

**West Ossipee Fire Precinct
Commissioners Meeting
October 5, 2015**

Commissioners Present: Greg Howard, Paula Moore, Stanley Brothers

Recorded by: Xann Horn – Precinct Commissioners' Secretary

Call to Order: Howard called the meeting to order at 6:04 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Brothers, seconded by Moore, to approve September 15, 2015 meeting minutes. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Brothers, to Checks Unlimited for a total of \$305.30 for 1,000 checks and 500 envelopes to be directly deducted from the precinct's checking account. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a purchase order to USPS for \$49.00 for 100 first class (Forever) stamps. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Staples for manila file folders, expandable file folders, and easy-close envelopes for a total of \$101.27. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a purchase order to Amazon for two, two-drawer fire and water resistant filing cabinets for a total of \$1,150.00. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest totaling \$7,948.31 dated October 5, 2015. **All in favor, motion passed.**

Motion: by Howard, seconded by Brothers, to approve a payroll manifest with a gross total of \$5,779.75 for September 2015. **All in favor, motion passed.**

4. Mail

A. A memo from the Town of Ossipee regarding the Town Safety Committee was received.

B. A memo from Town of Ossipee regarding the 2016 budget review schedule was received and reviewed. The West Ossipee Fire Precinct is scheduled for Monday, November 16th at 4:30 with the Selectmen and with the Town Budget Committee on December 2nd.

C. A letter was received from the Town of Ossipee Assessing Department regarding the value for both stations. Jewell Hill total evaluation is \$255,600 and Central Station total evaluation is \$247,700.

5. **Chief's Report** – See attached.

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

6. **Treasurer's Report** – See attached.

Motion: by Howard, seconded by Brothers, to accept treasurer's report into the record with a balance (before tonight's payables and deposit) of \$55,830.50. **All in favor, motion passed.**

7. **Old Business**

- A. 2014 Audit – We are in receipt of the 2015 MS-535 for execution. Other reports requested from DRA will need to come from the town and the auditors.
- B. Tim Warner Telephone/Internet – Howard provided an update. They went to Jewell Hill as scheduled but could not complete the work due to equipment needed. That work has been rescheduled. Howard will follow up with them and provide an update at the next meeting.

8. **New Business**

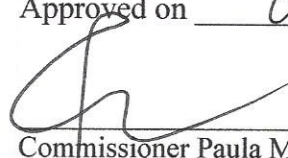
- A. **Record Retention Policy** – Howard stated we should develop a formal document retention and destruction policy for the precinct. He reviewed the RSAs and obtained some sample policies. Discussion ensued. He provided copies of sample policies to the Commissioners and the Chief for discussion at the next meeting.
- B. **2016 Budget** – Current budget reports were provided. Preliminary discussion ensued.

9. **Public Comments** – None.

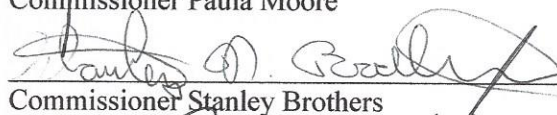
10. **Adjournment**

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The Meeting adjourned at 7:42 p.m.

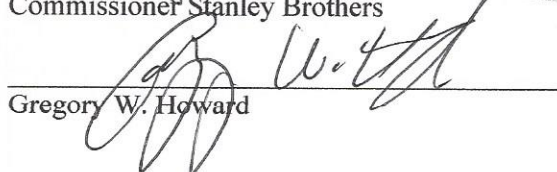
Approved on Oct 19, 2015



Commissioner Paula Moore



Commissioner Stanley Brothers



Gregory W. Howard