

APPROVED
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING – Special Meeting
June 17, 2019

PRESENT: Gary Daniels, Chairman Mark Bender, Town Administrator
Paul Dargie, Vice Chairman Tina Philbrick, Recording Secretary
Mike Putnam, Member Tylor Berry, Videographer
Laura Dudziak, Member
Chris Labonte, Member

1. CALL TO ORDER, BOARD OF SELECTMEN INTRODUCTIONS & PUBLIC SPEAKING INSTRUCTIONS -

Chairman Daniels called the public meeting to order at 6:45 p.m., introduced Board members and then led the audience in the Pledge of Allegiance. Chairman Daniels indicated that those people in the audience who want to speak or add to the discussion should please use a microphone in order to be heard on the PEG Access live broadcast.

2. 5:30 - Dispatch RFQ Discussion – Captain Frye presented the (RFQ) Request for Quote for Milford Dispatch. The Town of Milford seeks to procure the services of a qualified, professional public safety consulting engineering firm to assist and support the Town of Milford. The primary focus is on developing requirements for a 911 communication (dispatch) center for the Town of Milford to serve Police, Fire, Ambulance, Public Works, and Water Utilities. This is a result of a Warrant Article passed in March. We expect a consultant to study this information and come to us with a conclusion of, if we need a regional dispatch center or just a dispatch center for Milford with the capabilities of a regional center.

The consultant will put together an information packet and bring it back to the Board to review and decide what is best and put forth a warrant article hopefully by the next Deliberative Session. This will also give the consultant a basis to write an RFP for someone to build and design a dispatch center.

Chairman Daniels clarified that when we are talking regional, it means looking at what MACC Base already serves and its current location. Selectman Putnam asked how many consultants do this type of work. Captain Frye replied, only three in the State of New Hampshire but there are more all over the country. This isn't an easy thing to do and the reports can be confusing. Chairman Daniels said his interest in going through this project is to make sure we address some of the questions that were brought up through the Budget & Bond Hearing, the Deliberative Session and several other meetings. Captain Frye said this is a draft copy and things can be added. When we choose a consultant, he suggests that we review this with him again.

Chairman Daniels presented two questions that Paul Bagley gave him.

1. Notification that any town that withdraws from MACC Base forfeits the right to any assets owned by MACC Base as well as giving up their rights to vote on any budgetary issues or any income it may receive.
2. MACC Base maintains 12 radio transceiver sites and antennas at 6 different locations throughout the three towns that are partners in the inter-municipal agreement. These sites are currently being linked to the microwave technology so that they will function under any and all conditions. Is that going to have any effect on when we are looking at sites and we are tying into that? Captain Frye said that's what the quote was from Motorola. Chairman Daniels said that the quote from Motorola was that they would be tying into the current microwave connectivity that MACC Base is doing now. He asked if anyone disagrees with that statement, they need to come up now.

Paul Bagley, Milford resident, asked how Motorola will link into this system because this is a licensing issue with all 6 sites. He doesn't think it will happen.

Jason Johnson, Director of MACC Base said the microwave system currently being worked on is owned by the Town of Mont Vernon through a grant. This has to be considered when attaching anything to it. The sites it would go to is the Town Hall, Federal Hill, Birch Hill in Hollis, the Amherst water tower, the Mont Vernon Fire Station, Abbot Hill and Pead Hill. Captain Frye clarified that it will go to all these places once it's done. Jason said the first step is between Birch Hill and here, then to either Amherst Water Tower or Federal Hill depending on the licensing. Captain Frye said licensing is something the consultant would have to work out. The Motorola system was just for Milford to build a microwave system, the same system that MACC Base is trying to reach.

Selectman Putnam said it's also an ownership problem. If Mont Vernon has the grant for it and MACC Base puts it in, if we start our own dispatch center we won't have access to it. We will have to establish our own. Captain Frye said it's all through the Southern New Hampshire Collaborative agreement that they are trying to work on to have all Nashua, Londonderry and us connected to the microwave system. Selectman Putnam pointed out that we have a DPW full of junk that we haven't funded to do any replacement with until just recently. It's the same thing with the MACC Base equipment, just because Milford owns it doesn't mean it will get fixed.

