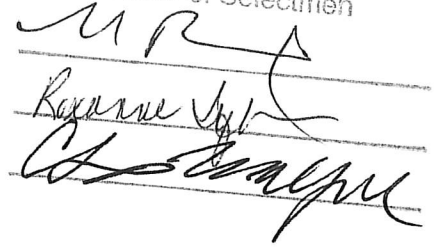


Town of Middleton
Board of Selectmen Meeting
March 14, 2022

Approved By
Board of Selectmen



Meeting called to order at 6:30pm

Pledge recited

BOS Members present: Michael Boisvert, Christine Maynard, Roxanne Tufts-Keegan

Mike made a motion to accept the BOS minutes for February 25, 2022. Roxanne and Christine stated they had not read the minutes and suggested tabling the approval to the next BOS meeting.

Mike welcomed the 2 new BOS members, Roxanne Tufts-Keegan, and Christine Maynard.

Mike asked if there were any public comments for the first public comment segment. He stated this segment is for people who didn't intend on staying for the entire meeting.

Mike stated next on the agenda was for department heads

Police – Chief Cooper provide the stats for the month of February (see attached report).

Emergency Management – Chief Cooper commented there was nothing new to report.

Assessing – Kara Boisvert commented she was collecting the abatements for March 1st for Avitar and still researching old deeds.

Highway – Dan Phillips, resident, road agent, provided total man hours for overtime. He provided the breakdown between the seasonal as well as the regular full time. He stated Lance (seasonal part time) worked for a total of 15 weeks. Lance's last day was Friday March 11th. Dan thanked him for helping the Highway department during the winter. Dan stated that Lance would be available if there were any additional snowstorms. Dan stated salt usage was 528 ton, which is less than what had been used in prior years. He stated the Highway department had 27 events. Dan stated the fuel station had its annual inspection and it was completed by GAFTEK on March 9th. This is something that must be completed each year. He stated he hasn't received the result from inspection. He commented they highway department had been out doing pothole patching. Dan stated they have been continuing to perform truck maintenance, greasing the sanders, and changed cutting edges on one of the plow trucks. He also stated they are checking the dirt road and will bring out the grader when the roads are ready. (See attached report)

ACO – Theresa stated she would be in the office tomorrow to work out the final details for the rabies clinic. She stated once she has everything situated, she would post it on social media. Christine asked when the rabies clinic was scheduled for. Theresa said that it was probably going to be the first Saturday in May because of the availability of the workers from the vet clinic.

EMS & Fire – Fire Chief Watkins stated there were 7 fire calls, 2 EMS calls, 5 public assists that the ambulance was utilized. He stated there was one valve break on engine one and it has been replaced. (See attached report)

Town Clerk/Tax Collector – Janelle commented that there wasn't anything to add. They are just working along. (See attached report)

Code Enforcement/Health officer – absent from meeting

Welfare – absent from meeting

Treasurer – absent from meeting. Treasurer's report was provided. Roxanne read the February report and stated there was \$2million available. She also commented even though the report states \$2million available there are outstanding checks that haven't come through yet. She also read the amounts for the Ambulance revolving fund is \$24,738 and the Police Detail fund is \$10,800. Mike commented for the 2 revolving accounts we need to go back to the last deposit made and rectify the balance.

New Business:

Christine recommended we start with the BOS assignments to the various committees and departments. Christine commented that she would like to see Roxanne as the chair of the BOS giving her business experience and with the activity that has gone on for the past year in town with the BOS. Mike stated he disagreed and that he would like to be chair, and then next year to pass the torch for another selectmen to be the chair. Roxanne stated she would be fine with being the chair but didn't think all 3 of the BOS were going to agree on this at the moment. She recommended to move on to assignment for the BOS. Mike stated the planning board and Roxanne said she would take that one as she was recently on the planning board but resigned due to her being elected to the BOS. Both Mike and Christine agreed to having Roxanne as the planning board liaison. Mike stated the next position was for the School Board. Roxanne stated she would be the school board liaison as she typically attends the monthly school board meetings. Both Mike and Christine agreed to having Roxanne as the school board liaison. Mike commented the next one was the budget committee. Roxanne stated she would be the budget committee liaison. Mike and Christine agreed to having Roxanne as the budget committee liaison. Mike stated the next board was the zoning board. Christine stated she would be the BOS rep to the zoning board. Roxanne and Mike both agreed to having Christine as the zoning board liaison. The next committee Mike commented that needed a BOS rep was the Joint Loss Committee. There was discussion as to the purpose of the Joint Loss Committee. Laura Parker commented that the town is required to have a JLC and are required to meeting quarterly. She also stated it does help with a reduction in insurance for the town. There is annual reporting required. Jon Hodgekiss commented that minutes of the JLC need to be kept and readily available. He stated that the town had failed to keep minutes in the past and ended up in court in Concord and a fine was levied. Mike asked who the committee was comprised of. Laura stated it was more employees than management and each department was represented. Scott Ferguson stated that whichever BOS ended up with the JLC to reach out to him and he could provide the templates as he is does the JLC for his current job. Christine agreed to be the BOS rep for the JLC. Mike commented the next committee was the conservation committee. Mike stated he was fine with being the BOS liaison to the Conservation Committee. Roxanne and Christine both agreed to having Mike as the Conservation Committee liaison. Mike stated that personnel policy was next on the list. He recommended that all 3 BOS work on the personnel policies, not just one

