



Board of Selectmen Regular Meeting

Minutes

Monday, November 4, 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 by Scott Ferguson - Chair at 6:30 PM

2. Pledge of Allegiance

3. Roll Call

Minutes:

The following Board of Selectmen were present at the meeting were: Scott Ferguson-Chair; Tim Cremen-Vice-Chair; Roxanne Tufts-Keegan-Member; Mike Green-Member
Tracy Donovan-Laviolette-Member was absent.

4. Approval of Minutes

Minutes:

The approval of the minutes as read for the October 28, 2024 was motioned to accept by Roxanne Tufts-Keegan and seconded by Mike Green. All in favor, motion carried.

5. Non-pub minutes

Minutes:

The non-pub minutes for 10/30/24 were motioned to be sealed for 5 years by Roxanne Tufts-Keegan and seconded by Mike Green. All in favor, motion carried.

Non-pub minutes for 11/4/24 not to be sealed and will be attached to the minutes.

Signature Action

6. Tax Refunds

Minutes:

There were 4 Tax Refunds from the Tax Collector Theresa Jones. These were reviewed by the attending Board of Selectmen and signed.

Old Business

Department Heads:

7. New Portsmouth Rd Maintenance

Minutes:

The discussion for the winter plowing and maintenance was reviewed from continuance of the last meeting of 10/28/24. After lengthy discussion, we had the road agent to assess the road conditions. Scott Ferguson accompanied Dan Phillips. The road appears to be in great shape.

They believe there will be about 4 hours of chipping the roadside branches and another 4 hours of filling in pot holes and potentially bringing down a bucket of gravel. They did decide that a days worth of work could be done as long as the board votes to continue the maintenace to the road.

The motion that was tabled was to continue the maintenance and plowing of New Portsmouth Rd until the annual Town vote. A warrant article will need to be drafted and presented for the towns people to vote whether or not to continue the maintenance and plowing or not past the Snyder property for the remainder of New Portsmouth road.

Mr. Allfrey discussed that through his research, there are 3 ways to change a road from a class 6 highway back to a class 5 highway. Number 1 is by petition, number 2 is vote at the Town meeting and number 3 is after 5 years of continuous maintenance by the Town, it automatically reverts back to a class 5 highway. In 1996 the board of selectmen chose to maintain the road. Mr. Allfrey stated that RSA 229:6 that if the Town continues more than 5 years it reverts back to a 5 class road for the Town will need to maintain. Scott Ferguson stated that a warrant article is completely different that the statute because the town didn't vote to declasify the road to a class 5. The Town warrant article voted to discontinue road maintenance 50 feet past the Snyder property. Road maintenance was not done from 1978 to 1996. When Rick Washburn became road agent for the Town, around 1996 is when the Town began maintaining the road and plowing past the Snyder residence.

The motion on the floor is to continue maintenance up until a new warrant article going before the Towns people to vote in March and a vote is taken. A motion to continue the maintence was presented by Tim Cremmen. All in favor = 1 all opposed = 3. The majority of the board has voted not to continue maintenance beyond the Snyder property. This is based on the previous warrant article in 1978.

Please see the video for more questions posed to this subject.

New Business

8. 2026 Hazardous Waste Day

Minutes:

We recieved a Letter of Commitment from the City of Rochester for the 2026 fiscal year budget. The board reviewed and discussed whether or not The Town of Middleton would participate. Since this is the course of action Middleton has taken in prior years, Roxanne Tufts-Keegan motioned to participate and partake in this program. Scott Ferguson seconded the motion. All in favor, motion carried.

9. Election Day lunch

Minutes:

The election will be taken place at the elementary school from 7:00 AM to 7:00 PM. The Board of selectment will be ordering lunch from Crowley's and they will need everyone's lunch order by 9:00 AM. You can bring other items if you would like.

10. Holiday dinner/lunch

Minutes:

Looking at two dates for December 7th or 14th. Scott Ferguson stated that the 7th works best for him. In discussing with the remainder of the board and Town's people present it was determined to go with the 7th of December set up is at 5:30 and dinner at 6:00 PM

We are looking for someone to spearhead the details. Scott Ferguson did it last year. Roxanne Tufts-Keegan will ask Tracy Dononvan-Laviolette if she would be interested and Scott will be willing to work with her.

