

**West Ossipee Fire Precinct
Commissioners Meeting
December 3, 2018**

Commissioners Present: Greg Howard, Paula Moore

Recorded by: Xann Horn – Precinct Secretary

Call to Order: Howard called the meeting to order at 6:17 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Moore, to approve November 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 Grainger for a total of \$209.50 for calibration gas. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Staples for a total of \$40.88 to purchase a desk lamp for the secretary's office and W-2/1099 income tax forms. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to the US Postal Service for a total of \$50 to purchase 100 first class stamps. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated December 3, 2018 totaling \$1,410.77. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve November 2018 payroll manifest with a gross payroll total of \$9,568.25 and to approve payment of 941 employment taxes totaling \$1,975.86 via EFTPS. **All in favor, motion passed.**

4. Mail – Tax bills were received from the Town of Ossipee, of course, with no amount due.

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

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

6. Old Business

A. NHDOT – Commissioner Howard reviewed the concurrence letter that he provided to NH DOT regarding the dry hydrant. He received an email response

that the construction will occur in 2019 and offered to set up a payment plan if necessary. It was decided to pay the \$8,998.00 out of 2018 budget.

Motion: by Howard, seconded by Moore, to approve payment at the December 17, 2018 Commissioners' Meeting in the amount of \$8,998.00 to NH DOT for Route 16 dry hydrant. **All in favor, motion passed.**

B. Capital Reserve Withdrawal Request – Commissioner Howard has not received a response to his multiple emails to the Trustees of the Trust Funds requesting the appropriate language and process to withdraw \$100,000 for the purpose of the down payment for the new pumper truck. Commissioner Howard reviewed a draft letter to the Trustee of the Trust Funds requesting the \$100,000 to be withdrawn and payable to West Ossipee Fire Department from the Capital Reserve Funds. This letter will be finalized and mailed to the Trustees of the Trust Funds.

C. Commissioner Replacement – Denise Castle was referred to the Commissioners by Jan Huddleston. Denise was present and provided her resume which Commissioner Howard reviewed for all present. Discussion ensued.

Motion: by Howard, seconded by Moore, to appoint Denise Castle to fill the vacant Commissioner's position until the 2019 Annual Meeting. **All in favor, motion passed.**

7. New Business

A. Donation – A \$100 donation was received in Matt Welch's memory.

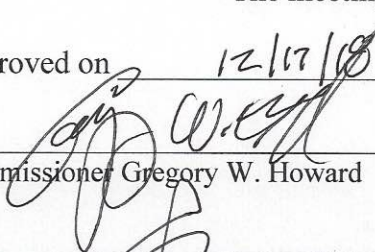
Motion: by Howard, seconded by Moore, to receive a check for \$100 and deposit it into the checking account. **All in favor, motion passed.**

8. Public Comments – The West Ossipee Fire Department will meet with the Budget Committee Meeting on January 16th.

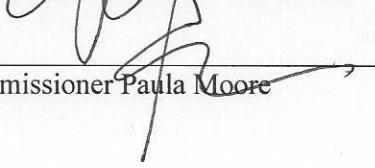
9. Adjournment

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:29 p.m.

Approved on 12/17/18



Commissioner Gregory W. Howard



Commissioner Paula Moore