BOS. Christine commented for the Highway, Fire, and Police departments that each of the BOS should be assigned to one department. Roxanne agreed with Christine. Christine stated she would take Fire & EMS. Roxanne stated she wouldn't take Highway due to her husband works in the department. Roxanne stated she would take Police. Mike would be the Highway liaison. The discussion returned to the BOS chair. Roxanne stated she would be fine being the BOS chair and stated giving everything that has occurred the last 6 months with Mike that it might be for the best. Mike stated he wanted to be the chair and he wanted to prove himself. Roxanne made a motion to nominate Mike as the chair, Christine seconded the motion. The motion carried. Christine made a motion for Roxanne to be the vice-chair, Mike seconded the motion. The motion carried. Mike made a motion to make Christine a member, Roxanne seconded the motion. The motion carried.

Roxanne stated she would like to see a committed form for the ARPA funds. She stated the town was still to receive approximately \$96K this year. The intentions of the committee would be to research what the money could be spend on and how it would be best used in Middleton. There was discussion of forming a committee. It was decided the committee would be 7 voting members. Scott Ferguson recommended that the representatives from the town departments not be voting members. They would be there as a representative and provide input. It was stated the committee would not be making any decisions on how to spend the ARPA funds but to make recommendation as to how the money could be used by the town. Mike made a motion to move forward with forming an ARPA committee. Roxanne seconded the motions. The motion carried. There was discussion as to when the committee should start meeting and the timeline as to when they would have their recommendations. Roxanne stated she would like the committee to start meeting within the next 2 weeks and to have recommendations in the Fall (September/October).

Roxanne stated Jon and Janet Hotchkiss reached out to her and stated they would be willing to be the representative for Middelton to the Strafford Regional Planning Commission. She stated that both Jon and Janet have been representatives in the past, so they are familiar with what is expected. Roxanne made a motion to have Jon and Janet Hotchkiss the Middleton representative to the Strafford Regional Planning Commission. Christine seconded the motion. The motion carried.

Roxanne stated she would like to have a BOS workshop posting for the next month since she, Christine, and Mike may be in the municipal office at the same time doing training. Mike stated that giving these are workshops anyone from the public is welcome to come and sit in while the BOS are in the office. This would be posted for Monday through Friday for normal business hours.

Roxanne stated that there should be a freeze on overtime. She stated the budget was going to be tight. She stated any overtime would need to have BOS approval. Roxanne made a motion to put a freeze on overtime and any overtime would require BOS approval. Christine seconded the motion. There was discussion about if the financials had been reviewed for the overtime lines. Roxanne stated she hadn't reviewed the latest financials as they hadn't been produced. She stated that if we found to be in good position, the BOS could pull back this decision. She stated based on how overtime occurred last year that the town was already overbudget in April. Chief Copper stated he disagreed with the proposal as he doesn't know when the overtime demand will occur. He stated it seemed to be ironic timing with the snow season ending. He stated there are people who get covid and sick and coverage is needed. Roxanne stated that overtime wouldn't necessary not be approved but wanted to make sure the town didn't end up in the same situation of being over budget like it was in the previous year. Christine stated

there are part time officer that are available to cover shifts. Chief Cooper stated the part time officers have another job and their time is limited. There was further discussion regarding part time officers and the number that is available. He stated there are currently 3 part time officers he currently uses to fill in the schedule as they plan ahead. Christine stated it needed to be reviewed and that the overtime line shouldn't be relied on to cover the holes. She agreed that there should be freeze on overtime. Roxanne stated that if it was a reoccurring item then it needs to be addressed. Chief Cooper stated it wasn't a reoccurring item for the police department. Mike commented he has faith in both Dan and Chief Cooper to restrict the overtime. Roxanne stated she put the motion to have overtime approved. Christine seconded the motion. The motion carried 2-1.