Chairman Daniels said it's worth noting that the microwave belongs to Mont Vernon. Mont Vernon is saying that they really don't have a problem. They put repeaters into their cars. If MACC Base is going to exist as a system, you have to see if Mont

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Vernon will be looking to pay 11% of the cost to fix Milford's problem. He doesn't know how Mont Vernon owning this ties in with Southern New Hampshire Collaborative agreement.

Selectman Labonte asked, per the conversation last week, if any of the other Boards have been notified of these discussions. Chairman Daniels said he left a message for Mont Vernon and talked to Wilton today. Selectman Labonte replied, "so there's been no letter or anything sent out to them". Chairman Daniels said no. He did let the other Boards know that we wanted to get together, but we just have to figure out what day and time that works for everyone. Selectman Labonte asked what it would take to send them a letter. He knows there's been discussion with other Chairs, but other representatives haven't been in the loop. Chairman Daniels repeated, "we have to figure out what day and time that works for everyone". Selectman Labonte asked if there was a way we could formally send them an invitation. Chairman Daniels said we will send them a letter but there is no sense in sending them one if we don't have a date and time. Selectman Labonte said he feels that some of them might be willing to reschedule their meetings. If Mont Vernon was here tonight, the microwave question could be answered. Chairman Daniels repeated tonight was to concentrate on Milford and what we are doing here. We will be getting the three Boards together.

Chairman Daniels asked how many antennas does Milford own, what do we have on other people's antennas and what are we forfeiting if we leave MACC Base. Captain Frye said the town of Milford owns the one on top of the roof of the Town Hall. Jason said on Federal Hill there are two licenses, one to MACC Base and one to Milford Fire. The only other ones that Milford owns are the ones at the Fire Station, Police Station and Ambulance Facility. The majority of their licenses are setup for mobile. Birch Hill is setup with an agreement with Hollis. The other antenna sites in Milford, Wilton and Mont Vernon are all licensed to MACC Base or one of the other towns. Captain Frye said the consultant will also tell us what we need for these areas.

Selectman Dudziak said, these all issues that the consultant will address, it's premature to be asking these questions at this time. Chairman Daniels said he is trying to gain an understanding of the whole picture. Selectman Dudziak said we have the funding to do a study, the consultant will do that and give us their opinion as to which direction we should go.

Selectman Putnam said the RFQ has information in it that we've already done through MRI. All we need the consultant to do is design a radio system that will work for the town of Milford. It was his understanding at the Deliberative Session that people wanted an itemized accounting of where the money was going to go. He doesn't think the consultant needs to talk to MACC Base and get that deep into it. He asked if any of the Board has gone up to visit MACC Base or look at antenna sites. You're not going to get up to speed on this now. Selectman Dudziak said she isn't going to get up to speed by looking at an antenna site, it doesn't mean anything to her and that's why we need a consultant. It's not her area of expertise. Selectman Putnam said we need to make decisions, are we going to bring the other two towns in or go on our own.

Chairman Daniels said it isn't a question of bringing the other two towns in; it's whether or not the other towns want to or can afford to stay with us. He knows enough to know that Mont Vernon is sitting in good shape; all they need is a signal. Wilton has dead spots and Milford has the largest problem as far as how to fix it. He's fine with a consultant, but doesn't want this to be another study, we've already had three. Captain Frye repeated the consultant will look at the antenna sites, review the information, tell us what we need to build and an RFP will be sent out based on that information.

Selectman Labonte said he reviewed the Deliberative Session video again and some people asked if it would be Milford only or all other possibilities. Would the equipment list resulting in the RFQ be Milford only or all other possibilities, like MACC Base? Selectman Putnam said that's what we need to decide on. Selectman Labonte said the \$85,000 was designed for whether it is Milford Communications, MACC Base or all other possibilities.

Selectman Putnam said the issue is can we work with the other towns. It's been difficult in the last 6 months to a year. The Mont Vernon representative is insinuating that he was embezzling from MACC Base and he takes offense with that. Maybe it's time we established our own and get rid of the partners because we can't work with them. Selectman Labonte thinks we need to sit at the table, Chairman Daniels asked Selectman Labonte to please be recognized to speak. Selectman Labonte said we all need to take a step back. Directing this to Chairman Daniels he said, "You say that Mont Vernon has no problems, he does not doubt him, but he wants to hear it from their board". He repeated that Chairman Daniels said he spoke with the Mont Vernon Chairman but he feels that there is too much hearsay in that. He's talked to some of the Select boards as individuals on different issues. They gave him their opinions and some matches up to yours, and some of it doesn't. Everyone needs to be at the same table.

