

1                                   **MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE**  
2                                   **MILFORD AREA COMMUNICATIONS CENTER**  
3                                   **VIA ZOOM (AMIDST THE GOVERNOR COVID-19 INSTRUCTIONS)**  
4                                   January 4, 2021

5  
6   **PRESENT:**       Jay Wilson, BOG Chairman, Town of Mont Vernon  
7                   Craig Frye, BOG Vice Chairman, Town of Milford  
8                   Eric Olesen, BOG Member, Town of Wilton  
9                   Jason Johnson, MACC Director  
10                  Darlene Bouffard, Recording Secretary  
11

12   **1. Call to Order:** Jay Wilson called the meeting to order at 9:00 a.m.  
13

14   **2. Approval of Minutes:** The minutes of November 16, 2020 were reviewed. E. Olesen moved to approve the  
15 minutes of November 16, 2020 as presented. C. Frye seconded. A poll was taken: E. Olesen yes; C. Frye yes; J.  
16 Wilson yes.  
17

18   **3. Old Business:** J. Wilson said the employee handbook policy meeting date needs to be set. C. Frye asked if the  
19 BOG wants to push that out beyond town meeting? J. Wilson said he has a lot of meetings coming up but asked if  
20 this could be pushed out right now? E. Olesen said maybe push it out to February. J. Wilson said we are not that far  
21 behind schedule. J. Johnson indicated he has some minutes for signature and the November & December registers  
22 for signature that he can collect from all members. If each member can come to MACC for those signatures, that can  
23 get taken care of.  
24

25   **4. New Business:** J. Johnson explained the MACC warrant article is for three towns; the information for each town  
26 was emailed December 30. The numbers from vendors suggest rounding the amount up to \$1 million and use the  
27 existing IMA and split it up based on population between Milford, Mont Vernon and Wilton. The email sent out  
28 identified the details of that amount. When the project was first started, the Police all said they want to stay on the  
29 same channel. Without an overhaul, J. Johnson said this approach works the best. The problem we have been hav-  
30 ing is with Police. The vendor and installer are also on this zoom meeting today. J. Wilson said we just mentioned  
31 Town Meeting and when they will be held. For Mont Vernon, this is a lot of money to ask for in one year, if town  
32 meeting gets postponed until May, can it get split into two years and finish the payment in 2022? How long will it  
33 take to finish the installation? J. Johnson asked Lee to answer those questions. Lee Lamoine (vendor) responded the  
34 timeframe from when this is approved would come down to the lease with the tower company, some towers exist  
35 with sites, but negotiating a lease can take six months. Once that is done, the actual installation takes about three  
36 months for all radio and microwave infrastructure. It is up to us if we want to Phase it out over a couple of years.  
37

38   John Shannon, Milford Town Administrator, asked if this is Police only to start? J. Wilson said yes. J. Shannon  
39 asked about the RFP that Milford put out early 2020, can the vendor answer if they are aware of that RFP and answer  
40 my question. J. Wilson asked Lee if they were aware there were two RFPs out there? Lee Lemoine answered that he  
41 is aware of that. J. Wilson asked if the phasing could be done with a two year plan, with the different departments,  
42 can we estimate the costs to bring those departments on? Lee Lemoine answered it is possible to come up with a  
43 figure to bring them on, that has not been prepared for today, the goal for this project was to begin with a Police pro-  
44 ject and then reuse existing investments to become multi-channel.  
45

46   J. Shannon asked if this is a Police only fix? L. Lemoine answered yes. J. Shannon asked if Lee or Codan knew if a  
47 response had been sent for the Milford RFP for police and a possible expansion for all towns and services. J. Shan-  
48 non also asked what is the coverage guarantee. L. Lemoine deferred this to John McGill who asked for Richard to  
49 respond on his behalf. Richard said the coverage was provided in the coverage maps that show all the way down to  
50 the threshold. We are offering P25 coverage, but refer to the maps provided.  
51

52   C. Frye indicated there are several things that need to be worked out on this number. C. Frye has problems with this;  
53 this was a rush job, it took the Town of Milford several years to get the plan put together but this number was thrown  
54 together in three weeks and is a rush job. Milford will not support this rushed Warrant Article because we chose to  
55 go with the CTA proposal. E. Olesen asked where will we be in 2021 if Milford does not support this Warrant Arti-  
56 cle for the town? C. Frye said that gives us a year to get it right for 2022. E. Olesen said we need a solution, we  
57 keep kicking the can down the road, but are we supposed to just sit here and wait for Milford to decide if they will do

