

**West Ossipee Fire Precinct
Commissioners Meeting
February 3, 2014**

Commissioners Present: Greg Howard, Stanley Brothers

Commissioners Not Present: Paula Moore

Recorded by: Xann Teryek – Precinct Commissioners’ Secretary

Call to Order: Howard called the meeting to order at 7:02 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Brothers, seconded by Howard, to review and approve minutes of January 20, 2014. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Brothers, to approve a purchase order to Staples for \$112.99 for an ink cartridge. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Brothers, to approve a payables manifest totaling \$4,579.00 dated, February 3, 2014. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a payroll manifest with a gross payroll total of \$7,324.25 dated January 2014. **All in favor, motion passed.**

4. Review and Discussion of Mail Folder

- A letter was received from the Town of Ossipee Planning Board regarding a Special Use Permit application for the current Subway property. A public hearing is scheduled for March 4, 2014 at 7:00 p.m. Chief Huddleston has reviewed the plans and will respond.
- A notice was received from the Town of Ossipee regarding a retirement party for Martha Eldridge on Friday, February 14, 2014 at noon at town hall. Please RSVP by February 10th.
- Correspondence was received from the Department of Labor, Bureau of Statistics. Howard reviewed the letter and gave it to Chief Huddleston to handle.
- Check from Liberty Mutual Insurance associated with the claims filed by Jon E. Cyr & Son Excavating noting payment for an on-going property damage estimate of \$5,328.78 and payment to supplement the first payment for property damage for \$337.54. Chief Huddleston stated that he talked with the claims person and the insurance company only pays for what they can see. Morton Building has been in touch with the insurance company. The only warranty left on the building is the roof so a local contractor can be hired to repair the building. Howard states that Morton Building is more aware of how the building is constructed versus a local contractor that may be less familiar with the construction. Chief Huddleston

suggested Howard get in touch with Cyr. The checks will be held and not deposited until further discussion ensues with the insurance company for further clarification.

5. Chief's Report

Chief Huddleston reported 15 calls total (4 motor vehicle collisions, 2 EMS calls, 7 fire calls, 1 fire alarm, and 1 propane leak).

Motion: by Brothers, seconded by Howard, to accept the Chief's report into record.
All in favor, motion passed.

All four apparatuses have been inspected with no issues. The tower will be leaving at the end of March to have work done.

6. Old Business

A. Central Station Renovations

The remaining plumbing in the south bay area has been removed, the slop sink is installed in the old bathroom, they have done more work on the low spot on the floor in the new office area and they have more work to do on it. Howard spoke to Pleasant North regarding the electrical upgrade as the estimate included a new 200 amp service and to run a feed line but when we asked for a formal document, this was not included. This was not an oversight. When they did the estimate, they had not fully reviewed everything so this was removed from the agreement. This will have to be handled by a separate proposal. Pleasant North stated that the new 200 amp service and to run the feed line will cost approximately \$3,500. Howard asked them to forward a formal proposal for the Commissioners to respond to. Howard then mentioned the office work and leveling of the floor and learned that if they ran the level all the way out, they would have had a lip at two different doorways so they decided to just take care of the low spot. Howard asked how they could install a floor with a dip in it. Pleasant North is going to review this and follow-up on this. Howard then discussed the insulation of the exterior walls. Pleasant North said if they blew insulation into exterior walls it would settle and be insufficient and they did not want to be involved with it because of potential issues in the future. Discussion ensued on why they provided us a proposal to do this work without making recommendations or warning of the inadequacies. It was agreed that they will insulate the wall they have framed on the inside for the office area. Howard has contacted Bergeron Technical Services for their opinion on blowing insulation into the outside wall or if he would recommend something different. Discussion ensued on obtaining estimates from other vendors for any additional work (the electrical panel, running the electrical). Chief Huddleston noted that Pleasant North wanted to seal the outside of the north bay door renovation. Huddleston told them he could not authorize the work; they said they were going to seal it. Pleasant North told Howard that he had invoices for additional work. They have not been presented yet. When they do, we will sit down and have a discussion with them.

B. Francis Lord donation

Howard prepared a cover letter and a hold harmless agreement which he read. Once this is executed and notarized, the precinct will provide Francis Lord with a check for payment of use of the property for training purposes.

Motion: by Howard, seconded by Brothers, to approve hold harmless agreement as drafted. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to authorize the cover correspondence as read. **All in favor, motion passed.**

7. New Business

A. Budget Committee Hearing – February 5, 2014 at 6:30

Tom Kondrat, WOFB Budget Committee Representative, stated that they WOFB budget has been approved so attendance at the hearing is not required. Chief Huddleston stated he will be in attendance.

8. Public Comments –None.

9. Adjournment

Motion: by Howard, seconded by Brothers, to adjourn. **All in favor, motion passed.** Meeting adjourned at 8:34 p.m.

Approved on 2/22/14



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Stanley N. Brothers