

**West Ossipee Fire Precinct
Commissioners Meeting
February 5, 2024**

Commissioners: Gregory Howard, Tara Parent, Patricia Pustell

Recorded by: Gregory Howard- Commissioner

Call to Order: Howard called the meeting to order at 6:09 PM.

1. Review and Approval of Meeting Minutes

Motion: by Howard, seconded by Pustell, to approve January 15, 2024 Public Meeting Minutes as presented. **All in favor, motion passed.**

2. Purchase Orders

None

3. Review and Approval of Manifests

Motion: by Howard, seconded by Parent, to approve the payables manifest dated February 5, 2024 totaling \$25,910.59. Commissioner Howard reviewed each payable on the manifest verbally for everyone attending. **All in favor, motion passed.**

Motion: by Howard, seconded by Pustell, to approve the payroll manifest dated January 2024 with a total gross payroll of \$18,559.19 and an EFTPS payment of \$3,833.65. **All in favor, motion passed.**

4. Fire Chief's Report – Commissioner Howard reviewed the January 2024 Activity Report for those present.

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

5. Mail- Liberty Mutual Surety- 2024 Annual Shareholder Meeting Proxy form.

Town of Ossipee Trustees of the Trust Funds- December 31, 2023 Report.

Northway Bank- 2023 1099-INT Form reporting \$16.89 in interest.

6. Old Business

A. 2024 Budget- The proposed 2024 Budget and Warrant Articles have been updated in the NH Department of Revenue Administration (DRA) website portal. Awaiting final review and approval to finalize MS-737 form.

B. 2023 Audit- On-site meeting at Central Station with Plodzick & Sanderson scheduled for February 8, 2024. Precinct Administrative Assistant Andrea Ouellette and Treasurer Terri Fraser-Hooper to meet with Auditors.

C. **Town of Ossipee-** The delay in issuing checks to the Precinct was due to the Selectmen having to wait for funds to be available to make the December 2023 payments.

7. **New Business**

A. **2024 Annual Meeting-** Revised the Annual Meeting Checklist and provided to Precinct officials. Currently no takers for the upcoming vacant Commissioner term.

B. **Re-Issue Payroll Checks-** Misplaced Payroll checks to Terri Fraser-Hooper and Jessica Colpoys need to be re-issued.

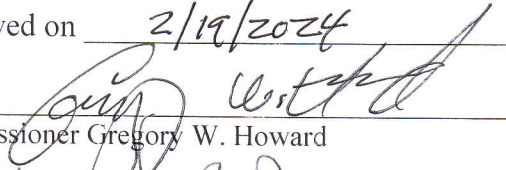
Motion: by Howard, seconded by Pustell, to re-issue payroll checks to Terri Fraser-Hooper and Jessica Colpoys. **All in favor, motion passed.**

8. **Public Comment**

9. **Adjournment**

Motion: by Howard, seconded by Parent, to adjourn the public portion of the meeting. **All in favor, motion passed.** The meeting adjourned at 7:05 PM.

Approved on 2/19/2024



Commissioner Gregory W. Howard



Commissioner Patricia Pustell



Commissioner Tara Parent