Roxanne stated the next item she would like to discuss were the security cameras. She commented that there were security cameras in the town hall (municipal building), but they have since been taken down. She asked Mike for if this was correct. He stated correct. Scott Ferguson asked why the cameras had been taken down. Mike stated he was unsure and they temporary cameras. Scott stated the cameras were put up by a selectman who is no longer a selectman and wanted to confirm the cameras belonged to the town. Scott wanted to make sure the cameras were town owned cameras and not somebody's personal cameras. He stated if they are personal cameras, he has a big issue with this. Christine stated the there is an outstanding bill for the company who has been installing the security for the town. She stated in talking with Brian from KB security not everything from the contract has been fulfilled. Brian from KB security stated each building was supposed to fit for a wireless security system. Regarding the municipal building he was asked if the current security system could be added on to and he had provided a writeup of that cost. He stated all the buildings were being monitored and the costs is coming out of his pocket. Mike asked if KB Security covers the police department and Brian stated that they did not cover the police department. Mike asked what that would entail to take that over and Brian stated he needed to speak to Chief Cooper regarding that. Roxanne asked if we were paying 2 different bills for security, the one for KB and the one for the police department. Mike stated that KB would take over monitoring the police department along with the other buildings it currently monitors for the town. Roxanne asked Brian what the outstanding bill was for, and he stated it was for a year's worth of monitoring. He stated he bills annually and it's for the upcoming year. There was discussion regarding the bill and whether it could be applied to the previous year's budget. Laura Parker asked when the bill was created, and Brian stated it was from February of this year (2022). It was then determined the bill would be applied to the 2022 budget. Mike asked Brian if he could provide a printout of service calls that he has provided to Middleton. Jim Keegan asked about the security cameras at the municipal building. He asked Brian from KB Security if he took cameras down and Brian stated he did not take the cameras down and he didn't have anything to do with them. Jim asked when they got put up in the municipal building. Mike stated he went into the building and they cameras were gone. A member of the public stated the cameras were put up in December. Jim continued to ask about the cameras. He wanted to know who put the camera up, who took them down, what was recorded, who had access to the cameras and where the cameras were being recorded to. He also asked if his personal information was released out into the public over the ARPA funds. He wants to know who released it and who authorized it to be released. Mike stated that Jim's information was not release and he would get the answers to his other questions regarding the cameras. Laura Parker asked at what meeting was it approved to have the cameras go up at the municipal building. Janet Kalar asked who was monitoring the cameras. Scott Ferguson recommended to stop the discussion regarding the cameras at the municipal building due to the potential risk for the town. There is further discussion. Roxanne stated the

BOS will be looking to have the locks changed at the municipal building since it's unknown as to who has keys. Christine stated when new locks are installed, she would like a logbook of who has keys. Mike stated he would like to discuss with KB Security the open of keyless entry and having a log of who is entering and leaving the building. Christine stated she wanted to pay KB Security for the outstanding bill. There was discussion on adding services and can we tie it in all together. Brian stated he would agree to discount it and the additional cost would be \$415. This would amount would cover monitoring the downstairs at the municipal building. These doesn't cover keyless entry. Bonnie Gagnon asked if it covers the camera at the OTH. Brian stated it did not cover the camera at the OTH. Mike made a motion to pay KB Security the outstanding bill. Christine seconded it. The motion carried. Mike asked if we were comfortable having KB Security take over monitoring of the downstairs. Roxanne stated if we aren't paying two companies to do it. Brian from KB Security stated he could start monitoring it in the next 3 to 4 weeks. Mike made a motion to have KB Security do all the security monitoring for the town of Middleton with the understanding we can terminate the current coverage for the police department. Christine seconded. The motion carried.

Roxanne stated the next item on her list was the town's policy on social media. Mike commented the town doesn't currently have a policy. Roxanne stated she would take the task of creating a policy and bring it to the board for review and approval. Laura Parker stated there was a personnel policy for social media. Roxanne commented the personnel policy only has commentary regarding the use of town computers. A member of the public asked about the policy and who would it apply to. Roxanne stated it would apply to any individuals who works for the town or is on a board or committee.

Roxanne stated that the BOS should put the contracts/agreements that were not signed on hold. Christine stated she spoken with legal, and they stated the BOS could choose not to accept any contract that were not signed. Christine stated there were 4 signed contracts. Mike made a motion to put a hold on the outstanding contracts that have not been signed. Christine seconded the motion. the motion carried.

