

**West Ossipee Fire Precinct  
Commissioners Meeting  
February 17, 2020**

**Commissioners:** Greg Howard, Paula Moore, Denise Castle

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

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

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

**Motion:** by Moore, seconded by Howard, to approve February 3, 2020 meeting minutes. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to the Conway Daily Sun for a not-to-exceed total of \$200.00 for West Ossipee Fire Precinct Annual Meeting notice.

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Xann Horn for a total of \$99.00 for reimbursement for a one-year subscription to Microsoft Office 365 for the secretary's new laptop. The one-year billing of \$99.00 has been changed to the precinct's debit card for future years beginning February 5, 2021. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to EMS Abounds for a total of \$225.00 for one 20-hour AEMT Recert Class. **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 \$596.98 for one battery replacement, starter system repair (including service call) for Engine 1. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to New England Marine and Industrial, Inc. for a total of \$459.65 for one small Sterns ice rescue suit. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Pine Point Fire Training for a total of \$300.00 for a Fire Training Program "Hydrogen Cyanide & Smoke Exposures". **All in favor, motion passed.**

**3. Review and Approval of Manifests**

**Motion:** by Howard, seconded by Moore, to approve a payables manifest dated February 17, 2020, totaling \$2,952.19. **All in favor, motion passed.**

**4. Mail** – A notice dated February 3, 2020 was received from the IRS regarding Tax Period September 30, 2019 showing an amount due of \$4,558.36. Commissioner Moore discussed with the IRS and the Precinct does not owe any taxes.

5. **Old Business**

- A. **Annual Meeting** – The Precinct’s Annual Meeting notice will be placed in the Conway Daily Sun. The Annual Meeting will be held on March 7, 2020 at 10:00 at Jewell Hill Station.
- B. **2019 Audit** – Plodzik & Sanderson will be at Central Station on February 28, 2020 to perform the annual audit for 2019.
- C. **Treasurer’s Position** – Commissioner Howard spoke with Terri regarding her thoughts on when she would be able to attend the Commissioners’ meetings on a regular basis. At this time, Terri is still not able to attend the meeting but is willing to perform the Treasurer’s duties from home with more communication via email, text messaging, or phone calls. Copies of payroll and payable manifests, voided checks, etc. will be available at Central Station for her to pick up at her convenience for record keeping purposes. Checks/cash for deposit will be available at Central Station for her to pick up and deposit at the bank. The Commissioners will provide assistance in Terri’s absence as needed. Minor discussion ensued.

6. **New Business**

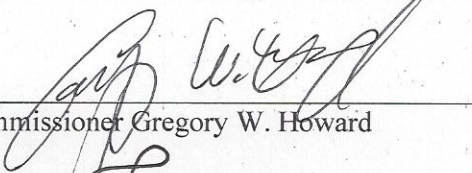
Louise Southerland, Budget Committee Representative, stated the approved town budget is \$4,470,610. The Town Administrator, Matt Sawyer, notified the selectmen, the budget committee, and the public, that a special meeting will be held to discuss the financial matters of the town. Discussion ensued.

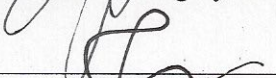
7. **Public Comments** – None.

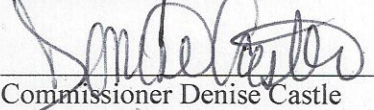
8. **Adjournment**

**Motion:** by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**  
The meeting adjourned at 7:23 p.m.

Approved on March 2, 2020

  
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Commissioner Gregory W. Howard

  
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Commissioner Paula Moore

  
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Commissioner Denise Castle