

**West Ossipee Fire Precinct
Commissioners Meeting
In Person and Via Conference Call
July 18, 2022**

Commissioners: Greg Howard, Patricia Pustell, Denise Castle

Recorded by: Greg Howard-Commissioner

Call to Order: Howard called the meeting to order at 6:06 PM.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Pustell, to approve July 5, 2022 Public Meeting Minutes as presented. **All in favor, motion passed.**

Motion: by Howard, seconded by Pustell, to approve July 5, 2022 Non-Public Meeting Minutes as presented and will remain sealed. **All in favor, motion passed.**

2. Purchase Orders

Motion: by Howard, seconded by Pustell, to approve a purchase order to Staples for \$64.99 for a laptop protective bag. **All in favor, motion passed.**

Motion: by Howard, seconded by Castle, to approve a purchase order to Grainger for \$294.33 for EMS Burn and Cold packs. **All in favor, motion passed.**

3. Review and Approval of Manifests

Motion: by Howard, seconded by Castle, to approve payables manifest #1 dated July 18, 2022 totaling \$908.11. 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 Castle, to approve payables manifest #2 dated July 18, 2022 totaling \$778.01. 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 reviewed the Treasurer's Report dated July 1, 2022 for those present and attending via conference call.

Motion: by Howard, seconded by Pustell, to approve the Treasurer's Report as presented. **All in favor, motion passed.**

5. Mail –

-NH DOT Fuel Distribution notice dated June 2022 noting 1) the implementation of a new management system, and 2) the issue of receipt of multiple invoices via email has been corrected.

-NH Fish and Game Department correspondence dated June 2022 thanked the West Ossipee Fire Department for the continued support by allowing the storage of the NH F&G Underwater Search Trailer at Jewell Hill Station.

6. **Old Business**

A. **Precinct Budget Committee Representative Position**

The Precinct Budget Committee Representative position remains vacant and as the Budget Committee resumes their meetings, we need to fill the position. Commissioner Pustell's daughter Jennifer Brown has previously expressed interest in the position. Ms. Brown is to attend the meeting to discuss the position.

B. 2021 Audit

Plodzick & Sanderson forwarded a draft 2021 Audit report and representation letter for our review and approval.

Motion: by Howard, seconded by Castle, to approve the 2021 Draft Audit as presented. **All in favor, motion passed.**

Motion: by Howard, seconded by Pustell, to approve signing the 2021 Audit representation letter as presented. **All in favor, motion passed.**

7. **New Business**

A. **MS-535 Form-** prepared by Plodzick & Sanderson needs signatures of Commissioners in order to be scanned and uploaded to the NH Department of Revenue Administration portal

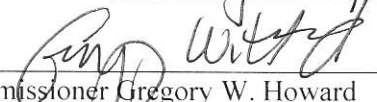
B. **Meeting Downstairs-** discussion on holding the Precinct Commissioner's meetings downstairs to facilitate Commissioner Castle's attendance in-person. Agreement that meetings can occur downstairs as needed.

8. **Public Comments** – None.

9. **Adjournment**

Motion: by Howard, seconded by Pustell, to adjourn. **All in favor, motion passed.**
The meeting adjourned at 6:47 PM.

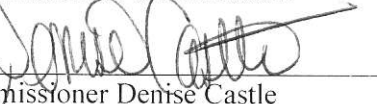
Approved on August 1, 2022



Commissioner Gregory W. Howard



Commissioner Patricia Pustell



Commissioner Denise Castle