11. November 11th meeting. Veterans Day

Minutes:

November 11, 2024 is Veteran's Day and there will not be a meeting that night.

12. Town Cloud

Minutes:

Roxanne Tufts-Keegan and Kim Hughes were at the NHMA conference and we were speaking with Dennis from Town Cloud in regards to possibly going over to their software system to do accounts payable and payroll because currently we use Sage and it is not user friendly and it does not interact with the other systems used by the Town. The data entered into Sage needs to be done manually which is duplicating transactions already inputted in another system. It will have the ability to pull over the Town Clerk/Tax Collector's transactions without having to duplicate. We would like to set up another demonstration.

The quote and email are attached.

13. Sunrise Lake Watershed Mgmt plan update

Minutes:

John Mullen presented the minutes from the October 24, 2024 meeting with the Sunrise Lake Watershed Advisory Meeting. Please see attached.

The updated management plan and the grants involved with this project. They are picking some teams in order to pick some contractors who will be doing the engineering studies. The minutes attached are pretty detailed. John Mullen has detailed the program in the video for further information.

Public Comment

14. Public discussion

Minutes:

Tim Cremmen wanted to thank Theresa Jones, Joni van Gelder, Linda Adamo and Jack Savage setting up the elementary school cafeteria gymnasium for voting tomorrow and all their hard work. Voting will be at the elementary school from 7:00 AM to 7:00 PM 11/5/24.

Kate Buzzard spoke on November 20th at the Old Town Hall the Tanglewood committee will be having a local meeting and have invited wetland scientist come and speak. Everyone is invited. The ultimate goal is being wetland restorations that's feasible.

15. Fire Chief job posting

Minutes:

The select board has put a job posting together and has been sent out for posting. It has been sent to NHMA, Tim Cremmen will be posting it on the website. Andrea Bowden was asking about the process from the personell policy in regards to posting it first internally. Scott Ferguson will check the policy to this regards.

Adjournment

16. Motion to Adjourn

Minutes:

A motion to adjourn was made by Roxanne Tufts-Keegan at 7:14. The motion was seconded by Mike Green. All in favor, motion carried

| Minutes published on 11/04/2024, adopted on 11/05/2024

Nonpublic Session Minutes
Middleton, NH

Date: 11/4/24

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

Motion to enter Nonpublic Session made by DTK seconded by MGT

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"/>	N
Scott Ferguson	<input checked="" type="radio"/>	N
Tracy Donovan-Laviolette	<input type="radio"/>	N
Tim Cremmen	<input type="radio"/>	N
Mike Green	<input checked="" type="radio"/>	N

arrived late

Remove public meeting tape (if applicable)

Entered nonpublic session at 5:49 a.m./p.m.

Other persons present during nonpublic session: NONE

Description of matters discussed and final decisions made:

Discussion of fire/EMS chief job posting & job description

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 DK
seconded by MG.

Motion: PASSED / DID NOT PASS (circle one)

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

Public session reconvened at 10:30 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-Lavolette	Y	N
	Tim Cremmen	Y	N
	Mike Green	Y	N

Motion: PASSED / DID NOT PASS (circle one)

These minutes recorded by: DK

Kim Hughes

From: Ravi Jackson <rjackson@towncloud.com>
Sent: Wednesday, October 30, 2024 2:43 PM
To: Kim Hughes
Subject: TownCloud Financial Suite
Attachments: (3YR) Finance Suite - Town of Middleton NH_V2.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Kim,

I'm so glad you got to connect with Dennis and Chris at NHMA, and we sincerely appreciate you taking some time out of your day to learn more about TownCloud, and whats new with Financials! I've attached the quote that was discussed for your new Financial solution for your review, please let me know if you have any questions.

