

Town of Middleton, NH

Board of Selectman Department Head Meeting

Minutes

Monday, January 13, 2025 at 6:30 pm

Non-Public Session 5:30

Board of Selectmen Regular Meeting @ Old Town Hall @ 6:30 PM

1. Call To Order

Minutes:

The meeting was called to order by Vice-Chair Roxanne Tufts-Keegan at 6:34 PM

2. Pledge of Allegiance

3. Roll Call

BOS Members: ; Tracy Donovan-Laviolette - Member; Mike Green - Member; Tim Cremmen - Chair, Roxanne Tufts-Keegan- Vice-Chair

Minutes:

The following members at the meeting were as follows: Tracy Donovan-Laviolette - Member; Mike Green - Member; Roxanne Tufts-Keegan-Vice-Chair
Tim Cremmen - Chair was unable to attend this meeting.

4. Approval of Minutes

Minutes:

The minutes for 12/23/24 were approved as read. The motion to approve was from Tracy Donovan-Laviolette and seconded by Mike Green. Motion all in favor motion carried.
The Minutes for 1/6/25 were approved as read. The motion to approve was from Tracy Donovan-Laviolette and seconded by Mike Green. Motion all in favor motion carried.
The Non-public minutes 1/6/25 were tabled until next meeting on 1/27/25
The Non-public minutes 1/9/25 a motion to seal for 5 years from Roxanne Tufts-Keegan and seconded by Mike Green. All in favor, motion carried.
The Non-public minutes 1/13/25 Roxanne Tufts-Keegan mad a motion to seal for 5 years. Mike Green seconded. All in favor, motion carried.

Signature Action

5. Signature of Personnell Forms

Minutes:

The personnell forms presented were signed by the BOS members present.

6. Municipal Assessment Data Certificate

Minutes:

This form is required by the State. Avitar is correct on form and reviewed by Robin Willis. Robin

explained to the board the form information Board of Selectmen present of Roxanne Tufts-Keegan, Mike Green and Tracy Donovan-Laviolette.

Old Business

7. BOS Chair Position

Minutes:

This line has been tabled for the next meeting on 1/27/25.

8. Chair & Vice Chair Weekly

Minutes:

This was tabled and will be reviewed at the 1/27/25 meeting.

9. GIS mapping discussion

Minutes:

Robin gave a graph and information on the CAI system. She has also spoken to other towns that use the GIS mapping system as well as Avitar. These programs intergrade together. See video and attachments.

10. Discussion of replacing BOS member

Minutes:

The Board of Selectmen will be getting in touch with the applicants for this position.

11. Highway proposal

Minutes:

James Keegan was asked by a board member to get other quotes on a new truck. Jim had gotten a quote for DiPrizio. He also reached out to Quirk Chevrolet, Hiltop Chevrolet and Oconor dealership. The two dealerships that could get a truck for our specs, were DiPrizio and Oconor and the prices were pretty much the same. Jim recommends DiPrizio only because they will be doing all the servicing on the vehicle. Jim was asking the Board of Selectmen permission to purchase the truck and put in a warrant article for \$25,000. They will auction off the old trucks that they have. Tracy Donovan-Laviolette motioned to approve the purchase of the new truck and Mike Green seconded the motion. All in favor, motion carried.

See video for more indepth conversation.

New Business

12. Cell Tower Lease

Minutes:

Unison Infrastructure sent a letter stating they want to buy the cell tower lease. This item was tabled until 1/27/25 Tracy Donovan-Laviolette will look into this further.

13. Recognition of outgoing Police Chief

Minutes:

Chief Randy Sobel was able to come in and be the interim Chief when we really needed the

assistant. The BOS and the employees were very appreciative of his time and efforts. He was able to organize a lot of procedures in his time as well.

14. Emergency Management

Minutes:

No updates at this time. We believe the Emergency Management will go back to the Fire department to review.

15. Fire/EMS

Minutes:

The new Fire Chief, Jarrod Wheeler, has only been here for a week and has been very busy. Attached is the monthly report dated for 1/12/25. This report has been attached. See video also for more information on the discussion.

16. Highway Dept

Minutes:

Dan Phillips, Road Agent, went over the time frame of December 16, 2024 through January 13, 2025. The list is attached for review as well as more discussion on these items.

17. Police

Minutes:

The new Chief of Police, Scott Ferguson, submitted a report for the month of December. Please see attached memo and also more discussion on video.

Chief Randy Sobel was a tremendous asset and there was a seamless transition. At this time, the Chief Scott Ferguson is the only police officer at this time. He has been very busy with covering shifts. Chief Ferguson asked the Board of Selectmen for approval for decalling the for 3 cruisers. Mike Green made the motion to accept the proposal for decalling and Tracy Donovan-Laviolette seconded the motion. All in favor, motion carried.

