

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

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

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

**Call to Order:** Howard called the meeting to order at 6:02 p.m.

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

**Motion:** by Howard, seconded by Moore, to approve April 5, 2021 meeting minutes as presented. **All in favor, motion passed.**

**2. Purchase Orders**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Lakes Region Paving for a total of \$1,000 to seal Central Station parking lot. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Staples for a total of \$888.97 (\$599.99 for a new desktop, \$250.99 for Microsoft Office, and \$37.99 for three ring binders). **All in favor, motion passed.**

Commissioner Moore had a computer that is approximately one year old that has not been used. Discussion was held regarding purchasing this from her instead of buying a new computer from Staples. All were in agreement that it would be best to purchase a computer from Staples, allowing for a warranty, licensing to the Department, etc.

**3. Review and Approval of Manifest**

**Motion:** by Howard, seconded by Moore, to approve a payables manifest dated April 19, 2021 totaling \$3,169.83. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending via conference call. **All in favor, motion passed.**

**4. Treasurer's Report –** Commissioner Howard read the March 2021 Treasurer's Report to those attending via conference call. The balance in the checking account as of March 31, 2021 was \$208,551.61.

**Motion:** by Howard, seconded by Moore, to accept the treasurer's report as submitted. **All in favor, motion passed.**

**5. Mail**

**A. Mail from NH Fish & Game -** A letter was received from NH Fish & Game dated April 9, 2021 address to Chief Huddleston thanking the Department for accommodating the storage of the NH Fish & Game Underwater Search Team trailer during this past winter. The location of and storage of this equipment was instrumental in a multi-day underwater search for a suspected drowning victim in Ossipee Lake. The letter also went on to state that Fish & Game greatly appreciated the multiple responses from WOFD personnel to assist with airboat support.

Commissioner Howard read the letter for all who were attending via conference call.

- B. **Northway Bank** – A replacement debit card was received from Northway Bank. The previous card is expired and will be destroyed; the new card will be activated.
- C. **White Mountain Oil & Propane** – A letter was received regarding the automatic renewal service program for Central Station and Jewell Hill Station. Commission Howard read the agreement for those attending via conference call. Given the repairs needed on the boiler at Jewell Hill, it is premature to sign an agreement for Jewell Hill. We have until the end of July to sign an agreement so this will give us time to see who will be providing service at that station. This will be revisited the first meeting in June.

6. **Old Business**

- A. **COVID-19 Pandemic** – Nothing new to report.
- B. **Annual Meeting** – The MS-232 has been signed and will be uploaded to the DRA website.
- C. **2020 Audit** – Plodzik & Sanderson now has everything they need to complete the audit. We expect to see a draft soon.
- D. **Jewell Hill Station Boiler** – A walk through will be done in order to prepare specifications for a Request for Proposals.
- E. **Grant Writing** – Commissioner Castle asked if any grant writing is being done by the people who attending the grant writing course. Chief Huddleston provided an update of when grants become available and the process. Discussion ensued.

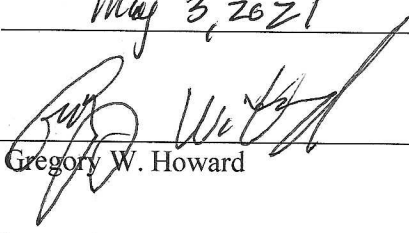
7. **New Business** – None.


8. **Public Comments** – None.

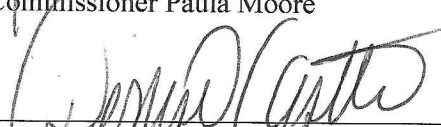
9. **Adjournment**

**Motion:** by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**  
The meeting adjourned at 7:12 p.m.

Approved on May 3, 2021

  
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Commissioner Gregory W. Howard

  
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Commissioner Paula Moore

  
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Commissioner Denise Castle