

**West Ossipee Fire Precinct  
Commissioners Meeting  
May 15, 2017**

**Commissioners Present:** Greg Howard, Paula Moore, Stanley Brothers

**Recorded by:** Xann Horn – Precinct Secretary

**Call to Order:** Howard called the meeting to order at 6:03 p.m.

**1. Review and Approval of Meeting Minutes**

**Motion:** by Brothers, seconded by Moore, to review and approve the public meeting minutes of May 1, 2017. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to review and approve the non-public meeting minutes of May 1, 2017. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Brothers, seconded by Moore, to approve a purchase order to American Test Center for a not-to-exceed figure of \$2,750.00 for the annual ladder and aerial testing. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Fleetmasters for \$1,380.29 for repairs to the Tower in addition to purchase orders #2017-03-02 and #2017-04-02. **All in favor, motion passed.**

**3. Review and Approval of Payables Manifest**

**Motion:** by Howard, seconded by Brothers, to approve a payables manifest totaling \$29,487.55 dated May 15, 2017. **All in favor, motion passed.**

**4. Mail**

**Motion:** by Howard, seconded Moore, to accept a check for \$125.64 from the Town of Ossipee for reimbursement for Fire Warden Training. **All in favor, motion passed.**

**5. Old Business**

**A. 2016 Audit & Bookkeeping** – Howard contacted Sherry with Plodzik & Sanders regarding our copy of the MS535 as the DRA has been requesting it. She is expecting the draft copy will be available shortly.

**B. Personnel Policy Manual** – Chief Huddleston and the Commissioners have reviewed and edited the Personnel Policy & Procedures Manual. There was minor discussion. A few more edits are needed prior to approval at the next meeting.

**6. New Business**

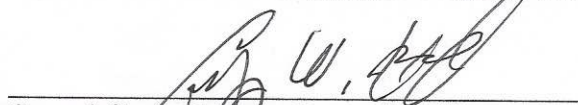
- A. **Personnel Reviews** – Chief Huddleston provided the Commissioners with items needed for his performance evaluation. The objective is at the next meeting his personnel review will be completed. Chief Huddleston stated he is in the process of reviewing the department employees.
- B. **Westward Shores Campground** – They opened today but will not be doing any of the upgrades this year. Howard stated he attended the ZBA appeal hearing. Minor discussion ensued.
- C. **Route 16 Upgrades** – The town received a letter regarding the hydrant near covered bridge road. Minor discussion ensued.

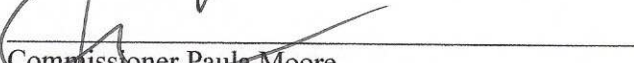
7. **Public Comments** – None.

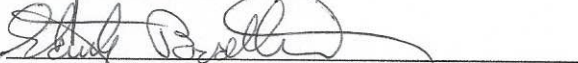
8. **Adjournment**

**Motion:** by Howard, seconded by Brothers, to adjourn. **All in favor, motion passed.** The meeting adjourned at 7:15 p.m.

Approved on June 5, 2017

  
\_\_\_\_\_  
Commissioner Gregory Howard

  
\_\_\_\_\_  
Commissioner Paula Moore

  
\_\_\_\_\_  
Commissioner Stanley Brothers