18. Town Clerk/Tax Collector

Minutes:

The Town Clerk submitted the numbers reports for the month of December 2024. These reports are attached.

19. Treasurer

Minutes:

At this time we have not replaced the vacant position of Treasurer, therefore, this is no report for 12/2024.

20. CEO

Minutes:

There was no reports submitted from the CEO for the month of December 2024.

21. Excess Sweatshirts

Minutes:

The Board of Selectmen will work with the Recreation department to sell the excess sweatshirts. Price will be determined at a later date. We have a rough estimate of 15-20 and the funds will be put towards the Old Home Day.

22. Budget discussion

Minutes:

The budget numbers were reviewed and discussed. They are trying to get the numbers done in order to be able to submit them to the budget committee. The department heads that were there stated their numbers look to be inline.

Please see video for more information.

Public Comment

23. Public discussion

Minutes:

The Town Treasurer and the Police Administrative Assistant position and possibly offer that person 28-30 hours a week versus 16 hours a week. This will be posted internally.

Adjournment

24. Adjournment

Minutes:

A motion to adjourn was proposed by Tracy Donovan-Laviolette at 8:16 PM and seconded by Mike Green. All in favor, motion carried

GIS system options

	Pros	Cons	Cost	Other
Do nothing	No cost	Residents, RE Agents, Appraisers cannot easily access information. Missed opportunity to use technology to enhance processes.	None	
Stratford Regional Planning	No cost?	Lack of support; confusing to navigate, inconsistent; no assessing data, limited info available.	None	
Avatar	Already using their database	Limited features; tax card assessing Data only; not sure what "mapping bundle" includes; no other town in Stratford County uses their mapping?	\$1518 provides assessing access to residents	+\$750 option to create pdf; additional +\$759 mapping bundle
CAI	State of the art Potential for future enhancements Links to assessing data Intuitive; easy to use Creates mailing labels for abutters; most towns Stratford County use	Most expensive option of top 4 considering \$3,000 start up; otherwise similar to Avatar's cost	\$3,000 start up and \$3,000 first year and annually after that	
MapGeoArcGIS Hub		? do they integrate with Avatar?	?	Would need to do more research

Stratford County Towns are Using

Town	2020 Population	GIS Mapping
Barrington	9326	CAI
Brookfield	755	CAI
Dover	32741	MapGeo
Durham	15490	CAI
Farmington	6722	SRPC
Lee	4520	SRPC
Madbury	1918	SRPC

Middleton	1823		
Milton	4482	CAI	
New Durham	2693	CAI	
Newmarket	9430	PeopleGIS	
Northwood	4641	CAI	
Nottingham	5229	CAI	
Rochester	32492	ArcGIS Hub	
Rollinsford	2597	ArcGIS Hub	
Somersworth	11855	CAI	
Stratford	4230	CAI	
Wakefield	5201	CAI	

Additional Information from CAI (! added the bold)

First and foremost, **AxisGIS is intended to serve as a municipal wide Online GIS platform which can be customized based on the specific needs of your community.** AxisGIS is intended to be the authoritative GIS resource which can be integrated with other critical business systems throughout the Town. For example, having the ability to include your community specific GIS content and decide how it is symbolized and displayed. AxisGIS includes a Data Processor utility which allows you the ability to sync up your CAMA data to the GIS application anytime you want - this is important in order to keep ownership information current for Searching and Abutter Queries. **This point is one of the several items that sets AxisGIS apart from our competition**

Another important factor to consider is that when CAI completes your annual parcel update, the parcel data gets refreshed into AxisGIS without any effort by the Town. This provides a **streamlined workflow to keep the parcel data current** as well as an opportunity for you to refresh any existing or add new GIS layers on the site as well.

As far as the user experience is concerned, the AxisGIS interface is **very intuitive and simple to use** on a browser, tablet or mobile device. This supports use in the home, office and out in the field - anywhere you have Internet access. The mapping technology that AxisGIS uses is ESRI based technology which is the world's leading GIS technology. This allows the user the ability to produce high quality maps that are rendered quickly in the interface. AxisGIS delivers a professional user experience through a fast, responsive and easy to use front end user interface. This all supports better and faster decision making ability and saves time for staff and public users.

The following is a list, which includes and not necessarily complete, of user functionality which AxisGIS provides much better than any other municipal GIS platform.

AxisGIS includes an available Splash Screen upon initial application launch.

