

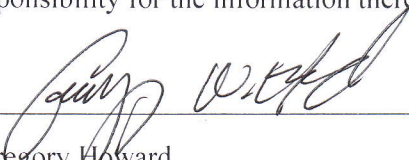
# West Ossipee Fire Precinct

## *Non-Attest Services Draft Approval*


By our signatures below we acknowledge receipt of the following information for the **West Ossipee Fire Precinct** for the fiscal year ended **December 31, 2020**:

- Draft of the audited financial statements and related footnote disclosures.
- Trial balances including government-wide and adjusting journal entries for all funds trial balances and other conversion trial balances.
- A copy of the capital asset schedule including accumulated depreciation and depreciation expense which were prepared based on the Precinct's capital asset records.
- Completion of the State of New Hampshire's Form MS-535 which was prepared using the audited trial balance of the general fund.

We have received the above information, have reviewed it, and understand the information presented and accept and take responsibility for the information therein.

Signature:   
Printed Name: Gregory Howard  
Title: Commissioner  
Date: 6/1/2021

Signature: \_\_\_\_\_  
Printed Name: Paula Moore  
Title: Commissioner  
Date: \_\_\_\_\_

Signature:   
Printed Name: Denise Castle  
Title: Commissioner  
Date: \_\_\_\_\_

**West Ossipee Fire Precinct  
Commissioners Meeting  
Via Conference Call Due to COVID-19 Pandemic  
May 17, 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 6:03 p.m.

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

**Motion:** by Howard, seconded by Castle, to approve May 3, 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 ITE Fire Apparatus, LLC for a total of \$1,125 for a rebuilt platform control for Tower 1. **All in favor, motion passed.**

**Motion:** by Howard, seconded by Moore, to approve a purchase order to Gorham Flag Company for one nylon flag for Central Station for a total of \$52.65. **All in favor, motion passed.**

**3. Review and Approval of Manifest**

**Motion:** by Howard, seconded by Moore, to approve a payables manifest dated May 17, 2021 totaling \$16,299.20. 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 April 2021 Treasurer’s Report to those attending via conference call. The balance in the checking account as of April 31, 2021 was \$148,179.30.

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

**5. Mail**

**A. White Mountain Oil & Propane –** A \$0.00 invoice was received for repairs done to the boiler at Jewel Hill Station which is under current maintenance contract.

**6. Old Business**

**A. COVID-19 Pandemic –** Nothing new to report. With the new CDC Guidelines, masks are not required for training within the Department. This is a good time for the Commissioners’ Meetings to resume in person. The signs regarding masks will

remain posted at the stations for anyone entering the buildings who are not members.

- B. **2020 Audit** – April meeting minutes have been forward to the Plodzick & Sanderson. They should have everything they need to complete the audit.

7. **New Business**

- A. **In-Person Meeting Resumption** – Beginning on June 7, 2021 the Precinct Commissioners' Meetings will be held in person. It will be noted on the posting for meeting in person that anyone not fully vaccinated should wear a mask.
- B. **Paula Moore** – Tonight will be her last meeting as she has sold her home and will be living in Tamworth so she can no longer serve as a Precinct Commissioner. When she comes in to sign documents, she will provide a letter of resignation.

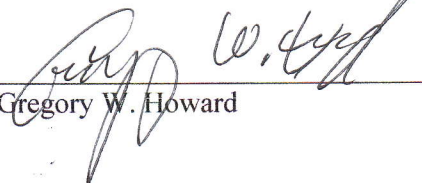
**Motion:** by Howard, seconded by Castle, to accept, with regret, the resignation of Paula Moore as a Commissioner of the West Ossipee Fire Precinct. **All in favor, motion passed.**

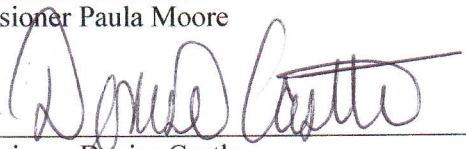
8. **Public Comments** – None.

9. **Adjournment**

**Motion:** by Howard, seconded by Moore, to adjourn. **All in favor, motion passed.**  
The meeting adjourned at 6:39 p.m.

Approved on June 7, 2021

  
\_\_\_\_\_  
Commissioner Gregory W. Howard

Commissioner Paula Moore  
  
\_\_\_\_\_  
Commissioner Denise Castle