



Town of Monroe

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Selectmen Meeting Minutes
July 21, 2020

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

Selectmen Present: John Blanchard, Justin Bradshaw, Oren Remick

Public Present: Patricia Lang, Delta Merchand, Karen Remick, Randy Bunnell, PJ Blanchard

1. Approval of Minutes from July 14, 2020. John made a motion to accept the minutes, Oren seconded. The motion carried unanimously.
2. Trustees of the Trust Funds – expectations for usage.

Delta Merchand explained CDs are coming due and reinvestment is being looked at. The Trustees requested information on what the Selectmen were planning on using this year so reinvestment decisions can be made. Delta reviewed how some of the funds are used. Funds that are being used this year include the Library Building Fund, Town Maintenance Funds, Assessing Fund, and the Utility Appraisal's Court Cases, Legal Fees ETF.

A discussion took place on what several funds can be used for, such as the Buffum Funds. Diane will research these funds to determine if the expected usage can be determined.

3. Public input - None
4. Discussion regarding several topics with Randy Bunnell.

- a. Randy stated Junk Day went better this time. The earlier hours and having additional personnel and bins worked well. The decision was to have shorter hours for the next Junk Day which is scheduled for September 19th. The hours will be 7 a.m. – 11 a.m. For next year, the first Junk Day will be from 7a.m. to 1p.m. and the other 3 days will be 7 a.m. to 11 a.m.
- b. Randy stated he received several proposals for smaller jobs from BlakTop Paving. After discussion, the decision was to accept the proposals from BlakTop for the following projects: Patches on Grange Hall Road, patches on Coppermine Rd, patches on Stanton Road, Paving at the Library, and repair work at the North Fire Station.

The following projects will be put out to bid: Paving of Stanton Road and Crack Sealing of various roads. Bids will be advertised this weekend and due by 8/10. Awarding of the bid will take place on 8/11 Selectmen's Meeting.

In the near future, a road inventory will be completed indicating which roads should be paved first.

- c. Randy questioned when the Recycling Program will change. Justin stated he has purchased signs to be used. Watch the next Community Newsletter for information. The current provider will be notified by 8/3. Complete change over to the new program is expected by 8/10.
 - d. Randy requesting the funding from the town for Jakes Day. This is budgeted and will be sent.
5. Update on Peter and Gerry's trash agreement. A member of Pete and Gerry's will be invited to the next Selectmen's meeting.
 6. Request from Library Trustees – the Library Trustees are requesting additional funds to cover expenses for extra items needed to deal with changes due to COVID-19.
 - a. Internet – requesting funds to cover a higher speed connection. Selectmen did not think this would be a covered item under the Governor's Office for Emergency Relief & Recovery program so they did not approve additional funds at this time.
 - b. Postage for additional newsletters – the Selectmen approved the additional funds needed for sending out these newsletters. Funds will be taken from the General Government – Finance fund.
 7. Diane stated we received notification of the Water Audit due to the amount of unaccounted for water was high. Going forward, better information needs to be provided for any and all leaks, etc.
 8. Diane questioned the revisions to the Water Billing Policy. She stated we should include having new property/business owners sign an account card indicating when the

property/business changed hands. Justin suggested this card be sent to the news owners when we receive copies of the deeds. The people can then be given 30 – 60 days to return the card. Diane will put together a card for this.

9. Diane questioned if any decision had been made on the online software and the credit card usage. The decision was to go ahead and begin the process of having the following products put online: utility payments, motor vehicle registration, property tax payment, dog licensing, and vital statistics. Diane will work with the vendor to get this project underway.
10. Diane asked if there were any updates on the Off Highway Recreation Vehicle (OHRV) policy. Justin stated he had spoken to several people and we need to indicate what parts of the open roads are open for OHRV use.
11. Justin mentioned the need to possibly fill the Deputy Town Clerk's hours with someone who can also act as backup to the Administrative Assistant. Diane will work with Marilyn to put together a job description.
12. The following items were approved.
 - a. Payroll Manifest
 - b. Accounts Payable Manifest – General Fund and Water Fund
 - c. Business Account Request for Bethel Mills (formerly Foggs)

Oren moved to adjourn the meeting and John seconded the motion. The meeting adjourned at 9:45 p.m.

Respectfully Submitted,
Diane L. Gibson Smith, Administrative Assistant