As you know, TownCloud's Finance Suite is the most advanced Fund Accounting system ever developed for local governments. Built from a clean sheet design, our system was engineered for simplicity and for rapid implementation. The TownCloud Financial Suite makes it easy for you to process accounting transactions and maintain accurate records:

Budgeting: TownCloud Budget provides a fast and efficient system to navigate the entire budget preparation and management cycle with a simple, flexible app.

- Current and prior year actuals
- Supports single and multi-year budgeting
- Flexible review and approval process

Payables: TownCloud Payables is a secure, simple, and flexible tool to record, process, and reconcile invoices for efficient disbursement processing.

- Scan and import data from multiple sources
- Automated payment scheduling
- Templates for recurring transactions

General Ledger: TownCloud General Ledger is the core of the Financial Suite. This app provides a modern, secure repository for enterprise financial information.

- No tedious batch processing
- Incomplete or unbalanced transactions can be suspended for posting at a later date.
- Recurring and reversing entries are fully supported.
- Data inquiries and reporting across periods and years

- Closings and account period management is a single click operation with automation of all related entries.

I know you'll love our modern, professional design and easy to use interface that will save you hours. Thanks again for your time Kim, I look forward to hearing from you soon!

Warm Regards,

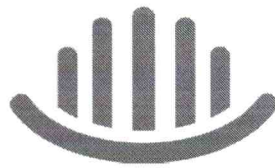
Ravi Jackson



Direct: (207) 405-7934

Web: towncloud.com





TownCloud

QUOTE

Company Address: PO Box 267
Bridgton, ME 04009
United States

Created Date 10/30/2024

Expiration Date 11/29/2024

Description No charge for implementation services up to 30
hours with 3YR prepay.

Quote Number 00000811

Prepared By Ravi Jackson
Phone (207) 405-7934
Email rjackson@towncloud.com


Contact Name Kim Hughes
Phone (603) 473-5202
Email ssbk@middletonnh.gov

Bill To Name Town of Middleton
Bill To 182 Kings Highway
Middleton, New Hampshire 3887
United States

Product	List Price	Quantity	Subtotal	Discount (Percentage)	Total Price
Finance Suite - 3 Year - 1-5 Users	\$17,820.00	1.00	\$17,820.00		\$17,820.00
Implementation Services < 30 hours	\$6,000.00	1.00	\$6,000.00	100.00%	\$0.00

Total Price \$17,820.00

By signing below, I acknowledge that I have read and agree to the TownCloud, Inc. **Subscription Services Agreement** located at <https://towncloud.com/subscription-services-agreement/>.

		
Customer Signature		TownCloud Signature
		Christopher Haywood, Manager
Printed Name & Title		Printed Name & Title

Billing Email and any special instructions:



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

CONSERVATION COMMISSION
Sunrise Lake Watershed Advisory Committee

Sunrise Lake Watershed Advisory Meeting October 24th, 2024 (Draft) Meeting Minutes

Call to order: The meeting was called to order by Chairman John Mullen at 5:34 PM. Members present in addition to the Chair were Vice-Chair Dave Miller (remote), members Cindy DeCristofaro, Judy Larivee, Kate Buzard, Cindy Durkee and Joni van Gelder.

Additional attendees: Kyle Pimental, representing Strafford Regional Planning, and Sally Soule, Grant Manager for the NHDES 319 program were featured guests and speakers. Members of the public who attended were Bill DeProfio, Tini DeProfio, Gail Jones, Gerda Chase-Thoren, Dawn Carroll, Susan Dunn, and Allan Potter. Also invited (but not represented) were members of the Board of Selectmen, Highway Department, Code Enforcement, and ZBA. Chairman Mullen, who is also Chair of the Planning Board represented that Board, and Kate Buzard represented the Conservation Committee.

Meeting Business: Normal meeting business was suspended until the November meeting as the purpose of this meeting was to review the 319 Grant goals and scope of work, grant agreement and in-kind match requirements and obtain feedback from the committee and those present.

