



Board of Selectmen Regular Meeting

Minutes

Monday, December 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 by the new Chair Tim Cremmen at 6:30 PM

2. Pledge of Allegiance

3. Roll Call

Minutes:

The following BOS members that were present at this meeting were: Tim Cremmen-Chair; Roxanne Tufts-Keegan-Vice-Chair; Tracy Donovan-Lavolette-Member; Mike Green-Member;

4. Approval of Minutes

Minutes:

The minutes for December 9, 2024 and December 17, 2024 were accepted as presented. The motion to accept came from Roxanne Tufts-Keegan and seconded by Mike Green. All in favor, motion passed.

Signature Action

5. New Employment Forms

Minutes:

The forms for Damien Prescott for new employment were reviewed and signed by the Board of Selectmen.

6. Oath of Office Planning & ZBA

Minutes:

There were 3 Oath of Office forms for 2 ZBA and 1 for school board. Heather Cremmen for school board for 2.5 months appointed until March election 2025. She replaced Ken Garry. ZBA Linda Adamo will be a ZBA member March 2025 Second for ZBA is Charles Therriault as chairman March 2025.

7. Mitigation Plan

Minutes:

The Hazard Mitigation update for the Town of Middleton needs to be adopted. This was signed by Chair of the Middleton Board of Selectmen Tim Cremen. This plan also allows the Town to receive FEMA money in the future. We can make future updates as necessary. Tracy Donovan-Lavolette made the motion to accept the plan and Roxanne Tufts-Keegan seconded the motion. All in favor, motion carried.

8. Fitzgerald Veteran's Service

Minutes:

Chad Roberge from Avitar sent a memo requesting the Town to have Mr. Fitzgerald's widow to receive disability tax credit. All in favor, this was accepted.

9. SLVD CHECK REQUEST

Minutes:

Janet Kalar as Treasurer of the SLVD requested a check to be issued to the SLVD in the amount of \$490.00. This is the difference between the assessed tax overage (\$17,745.00) and the current budget request submitted of \$17,255.00. Roxanne Tufts-Keegan made the motion to approve the check to be issued. Tracy Donovan-Lavolette seconded the motion. All in favor, motion carried.

Old Business

Department Heads:

New Business

10. General Ledger accounts

Minutes:

Planning Board application fees and postage. Discussed which gl accounts to use. Use account 4191-17 under reference materials or still put it to planning board mergers of 3406-05 or 3406-02 subdivision application.

11. Audit

Minutes:

The auditor has sent a draft letter that she will eventually send to the State. The board needed to review the report and we will need to let the Auditor know they are all set with the reports.

12. AP/Payroll system

Minutes:

There were 3 quotes given for a new A/P & payroll program system. The board will review the quotes and speak further on these at the January 6, 2025 meeting.

13. Resignation PD

Minutes:

Officer Michael Volpe submitted his resignation on 12/19/24. His last day of employment will be 1/2/25. The board would like to thank him for his years of service with the Town of Middleton. A motion to accept his resignation was done by Roxanne Tufts-Keegan. Mike Green seconded the motion. All in favor, motion was carried.

Public Comment

14. Public discussion

Minutes:

At 5:00 PM on 12/23/24 Scott Ferguson gave his resignation as Chair on the Board of Selectmen. Roxanne Tufts-Keegan made the motion to accept Scott's resignation. Tracy Donovan-Laviolette seconded the motion and all were in favor, motion carried.

On December 23, 2025 Scott Ferguson acceptance the contract to become the new Police Chief. He will begin on the payroll as of January 5, 2025. Roxanne Tufts-Keegan motioned to accept this contract as read and Mike Green seconded the motion. All were in favor, motion carried.

The new Fire Chief position has been filled by Jarod Wheeler. He will be sworn in on January 6, 2025.

Tim Cremmen is now the Chair of the Board of Selectmen in replacing Scott Ferguson. Roxanne Tufts-Keegan has accepted the position of Vice-Chair. Tracy Donovan-Laviolette motioned to accept the positions, and Mike Green seconded the motion. All in favor, motion carried.

LCHIP - Each year we have to fill out an inventory form for the Old Town Hall because we received matching funds for the LCHIP grant. Roxanne has completed this process and let them know about the whole parking lot drainage and paving and we will have the top coat in the spring form up until through 2033 that we were required to.

SKFR - Arpa funds. Roxanne and Kim filling out and filing the remaining use of the AFPA funds. We had to use the funds this year. The filing was to be done by December 31, 2024.

Budgets - The department heads have submitted their proposals for the budgets. On January 6, 2025 the BOS would like to review the budget and make any recommendations so that we could get this over to the budget committee as well as any warrant articles that may be coming up for this year.

The Board would like to thank Chief Randy Sobel for coming back and lending his time and expertise in helping us during this transition period. Chief will also help Scott in the transition as well. We would also like to thank Steve Hyde for many years of service as well.

Welcome to Scott and Jarod in the coming year.

We have heard nothing but great comments about the Santa parade.

Sarah Ferrazzani from Auclair road. She has sent an email back in November. She also sent another email on December 10th and again on December 16th and also sent a hard copy on December 12th. Mike Green said that on the first email he spoke with Chief Randy because she had also left a voice mail. Randy mentioned that she was in court over this matter. She stated they were. It was stated it is a police matter and not a board of selectmen issue. A State police officer stated to her that if she does not get any results from the chief of police, then to go to the selectmen and if no results from that to go to the attorney and court attorney. Sarah wanted to

know why her emails were not received. Roxanne stated the emails were received and forwarded to the BOS and the Chief of Police. Mike mentioned that he was told by the Police that because she was in court over this issue that it is up to the court whether or not to put a restraining order on someone and not up to the local police. Sarah wants to know when her emails are received and if they are forwarded for further review. Tim Cremmen stated that going forward a response email will be sent when they are received. Scott discussed the difference between a domestic restraining order and a civil restraining order. She would need to go to the court house to obtain a civil restraining order.

Bonnie Gagnon would like to thank you for the Christmas party and for all who helped out. Tim Cremmen stated it was another amazing event by the Recreation department.

Non-Public

15. Enter Non-public meeting.

Minutes:

Roxanne Tufts-Keegan made the motion to go into non-pub at 7:04 PM for RSA 91A:311a Roll Call Tim Cremmen yes, Mike Green yes, Tracy Donovan-Laviolette yes and Roxanne Tufts-Keegan yes.

adjourned out of non-pub at 7:15 PM

Adjournment

16. Motion to Adjourn

Minutes:

Roxanne Tufts-Keegan motioned to seal the non-public minutes for 5 years. Mike Green seconded the motion. motion carried.

Adjournment from public meeting at 7:16 PM Roxanne Tufts-Keegan motioned to adjourn. Tracy Donovan-Laviolette seconded the motion. All in favor motion carried.