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE MILFORD  
AREA COMMUNICATIONS CENTER – VIA ZOOM – 1/5/21**

1 this? We need to be proactive, not reactive. We need to decide if MACC will wait to see if Milford stays. J. Wilson  
2 agrees with E. Olesen and Milford has never said it will be a multi-town communication center. C. Frye said it has  
3 always been a multi-town center. J. Wilson said you have said that, but the Town Administration has not. J. Wilson  
4 said the cost has never been provided for the other towns. J. Wilson said that C. Frye has verbalized that to the  
5 BOG, but the Milford BOS has not done that, if the three towns go with Milford, the three towns still need to set  
6 aside money for that expense. The three towns need to have a Warrant Article for that money. E. Olesen said the  
7 three towns need to be ready whether or not the Milford Warrant Article passes. J. Wilson agreed, stating Mont  
8 Vernon will have to get new equipment and identify what is needed if we go with Milford if it passes.  
9

10 C. Frye said in the CTA study, they did look at having the other three towns. The costs are included in the CTA  
11 study. E. Olesen said if that was done, those costs are still not known by the other towns. J. Wilson thought the  
12 costs seemed high. C. Frye asked for Cheryl to speak to that, she is also on this call. Cheryl Giggetts explained we  
13 worked for Milford on this, so we focused on Milford, but we knew all the towns working together is also critical, we  
14 did a complete engineering analysis for each town. This cost would include replacing all of that equipment and sub-  
15 scriber units. J. Wilson asked if the estimate and study includes what each town needs to do and where sites need to  
16 be, and is that all described in that study? Cheryl said we looked at this with fresh eyes and not just to continue to  
17 add on to what exists, we planned the proper sites needed, we feel like this is an efficient way to design a communi-  
18 cations system.  
19

20 Chris Labonte, Milford BOS, asked if MACC Base does not act on this and Milford does not pass the Warrant Arti-  
21 cle, what is Plan B? The Milford BOS has not had this presented to them yet and the BOS has not taken any position  
22 for the MACC proposal. C. Frye said they did take a position in a letter that went to all three towns. J. Wilson asked  
23 if any radios etc. that are bought by the towns are they operable with the system? Cheryl answered that P25 systems  
24 will be used, the subscriber units will need to be replaced. J. Wilson said P25 compatible units would be needed, he  
25 thinks for the towns, they will need to upgrade all the equipment. J. Wilson does not see any support from the BOG  
26 on this, the BOG needs Milford's support on the Warrant Article. E. Olesen will go to Wilton about funding the Cap-  
27 ital Reserve for communications for whatever we need to do. If the proposal is refined, and the numbers are firmed  
28 up instead of just estimated, this might work. E. Olesen said if more work is put into getting actual numbers instead  
29 of estimates so that if we have true numbers to go to the towns for funding, they will say it is getting there. The esti-  
30 mates were done by Lee, but details to back up those estimates need to be provided.  
31

32 J. Johnson asked if Milford has finalized their numbers yet for the Warrant Article? C. Frye said they have not, we  
33 have the uppermost number. J. Johnson asked if that number will be finalized for deliberative session? C. Frye said  
34 it will. J. Wilson asked if a motion is needed? E. Olesen moved that the BOG accept as a starting point the esti-  
35 mates presented which need fine tuning of the potential property for communication upgrades. C. Frye seconded. E.  
36 Olesen said we are not bound by this, it is just to further look at potential for an upgrade. A poll was taken: J. Wil-  
37 son yes; C. Frye yes; E. Olesen yes.  
38

39 E. Schelberg, Ambulance Director, asked if that motion include a review of all emergency services equipment or just  
40 for police? J. Wilson answered it is for all aspects that have been discussed. It is up to each agency to look at the  
41 equipment updates. J. Wilson noted that Lyndeborough did sign the agreement for another year for Police.  
42

43 **5. Updates From Director:** J. Johnson had no further updates.  
44

45 **6. Public Comments:** J. Wilson asked if there were any public comments? There were none.  
46

47 **7. Items not on the agenda** – J. Wilson asked about the 2020 surplus funds. J. Johnson said the microwave money  
48 is being held which comes at the finish of that project. All the other items he can check, but some items may not be  
49 completely billed yet.  
50

51 **8. Non-Public** – there were no non public items this evening.  
52

53 **9. Announcements** – It was decided to hold the next BOG will be held Thursday February 4, 2021 at 9:00 am. C.  
54 Frye yes, E. Olesen yes, J. Wilson yes. J. Johnson said he will send out the zoom information and agenda the week  
55 before.  
56

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE MILFORD  
AREA COMMUNICATIONS CENTER - VIA ZOOM - 1/5/21**

Adjournment: E. Olesen moved to adjourn at 10:15 p.m. C. Frye seconded. A poll was taken: J. Wilson aye; C. Frye aye; E. Olesen aye. All were in favor, motion passed.

Respectfully Submitted,

Darlene J. Bouffard  
Recording Secretary

---

Chairman, Jay Wilson

---

Vice Chairman, Craig Frye

---

Member, Eric Olesen

**THE MINUTES OF THE 1/5/2021 BOG WERE APPROVED \_\_\_\_\_**