Search by Owner, Address or ParcelID

Road Searching and Search by Street Intersection

Ability to draw polygon of any shape on map to get list of parcels

Reporting options and mailing label options for Search Results

Print Dynamic CAI Tax Card, included in base offering

Link Building Photos and Sketches

Link Documents - Add On Tools are required

Bi-directional Integration with other systems - Add On Tools are required

Ability to integrate your own specific community data layers, as well as GRANIT and RPC layers

Ability to apply transparency your own specific community data layers

Ability to restore your last map session

Consume data from ArcGIS Online

Create PDF lists from selection or Abutters search results

Customize where your Map Labels begin to print on the label stock

Ability to run Abutter Queries on more than one subject parcel

Add/Remove parcels from Map included in an Abutters search

AxisGIS offers an entire library of available Basemap options including custom basemap capabilities

Access to Google StreetView and Bing Streetside

AxisGIS offers enhanced PDF Map Printing Capabilities

Favorites (Bookmarks)

Map Markup Tools

Zoom to My Location when using in the field

AxisGIS also offers capability for extending and scaling the platform for internal Staff User needs. Staff Sites to secure internal data layers are available as well as Add-on modules such as Document Upload Tools, GIS Data Editing tools, GIS Data Sync/Refresh Tools and Advanced Query Tools. While these tools are available for an additional fee, this represents why it is important to implement the AxisGIS platform as the one authoritative place for users to get consistent location based content that is customized based on the specific needs of the community.

Board of Selectmen

From: Christopher Bello <cbello@unisoninfra.com>
Sent: Thursday, January 2, 2025 2:07 PM
To: Board of Selectmen
Subject: Unison's offer for cell tower lease (Town of Middleton)

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Good afternoon,

Below is the offer sent for Town of Middleton's cell tower lease earlier this year. I see in our notes that the lease is set to expire this year, in 2025. If that is the case, chances are that we'd be able to improve the offer quite a bit.

If you can send me a copy of the current wireless lease and any amendments at your convenience, I will work on getting a formal LOI sent to you for consideration.

VALUE:

\$230,000 lump sum payment

TAX BENEFITS:

1. Up to 100% tax deferred under IRS publication 544, assuming there is basis in the property
2. 1031 like-kind exchange eligible
3. Long Term Capital Gains

REVENUE SHARE:

60/40 revenue share (in your favor) for any new tenants added

Sincerely,



Chris Bello
303-418-7858
cbello@unisoninfra.com

Confidentiality Note: This email and the documents accompanying it are considered trade secret, confidential, and/or proprietary. If you are not the intended recipient, the disclosure, copying, distribution, or use of this information is prohibited. If you have received this email in error, please notify us immediately