Selectman Dudziak said we have sat with the other Boards on two occasions since she's been here. They haven't seemed willing to want to work with us. Selectman Labonte said from a public stand point in the past, everything's been put out that we are looking for a communications center and we are not even going to talk with the other towns. Selectman Dudziak started to

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122 speak, but Selectman Labonte interrupted and replied that's how it's been perceived in the newspaper and in public. Selectman
123 Dudziak said Selectman Labonte should go back and look at all the minutes to get a better understanding. Chairman Daniels
124 asked that we have some decorum on speaking. Go through the Chair and be recognized so we don't have conversations going
125 back and forth. Chairman Daniels repeated that they will be getting together with all three Boards to discuss this.

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127 Kevin Federico, Milford resident said they have a social issue and a technical issue tonight. You can sit here for the next 4
128 hours and debate the social issue of do we go or do we stay. Throw that out the window. This meeting was set up to talk about
129 an RFQ to hire a consultant. The clear picture coming from the Deliberative Session was they didn't like the design and build
130 RFP or the fact that we only received one quote. Fifty people truncated a \$2,500,000 warrant article for a Milford only dispatch
131 center into a quivering mass of indecision that had to go to the DRA for an interpretation. It's up to this Board to do something
132 about it. He agrees and disagrees with what Selectman Putnam is saying. Of all the people in this room, there might be one
133 expert on designing, implementing, installing and maintaining radio systems. That's it, no one else. The town of Milford asked
134 for a consultant to come in and look at the technical side of it, not the social issue. What is it going to cost, where are you going
135 to put the antennas and show me an itemized list of equipment. The consultant will look at a Milford only dispatch, but they
136 have to look at what's existing. Task the consultant to look at both and let us know what it will cost to renovate MACC Base
137 and what will it cost us to do it on our own.

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139 Ted Bartlett, Milford resident has been with Tower Communication for around 40 years. He agreed with a lot of what Kevin
140 just said. We need a more robust system for the entire network in this town. The question is "where do we spend the money to
141 do it". He feels we should improve the existing system. Going with a Milford Dispatch Center is going to cost us more money,
142 not including structural upgrades. Spend the money with MACC Base to improve it and meet the needs of the Police Department
143 or will the money be well spent putting in something similar to Motorola. There are a number of companies that meet the
144 department of homeland security requirements of P25 networks. We need to determine the best bang for our buck.

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146 Captain Frye said as far as the structural upgrades to the tower on Summer Street and Crown Castle there were sent to spec.
147 and no upgrades were needed. Chairman Daniels asked if there was any point in analyzing First Net in the RFQ and should we
148 consider it while this is being done. Captain Frye said FirstNet works with dispatch centers. It's used with cell phones. Verizon
149 offers the same thing but they are in the new stages with people jumping on board. We could ask the consultant that.

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151 Jason said FirstNet said to continue to maintain the land mobile radio systems, this is not going to be a replacement for any of
152 that. Their focus is data.

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154 Chairman Daniels asked the Board if they think there is everything in the RFQ that is needed to go forward. Selectman Labonte
155 questioned portable radios for DPW and Water Utilities and Police. Why are we building a bigger problem by putting addition-
156 al things that may not be needed in the RFQ? Chairman Daniels spoke with Captain Frye and Administrator Bender earlier
157 today about this. If you want to set up some type of communication system, you would want to include DPW and Water Utili-
158 ties in with the emergency services since they all work together. He asks that the cost of the DPW and Water Utilities be sepa-
159 rated out when we start talking to the other towns. They are only doing emergency services. Including DPW and Water Utili-
160 ties opens it to the other towns to include theirs as well.

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162 Captain Frye said in the realm of putting it out there, it doesn't hurt to get a cost. He reminded Selectman Labonte that while
163 he served on the Budget Committee, he hounded Captain Frye about the portable radios, now you are hounding me because I
164 have them listed? Selectman Labonte said the portable radio questions came down to DPW saying they didn't have communi-
165 cation. He's been told that DPW just doesn't have the radios in their trucks. Captain Frye said they may need one or two if they
166 are doing traffic control and other functions for the Town. It doesn't hurt to put a price on it. If you want to subtract it you can
167 do that as well. Selectman Labonte said it inflates the \$2,500,000 number, he feels we can cut it out. Captain Frye said we can
168 get away from the \$2,500,000 because we don't know what it is going to cost until we get the information back. We are start-
169 ing at zero and going up. Selectman Dudziak agrees with that.

