

**West Ossipee Fire Precinct
Commissioners Meeting
April 1, 2019**

Commissioners Present: Greg Howard, Paula Moore, Denise Castle

Recorded by: Xann Horn – Precinct Secretary

Call to Order: Howard called the meeting to order at 6:12 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Moore, to approve non-public meeting minutes from March 18, 2019. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve public meeting minutes from March 18, 2019. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order to United Safety Services, LLC for total of \$707.00 for annual fire extinguisher certifications and replacements/refills. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated April 1, 2019 totaling \$5,129.95. **All in favor, motion passed.**

Motion: by Howard, seconded by Castle, to approve March 2019 payroll manifest with a gross payroll total of \$11,597.32 and to approve payment of 941 employment taxes totaling \$2,331.36 via EFTPS. **All in favor, motion passed.**

4. Mail

Donations and Permit Fees – A \$33.00 donation was received from The Hannaford's Helps Reusable Bag Program. Permit fees totaling \$100 were received (\$50 cash, a \$25.00 check from Woodman Associates and a \$25 check from Eastern Propane).

Motion: by Howard, seconded by Moore, to accept and deposit \$100.00 in boiler permit fees into the checking account. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to accept and deposit \$33.00 from the Hannaford's Helps Reusable Bag Program into the checking account. **All in favor, motion passed.**

5. Chief's Report – Commissioner Howard reviewed Chief Huddleston's monthly report verbally to those present at the meeting (see attached); report will be posted on the website.

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

6. **Treasurer's Report** – Commissioner Howard reviewed the Treasurer's report verbally to those present at the meeting. On March 31, 2019, the checking account balance was \$299,550.77.

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

7. **Old Business**

A. **2018 Audit** – Correspondence was received from DRA stating that meeting minutes were not signed; they were signed and were uploaded again. They needed an MS-123 signed by the clerk. DorisAnn Allenson signed the MS-123 and Commissioner Howard will upload the document. Howard responded to Plodzick & Sanderson regarding their suggestion of having an IT policy.

B. **NH Route 16 Project** – Moore received a report and updated plans from NHDOT. She has started to compile a file.

8. **New Business** – None.

9. **Public Comments** – None.

10. **Adjournment**

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:05 p.m.

Approved on April 15, 2019



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Denise Castle