



Town of Monroe
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Selectmen Meeting Minutes
December 31, 2019

The meeting was called to order at 7:00 p.m. by Jennifer Boucher.

Selectmen Present: John Blanchard, Jennifer Boucher

Public Present: PJ Blanchard

1. Approve Minutes. Jennifer moved and John seconded to approve the minutes of the December 10, 2019 meeting. The motion carried unanimously. The November 26th meeting minutes will need to wait until the next meeting.
2. Public input.
 - a. PJ Blanchard questioned about the street lights. The street light on Plains Rd reported prior was reported. PJ stated it is still not working. After discussion, the decision was to draft a letter to be sent regarding street light issues. Also will look into group billing.
 - b. PJ questioned how things were going after the letters regarding unregistered vehicles were sent. John stated one property is totally in compliance and the other has one more vehicle to be in compliance.

PJ wondered if any other letters had been sent. Jennifer noted the only letters sent were to the two properties near the school. PJ requested additional letters be sent to others in violation. Those letters will be sent out soon. The process is to send out a series of 2 letters prior to referring the problem to our attorney.

3. Jennifer reviewed the draft bid to be sent out for trash pick-up. The decision was made to send out the bid to several trash haulers in the area with a bids due in 3 – 4 weeks.

Additional discussion took place on the need to look at ways to control the costs going forward. Business trash was one area that the board felt we may want to review more fully.

4. Jennifer suggested the need for a Purchasing Policy to control spending that occurs at the end of the budget year. Diane will draft a policy for review.
5. Diane reviewed the water issue that came up this week. John noted a leak was found in Harleyview that will be the responsibility of the homeowner. This will be monitored to be sure it is corrected. This led to the need to have John added onto the water monitor email. Diane will take care of this.
6. Diane stated she had the RFP for Auditing Services advertised and asked for additional names to send it. Jennifer provided a name and email address.
7. John noted he would like to get a wall size map of the town to give to the Highway Department so culvert locations and other information could be placed on it. Also road files will be started that will track repairs, etc. to roads.
8. A question came up during discussion of the pushing or plowing of snow across the roadway. Jennifer provided the RSA number regarding this topic. Diane will post a reminder on the facebook page that pushing/plowing snow is not allowed.
9. Items approved:
 - a. Financial Report from Auditors
 - b. Report of Wood or Timber Cut for Ryan Kilborn
 - c. Zoning (Building) Request for George Cobb
 - d. Request to Transfer Funds
 - e. Payroll Manifest
 - f. Accounts Payable Manifest (2 for General Fund, 2 for Water fund)
 - g. Contract for Use of Monroe Town Hall (4)
 - h. Form for Employee Time-Off Request

Jennifer noted we need to add the following items to the next meeting: Budget, Closed Session to prepare for probation review for Randy Bunnell and Kurt Duvall.

Jennifer moved to adjourn the meeting and John seconded the motion. The meeting adjourned at 9:20 p.m.

Respectfully Submitted,

Diane L. Gibson Smith
Administrative Assistant