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171 Ted Bartlett said he reached out to Harris Corporation prior to the Deliberative Session. They came up with a solution from the
172 outside looking in. It might be beneficial to have the other vendors do the same without having to go to a whole new network.
173 Chairman Daniels said he's just interested in fixing the problems. Ted said it's his tax payer's money too. His tax bill climbs
174 every year. We need a robust system, but be cost effective doing it. Chairman Daniels agrees but it doesn't do any good to
175 update the equipment and still not have the connectivity that you need. He wants to solve the problem in the least expensive
176 way, but also to have it last.

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178 Selectman Dudziak asked if we need a motion. Selectmen Putnam said he would rather see a vote because this is way too
179 much information and it should be paid down. Have someone come in to tell us what we need electronically. Selectman
180 Dudziak doesn't agree. She replied, this is what the residents wanted. Selectman Putnam replied, what do we need to cure Mil-

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ford's problem. Once we know that, we can talk to the other towns and ask if they want to come on board. Selectman Labonte asked, how we phrase that? What do we need for the town of Milford, are they better off on their own or with MACC Base. Chairman Daniels turned the question and asked Selectman Putnam what does he think is in the RFQ that doesn't need to be in it.

Selectman Putnam said they don't have to look at the inter-municipal agreement, they don't need to talk to MACC Base, they don't have to figure out staffing because that's something we can figure out. We already have a quote to putting an addition onto the Police Station. Captain Frye said we have an estimate for an addition. It's \$45,000 to get a quote.

Karen Blow, Milford resident addressed the Board and said they have to make a decision. This keeps being kicked down the road. You have to start somewhere, and somewhere is what was voted on at the Deliberative Session, to get a consultant and get a quote. You are going to be asking them what it is that you want with questions that are of concern. You need to start somewhere and right now, it just keeps going. I sit home and watch these meetings and it's frustrating. Make a decision. Chairman Daniels said he doesn't think they are kicking it down the road. If you are asking someone to give you a quote and start loading them up with other questions that are beyond what was originally giving, they may just say for the extra things, my price is higher. We need everything on the table prior to going out for a quote. Karen said, respectively, there will always be another question, you have to start somewhere. She's not the only one frustrated.

Kevin Federico repeated, stick to the technology. He agrees that you don't have to have the consultant get into the inter-municipal agreement. The consultant needs to stick to the technology. He repeated his statement, one expert in the room. You can debate the social issue all day long, but you can't answer the technical questions. Move on after the consultant answers the technical issues. Chairman Daniels said we are not debating the social issues, his last question was, what should be taken out of this. Selectman Putnam suggested that Captain Frye and he sit down and go through the RFQ and eliminate what isn't needed. Captain Frye said the RFQ was written to give a lot of information to an outsider who may not watch this show. Selectman Putnam said they don't need that information. Captain Frye said the technical information is laid out in the RFQ. The things that have already been done would need to be revised, because it's old. Whatever firm is chosen should look at everything to see what we've done so far, then prepare their professional opinion in writing and prepare us for an RFP. Selectman Putnam said it just muddies the water. Captain Frye replied, if you are going to go to all the towns, they will want a little more background than us just sitting here saying, this is what we want. They know that the town of Milford voted for a consultant to prepare a document for a dispatch center. It needs to be done professionally. We are not experts.

Selectman Labonte suggested breezing through the document and removing what we feel isn't pertinent to see where we end up. Captain Frye said if you take away stuff then you get a consultant then say, maybe we are going to add this, and this, and this, the next thing you know the price goes up after we choose someone. It's easier to subtract things, the cost will go down.

Paul Bagley agrees with what Captain Frye is saying. The inter-municipal agreement is in fact germane in a technical study. He also takes issues with the term "social issues". Licensing is as technical as it gets. If we don't have a relationship with our neighboring towns relative to MACC Base then we have a licensing problem. The technical side of licensing is just as important as the technical equipment that we are talking about purchasing. Are we going to have to license more sites than we have now through MACC Base? That's the question that needs to be answered. It has to be done inclusively. Include information. More is better than not enough. He hopes we find someone that is impartial.