VENDOR: MID1 TOWN OF MIDDLETON

CHECK NUMBER: 2142
CHECK DATE: 1/01/25

LEASE	REFERENCE	RENTAL PERIOD	AMOUNT
NH505A	40% REVENUE SHARE - 2ND TENANT	1/01/2025 TO 1/31/2025	1,040.40

TOTAL: 1,040.40

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

BLUE SKY TOWERS II, LLC
57 EAST WASHINGTON STREET
CHAGRIN FALLS, OH 44022

CIBC

2142

2142

ONE THOUSAND FORTY AND 40/100 DOLLARS

DATE

AMOUNT

PAY
TO THE
ORDER
OF

TOWN OF MIDDLETON
182 KINGS HIGHWAY
MIDDLETON NH 03887

01/01/25

\$*****1,040.40



Janet Mosee

AUTHORIZED SIGNATURE

⑈002142⑈ ⑆071006486⑆

⑈2661268⑈

VENDOR: MID1 TOWN OF MIDDLETON

CHECK NUMBER: 2137
CHECK DATE: 1/01/25

LEASE REFERENCE

RENTAL PERIOD

AMOUNT

NH5051 MONTHLY GROUND RENT

1/01/2025 TO 1/31/2025

1,324.90

TOTAL: 1,324.90

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER

BLUE SKY TOWERS II, LLC
57 EAST WASHINGTON STREET
CHAGRIN FALLS, OH 44022

CIBC

2137

2137

ONE THOUSAND THREE HUNDRED TWENTY FOUR AND 90/100
DOLLARS DATE

AMOUNT

PAY
TO THE
ORDER
OF

TOWN OF MIDDLETON
182 KINGS HIGHWAY
MIDDLETON NH 03887

01/01/25

\$*****1,324.90



Janet McSee
AUTHORIZED SIGNATURE

⑈002137⑈ ⑆071006486⑆

⑈2661268⑈



Middleton Fire-Rescue

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

January 2025 Monthly Report

1/12/2025

- 12 Calls For Service.
- First 3 ALS medicals sent for billing.
- 1 Patient Transported to Portsmouth Hospital Trauma Center.
- 2 Mutual Aid Ambulances (Prior to 1/5 Chief Start) None since.
- Security upgrades underway.
- Elimination of Emergency Reporting software taking place. *2500 fees*
- Elimination of Who's Responding App taking place.
- Ambulance Operational at Paramedic Level.
- Ambulance Rebranding in the planning stage.
- Air Pack Flow Testing and Hydrotesting Scheduled for this month. *yearly*
- SCBA Compressor will be operational by months end.
- Working out details for Warrant article for replacement Fire Apparatus (Engine 1).
- Equipment Inventory Taking Place.
- First Per Diem Shifts for station coverage begin next week (Week Beginning 1/20) *MF 2 have people coverage*

Dec. 16 → Jan 13

- ✓1) Ordered 6 loads salt.
- ✓2) Picked up cold Patch from Pike for Potholes
- ✓3) Graveled Potholes dirt Rds as needed.
- ✓4) Cleaned ditch on ^{Gary} gully Rd.
- ✓5) 12/19 Salt Run, 12/20 Put out Mix.
- ✓6) Replaced 2 hoses loader for bucket Release.
- ✓7) Scrape & treat all Roads 12/24
- ✓8) Serviced loader oil, fuel, Air filters
- ✓9) washed oiled & greased skidders.
- ✓10) Treat all Paved Rds 12/31 & 1/1
- ✓11) Drive way Permits (2) Ridge Rd. (1) Pinkney Rd.
- ✓12) Check all Rds for Limbs & Debris (Windy)
- ✓13) Scrape Ice on Kings Hwy (water in Road by burnt base)
- ✓14) Treat all Rds with mix 1/9
- ✓15) Plow & treat Rds 1/11
- ✓16) Took #2) to Diprizio's for steering box Zack
(Took off Plow & Wing.)



Middleton Police Department

POLICE DEPARTMENT MONTHLY REPORT: December 2024

Date: 1/13/2025

INCIDENTS INVESTIGATED: 45

ARRESTS: 2

MOTOR VEHICLE ACCIDENT: 1

MOTOR VEHICLE ACTIVITY: 20

Regards,

A handwritten signature in black ink, appearing to read "S. Ferguson", written over a horizontal line.

Chief Scott Ferguson

Middleton Town Clerk

Deposit Journal

Deposit Dates from : 12/1/2024 to 12/31/2024

Tender Summary

Middleton Drawer	Tender	Amount
	CASH	\$8,602.23
	CHECKS	\$30,155.30
	TRAVELERS CHECKS	\$0.00
	Deposit Total:	\$38,757.53
	ACH	\$139.20
	CREDIT CARD	\$6,556.12
	DEPOSIT TOTAL	\$38,757.53
	Grand Total:	\$45,452.85

Activity Summary

MOTOR VEHICLE	Count	State Amt	Municipal Amt
CERT-COPY LOST	1	\$0.00	\$18.00
DECAL-REPL LOST	1	\$0.00	\$4.00
NEW	29	\$0.00	\$7,030.05
PLATE-RPL DAMAGED	1	\$0.00	\$11.00
PLATE-RPL REORDER-2D	1	\$0.00	\$11.00
RENEWAL	132	\$0.00	\$25,352.52
TITLE - AP	15	\$0.00	\$0.00
TITLE - PS	16	\$0.00	\$432.00
TITLE ONLY	1	\$0.00	\$27.00
TRANSFER	10	\$0.00	\$778.00
Sub Total:	207	\$0.00	\$33,663.57
TOWN CLERK SERVICES	Count	State Amt	Municipal Amt
BUILDING PERMIT	4	\$0.00	\$6,765.90
CELL PHONE INCOME	2	\$0.00	\$2,365.30
ELECTRICAL INSPECTIO	1	\$0.00	\$50.00
ELECTRICAL PERMIT	6	\$0.00	\$150.00
MARRIAGE LICENSE	1	\$0.00	\$50.00
OHRV REGISTRATIONS	3	\$0.00	\$846.00
OTHER PERMITS	12	\$0.00	\$660.00
PLANNING BOARD	1	\$0.00	\$150.00
POSTAGE	1	\$0.00	\$212.08
SUBDIVISION APP	1	\$0.00	\$400.00
TOWN HALL RENTAL	1	\$0.00	\$100.00
VITAL STATISTICS	2	\$0.00	\$40.00
Sub Total:	35	\$0.00	\$11,789.28
Total:	242	\$0.00	\$45,452.85
Grand Total:			\$45,452.85

