



Board of Selectmen Regular Meeting

Minutes

Monday, March 24, 2025 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 Roxanne Tufts-Keegan

2. Pledge of Allegiance

3. Roll Call

Minutes:

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

4. Approval of Minutes

Minutes:

The minutes for 3/3/25 and 3/10/25 were tabled for signatur until 4/7/25 meeting.

Signature Action

5. Personnel Forms

Minutes:

There was 2 Personnel forms needing signatures for the Fire department

New Business

6. Board positions

Minutes:

The Board needs to vote on new Chair and Vice-Chair positons. Tim Cremmen commented that he was interested in being the Chair of the Board. Tracy Donovan-Laviolette nominated Tim Cremmen as Chair. Mike Green seconded the motion, all in favor motion carried. Bonnie Gagnon nominated Tracy Donovan-Laviolette as Vice-Chair. Tim Cremmen seconded the

motion, all in favor motion carried.

7. Liasons

Minutes:

It was discussed for new Liasons for the department. Tim Cremmen stated he would be interested in taking over the Personnel policy updates. All in favor

The new Liasons are as follows: Police= Mike 1st Tim 2nd. Highway= Tracy 1st, Mike 2nd. Fire/EMS= Roxanne 1st, Tim 2nd. Budget Committee= Bonnie 1st, Mike 2nd. Recreation= Bonnie 1st, Tim 2nd. School= Roxanne 1st, Tracy 2nd. Conservation= Tracy 1st, Bonnie 2nd. ZBA= Tim 1st, Mike 2nd. Planning Board=Roxanne 1st, Mike 2nd. Strafford County Commission= Roxanne 1st, Tracy 2nd. Legal=Tim 1st, Tracy 2nd. Joint Loss= Roxanne 1st, Tim 2nd. Primex= Tracy 1st, Bonnie 2nd. Personnel Policy= Tim 1st Tracy 2nd. Building Code/Health Officer= Mike 1st, Bonnie 2nd. Administrative Assistante (kim)= Tracy 1st, Bonnie 2nd. Administrative Clerk (Robin) Roxanne 1st, Tim 2nd. Town Treasurer= Tim 1st, Bonnie 2nd. Tax Collector/Town Clerk= Bonnie 1st, Tim 2nd. Social Media/Website= Tim 1st, Tracy 2nd.

8. Appointments

Minutes:

A discussion was had on the appointments of the Trustees of the Trust fund. Janet Kalar would like to nominate John Mullen won both the 1 year and 3 year positions. He has decided to take the 3 year position. Janet Kalar nominated Christine Maynard for the 1 year position. Tim Cremmen motioned to accept the nomination. Mike Green seconded the motion. All in favor, motion carried.

9. Garbage Contract

Minutes:

The contract for the Town garbage is up June 30th. Mr. Belanger from Casella will be coming to a meeting in April to present the options they have with pricing. We would have to purchase the new type of garbage cans that will need to be used. Tim Cremmen will reach out to Pete LaChapelle from Waste Management to see if there are any options with them.

10. MRI/MST - accounting software

Minutes:

The Town has approved the new software for the accounting system. We have reached out to MRI and requested that they put us on the schedule for conversion and send over the contract for signatures.

11. GIS mapping software

Minutes:

The mapping GSI software has been approved. Robin will REach out to them and coordinate.

12. Backup for Payroll / AP

Minutes:

A discussion was had in regards to a backup for Kim's position for payroll and accounts payable. It was decided that Kim will train Roxanne, Tracy and Bonnie. This will be very helpful for vacations

and other time off.

13. Conservation Commission

Minutes:

The Conservation Commission makes the following recommendations: Kate Buzard member for a three year term, Carol Vita member for a one year term, Dan Saliga alternate for a yone year term. Tracy Donovan-Laviolette made the motion to accept the nominations. Roxanne Tufts-Keegan seconded the motion, all in favor and motion carried.

14. Ambulance

Minutes:

We have an ambulance in the shop for repairs. We do have a loaner from another Town.

15. Fire Truck Contract

Minutes:

The tanker truck broke down on the way to a call. It needed to be towed away.

Jake Bourdeau has the contract for the new Fire truck terms and conditions. There were 3 other quotes given as well.

16. Fire dept overhead doors

Minutes:

Jake also presented the information on the overhead doors.. The quotes were pretty close in costs. The one for more money installed are insulated and installed. Martell Overhead doors Tim Cremmen made the motion to go ahead with this quote, Tracy Donovan-Laviolette second the motion. All in favor, motion carried.

