



Town of Monroe
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December 21, 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 12/14/2021 Selectmen Meeting. Diane stated she made a few revisions to the request for funds from the Trust Funds, so the motions read correctly. John moved to accept the 12/14/2021 minutes as amended. Oren seconded the motion and it passed unanimously.
2. Public Input
 - a. none
3. Discussion items
 - a. Diane asked if any further requests needed to be made from the Trust Funds. No other requests will be made.
 - b. The Selectmen accepted the resignation letter of Susan Fisher. They reviewed the job description for the Deputy/Assistant Town Clerk and Administrative Aide position. The decision was made to look at the number of hours and perhaps increase them a bit. Diane will put together an ad and the position will be posted.
 - c. Financials/Budget – The Selectmen will review line by line and see if any changes can be made.

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

- a. Payroll Manifest
- b. Accounts Payable Manifest - General Fund (3)/Water Fund
- c. Revised Request for Trust Funds letter
- d. Request to Transfer Funds (2)

Oren moved to adjourn the meeting and John seconded the motion. The meeting adjourned at 8:45 p.m.

Respectfully Submitted,
Diane Gibson Smith - Administrative Assistant