

APPROVED – previously sealed
Minutes of the Milford NH Board of Selectmen
November 23, 2020

Members Present: Gary Daniels, Chairman X
Paul Dargie, Vice Chairman X
Laura Dudziak, Selectman X
Chris Labonte, Selectman X
David Freel, Selectman X

(RSA 91-A:3, II (e)) Legal – Cheryl Giggitts, CTA Consultant gave a preliminary Technical Review.

L3Harris proposed:

- VHF P25 conventional radio system.
- 1 RF site at Dram Cup.
- New rooftop antennas at the PD. This will allow the Dram Cup site to communicate the Milford Police location via microwave.
- 4 voice channels
- Monitored hot standby (MHSB) microwave network.
- New P25 Conventional subscribers, portables, and mobiles.
- Paging over the radio system for Milford Fire and Ambulance.
-

They met the coverage specifications of 95% mobile and 90% portable town-wide. You will also have the building coverage you need where your buildings are.

Motorola proposed:

- VHF P25 conventional radio system.
- 2 RF sites at Dram Cup and the Milford PD.
- New 100 foot self-supporting tower at the Milford PD.
- 4 voice channels
- Monitored hot standby (MHSB) microwave network.
- New P25 Conventional subscribers, portables, and mobiles.
- Paging over the radio system for Milford Fire and Ambulance.

The met the coverage specifications of 95% mobile and 90% portable town-wide. You will also have the building coverage you need where your buildings are.

The evaluation process and criteria were defined in the RFP and accepted by both proposers without contest.

Pricing Details:

	L3Harris	Motorola
Infrastructure	\$1,657,642.35	\$ 728,008.31
Subscriber Costs	\$ 495,477.25	\$ 952,369.97
Total Contract Pricing	\$2,153,119.50	\$1,680,378.28
15 Yr. running Costs (operations & Maintenance)	\$2,624,013.00	\$1,491,306.09

Cheryl reviewed a project schedule put out by CTA which has the project award, depending on the outcome of the Town vote, as of April 5, 2021, and the Project close date of May 18, 2022. The schedule mirrors both vendor schedules.

Selectman Labonte asked what happens if the addition isn't complete by November. Cheryl said that is why they have some float time in the schedule. They will be coordinating both at the same time. She doesn't see a problem.

APPROVED – previously sealed
Minutes of the Milford NH Board of Selectmen
November 23, 2020

51
52 Selectman Labonte asked when the warranty starts. Cheryl said it starts when you start using the
53 system and acceptance is complete. Selectman Labonte asked how it would work if we were under
54 contract with MACC Base until the end of 2022. Cheryl would encourage the transition to be sooner if
55 that is the case. There was some discussion about when we could be done with MACC Base.

56
57 Selectman Freel asked why we don't just postpone the start date so we would end closer to the end of
58 our MACC Base contract. Cheryl said she would encourage you not to postpone the start date, but to
59 stretch out the schedule. Just the FCC alone could stretch the schedule. We will also need to
60 coordinate the payment schedule so that you are not expending money before you should be.

61
62 Chairman Daniels asked if this passes in March, could we give notice in May. We would be done the
63 following May but forfeit any surplus. We wouldn't get to vote on the 2022 budget. Selectman Dargie
64 thought we were required to give notice on a January 1st basis.

65
66 Selectman Labonte asked again, when does the warranty start. Cheryl repeated, it starts when you
67 start using the system and acceptance is complete. It can be negotiated for whatever is in the best
68 interest of the town. The schedule is part of the negotiations, what is presented tonight can be
69 changed. We can make it so that you are not accepting the system until the end of 2022. Both
70 vendors agreed to keep pricing for one year.

71
72 Selectman Freel said we should try to shoot for November/December 2022. Selectman Dargie said
73 we should target September 2022 as a completion date. He doesn't think the building will be done in
74 time to meet the current schedule. Captain Frye, Milford Police Department agrees that this shouldn't
75 be rushed. There are two separate projects, one being construction. The schedule is not set in
76 stone. Cutover needs to work flawlessly. Cheryl said there are three projects, a radio system,
77 building a communications center, and outfitting a communications center.

