



Town of Middleton

182 Kings Highway, Middleton, New Hampshire 03887

Select Board Meeting Minutes March 3rd, 2025

Meeting was called to order at 6:30 pm.

Pledge of Allegiance

Roll Call

BOS Members: Roxanne Tufts-Keegan, Chair Tim Cremmen, Vice Chair Mike Green, Member

Tracy Donovan-Lavolette, Member Bonnie Gagnon, Member

Approval of Minutes

Bonnie Gagnon makes a motion to approve the February 10, 2025 BOS meeting minutes as written, Mike Green seconds, motion passes (5-0-0)

Roxanne Tufts-Keegan makes a motion to approve the February 25, 2025 non-public BOS minutes and the March 3, 2025 non-public BOS minutes with the March 3rd minutes to be sealed for five years. Tracy Donovan-Lavolette seconded, motion passed (5-0-0)

New Business

Land use change tax bill. Two properties have increased in value after being taken out of current use. These bills reflect the updated value.

Bruce Manchester has been hired on at the Fire Department as the Deputy Fire Chief. He is both fire and EMT certified.

Supporting documentation has been provided for previously approved abatement for the auditors.

The board has requested an update on the status of the new town sign at the municipal building for the next meeting.

The bank now offers credit cards for municipalities in addition to debit cards. The board discussed getting cards for the different department heads as long as it can be distinguished as to which charge belongs to which department or possibly different accounts for each department. Roxanne Tufts-Keegan will get more information. The process for purchasing any and all equipment and supplies will remain the same.

The COE has requested the laptop be given remote access to the AVITAR servers. There is a yearly charge of \$99.00 to have this access. Tim Cremmen makes a motion to approve, Tracy Donovan-Lavolette seconded, motion passed. (5-0-0)



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The Police department has an ID card maker. They have offered to outfit the town employees with ID cards. Tim Cremmen motions to move forward with getting all town employees an ID card, Bonnie Gagnon seconded, motion passed. (5-0-0)

L-Chip grant has given the town a check for \$325.00 for continued monitoring of the Old Town Hall. This money will be deposited into the Old Town Hall CRF. Bonnie Gagnon made a motion to accept the funds of \$325.00, Tim Cremmen seconded, motion passed. (5-0-0)

Payroll will be set up ahead of time to make the process easier due to time off. Department heads have been asked to submit payroll by Wednesday or Thursday. Checks and stubs will need to be sent out.

Annual Town reports are now available at the Municipal building. We ask that everyone only take one book.

Toni Canfield our newly hired town treasurer / police administrative assistant has started.

Strafford County dispatch was budgeted \$5,500.00 for the 2025 year. In 2024 all that was charged to that line was the Police dispatch, not including Fire and EMS. At town meeting the BOS will ask for an increase of 500.00 to cover the entire invoice.

Town voting will be next Tuesday March 11, 2025 from 7:00 am – 7:00 pm at the Old Town Hall. The next BOS meeting will still be held at the Old Town Hall next Monday night March 10, 2025. Town Meeting will be Saturday March 15, 2025 at 9:00 am at the Middleton Elementary School.

The annual Town Report has been dedicated to two former town Chiefs who have stepped down in their role as Chief but both will continue to be members of their respective departments moving forward. The Board of Selectmen are pleased to honor former Chief Randy Sobel of the Middleton Police Department and former Chief Michael Laviolette of the Middleton Fire and Rescue Department. The dedications can be read on the inside cover of the annual Town Report.

There are a number of proposed amendments warrant articles for the Planning board. There is further information available regarding these articles at the Municipal Building.

Public Comment – None

Bonnie Gagnon made a motion to adjourn at 6:58 pm, Tim Cremmen seconded, motion passed. (5-0-0)