Roxanne stated to discontinue the EMS pay contracts for the police. She stated the latest contracts/agreements signed include the EMS pay. Mike asked if she had contacted legal. She stated she had not contacted legal. He recommended putting that on hold until legal had been contacted. Roxanne asked Christine if she could contact legal since she had already been in contact with them. Christine stated she was fine with that. This was tabled to the next meeting.

Roxanne stated to discontinue town vehicles going home except for the department heads. Mike asked if there was anyone else taking vehicles home. Roxanne stated that the police officers take home vehicles. She asked Chief Cooper to clarify who takes vehicles home. He stated on-call officers take a vehicle home. Roxanne stated she was proposing the only vehicles to go home would be the department head and the on-call officer. She stated with the environment we're coming into with gas prices as high as they are we need to try to keep costs down. Chief Cooper stated he felt it was targeting the police department since his department is the only one who don't live in town. He felt it was a further risk by not allowing officers to bring cars home if they had to use their own vehicle. Roxanne stated the on-call officer would bring the vehicle home that the officers who weren't on-call would not be taking a vehicle home. Christine stated other towns don't offer officers on-call a vehicle to take home. She stated if we have the on-call officer, mutual aid, and you (Chief Cooper) then why do we need for another officer to take home a vehicle. Chief Cooper stated the vehicles have been damaged

when left at the police station and the person who did the damage was arrested. Christine stated she didn't think to correct that problem was to allow the cars to go home and put on more mileage and gas usage Christine stated it was nice of the town to have allowed the officer to take home the vehicles but it's not a luxury we can afford giving the economy and the wear and tear on the vehicles. Christine stated that Chief Coopers contract/agreement states because you are a department head, and you are on-call all the time you are allowed a take home vehicle. Chief Cooper stated there was an accidental omission by somebody for Sargent Swift contract/agreement. He stated Sargent Swift acts on his behalf when he's not available. Roxanne stated Sargent Swift signed the contract/agreement and should have made note of that. Chief Cooper commented that Sargent Swift did sign the contract/agreement and he did make note of that. Christine stated then he shouldn't have signed the contract. There was discussion regarding on-call and how it currently works. Roxanne made the motion for only the department head and the officer on call to have a take home vehicle. Christine seconded the motion. The motion carried. 2-1

Theresa asked about her taking the ACO vehicle home and Christine stated that was not an issue. Brian Francis asked about running blue lights. It was stated this is not something the town does.

Roxanne stated the assistant admin/bookkeeper position if vacant. She read Sierra Pawnell's letter of resignation effect March 6th. Roxanne stated the job has been posted online and at this time have only received 2 or 3 applications. Christine stated she had reached out to MRI. Roxanne stated there may be some other temp agency we might want to reach out to. Janet Kalar state MRI had worked with Middleton in the past. Christine stated MRI had told her they had nobody available. She said MRI suggested checking with surrounding towns to see if they might be willing to help. Roxanne suggested Christine look into several companies that offer payroll services. Roxanne asked Joe Vargas what companies the town looked into last year when they were considering outsourcing payroll. Joes stated they looked at ADP and Heartland. Roxanne asked if the admin/bookkeeper job was posted on the NH Municipal website. Christine and Mike stated it wasn't, but they were working on getting it posted to that website. Tracy stated since that job was just filled this summer and the public was told there were over 40 applicants why aren't we looking at those applications. Mike stated we could pull the files and review them. Jim Keegan stated to maybe consider the job to go back to being full time and that might entice more people to apply. It was stated the job is currently 30 hours. There was discussion regarding the job being full time versus part time.

Brian of KB Security commented about training and the concern of the turnover of the job. Christine stated that he could train her, and she would share that information with the other BOS members.

Christine asked about the gas card and the cost associated with them. She recommended putting a freeze on using fuel cards. Mike asked if she saw any information/reports regarding the fuel car usage. She stated she had not currently seen anything. Chief Cooper stated he had an issue with this and went on to say that the police get a better deal with Irving. He also stated there was a billing issue with the town pump. He stated the cost to the police was around \$5.50 per gallon. At time he stated they were no longer using the town pumps. Christine asked if he had this information and he stated he could provide it to her. He stated the price that is on the pump at Irving is not what is paid. Because the police are a municipality they pay less per gallon. Roxanne recommended tabling this until the BOS has looked into the town pumps and the gas cards. Roxanne asked Mike to work with Dan to check the fuel reports

and how those work. There was discussion regarding the town pumps and how they work and how the fuel bills are allocated between department.

Christine asked about changing out locks for the town office. She will work with KB Security.