78
79 CTA recommends issuing a Notice of Intent to Award to Motorola Solutions. Motorola Solutions will
80 provide a P25 Public Safety communications system that meets the needs of the Town of Milford
81 users for the next 15 – 20 years. Warrant Article Value for Radio System: \$2,100,000. The system is
82 such that if at any time other times wished to join Milford, they could easily be intergraded directly into
83 the system. There is a potential of the \$2,100,000 coming down a bit. Motorola did proffer potential
84 savings at about \$250,000 if we were to separate the physical facility piece, like the tower, the
85 shelters, the HVAC, and generators, and move that into a contract directly with Two Way
86 Communications. Two Way is going to do the work whether they do it on their own through a
87 contract, or do it through Motorola. Having a separate contract for separate vendors is done a lot
88 across the country. You would find out exactly what amount of savings through detailed negotiations.
89 We could potentially know by the end of the year and adjust the warrant article number to be lower.

90
91 Last year Cheryl recalled that both Two Way Communications and Beltronics offered their solution to
92 an upgrade to your system. Much work has gone into getting the number to \$2,100,000 or if
93 additional savings come in, \$1,850,000. Two Way Communications made an offer of \$1,850,000
94 which didn't include subscriber units, not P25 and it gave you no coverage guarantee. The offer you
95 are getting is much more than that. Belltronics offered \$1,760,000 with no subscriber units, it was
96 P25 but there were only giving you one channel and although they gave a coverage guarantee, it was
97 not a public safety grade guarantee.

98
99 Selectman Dargie asked what the role of the consultant would be as recommended. Cheryl said they
100 manage the project for you. They make sure everything is on schedule and every item is met from
101 the RFP and contract. They do inspections throughout the process, develop testing plans. We are the
102 owner's representative.

APPROVED – previously sealed
Minutes of the Milford NH Board of Selectmen
November 23, 2020

Selectman Freel asked what the additional cost be if another town wanted to join. Cheryl said the other town would have to do the additional cost. They would have to make sure they have sites in their towns to provide that they need although some of your coverage would spill over. An exception for expense would be on the dispatch side and only if you have to add another dispatcher, but they could absorb that cost for you.

Selectman Labonte said the prices that Two Way and Belltronics gave last year was for a regional fix, not for a Milford only fix. Cheryl said it was multiple sites but only proffering Milford. She reviewed it and it was only for Milford, it was your cost to improve your system.

Selectman Freel said the maintenance cost would be about \$75,000 to \$100,000 over the 15 to 20 years. He feels like we will be approaching \$3,000,000 and we don't know the cost of the building yet. Cheryl said you won't be looking at the maintenance money for at least two years. Selectman Freel brought up the money that we have in capital reserves each year.

Selectman Dargie said the money in capital reserve accounts is targeted towards down payments when it's time to do a project. Cheryl said the maintenance line needs to be negotiated down, it's too high and it's something that CTA can do. It is for a vendor to run your system and do all the maintenance daily to keep the system running efficiently and to do software refreshers. Many things come with maintenance. We don't know what the yearly maintenance will be yet.

Selectman Labonte feels that maintenance is part of the whole package. How come we don't know the maintenance cost upfront. Cheryl said maintenance costs on both RFP's are too high and they feel they can bring them down. They were focusing on the total price and put about three months' worth of work in just over one month. January of 2025 will be the first time you pay a maintenance fee. The amount needs to be negotiated sooner.

Selectman Labonte asked how this will be presented to the voters he doesn't want to not let the voters know about the maintenance part. Cheryl said that wasn't their intention and there will be firm numbers by January.

Selectman Dargie asked if there was detailed information related to the \$1,491,306 maintenance cost. Cheryl said yes, but more is needed. Selectman Freel asked if it's \$1,680,378 for Motorola, why are we going for \$2,100,000. Cheryl said it includes the consultant and contingency cost. You may not spend the contingency cost but anything can happen. It's a buffer for the unknowns.

Selectman Freel asked why would Motorola want to sharpen their contract if it was just awarded to them. Cheryl said we are not awarding the contract to them; it's a notice of intent to award based upon successful negotiations. If unsuccessful in the negotiations, everything will stop and go to the other vendor. Neither vendor knows what each other's pricing is.

Selectman Labonte said he's assuming that the maintenance program doesn't include replacing equipment so if it needs to be replaced, it will be above the maintenance cost. Cheryl said yes. Selectman Labonte said at some point we will have to start planning for maintenance and equipment. Cheryl said this is no different than any other thing that you have to plan for that may need to be replaced.