Selectman Labonte asked if we could give a more basic description of the information. He referred to a paragraph in the RFQ about pre-proposal information and asked if that would be when you would fill in the gaps. He assumes this meeting will be mandatory for whoever is going to bid on this. Captain Frye said yes. Selectman Labonte again repeated, do you need all of this information there. Captain Frye said it gives the consultant somewhat of an idea of what we are looking at. Selectman Labonte replied, that's a matter of opinion. Some of the information in the RFQ that references the MRI report said there is a need for the town to operate their own but the MRI report is also states that there could be a need to operate their own or stay with MACC Base, it is relevant to include this. Captain Frye said in the MRI study, as a consultant or someone looking in, they going to try to grab all the information, all the studies, all the quotes that we've had because that is what a consultant does. It's going to be a huge information gathering and sifting through the weeds. Selectman Labonte said he has no problem with them going through the MRI report, he repeated, the MRI report said there is a need for the town to operate their own but the MRI report is also states that there could be a need to operate their own or stay with MACC Base. He thinks it could be a weighted statement in the RFQ.

Chairman Daniels said there merit in the consultant understanding what the people are looking for and where we've been. Chief Viola said one of the main issues people had at the Deliberative session was not enough detail in the previous RFQ. Captain Frye has now made it a more detailed RFQ. He agrees with Captain Frye on the amount of detail in the RFQ, it's all up front; we can remove some at our conference if needed. The more detail the better it is.

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Chairman Daniels asked Captain Frye if he felt that the RFQ encompasses everything that residents voiced. Captain Frye believes that most of it is in the report. Administrator Bender said, as part of the RFQ process we're going to give them the MRI study, the RFP's, the MACC Base study by Communication Design Consulting Groups, the minutes from the Deliberative Session, and the document that Paul Bagley and Ted Bartlett put together. They will have all of the information they need. At the Deliberative Session he observed the first amendment get shot down and then we added a single word to the amendment, the word possibly. That takes this from being just a Town of Milford dispatch system and opens it up to also a regional dispatch system which is what the residents wanted. This RFQ meets those requirements. The consultant will study everything and come back with a pretty comprehensive proposal.

Ted Bartlett said this is a better RFQ than the last time. Providing all the information is a big plus to any of the vendors that may provide services for this. He offered his time to help develop the list of vendors we may want to send the RFQ out to and the for the review process when the time comes. Kevin Federico clarified that he thought we wanted the consultant to review the inter-municipal agreement for content not just for review for themselves. He thinks that information should be passed along to them and they should go through it. He thought they were going to re-write it, that's what he thought the interpretation was. He also offers his time for a review committee if there is going to be one.

Selectman Labonte asked if we can have the proposals be addressed to the Town of Milford Dispatch Board of Selectmen, 1 Union Square instead of the Police Department. Some people feel there is a biased side of the Police Department wanting their own Communications Center. Chairman Daniels said he doesn't have a problem with that.

Paul Bagley wanted to clarify that many of you refer to emergency services as Police, Fire and Ambulance. Public Works and the Water Department are also considered emergency services. When we have a water main break, emergency Police cars, Fire trucks and Ambulance vehicles won't be getting anywhere in a blizzard unless Public Works helps. Chairman Daniels agrees. He repeated, for the sake of talking to other towns only dealing with Fire, Ambulance and Police, we will want to separate the cost out for Water Utilities and Public Works.

Selectman Labonte wanted to clarify for help, are they helping with this RFQ, or the information when it comes back. Chairman Daniels said they will be included when the RFQ comes back.

Selectman Dargie asked how much time will be allowed for responses. Administrator Bender said they would need more than 30 days if they are going to have a mandatory conference. He suggests 45 days including the conference.

A motion was made by Selectman Putnam to approve the RFQ with amendments as specified and for information to be filled in areas like dates and things. Seconded by Selectman Dudziak. All were in favor. The motion passed 5/0.

3. DECISIONS - N/A

4. CONSENT CALENDAR - N/A

5. APPROVAL OF FINAL MINUTES: N/A

6. NOTICES

7. **ADJOURNMENT** - Selectman Putnam moved to adjourn at 6:34. Selectman Dudziak seconded. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Laura Dudziak, Member

Paul Dargie, Vice Chairman

Chris Labonte, Member

Mike Putnam, Member