Public Comments:

Tracy Donovan-Lavolette asked what the plan is to deal with the release of the personal information. Mike stated that legal was being consulted. Tracy stated that the BOS got the email quite a while ago. She stated she was considering getting a lawyer as she feels the release of the information was done maliciously. She stated she has concerns with an employee or selectmen videotaping the public. Jill Brown provided the BOS with the report the NPPI information was included in. Tracy stated she would like to know the office person who put the report together and have them reprimanded or fired as well as the selectmen who gave the report out. Roxanne stated her opinion regarding this matter was that the BOS should have asked for the report back from the individual. The personal information should have been redacted and the people whose information was release should have been notified immediately. Jill Brown commented that at the town meeting the attorney stated the Attorney General contacted to her. Jill asked if the BOS knew what the Attorney General said. Mike stated it wasn't something the Attorney General deals with and if was pursued it would become a federal issue. Jill did state she didn't think it was a malicious act. She did state she thought it was careless unacceptable and sets up for lawsuits. Jill stated she struggled to bring the issue to the town meeting however, nobody had reached out to her and that was disconcerting to her. Christine commented about the common practice in the medical field when personal information is breached. Christine stated we can ask Jill to return the information or destroy it. She stated the town should have asked for it immediately and unfortunately accidents happen. Mike commented he did reach out to legal to draft a proper response. Roxanne asked Jill if she would return the personal information. Jill stated she has contacted a legal entity regarding this matter. Andrea Bowden asked if the town's insurance carrier had been notified of the breach. Mike stated they had not been notified. Andrea stated that should have been immediately. Laura Parker asked how the BOS know that is the only leak that there may more out there. Mike stated it's the only one that has been brought to the board attention. Dan S. asked if the town's insurance carrier would pay for LifeLock for the people who were breached. Roxanne asked if we have all the 91-A that requested information. Mike stated that we did. Christine asked if the information had been emailed and it was noted it was not emailed. Jill provided a previous 91-A that has not yet been answered sufficiently. She stated that it had been previously emailed to the BOS. Mike stated he as seen it but was not working on it. Andrea Bowden asked whether the individuals from the fire department who didn't receive ARPA funds would be reconsidered to receive the funds. Roxanne stated that would for the ARPA committee to take into consideration. Brian Taylor asked what the criteria was on determining who go the ARPA funds. Tracy asked if the other selectmen were off the email list. She stated she still had 3 outstanding 91-A requests that weren't answered correctly. Dan S. stated he would like a list of all employees who received the ARPA funds. Janet state there 3 people who worked during the pandemic who no longer work for the town and didn't receive premium but should have been on the list to receive the pay. She wants to know if they will get put on the next list. Jill asked what the criteria was, and Mike stated he didn't have it in front of him. Jill asked if the selectmen received the

ARPA funds. Mike stated the money was paid out in error to the selectmen. He said the money was paid out on January 27th and it was paid back on January 31st. Tracy stated it was clear that there was 25 on the original listing but then the list was 22. She wanted to know why they have had to ask in a 91-A for the criteria used to determine who received ARPA funds. Mike stated legal advised to not disclose information. There was discussion on when the new BOS could be sworn in. It was stated both Christine and Roxanne were sworn in after the town meeting on March 12th.

Mike motion to adjourn (8:15pm). Christine seconded the motion. The motion carried.

Respectfully submitted,

Roxanne Tufts-Keegan, Selectmen, vice-chair



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Board of Selectmen

Board of Selectmen Meeting Agenda

March 14th, 2022

Call to order

Pledge of Allegiance

BOS Members: Michael Boisvert, Roxanne Tufts-Keegan, Christine Maynard

Signature Action:

Approval of Minutes:

February 25th, 2022

Public Comment:

10 minutes unless voted to extend by the board.

Old Business:

Department Heads:

Police – Emergency Management – Assessing – Highway – ACO – EMS – Fire –
Town Clerk/Tax Collector – CEO/Health Officer – Welfare – Treasurer

New Business:

Public Comment:

10 minutes unless voted to extend by the board.

Adjourn:

Next Board of Selectman Meetings:

March 28th, 2022

April 11th, 2022

April 25th, 2022

May 9th, 2022

3/01/2022
1:00 PM

Board Of Selectmen
182 Kings Highway
Middleton, NH 03887

RE: Right to Know Request per RSA-91A

Dear Board of Selectmen,

Pursuant to the Right to Know Law (RSA. 91-A), I am requesting public access, within 5 business days, to the governmental records reasonably described as follows:

Due to my RSA 91-A request having been submitted on 2/3/22 and not fulfilled sufficiently I will again submit this RSA 91-A request.

