

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS (BOG) OF THE
MILFORD AREA COMMUNICATIONS CENTER (MACC)**

February 24, 2020

PRESENT: Chairman Jay Wilson, BOG Town of Mont Vernon
Vice Chairman, Craig Frye, BOG Town of Milford
Eric Olesen, BOG Town of Wilton
Jason Johnson, MACC Director
Darlene J. Bouffard, Recording Secretary

1. Call to Order: Jay Wilson called the meeting to order at 9:05 a.m.

2. Approval of Minutes – The minutes of January 7 and January 13 were reviewed. The minutes of January 7 had been approved at the last MACC meeting and just required signatures, which were provided. The minutes of January 13 were reviewed. Amendments were recommended by Jason Johnson. E. Olesen motioned to approve the minutes of January 13, 2020 as amended. C. Frye arrived at 9:07 a.m. C. Frye seconded. All were in favor. Motion passed.

3. Old Business: Milford Warrant Article & BOS conversation with other towns: J. Wilson indicated the Milford town meeting is on March 10; there have been no other meetings scheduled with other towns. More to follow after March 10.

MV & Wilton channels: J. Johnson indicated they are still going forward with the channels; he met with public safety advisory committee and they talked about the plan for Wilton. The Fire Department is working good and they are looking to fill in some holes that are challenging for the town. J. Wilson said in 2020, he is looking to get another town channel after the Milford Town meeting. E. Olesen said whatever happens with Milford impacts all three towns.

4. New Business: Domestic Partner rider for insurance – tabled last BOG meeting: This item was tabled at the last meeting. C. Frye said that Milford does not offer this so he will not support it. E. Olesen said that Wilton does offer this and he will support it. J. Wilson moved to allow the domestic partner rider on the MACC health insurance. C. Frye seconded. J. Wilson and E. Olesen were in favor, with C. Frye opposed. The motion failed 2/2.

Vacation carryover – tabled last BOG meeting: J. Wilson said in Mont Vernon if an employee has a vacation planned, the vacation carry over had to be used before the regular vacation was used. E. Olesen said whatever decision is made, it will need to be explained to employees about how much can be carried over. Two weeks is the maximum in Wilton and any carry over would have to be used in the first quarter. J. Wilson looks at it like comp time. E. Olesen said the town of Wilton no longer allows comp time. J. Wilson said the comp time could be carried over for 40 hours; he would be happy without 40 hours being carried over. E. Olesen said there needs to be an explanation to the employees so they understand how much can be carried over and how long it can be carried over. J. Johnson said in 2017 the BOG went from accruals being calculated on the anniversary date to it being awarded as vacation time. He noted in order to avoid the number of hours being carried year to year, the payout was established. E. Olesen said people end up with lots of hours of vacation. In that situation, people end up losing vacation time. When time gets carried forward, it has to be carried on the books and being an item at budget time. People are required to use their vacation time and not getting a payout.

J. Wilson agreed except in an emergency situation such as it happens that you cannot use your vacation time (low staffing). J. Johnson said that is why it was decided to have a payout for vacation time. J. Wilson said if we agree to the carry over, we should have Jason create a policy for that carryover and then we can approve the policy. C. Frye moved to have J. Johnson create a policy for carryover of vacation time. E. Olesen seconded. All were in favor. Motion passed. (it was noted this policy is for the carryover of 40 vacation hours to the new year, and allowing employees to use it within 90 days).

Employee handbook: J. Johnson asked who would be typing up the handbook when it is ready? D. Bouffard agreed to take care of this project to type up a new employee handbook in 2020. J. Johnson explained it has about 20-50 pages, the goal is to continue to work on the handbook in the BOG work sessions. J. Johnson indicated he has not gotten an answer about section 2.1 (employee categories). There was discussion on which sections have been completed and what is still under review. E. Olesen moved to approve Sections 1.5 through 2.10. C. Frye seconded. All were in favor. The remainder of the sections will be discussed at future BOG work sessions.

Future of MACC – customers/members: J. Wilson talked to his BOS about what will happen in Wilton and Mont Vernon if Milford approves the new dispatch center and if we want to talk to other towns to see if they would be interested in creating a dispatch center. E. Olesen said he believes that is the feeling in Wilton. It is best that we all sit down with the responsible boards and with MACC at the next meeting to discuss. J. Wilson said Mont Vernon and Wilton could bring in Lyndeborough; the three towns should meet in April after town meeting. At the next BOG meeting, we can talk about moving forward. Milford town meeting is March 10, Wilton is March 12. J. Johnson said we can have the next MACC meeting after all town meetings are done.

5. Update from Director: Microwave update: J. Johnson indicated all microwaves have been hung, one tree is being worked on in Wilton at Pead Hill. Wilton fire will be taking care of the tree and the property owner has decided to stay in Wilton.

2018 Audit: J. Johnson indicated the 2018 audit is going to partner review then after that, going into the 2019 audit. DNCR/Federal Hill: J. Johnson said there are no updates, once there are firm plans about the requirements, he will find out more information, right now a 3'x3'x6' cabinet should be appropriate.

IAR for all three FD's: J. Johnson said I Am Responding is working for all towns, it is great for giving directions to people on the road. It is different from having only one town but the staff are getting used to it. J. Wilson asked if it shows who is where? J. Johnson said it shows whoever is logged into the system. J. Johnson said the Milford system shows the people that are on duty at the Fire Department.

Review & sign registers-January: BOG members reviewed and signed.

6. Public Comments: Russ Boland, Lyndeborough Town Administrator, wanted to mention that on February 12, there was snow impeding the road and MACC staff responded to his call in a very professional manner; they picked up on the stress in his voice and asked if he was okay and that is kudos to the staff on duty. E. Olesen also had a situation recently where an officer had his radio turned off and we could not find him. A GPS locator on the cruiser might be helpful in that situation. J. Johnson indicated that is one advantage of using COPS SYNC it had GPS tracking.

Chris Labonte, Milford Selectman, indicated the current Intermunicipal Agreement ends in 2020. If Warrant Article 4 passes, how would that process go? J. Wilson said the IMA would need to be extended and all 3 towns would have to agree to that. It would need to be extended about 24 months. The employees will probably leave once the warrant article passes. C. Labonte said if WA 4 fails, does the IMA get negotiated for a different timeframe? People are asking and he wants to have an answer. J. Wilson said two years ago a new IMA was presented by Wilton and Mont Vernon and Milford did not approve it. That would be brought back up for review and presented to the BOS for a decision. C. Labonte said if WA 4 fails but 5 passes what happens? J. Wilson does not know what WA 5 is. J. Johnson said it is a petition WA for the repair and upgrade of existing equipment.

C. Frye asked about the "skips" he is hearing. J. Johnson was unaware of that but he presumes it has to do with the Amherst system. J. Wilson explained if there are "skips" that needs to be addressed, as that is a safety issue and Amherst needs to take care of it.

7. Adjournment: E. Olesen moved to adjourn 9:30 a.m. C. Frye seconded. All were in favor. C. Frye requested that the agenda be made available earlier than right before the scheduled meeting. There was no date set for the next BOG meeting.

Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

The minutes of the meeting of the Board of Governors of the Milford Area Communication Center dated 2/24/2020 were accepted as presented next meeting 4/28/20.

Jay Wilson, Chairman, Town of Mont Vernon

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Craig Frye, Vice Chairman, Town of Milford

Eric Olesen, Member, Town of Wilton

APPROVED