Selectman Labonte said if we see the final numbers and feel we should go with the \$2,100,000 but not build the building to save \$250,000 could we stay with MACC Base as a regional. It would still solve the needs of the town. Cheryl said it would be very difficult to do that. Curtis Johnson, CTA Engineer said MACC Base's consoles are at their end of life and not capable of connecting to P25.

APPROVED – previously sealed
Minutes of the Milford NH Board of Selectmen
November 23, 2020

He would recommend that MACC Base's consoles be replaced. Cheryl said it's technically possible but it would be difficult for CTA to negotiate the warranty.

Director Schelberg reminded the Board that there was a capital reserve account set up for communication equipment which was adopted by the Board to replace mobile radios and portable radios in the future. It currently has \$56,000 in it. We purchased equipment for both Police and Fire this year.

Selectman Dargie said if we worked with reusing the existing MACC Base location, would that be considered a public safety grade installation? Cheryl said no and Motorola won't want to warrantee their equipment in that type of environment.

Selectman Dargie asked what exactly public safety grade installation was. Cheryl said it goes back to the NFPA 1221, there is a list of codes that have to be met before consideration of your facility. It was provided to the Board in the past and she will provide it again. Selectman Dargie said it's important and we should continue to make it on an on-going basis.

Selectman Labonte said he thought we didn't have to bring it up to 1221. Chairman Daniels said that is correct, what Cheryl is saying is that Motorola will not extend the warranty to 15 years. Selectman Labonte said we need to stop going with 1221, there's never been any valid reason for 1221.

Cheryl said Curtis found some significant issues when he did his survey at MACC Base and those are outlined in their report. The building may be grandfathered in and not be required to meet a specific standard but it doesn't mean you should use it. This is public safety equipment that needs to be maintained and cared for and in an environment where it can work. These standards were created because the equipment we need to use isn't your standard IT equipment.

Selectman Freel said there isn't anyone that agrees that putting a new system up at MACC Base is the best idea, however, he's all for saving \$250,000 on a building.

Chairman Daniels asked what the time-line was on the notice of intent. Cheryl said if you want to make a decision tonight that would be fine, but if you want to review the report and let her know if there are questions as soon as possible because there is a lot involved in the negotiations.

Selectman Dargie said he's ready to move ahead with this. The presentation is straight forward and isn't a complex document, it summarizes a complex subject nicely. He's in favor of going with Motorola.

Selectman Freel made a motion to accept the Motorola notice of intent. Seconded by Selectman Dargie. Selectman Labonte said he would still like to see the numbers up front. He doesn't understand the whole "negotiate lower thing". He said the numbers that are sitting in the Town Administrators' office don't mean anything.

Cheryl said the beginning numbers are always your starting point. The spreadsheet that was given to the vendors was hundreds of line items. We review them to pull things out that you don't need. Both vendors have the same information. Our job is to bring the numbers even lower in the best interest of the Town.

A roll call vote was taken, Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte no, Selectman Freel yes, and Chairman Daniels yes. The motion passed. 4/1 with Selectman Labonte opposed.

APPROVED – previously sealed
Minutes of the Milford NH Board of Selectmen
November 23, 2020

Selectman Labonte asked if he could have his quote on the repeaters now since they were not in either contract. Cheryl said the repeaters were in both the contracts as an option so the pricing is still part of their contracts. They don't need them to make their coverage guaranteed so they were moved from being a requirement to an option. We still need to keep this information non-public because we don't want either vendor to know where the other is, price-wise. The purpose of an intent to award is the fact that if you don't successfully negotiate you need to stop and go to the other guys. We still need that leverage.

Selectman Labonte asked what the timeline would be for our final decision. Cheryl said they will start as soon as Motorola receives the letter of intent. She will keep the Board posted but it will be done as soon as possible. It may be a couple of weeks. Her goal would be to come back by December 14th.

Selectman Dargie made a motion to approve the minutes of November 9, 2020, as presented, in accordance with (RSA 91-A:3, II(e)) Legal. Seconded by Selectman Dudziak. A roll call vote was taken, Selectman Dargie yes, Selectman Dudziak yes, Selectman Labonte yes, Selectman Freel yes, and Chairman Daniels yes. All were in favor. The motion passed 5/0.

Gary Daniels, Chairman

Chris Labonte, Member

Paul Dargie, Vice Chairman

Dave Freel, Member

Laura Dudziak, Member

[PERMANENTLY UNSEALED BY Board of Selectmen 1/20/2021; 5-0](#)