1. I am requesting the total amount of ARPA funds received and exacts dates of receipt in 2021 and 2022 and proof of deposit and proof of all expenditures to include all records, no matter what form, including but not limited to, checks, banks statements, EFT, debits credits, printed documents, electronic documents, e-mails, or any other form of records regarding ARPA receipt or distribution of Funds.
2. I am requesting all the journal entries to the revenue line (from date of receipt of ARPA) that ARPA funds were put into and taken out of. This to include ALL debits, credits, EFT, checks issued etc. to show a FULL accounting of any and all funds that has come in or out of the account to todays current date 3/1/2022
3. I am again requesting a full, complete list of all town employees, elected officials, municipal employees, and appointed officials or anyone that was paid funds out of ARPA in ANY CAPACITY. This to **include Name, Department and Job Title** and to **also include any disbursements of ARPA funds to the above listed that did not accept or gave the funds back to the town.**
4. AT ANY TIME upon receipt or after receipt of ARPA funds were any Selectmen and/or any elected officials given a disbursement of any kind of ARPA funds and was it ultimately returned to the town? I want this question answered and to include a list of names. AGAIN if disbursements were made and either not accepted or given back this is to be public knowledge with the accounting that supports it.
5. I want all journal entries, accounting information, statements, and all documentation of the miscellaneous revenue line account 3503-00 from the date of receipt of ARPA funds to current date 3/1/2022.
6. I want year to date journal entries of all town employees to include selectmen, elected and appointed officials.

Per RSA 91-A:4 IV(c) if you deny any portion of this request, please cite the specific exemption used to justify the denial to make each record, or part thereof, available for inspection along with a brief explanation of how the exemption applies to the information withheld.

Within 5 days email me the records to me

Jill A. Brown

Per RSA 91-A, governmental records means "any information created, accepted, or obtained by, or on behalf of, any public body, or a quorum or majority thereof, or any public agency in furtherance of its official function. Without limiting the foregoing, the term "governmental records" includes any written communication or other information, whether in paper, electronic, or other physical form, received by a quorum or majority of a public body in furtherance of its official function, whether at a meeting or outside a meeting of the body. The term "governmental records" shall also include the term "public records."

I was also given a copy of All town employees social security numbers. Which may be in violation of NIPA laws and standards.

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RSA 91-A R....2022.docx

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Jill A. Brown

March 6, 2022

Town of Middleton

Sierra Pawnell, Selectmen Secretary/Bookkeeper/Administrative Assistant

Dear Selectmen,

I would like to inform you that I am resigning from my position as Selectmen Secretary/Bookkeeper/Administrative Assistant, effective Tuesday, March 15, 2022.

Thank you for all the support and opportunities you have provided me over the years. I have truly enjoyed my time working for the Town of Middleton and am grateful for the encouragement you have given me to pursue my personal and professional goals.

I wish the next employee in this position, and all other town employees luck, and less harassment from other boards in the future.

Sincerely,

A handwritten signature in cursive script that reads "Sierra Pawnell". The signature is written in black ink and is positioned above the printed name.

Sierra Pawnell

REPORT FROM THE TOWN TREASURER TO BOARD OF SELECTMAN

Feb-22

I have reviewed the information provided to me concerning the Town of Middleton's finances for the month of February. To the best of my knowledge:

- All checks are in sequence and have been accounted for.
- All expenditures match those shown on the month's bank statement.
- All deposits match those shown on the month's bank statement.
- The bank statement balance was reviewed with no irregularities found.

All information has been organized and filed for year end review by the town's accountant. Enclosed please find a summary of all transactions for the month including expenditures, summary of deposits, and a summary of outstanding transactions.

Beginning bank statement balance	\$	280,595.60
Deposits	\$	627,723.48
total after deposits	\$	908,319.08
Service Charge		
Withdrawals	\$	653,457.36
Ending Bank Statement Balance	\$	254,861.72
Sweep Account	\$	1,842,640.95
Ending Balance	\$	2,097,502.67
Outstanding Checks	\$	88,469.28
Outstanding Deposits total		
Return Check		
Total Cash Available	\$	2,009,033.39
Interest to Checking	\$	28.60
Interest to Sweep Account	\$	249.19
Police Department Revolving Fund		
\$ 2.07	\$	10,808.03
Ambulance Revolving Fund		
\$ 4.74	\$	24,738.87

Respectfully Submitted
 Sandra Bruedle
 Town Treasurer

Middleton Fire and EMS Department Pay Scale

The following updated pay scales for Middleton Fire and EMS Department are being implemented by the Middleton Board of Selectmen effective March 1, 2022.