Jake Bourdeau explained the difference between the Knox Quote for lock software vs. the V-Line security box. The Knox system was a better fit for safety and access. Tracy Donovan-Laviolette motioned to accept the motion. Mike Green seconded the motion, all in favor motion carried.

17. Network issue Carl's set up

Minutes:

There was a discussion in regards to Carl's log ins from home. It has been decided to allow CCS to install what needs to be done. He could share a line with Conservation for signing in and accessing programs.

18. Sage 50 Renewal

Minutes:

We have received emails in regards to Sage 50 renewal. The contract will expire on 4/7/25. Kim will contact them to see if we could possibly do a 6 month term.

BOS Comments

Public Comment

19. Public discussion

Minutes:

Bonnie Gagnon mentioned that on April 12th there will be a flashlight easter egg hunt. Any donations for candy needs to be in by April 4th.

Non-Public

20. Non pub meeting

Minutes:

Roxanne Tufts-Keegan motioned to have the minutes from the 3/24/25 Non-Public meeting sealed for 5 years. Tim Cremmen seconded the motion. All in favor, motion carried.

Adjournment

21. Motion to Adjourn

Minutes:

Roxanne Tufts-Keegan motioned to adjourn at 7:21 PM. Bonnie Gagnon seconded the motion. All in favor, motion carried.

| Minutes published on 03/18/2025, adopted on 03/26/2025

Date: 3/10/25



Town Of Middleton
Personnel Action Form

Employee # _____

Employee Name: Frank Pevel

Department: Fire

Employment Type: Full time Part-Time Seasonal Hourly
 Seasonal Temporary/Fill in Other Salary

Current Position (if Town Employee): _____

New or Proposed Position: FF/AEMT

Effective Date: _____

Current Rate: _____ Proposed or New Rate: 22.00 Cola % _____

Purpose of Classification:

- New Hire
- Demotion
- Probation Complete
- Change in Hours
- Promotion
- Temporary Reclassification
- Pay Increase
- Other

Employee: [Signature]

Date: 3/10/25

Selectmen: Roxanne [Signature]

Date: 3/24/25

Selectmen: [Signature]

Date: _____

Selectmen: [Signature]

Date: 3/24/25

Date: 1/21/25



Town Of Middleton
Personnel Action Form

Employee # _____

Employee Name: Karina Vernacatola

Department: Fire

Employment Type: _____ Full time _____ Part-Time _____ Seasonal _____ Hourly
_____ Seasonal _____ Temporary/Fill in Other _____ Salary

Current Position (if Town Employee): ~~NO~~ ~~Call FF~~

New or Proposed Position: Call FF

Effective Date: 2/10/25

Current Rate: _____ Proposed or New Rate: 15.00 Cola % _____

Purpose of Classification:

- New Hire
- Demotion
- Probation Complete
- Change in Hours
- Promotion
- Temporary Reclassification
- Pay Increase
- Other

Employee: [Signature]

Date: _____

Selectmen: Roxanne Lyster

Date: 3/24/25

Selectmen: [Signature]

Date: _____

Selectmen: [Signature]

Date: 3/24/25



Middleton Fire-Rescue

*Chief of Department, Jarrod Wheeler
192 Kings Hwy Middleton, NH 03887*

Overhead Door Repair Explanation

I have extensively sought quotes for the requested overhead door repair and received after many weeks only 2 accurate quotes. You will note slight differences in quotes not only with price but in content. I feel that the quote from Martel Overhead door is the most cost effective for the community given that the insulating value of the Window will help retain heat and allow for lower energy consumption.

The reason behind this request is to create better transparency at the Fire Department by allowing members of the public to observe the operations within the fire department. This along with increased security to see who is approaching the building when occupied. Currently there are no forward-facing windows in the building.

The antenna quoted is to allow for the ambulance bay door remote to be effectively utilized to allow for quicker ambulance responses.

Martel Overhead Doors, Inc.
3819 White Mountain Hwy
Sanbornville, NH 03872
(603) 717-6833
sam.a.martel@gmail.com



Estimate

ADDRESS

Chief Jerry Wheeler
Middleton Fire Department
192 Kings Highway
Middleton, NH 03887

ESTIMATE # 1100

DATE 03/12/2025

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Service	Furnish and install extended antenna at the ambulance bay	1	225.00	225.00
Service	Remove and install (1) window panel Garaga Standard+ flush panel with 3 windows	1	755.00	755.00
Service	Remove and install (4) panels Wayne Dalton Thermospan 150 with 3 windows in each panel.	1	2,400.00	2,400.00

