



Town of Monroe

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Selectmen Meeting Minutes
March 17, 2020

The meeting was called to order at 7:08 p.m. by Justin Bradshaw.

Selectmen Present: John Blanchard, Justin Bradshaw, Oren Remick

Public Present: Merle Jones, Keith Merchand

1. Selection of Chair and Vice Chair. John moved to appoint Justin Bradshaw the Chair of the Board of Selectmen. Oren seconded the motion and it carried unanimously.

John moved to appoint Oren Remick as Vice Chair of the Board of Selectmen. Justin seconded the motion and it carried unanimously.

2. Need for an Emergency Management Director. Diane stated Jessica Brusseau had resigned as the Emergency Management Director. Diane also noted the plan is due to be updated this year. Justin questioned if any funds were added to the budget for the update. Diane stated no. Justin noted that the position does not have to be a selectman. He noted Maynard Farr had done it in the past. Justin will check with Maynard to see if he is willing to take on this project with help.
3. Approved Minutes from March 3, 2020 As John Blanchard was the only Selectmen present at the March 3, 2020 meeting, he approved the minutes as written.
4. Public input.
 - a. Keith Merchand questioned if an extension could be made to allow All Terrain Vehicles (ATVs) to get from Plains Road down to the park by the Library. This

will be checked into and an answer should be known by the March 25, 2020 meeting.

- b. Keith noted he has been checking into a PA system. He said a new system similar to the one that is in the Town Hall can be purchased for around \$300. He stated he spoke to a company in Conway who suggested there may be some sensitivity settings on the wireless mics that need to be adjusted. Keith will look into having this company come over to look at the system. John stated he had another company (Rockville) that could also be contacted.
5. Current Projects Review
- a. Library Floor – possible asbestos. Justin will talk to Kurt about this project.
 - b. Library Lights – the types of lights included was questioned. Diane reviewed the quote that was used to write the article.
 - c. Gym Floor replacement. Justin stated has concerns about the 1/2 inch plywood underlayment. Justin will talk to Kurt and Danaher. He suggested the project be pushed out if necessary – all the Selectmen agreed. Justin further suggested selling or auctioning off pieces as a way to get back some money.
 - d. Floor Scrubber – good to purchase
 - e. Refrigerator – Justin suggested to perhaps hold off on this purchase as redoing the Kitchen Cabinets/countertop had been being looked at in the past. Perhaps get quotes for next year on this.
 - f. Cell phones or stipend – Justin asked if the radios had been tried. John stated they were being tested in several vehicles but not the trucks. A suggestion was made to possibly use pagers instead.
Trust Funds – Justin questioned what funds were to be used. Diane stated we will be requesting funds from the assessing fund all at one time instead of monthly. Also the Town Utility Appraisals, Court Cases & Legal Fees Expendable Trust Fund had \$40,000 removed for payment to Sansoucy for last year. Justin questioned the TransCanada agreement (now part of Great River Hydro). Diane will contact Sansoucy regarding this. The Town History Expendable Trust Fund should also be looked at as we need to put together the history portion of the town since the last printing.
 - g. Recreation – Justin suggested putting the Swimming Program application into the next newsletter.
 - h. Hazardous Waste Day – this has not been scheduled yet.
 - i. Coppermine Road Project – add to the next agenda for discussion.
 - j. Flushing hydrants – Justin questioned who should be doing the flushing of the hydrants. This led to a discussion regarding the Road Agent title. Diane will look for the information received in 2018/2019 so this can be reviewed fully.
 - k. Fire Department – need to funds into the Equipment Fund. This will be taken care of next budget year.
 - l. Unlicensed Vehicles. – Justin questioned how the recipients were chosen. Diane stated a citizen brought forth the request. Justin stated he is concerned that the entire town has not been looked at for this project.

- m. Municipal Attorney – Justin stated the current attorney is local; we do have access to different lawyers for more complex topics.
 - n. Water Lines in Village – Justin questioned this project. This is for the main lines.
6. Update on how Town Offices will handle COVID-19. Selectmen’s Office will be open to answer the phone even if the Town Clerk’s office closes. The Town Garage and Town Hall personnel will also continue to work. Town Hall and Library are both closed to the public.
7. Items approved:
- a. Request to Transfer Funds for the Water Department
 - b. Accounts Payable Manifest for the Water Fund and General Fund (minus Pete and Gerry’s payment as additional information is needed)
 - c. Payroll Manifest
 - d. Contract for Cardiographics (CAI) for Planning Map Maintenance
 - e. MS232 – signed so can be submitted to Dept of Revenue
 - f. Form for E911 Data Operations Liaison – added Justin as the secondary.
 - g. Alternate name and phone number for water calls – added Justin as the secondary.
 - h. Diane withdrew her request for time off due to the current situation.
 - i. Approved 2 contracts for Use of Monroe Town Hall in May
 - j. Approved bid request letter for Group Health Insurance
 - k. Signed Permanent Plate forms for Town Clerk
 - l. Reviewed and made changes to the Town Road Inventory Collection Form for NH Department of Transportation. Diane will make the corrections and send out.

John moved to adjourn the meeting and Oren seconded the motion. The meeting adjourned at 10:00 p.m.

Respectfully Submitted,
Diane L. Gibson Smith, Administrative Assistant