

**West Ossipee Fire Precinct  
Commissioners Meeting  
April 2, 2018**

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

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

**Call to Order:** Howard called the meeting to order at 6:00 p.m.

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

**Motion:** by Brothers, seconded by Howard, to approve March 19, 2018 public meeting minutes. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Staples for a total of \$219.54 for inkjet cartridges. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Lakes Region Fire Apparatus for a total of \$181.40 for aerial boom grease. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Brothers, to approve a purchase order to Moore Medical for a total of \$150.85 for exam gloves. **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Brothers, to approve a payables manifest dated April 2, 2018 totaling \$25,521.07. This includes the \$20,000 to go into the capital reserve fund per Annual Meeting. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve March 2018 payroll manifest with a gross payroll total of \$15,958.88 and to approve payment of 941 employment taxes totaling \$3,285.68 via EFTPS.

**4. Chief's Report** – Commissioner Howard reviewed Chief Huddleston's monthly report (see attached).

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

**5. Mail**

**A. IRS** – A letter was received from the IRS regarding their need for 60 more days to review the Precinct's comments to their letter previously received regarding late payments/penalties due.

**6. Old Business**

- A. **2018 Annual Meeting** – The MS-232 Report of Appropriations was executed; Commissioner Howard will upload it to DRA through the portal.
- B. **Mini Pumper Lease/Purchase** – Commissioner Howard reviewed the cover letter received from Municipal Leasing Credit Corp that came with the lease documents. Discussion ensued. The lease documents were executed.
- C. **Replacement of Treasurer** – Eileen Roberts submitted her resignation prior to the Annual Meeting. At the Annual Meeting, Jessica Colpoys approached the Chief and asked if she could be the Treasurer as she is also a fire department member. Commissioner Howard found no conflict with the two. Discussion ensued on thoughts regarding possible conflicts with a fire department member filling the position of Treasurer. Commissioner Brothers had no problem with her doing both jobs. There was minor discussion from the audience. Commissioner Moore believes we need to continue to look for others who may be interested and she believes there is a conflict with having a fire fighter holding the position of Treasurer. Chief Huddleston stated the clarity of elected officials versus department members is important. There needs to be that defining line. Commissioner Moore agreed. Louise Southerland made a recommendation to table this for 30 days, put an ad out for more response. Then come back and make a decision. Commissioner Howard thinks we should announce that we have the position of treasurer to fill on the interim basis until the next annual meeting, pick a deadline for people to express their interest to be considered by the Commissioners. The Commissioners decided to place a notice of a vacancy in the Conway Daily Sun.

**Motion:** by Howard, seconded by Brothers, to post a Vacancy of the position of Treasurer to be noticed in the Conway Daily Sun twice, along with posting it at the Post Office and on the exterior of Central Station, noting that they have to contact the Commissioners and appear at the May 7<sup>th</sup> Commissioner's Meeting; a decision to be made at the following Commissioners' Meeting on May 21st. **All in favor, motion passed.**

**D. Treasurer's Procedures**

**Motion:** by Howard, seconded by Moore, to sign Treasurer's Procedures as approved at last meeting. **All in favor, motion passed.**

**7. New Business**

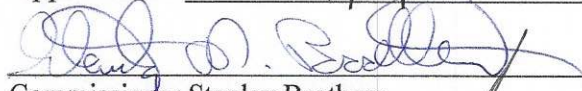
- A. **Fire Statement Assessments** – The town assessors could not give Commissioner Howard a date of when they last assessed the buildings but they will do a new assessment.
- B. **2017 Audit** – A draft was forwarded to the Commissioners. No substantial deficiencies were noted. A decision on the final audit will be made at the next Commissioners' Meeting.

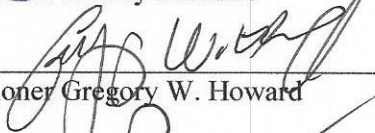
**8. Public Comments** – None.

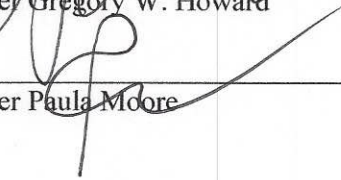
9. Adjournment

**Motion:** by Howard, seconded by Brothers, to adjourn. **All in favor, motion passed.** The meeting adjourned at 7:48 p.m.

Approved on 4/16/10

  
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Commissioner Stanley Brothers

  
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Commissioner Gregory W. Howard

  
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Commissioner Paula Moore