SUBTOTAL	3,380.00
TAX	0.00
TOTAL	\$3,380.00

Accepted By

Accepted Date

Customer

Middleton Fire Department
192 Kings Highway
Middleton, NH, 03887

Phone: 473-8288
Cell: 833-5071

Project: 192 Kings Highway
Email: wheelerj01@gmail.com

Quotation no.: 3613234-1

Prepared by: Sarah Baker
Phone: x 7254

Email: sarahb@laurentdoors.com

Description: G-5000 grooved ice white (windows : ther
Date: 01/14/2025 **Expires on:** 02/13/2025

Group 1

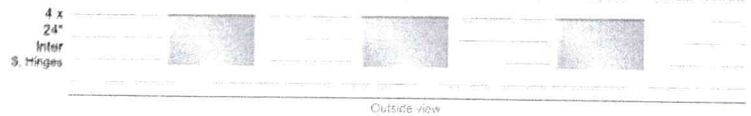
Model: G-5000, Grooved

Sections: 4 X section Inter 12' 0" x 24" (width x height)

Color: Ice White

Windows: Thermopane - Standard Clear (21" X 13"), White frame

Sealed thermal glass inserted into a polypropylene frame; windows are thermopane.



Hardware: None



Laurent Door Systems
 35 Mechanic Street
 Laconia New Hampshire, United-States 03246
www.garagabylaurentdoors.com

Tel: (603) 524-4778

Fax: (603) 524-9164



Customer

Middleton Fire Department
 192 Kings Highway
 Middleton, NH, 03887

Phone: 473-8288
 Cell: 833-5071

Project: 192 Kings Highway
 Email: wheelerj01@gmail.com

Quotation no.: 3613234-1

Prepared by: Sarah Baker
 Phone: x 7254

Email: sarahb@laurentdoors.com

Description: G-5000 grooved ice white (windows : ther
Date: 01/14/2025 **Expires on:** 02/13/2025

Group 2

Operator
 86LMT Antenna Extension Kit, 25'

Qty 1 un

Note: 1 - standard plus section and 3 - Wayne Dalton T-150 sections and antenna extension door #1

GARAGE DOORS RANK #1 FOR RETURN ON INVESTMENT AMONG ALL HOME IMPROVEMENT PROJECTS.

TERMS: 40% DEPOSIT REQUIRED WITH SIGNED PROPOSAL. BALANCE DUE UPON COMPLETION. ALTERNATIVELY, ASK ABOUT OUR NO MONEY DOWN AND 12-MONTH INTEREST FREE FINANCING OPTION. Unless otherwise stated herein, this quotation does not include the following: Opening and jamb preparation, inside and external wiring (electrical controls) and mounting plates. Openings must be ready for installation. Openings must be square, jambs plumb, floor level. Our company is Licensed, Insured, Bonded & Accredited.

This quotation is submitted according to the standard Garaga Inc. features and its products. A measurement and evaluation of the premises by a professional is highly recommended and will confirm the precise cost of your project. To serve you better, please specify the quotation number with your order. QUOTATION VALID FOR 30 DAYS.

Installation fees Included
Your price \$ 3,176.72

Accepted by: _____

Date: _____

P.O.# _____



Middleton Fire-Rescue

*Chief of Department, Jarrod Wheeler
192 Kings Hwy Middleton, NH 03887*

EMS Medication Storage Explanation

Given the recent onboarding of new personnel and the addition of another level of EMS provider at the Advanced EMT level we are in need of separating the controlled medications from the other ALS Medications so that only the Paramedics have access and controlled access to these medications. I have found 2 manufacturers that produce a suitable device. I would recommend purchasing the Knox Med vault as this is the equipment that the area serviced that receive medication from Frisbie hospital utilize. This will allow for easier accessibility to medication access records.



Knox Company
 1601 W Deer Valley Rd
 Phoenix AZ 85027
 United States

Quote# QT-KA-63507

QUOTED TO:

CUS00268119
 MIDDLETON FIRE RESCUE
 192 KINGS HWY
 MIDDLETON NH 03887-6201
 UNITED STATES
 STRAFFORD

SHIP TO:

MIDDLETON FIRE RESCUE
 192 KINGS HWY
 MIDDLETON NH 03887-6201
 UNITED STATES
 STRAFFORD

Valid Through	Sales Rep	Terms	PO #	Shipping Method
9/9/2025	Ralph Orta	PP - Prepaid		Ground Shipping < 75 LBS

Item	Description	Quantity	Units	Rate	Amount
5241	MedVault® 2.75 Mini, MECHANICAL OVERRIDE, WIFI STD, SURFACE	1	EA	\$1,897.00	\$1,897.00

Installation Address:
 Primary System Code Role: PS-98-0030-01-75-EMS01

SMS-1001C1	1YR. KnoxConnect™ Cloud License 1-6 devices	1	EA	\$584.00	\$584.00
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Installation Address:
 Primary System Code Role: PS-98-0030-01-75-BOXES

Memo: To purchase, please complete the Knox Connect form, CIF form to be invoiced and provide tax exempt cert if applicable. Thank you.

