

1 **MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE**
2 **MILFORD AREA COMMUNICATIONS CENTER**

3 **October 18, 2022**

4
5 **PRESENT:** Jay Wilson, BOG Chairman, Town of Mont Vernon
6 Craig Frye, BOG Vice Chairman, Town of Milford
7 Eric Olesen, BOG Member, Town of Wilton
8 Ray Anderson, MACC Director
9

10 **1. Call to Order:** Jay Wilson called the meeting to order at 8:31 a.m.

11
12 **2. Approval of Minutes:** J. Wilson asked if there are minutes to approve because he had a set of minutes from July
13 20, 2022. R. Anderson explained that those minutes were from the meeting that Ms. Kokko had to send the video to
14 Milford so they were delayed getting processed. R. Anderson indicated we are catching up on the minutes. J. Wil-
15 son asked to clarify the minutes in one section and that the audience member was K. Kokko. C. Frye moved to ap-
16 prove the minutes of July 20, 2022 as amended. J. Wilson seconded. E. Olesen in favor, J. Wilson in favor, C. Frye
17 in favor. Motion passed.
18

19 C. Frye moved to approve the minutes of August 16, 2022 as presented. E. Olesen seconded. C. Frye in favor, J.
20 Wilson in favor, E. Olesen in favor. Motion passed.
21

22 **3. Old Business:**

23 J. Wilson asked about staffing. R. Anderson indicated now that school is back in session his staff is all set. A few
24 holes here and there but they are managing. R. Anderson spoke to Darlene about the Employee Handbook to in-
25 clude the vacation and sick time wording, she is making amendments that never got to her. E. Olesen indicated that
26 Darlene sent an email that she has made the adjustments and include the up-to-date sections. Ray read through the
27 Policy Manual, just the dates and revised sections need to be changed. J. Wilson said his version still has the old
28 numbers. R. Anderson will have Darlene send the complete manuals. Ray asked for the revised dates and section
29 numbers which will be adjusted. Jay Wilson will review the Handbook for the next meeting. Ray will talk with
30 Darlene about any additional changes. Ray would like to get those published soon. Has anyone heard back from the
31 BOS? R. Anderson asked if it has been reported back that Milford has signed off on the agreement. J. Wilson said
32 the first Monday November 7, they will meet and he will make sure it is on the agenda. J. Wilson asked if the
33 signed version could be scanned to him, R. Anderson will take care of that.
34

35 **4. New Business:** R. Anderson said they have one part time dispatcher returning to school in the fall. That em-
36 ployee does not have a set schedule, it is just the hours they are able to manage has been adjusted. The uniform
37 discussion was briefly discussed for full and part time staff. Ray was able to reduce the number of items and the
38 cost. \$3992 covers all the MACC staff uniform requirements. If an additional dispatcher gets approved, that num-
39 ber will increase. C. Frye asked if MACC staff needs to prove that a piece of uniform is ruined or worn down; Ray
40 indicated it is estimated that one shirt and one pair of pants will be replaced each year. J. Wilson indicate uniforms
41 at Jay's work are replaced every other year. R. Anderson said the maintenance line item in the budget has not been
42 expended. J. Wilson just wants to show when uniforms are replaced. C. Frye said the maintenance line item can be
43 used for uniforms and just noted in the spreadsheet what it is. C. Frye to approve the uniforms under the New
44 Equipment line item. E. Olesen seconded. C. Frye, E. Olesen, J. Wilson in favor.
45

46 **5. Town Reports/Updates/Planning** No reports provided.
47

48 **6. Director Updates:**

49 R. Anderson indicated health insurance costs have gone up 11.7% which has been adjusted in the budget; the 11.7%
50 increased costs were relayed to members. Currently we have one employee taking the family plan, and there is po-
51 tential of going to 3 staff on the family plan. R. Anderson provided two versions of IT services. A web portal is
52 being looked into through the State. J. Wilson also ran into that with the State. R. Anderson indicated the e-mail
53 service and Microsoft Windows upgrade (needs to be updated April 2023) for all work stations, is the most cost ef-
54 fective option and we would get the email service and the Microsoft Windows upgrade.
55