Following introductions, Kyle Pimental and Sally Soule gave an overview of the grant beginning with the history of the Town of Middleton creating a Watershed Plan, and previous and current grant applications, as well as how the SRP and DES involvement in the grant execution will take place. DES provides overall project grant management to support Middleton in getting through the process. SRP executes the grant process and is the entity that signed the contract and manages the day-to-day process. Kyle Pimental reviewed the short-term goals, such as retaining a qualified professional with experience in environmental engineering, hiring that firm, identifying members of the committee and public who can serve on the selection committee (who will be identified as the Advisory Team). Following a question from the public Sally Soule confirmed that the grant ends December 31st, 2027, and Kyle Pimental commended the committee for the work already done, so that the in-kind work through the end of September stands at just over \$10,000, 25% of the needed in kind funding. (Actual figure is \$10,082.28 as of 9/30/2024. The entire grant total is \$104,829.00, with the grant funding \$62,885.00 and in-kind match \$41,944.00). Clerk van Gelder suggested that it might be helpful to ask for help in the advisory committee from the Acton-Wakefield Watershed Alliance, and from NH Lakes.

For purposes of brevity going forward in these minutes, comments by Mr. Pimental will be identified as from SRP, and comments by Ms. Soule will be identified as from DES

Vice Chair Dave Miller introduced himself as well as his background serving the Adirondack Region of NY within the Clean Water Council, as well as other organizations, and offered his thoughts on how the group should proceed. One of Mr. Miller's comments concerned amending the current sub-title of reduction of phosphorous loading into Sunrise Lake. Chairman Mullen mentioned that the Planning Board has been discussing the feasibility of introducing a septic ordinance, which would likely begin with the lake area but could also be expanded to include the watershed as a whole. Member Cindy Durkee inquired why the submission requirements specifically state cost estimates should not be provided, and that is because of a state requirement.

Following a question from the Chair, it was determined that the deadline to have key people in place for the advisory committee is 12/13/24, and that the optimal number of people on that committee should be 5, no more than 6 in total. SRP reviewed the scoring matrix for selection, which is also noted in the grant proposal.

Goals:

- Comments or questions regarding the process or the grant should be directed to the SLWAC email, Sunriselakewac@gmail.com, by October 31st, so that they can be combined and sent as one document to SRP.
- The selection committee should be established at the next meeting of the SLWAC, which takes place on November 21st, 5:30 PM, at the Old Town Hall.
- The final selection of the QEP and notification to all firms is expected by January 10th, 2025.

Summary:

Chairman Mullen summarized the group's goals and intent and invited people to attend all meetings and make their questions and concerns known. SRP, in reference to Objective 5 in the Scope of Work (Construction of a Shoreline Buffer Project), suggested that interested parties review the "soak up the rain" project <https://www4.des.state.nh.us/SoakNH/>

With no further business in this meeting, Dave Miller made a motion to adjourn, which was seconded by Cindy DeCristofaro. The meeting was adjourned at 6:30 PM.

Respectfully submitted

Joni van Gelder
Clerk/Member

Middleton Fire Chief - Part-Time

The Town of Middleton, New Hampshire is looking to hire a forward-thinking individual as its next Fire Chief. Appointed by the Selectmen, the Fire Chief is responsible for the overall management, administration, and operational direction of the Middleton Fire Department.

The department consists of up to 15 on-call members. The position requires extensive knowledge of firefighting techniques, safety practices, emergency response systems. (i.e., Incident Command System), and to fill two EMT day shifts per week.

Experience including firefighter/EMS services, emergency response, critical incident command, and strong leadership abilities. Experience managing personnel and resources. Proficient in both verbal and written communication, necessary for community outreach, media interaction, and internal coordination. Ability to assess complex situations quickly and make informed decisions, particularly in emergencies. Requires relevant certifications in fire and emergency management, hazardous material handling, and emergency medical services. A commitment to continuous improvement to provide the highest level of fire/EMS services given the available resources.

- Pay: Negotiable
- Expected hours: 24+ hours (flexible schedule)

This position is open until filled.

To apply please submit a letter of interest plus a resume to:

Kim Hughes, Admin Assistant, Town of Middleton, 182 Kings Highway, Middleton, NH 03887 or email: ssbk@middletonnh.gov