When the Middleton Board of Selectmen institutes a pay raise for the Middleton Fire and EMS Department the pay raise will apply to the Base pay rate only and will apply to all department employees. Final pay for the employee will be based on the qualifications, officer position, and time with the department. When pay raises are authorized by the BOS then Base Pay on this scale will be updated to reflect the new amount.

Pay adders can be changed at the discretion of the Board of Selectmen, usually on input from the Fire Chief. When adders are changed the pay scales will be updated to reflect the new amounts.

If a qualification is not on the pay scale it can be added at the discretion of the Board of Selectmen, usually on input from the Fire Chief. The pay for the newly added qualification will be decided when the qualification is added to the pay scale.

To receive adders for qualification a copy of the certificate shall be included in the employee's file.

If a qualification lapses, then the adder for that qualification will no longer apply. If the employee re-qualifies, they must provide appropriate documentation of the re-qualification for the adder to be re-applied.

The pay scale for the Fire Chief will apply to the hours during response to Emergency Fire and EMS incidences only. All other duties of the Fire Chief position will be paid by a monthly stipend. The amount of the monthly stipend will be determined by the Board of Selectmen.

Middleton Fire and EMS Department Pay Scale

Base Pay Scale	
Qualifications	Pay per hour
Base Pay (No Qualifications)	\$12.00
Fire Fighter Qualification Pay Adders	
Fire Fighter Level I	\$2.00
Fire Fighter Level II	\$2.50
Fire Fighter Level III	\$3.00
EMS Qualification Pay Adders	
EMR	\$1.50
EMT Basic	\$3.00
EMT Advanced / Paramedic	\$4.00
Other Qualifications Adders	
Certified Pump Operator with CDL	\$0.50
Certified Fire Officer I	\$0.50
Certified Fire Officer II	\$1.00
Officer Pay Adders	
Lieutenant	\$1.00
Captain	\$2.00
Deputy Chief	\$3.00
Assistant Chief	\$4.00
Fire Chief	\$5.00
Time with Department Adders	
5 years of service	\$0.25
For every additional 5 years of service	\$0.25
EMS On Call Pay (Hourly)	
45% of Department Base Pay	

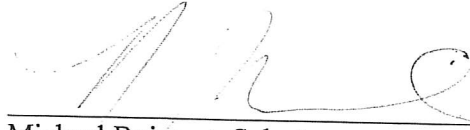
Definitions:

Qualification: A certification or license that is accepted by the State of New Hampshire for the purpose of Fire Fighting, EMS, Rescue, or Instruction of these services. Credit can be given for a Degree from an accredited collage for non-license qualification based on written equivalency evaluation from the Fire Chief.

Middleton Fire and EMS Department Pay Scale

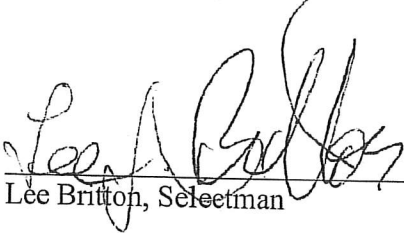
Executed this 25 Day February of 2022

Town of Middleton by its Board of Selectmen



Michael Boisvert, Selectman

Date 2/25/2022



Lee Britton, Selectman

Date 25 Feb 2022

Joseph Varga, Selectman

Date _____



Middleton Police Department

POLICE DEPARTMENT MONTHLY REPORT: FEBRUARY 2022

INCIDENTS INVESTIGATED: 44 (approx.)

Alarm:
Animal complaint: 5
Assist Citizen: 5
Assist Fire/EMS Dept: 4
Assist Other Agency (Mutual Aid): 5
Assist School: 1
Burglary: 1
Civil:
Civil Standby:
Conduct After An Accident:
Criminal Threatening:
Criminal Trespassing: 1
Criminal Trespassing Order Service:
Disorderly Conduct: 1
Disobeying An Officer:
Disturbance: 1
Domestic Violence Disturbance: 1
Found Property:
Harassment: 1
Identity Fraud:
Littering:
Lost Property:
Medical: 1
Misuse of Plates: 1
Motor Vehicle Related:
Motor Vehicle Lockout:
Noise Complaint:
Operating After Suspension: 1
Other Investigations:
Paperwork Service: 3
Parking Complaint:
Possession of Controlled Drugs:
Restraining Order Service: 2
Road Conditions:
Road Rage:

Search Warrant Executed:
Shots Fired:
Simple Assault: 2
Suspicious Activity: 5
SOR: 1
Theft: 1
Traffic Investigation:
Unauthorized Use of Motor Vehicle:
Vin Verification:
Wellbeing Check:
9-1-1 Hang-up Call: 1

