

**West Ossipee Fire Precinct
Commissioners Meeting
Via Conference Call Due to COVID-19 Pandemic
April 5, 2021**

Commissioners: Greg Howard, Paula Moore, Denise Castle

Recorded by: Xann Horn – Precinct Commissioners’ Secretary

Call to Order: Howard called the meeting to order at 6:01 p.m.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Moore, to approve March 15, 2021 meeting minutes as corrected. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Moore, to approve a purchase order to Xann Horn for reimbursement for Microsoft Office 365 for a total of \$99.00. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Janet Huddleston for reimbursement for food for a training for a total of \$199.38. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to Christopher Oullette for reimbursement for fuel for a total of \$124.98. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a purchase order to State of New Hampshire, Criminal Records for a total of \$96.50 for two criminal background checks for potential new employees. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Moore, to approve a payables manifest dated April 5, 2021 totaling \$41,973.55. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending via conference call. **All in favor, motion passed.**

Motion: by Howard, seconded by Moore, to approve a Payroll Manifest for March 2021 with a gross total of \$15,939.64 and to approve payment of 941 employment taxes of \$3,344.66 to be paid via EFTPS. **All in favor, motion passed.**

4. Chief’s Report – Commissioner Howard read the March 2021 Chief’s Activity Report to those attending via conference call.

Motion: by Howard, seconded by Moore, to accept Chief's Activity Report as submitted. **All in favor, motion passed.**

5. Mail

- A. Trustee of the Trust Funds** - A statement was received from the Town of Ossipee Trustee of the Trust Funds dated March 31, 2021. The West Ossipee Fire Department's Capital Reserve Fund has a balance of \$85,847.31 as of this statement. Tonight's payables list includes \$20,000 to be added to those funds per 2020 Annual Meeting.
- B. Money Received** - \$125 in permit fees was received (\$50 cash and three checks in the amount of \$25 each). A check for \$10 was received for a report to be issued to an insurance company.

Motion: by Howard, seconded by Moore, to accept three checks totaling \$85 and \$50 in cash for deposit into the checking account. **All in favor, motion passed.**

6. Old Business

- A. 2020 Audit** - We have not received a draft yet.
- B. Annual Meeting** - The annual meeting minutes have been signed and uploaded to the website. The MS737 has been uploaded to the DRA website. Paula and Denise need to sign the MS232, and Dot needs to sign the MS123.
- C. COVID-19 Pandemic** - Nothing new to report.
- D. Jewell Hill Station Boiler** - Discussion ensued regarding how to prepare the particulars of the proposal for bids, etc.

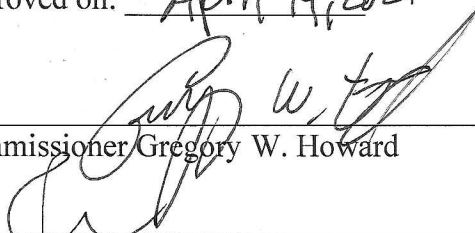
7. New Business - None.

8. Public Comments - None.

9. Adjournment

Motion: by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 6:43 p.m.

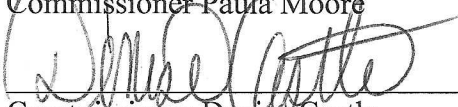
Approved on: April 19, 2021



Commissioner Gregory W. Howard



Commissioner Paula Moore



Commissioner Denise Castle