP ISSUED	\$48.00
DEPOSIT TOTAL	\$0.00
<b>Grand Total:</b>	<b>\$73.00</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>
<b>TOWN CLERK SERVICES</b>	<b>Count</b>	<b>State Amt</b>	<b>Municipal Amt</b>
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 COF	5	\$40.00
VITAL STATISTICS - TOWN - FIRST COF	5	\$35.00
<b>Grand Total:</b>	<b>1,217</b>	<b>\$71,209.91</b>



**TOWN OF MIDDLETON**

**Collections Summary Year To Date for FY2024**

Requested by jonest -- 12/05/2024 at 10:16 am

Warrant	Beginning Balance	Committed & Supplemented	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**

**Credits**

Summary		Summary	
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		