Fees Summary

Fee	Count	Amount
AGENT FEE	166	\$498.00
APPLICATION FEE	32	\$64.00
BUILDING PERMIT	4	\$6,765.90
CERTIFIED COPY FEE	1	\$15.00
CLERK FEE	171	\$342.00
DECAL REPLACEMENT FEE	1	\$1.00
ELECTRICAL INSPECTION	1	\$50.00
ELECTRICAL PERMIT	6	\$150.00
INCOME	2	\$2,365.30
MARRIAGE LICENSE - STATE	1	\$43.00
MARRIAGE LICENSE - TOWN	1	\$7.00
MPF	132	\$132.00
OHRV REGISTRATION	3	\$846.00
OTHER PERMITS	12	\$660.00
PERMIT FEE	173	\$24,232.00
PLANNING BOARD	1	\$150.00
PLATE FEE	27	\$196.00
PLATE REPLACEMENT FEE	2	\$16.00
POSTAGE	1	\$212.08
REGISTRATION FEE	152	\$6,932.92
SAFETY FUND	3	\$3.00
SUBDIVISION APP	1	\$400.00
TITLE FEE	17	\$425.00
TOWN HALL RENTAL	1	\$100.00
TRANSFER FEE	20	\$150.00
VANITY FEE	17	\$656.65
VITAL STATISTICS - STATE - ADDL COI	1	\$5.00
VITAL STATISTICS - STATE - FIRST COI	2	\$16.00
VITAL STATISTICS - TOWN - ADDL COI	1	\$5.00
VITAL STATISTICS - TOWN - FIRST COI	2	\$14.00
Grand Total:	954	\$45,452.85

TOWN OF MIDDLETON Collections Summary for the Month of December FY 2023

Warrant	Begin. Balance	Committed & Supplemented	Abated	Decded	Collected		Ending Balance	Prior Months' Credits Assigned		Adjustments		Error
					Principal	In/Pen		Principal	In/Pen	Principal	In/Pen	
2020L01	9,689.16	0.00	0.00	0.00	0.00	0.00	9,689.16	0.00	0.00	0.00	0.00	0.00
2021L01	40,019.83	0.00	0.00	0.00	527.17	437.83	39,492.66	0.00	0.00	0.00	0.00	0.00
2022P01	35,507.63	0.00	0.00	0.00	0.00	0.00	35,507.63	0.00	0.00	0.00	0.00	0.00
2022P02	42,003.96	0.00	0.00	0.00	194.31	4.17	41,809.65	0.00	0.00	0.00	0.00	0.00
2023P01	85,208.32	0.00	0.00	0.00	10,483.50	371.71	74,724.82	0.00	0.00	0.00	0.00	0.00
2023P02	2,997,910.71	0.00	0.00	0.00	2,049,650.21	2.00	948,260.50	0.00	0.00	0.00	0.00	0.00
2023L01	5,500.00	0.00	0.00	0.00	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	3,215,839.61	0.00	0.00	0.00	2,066,355.19	815.71	1,149,484.42	0.00	0.00	0.00	0.00	0.00

Summary		Credits	
Principal:	2,066,355.19	Unassigned Beginning Balance:	1,743.86
Interest/Penalties:	815.71	New This Month:	5,146.00
Unassigned Credits Received This Month:	5,146.00	Assigned This Month:	0.00
* Net Receipts This Month:	2,072,316.90	Returned This Month:	0.00
* Including Prior Year Deletions		Deleted This Month:	0.00
* Net Receipts This Month:	2,072,316.90	Unassigned Ending Balance:	6,889.86
Total Prior Year Deleted Receipts This Month:	0.00	Refund Abatements	
Total Prior Year Deleted Credits This Month:	(0.00)	Beginning Balance:	0.00
Credits Received & Refunded This Month:	0.00	New This Month:	0.00
Gross Receipts This Month:	2,072,316.90	Deleted This Month:	0.00
Total Prior Year Deletions This Month:	0.00	Ending Balance:	0.00

Warrant	Begin. Balance	Committed & Supplemented	Abated	Decded	Collected		Ending Balance		Prior Months' Credits Assigned		Adjustments		Error
					Principal	Int/Pen	Principal	Int/Pen	Principal	Int/Pen	Principal	Int/Pen	

Adjustment Details

Invoice	Receipt	Date	Effective	Deleted	ID	Prior Credits Assigned	Adjustments
						Principal	Int/Pen

Warrant

Credit Details

Invoice	Receipt	Source	New This Month	ID	Amount
	2023002382	Over/Pre Payment		73101	2,093.00
	2023002678	Over/Pre Payment		73398	3,053.00
			New This Month:		5,146.00