

**West Ossipee Fire Precinct
Commissioners Meeting
May 6, 2019**

Commissioners Present: Greg Howard, Denise Castle, Paula Moore

Recorded by: Xann Horn – Precinct Secretary

Call to Order: Howard called the meeting to order at 6:13 p.m.

1. Review and Approval of Meeting Minute

Motion: by Howard, seconded by Moore, to approve April 15, 2019 meeting minutes. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order to Lakes Region Fire Apparatus for a not-to-exceed total of \$650.00 for driveshaft repair on Tower 1. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Lakes Region Fire Apparatus for \$418.28 for two batteries for Tower 1. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to American Test Center for a not-to-exceed figure of \$1,750.00 for annual ladder and aerial testing. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve April 2019 payroll manifest with a gross total of \$11,520.10 and to pay the 941 employment taxes totaling \$2,355.42 via the EFTPS. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a payables manifest dated May 6, 2019 totaling \$110,797.58. **All in favor, motion passed.**

4. Chief's Report – Commissioner Howard reviewed Chief Huddleston's Monthly Activity 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 Monthly Activity Report into the record. **All in favor, motion passed.**

5. Treasurer's Report – Commissioner Howard reviewed the Treasurer's Report verbally to those present at the meeting noting that the checking account balance, as of April 30, 2019, was \$292,472.09.

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

6. Mail - A Notice of Non-Renewal letter was received from BerkleyNet stating that Riverport Insurance Co. is unable to renew WOFP assigned risk workers compensation insurance policy as they are no longer an assigned risk carrier for the State of New Hampshire as of January 1, 2019 and encouraged the Department to contact its agent. Chief Huddleston has spoken to WOFP's agent, Green Insurance, and they are trying to find a new carrier. US Dept. of Commerce – US Census Bureau 2019 Annual Survey of Public Employment and Payroll was received; Commissioner Howard will handle this request.

7. **Old Business**

- A. **2018 Audit** – Howard reviewed the emails from the auditors regarding the MS-535 and the draft audit report which should be received shortly.
- B. **Personnel Evaluations** – To be handled in non-public.

8. **New Business**

- A. **New Truck Paperwork** - Howard executed the Acceptance and Payment Request Form.

Motion: by Moore, seconded by Castle, to allow Chief Huddleston to sign the paperwork for acceptance and delivery of the vehicle and for Howard to execute all paperwork related to financing. **All in favor, motion passed.**

- B. **Central Station Boiler** – The boiler is non-functioning. Bill and Lori-Anne Wrigley, speaking on behalf of White Mountain Oil, reviewed the difficulty with obtaining parts for the current boiler due to its age. The concerns are that boiler will catastrophically go down during the next heating season. Discussion ensued on a recommendation for a new boiler. For discussion purposes, a rough estimate of \$9,000 was provided to take out what is there and to install a new boiler with a separate storage tank. Howard asked the Wrigley's if they could obtain an official estimate from White Mountain Oil.

- C. **Fish and Game** will be using the building on Thursday.

- D. **Website** - Howard noted that the website has a lot of new pictures, etc. It is current, up to date, and has much more useful information than it did in the past. He thanked the Wrigleys for their work on the website.

9. **Public Comments** – None.

10. **Adjournment**

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 7:16 p.m.

Approved on May 20, 2019



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Denise Castle