

**West Ossipee Fire Precinct
Commissioners Meeting
January 18, 2016**

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 7:06 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Moore, to approve January 4, 2016 meeting minutes. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Brothers, seconded by Moore, to approve a purchase order to National Fire Sprinkler Association for training for a total of \$125.00. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest totaling \$22,362.21 dated January 18, 2106. **All in favor, motion passed.**

4. Mail

- New Hampshire Employment Security sent a Statement of Benefit Payments noting a late fee/penalties of \$25.00. Xann will look into this.
- Northway Bank – 1099 Interest Form - \$13.84 in interest was earned in 2015.
- Zions Statement was received and reviewed.

5. Treasurer's Report – Treasurer reported a checking account balance of \$100,715.46 after tonight's payables and payroll tax payment.

Motion: by Howard, seconded by Brothers, to accept Treasurer's Report as presented. **All in favor, motion passed.**

6. Old Business

- A. 2014 Audit** – Howard received a list from Plodzik & Sanderson of things on the audit that were incomplete. The list was reviewed and it was determined that for most of the items purchase orders were not needed. Howard will send a reply to Plodzik & Sanderson.
- B. 2016 Budget** – Howard updated the MS-737 with individual warrant articles and expenditures through the end of the year and submitted it to DRA for their pre-review. When we get it back, it will be forwarded to the Town Budget Committee.
- C. 2016 Annual Meeting** – The process is in the works.

7. **New Business**

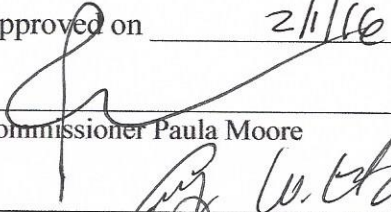
- A. **Purchasing Policy** – Moore stated that she would like to change the timeframe to “within 24 hours”. All were in agreement. The purchasing policy will be reviewed and approved at the next meeting.
- B. **Grant Application** – Huddleston stated he submitted the grant application a week ago yesterday. We will know at the end of March if we are awarded the grant. He put in approximately 65 hours in preparing this.

8. **Public Comments** – None.

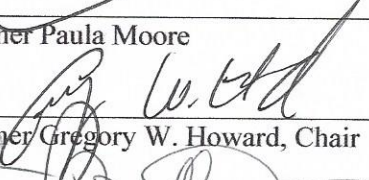
9. **Adjournment**

Motion: by Howard, seconded by Brothers, to adjourn. **All in favor, motion passed.** The meeting adjourned at 8:12 p.m.

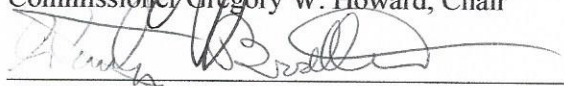
Approved on 2/1/16



Commissioner Paula Moore



Commissioner Gregory W. Howard, Chair



Commissioner Stanley Brothers