



Town of Monroe  
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December 28, 2021  
MINUTES

The meeting was called to order at 7:00 p.m. by Oren Remick.

Selectmen Present: John Blanchard, Oren Remick, Justin Bradshaw

Public Present: None

1. Approval of the minutes from 12/21/2021 Selectmen Meeting. Justin moved to accept the 12/21/2021 minutes as written. John seconded the motion and it passed unanimously.
2. Public Input
  - a. none
3. Discussion items
  - a. Draft policies – The draft deposit policy was discussed. The selectmen still had some questions regarding the policy. Diane will recheck with the lawyer and bring it back when the questions have been answered.
  - b. Deputy Town Clerk/Administrative Aide ad – Diane provided the previous ad that was used to fill the position. The Selectmen approved posting the ad on Facebook and the Town Webpage.
  - c. PTO time discussion. Paid Time Off given to employees was discussed. Diane will check with other towns to see what they offer. Once we have more information, that portion of the Personnel Manual will be approved.
  - d. Budget – this will be looked at in more detail at the beginning of the new year. Justin requested Diane determine why certain accounts were overbudget so they could be evaluated and explained if questions come up.

4. Items for Approval – the following items were approved:

- a. Notice of Intent to Cut Wood or Timber for Philip and Bryan Ward
- b. North Monroe Cremains Lot Deed
- c. Request for Time Off

John moved to adjourn the meeting and John seconded the motion. The meeting adjourned at 8:55 p.m.

Respectfully Submitted,  
Diane Gibson Smith - Administrative Assistant