Subtotal	\$2,481.00
Tax Amount	\$0.00
Shipping and Handling	\$36.00
Total	\$2,517.00



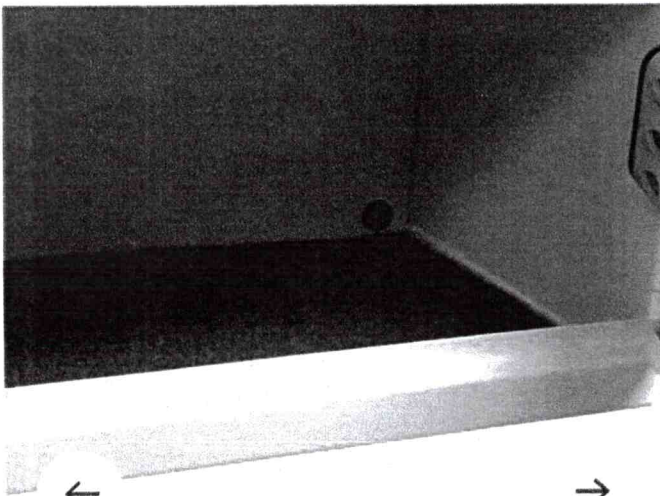
QT-KA-63507



What are you looking for?

Home / All / V-Line 8514NB-1 Narcotics Security Box

V-Line 8514NB-1 Narcotics Security Box





Authorized Dealer

Model: 8514NB-1

Availability: Usually Ships in 3-5 Business Days

Dealer: Amber Blevins

•  Before you leave, is there a question I can help answer?

•  Weight: 16.00

FR
SHIP

Dealer: Dominic Schwebs

Hello! I see you are looking at one of our products. Did you know we have Free Shipping? Please let me know if you have any questions.

~~\$1,050.00~~ **\$ 895.00** 2

Save \$ 155 **15%**

- 1 +



- Outside Dimensions: 8.50" H x 14.13" W x 8.75" D.
- (4) 1/4" anchor holes in the bottom of the safe.

CompX eLock Options:

8514NB-1 - Keypad and Mechanical Key Override.

8514NB-2 - HID Prox Reader, Keypad and Mechanical Key Override.

8514NB-3 - HID iClass Prox Reader, Keypad and Mechanical Key Override.

Access / Accountability Standard Features:

- Capable of assigning 250 users with two authority levels: supervisor or user.
- Alpha-numeric keypad with low battery indicator. Can jump start battery with any USB 2.0 Mini B cable.
- Three versions of the CompX eLock 150 Series Lock:
- The Audit trail provides a history of the last 1500 access and attempts with date, time & user name. (LockView Software Kit Required)
- When used in conjunction with the optional LockView Software Kit, audit trails and management controls can be downloaded and managed from a Laptop computer.

Optional Items:

- LockView5 Software Kit (Travel Drive and USB Cable).
- 12V-9V eLock DC Power Converter.
- 150 Series 9V AC Power Adapter.



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V-Line 8514NB-1 Narcotics Security Box -
8514NB-1 - Standard

Accessories: 12V-9V DC Power Converter +\$87.00, LockView5
Software Kit +\$775.00

- 1 + **\$ 1,757.00** ~~\$1,050.00~~ ×

Subtotal: **\$ 1,757.00**

Total Savings: **\$ 155.00**

Shipping: **Free!**

**Starting at \$110/mo with [affirm](#). Check your
purchasing power**



Checkout+ ⓘ

\$35.00

Protection for Damage, Loss, Theft & More!

Subtotal

\$1792.00

Checkout+

[Continue without Checkout+](#)



V-Line 8514NB-1 Narcotics Security Box -
8514NB-1 - Standard

Accessories: 12V-9V DC Power Converter +\$87.00, LockView5
Software Kit +\$775.00

- + **\$ 1,757.00** ~~\$1,050.00~~

Subtotal: **\$ 1,757.00**

Total Savings: **\$ 155.00**

Shipping: **Free!**

**Starting at \$110/mo with [affirm](#). Check your
purchasing power**



Checkout+ ⓘ

\$35.00

Protection for Damage, Loss, Theft & More!

Subtotal

\$1792.00

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