ARRESTS: 2

- Warrant Arrests

approx.
MOTOR VEHICLE: 105 total (**computer issue, I could ~~only~~⁺ see the info for all 105 stops.
Below is all the data I could get for some of the stops...**) *only*

- Defective Equipment:
- Failure to Display Plates: 2
- False Inspection Sticker: 1
- False Registration Sticker: 1
- Following too Closely:
- Front Lights Required: 4
- Hand-Free Electronics:
- Improper Turn:
- Operating After Revocations/Suspension: 2
- Other:
- Misuse of plate: 1
- Negligent: 7
- Reckless: 2
- Speeding: 12
- Stop Lamps/Tail Lights: 12
- Stop Sign: 1
- Turn Signal Required: 1
- Uninspected Vehicle: 14
- Unregistered Vehicle: 1
- Yellow Line:

TO: Board of Selectmen
FROM: Janet M. Kalar/Treasurer SLVD
DATE: March 14, 2022
RE: OTH SCHEDULE FOR SLVD ANNUAL MEETING



Earlier today I spoke with Kara to schedule the Annual Meeting of SLVD. I asked to set the date and time for SATURDAY MAY 14, 2022 @9:AM. I told her we should only be there for probably no more than an hour. She did check the calendar and confirmed it with me.

Thank You.

3/14

- 1) Man hrs of OT total = 734
(Lance = 176 ot) 3 of us 186 each.
(done 2 week earlier than last year)
(Lance worked 15 weeks 600 Reg hrs, 176 OT)
(318 straight) ton.
- 2) Salt Used = 528 Ton (16 loads)
528 ton = 37,224

* Mix used = 562 cy = 843 ton
210.75 salt 632.25 ton Sand

* Plain Sand 208 cy = 312 ton

3) Events to date = 27

4) Fuel station annual inspection done
Wed. 3/9 By Gaftek

5) Pot Holes (Patching as needed)

6) Truck Maint. 2 Sanders
(Change set of cutting Edges)

7) Close Eye on dist. (Raking will
start when weather permits)

Board of Selectmen

From:
Sent: Monday, March 14, 2022 5:29 PM
To: Sierra Pawnell; Chief Michael Watkins; Board of Selectmen; Janelle Guarino
Subject: Fwd: Electronic Healthcare Payment is Available

Sent from my iPhone

Begin forwarded message:

From: noreply@instamed.com
Date: March 14, 2022 at 15:47:11 EDT
To: dabowdens@yahoo.com
Subject: Electronic Healthcare Payment is Available



An electronic remittance advice from Bankers Life and Casualty Co. is available.

An electronic funds transfer was initiated for the **amount** and **date** noted below:

Payee Name: TOWN OF MIDDLETON NH
Amount: \$92.84
Trace Number: 11119029
Date: 03/15/2022

To view this remittance online, please [login](#) and search using the Trace Number (Healthcare > Remittance > Payments Quick Search > Check/EFT Trace Number).

If you have any questions or concerns, please contact InstaMed Customer Service at 866-INSTAMED.



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Assessing Clerk

Assessing Monthly Report

March 14th, 2022

In the last month I have been accepting in abatement applications that were due by March 1st and sending those off to Avitar for review. I am still in the lengthy process of researching the old deeds that were found in the vault and am down to my last pile. Those deeds are dating anywhere from 1907-1980's.

Kara Boisvert



Assessing Clerk

Town Clerk

Department Head Meeting Monday March 14, 2022

Nothing to add to tonight's Department Head Meeting.

Janelle Guarino
Town Clerk
Middleton NH

Board of Selectmen

From: Bonnie Gagnor
Sent: Monday, March 14, 2022 4:22 PM
To: Board of Selectmen
Subject: Re: BOS Meeting

3/14/2022

Monthly Report for Middleton Recreation

The recreation committee has been very busy working on planning some events and fund raisers.

We handed out snacks and water at the town meeting and raised \$98 in donations.

March 3, we are having a paint night at the Farmington House of Pizza.

April 9, we will be doing a flashlight Easter egg hunt at the Middleton Elementary School.

We would like to thank the community for their continued support.

Bonnie Gagnon
President-Middleton Recreation

On March 14, 2022, at 12:02 PM, Board of Selectmen <bos@middletonnh.gov> wrote:

Good morning/afternoon

We do not have anyone available tonight to take meeting minutes. I am asking that all department heads please write up a report of any info that you will present, you can e-mail or give the copy to us at tonight's meeting so we can add this to the minutes.

Thank you very much, see you all tonight

Christine Maynard