56 R. Anderson received second estimates for the generators service agreement. As the generators age, we can re-visit
57 these costs. Wilton uses this vendor for service and has no issues. J. Wilson said for the Treasurer position, since
58 we have not had any luck, do we want to leave that in the budget? E. Olesen said we can just leave in the line item

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1 with one dollar. J. Wilson is glad to see an employee taking advantage of the Tuition Reimbursement. R. Anderson
2 explained the phone line that goes to Wilton Fire, he would like to possibly add another line coming into MACC. R.
3 Anderson will look further into this before the next meeting. He would like to get estimates before putting anything
4 in the budget. J. Wilson said we should put a \$4,000 place holder for E911 service to get to MACC in Milford. E.
5 Olesen suggested leaving the money that is in that line item. R. Anderson said MACC has one TDS phone line.
6 Chief Nourse indicated the line is still working, but the cost is not borne by the BOG budget. C. Frye asked if Con-
7 solidated is not in Wilton? R. Anderson said the line goes into Wilton and is sent back on to Milford on Consolida-
8 ed. C. Frye would like to have a conversation on that to make sure this is resolved. J. Wilson agrees, this needs to
9 be looked at. E. Olesen indicated if the existing line item is maintained, there is some money there and it can be re-
10 visited. R. Anderson said the phone numbers are very easy to change. J. Wilson would like to get these budget
11 numbers out to the Budget Advisory Committees. Currently, R. Anderson indicated the line item for internal hard-
12 ware can get reduced.
13

14 The 2022 expenditure for IT was less than anticipated; R. Anderson explained there have been some increases total-
15 ing \$20,958 with some credits lowering the number. That line item used to maintain its own back up, now we have
16 off-site backup of data and the fees are built into the service. J. Wilson suggested lowering that line item to \$1 after
17 checking all the numbers. E. Olesen suggested that the Pead Hill site should be phased out. R. Anderson said that
18 the liability, rent, generator maintenance will all get lowered if that site is de-commissioned. R. Anderson was given
19 a quote for Federal Hill maintenance, the agreement would cover all the sites, the rate might be lowered. The 24/7
20 service has never reached the cap; the cost includes Preventative Maintenance at all sites and is based on the daily
21 visits. R. Anderson stated it will cost approximately \$10,000 to move the equipment from the Fire Tower to the new
22 tower, not including the low band radio.
23

24 R. Anderson is unsure where Mont Vernon sits with moving to VHF out of low band. J. Wilson said we can only
25 ask for \$25,000 per year from residents to upgrade, so Mont Vernon is still two years out. R. Anderson said Pead
26 Hill will be phased out in 2023. J. Wilson understands that and this has been in the works for years. R. Anderson
27 suggested Mont Vernon work with Wilton. J. Wilson said the Police Dept has an issue and needs to know what is
28 on the tower and what can we take away or be refurbished. R. Anderson said that was not done with Beltronics; but
29 MACC is not using the old MACC antenna. If it is not digital that presents other issues. J. Wilson said it is a finan-
30 cial issue.
31

32 C. Frye sees the MACC budget continuing to increase; with adding a sixth person to dispatch that will bring the
33 budget up to a point that Milford will start to consider doing something different. C. Frye asked if it could be con-
34 sidered that the admin portion of Ray's job could be looked at to get done by one of the towns? That would allow
35 Ray to dispatch more. R. Anderson said would that include payroll, human resources, other admin responsibilities?
36 C. Frye said yes, how many hours does that take Ray away from dispatching? R. Anderson said about 20 hours a
37 week.
38

39 J. Wilson asked if R. Anderson could look at the removal of a new full time position; than add a part time position
40 instead and have admin items taken care of by one of the towns. R. Anderson currently responds to HealthTrust for
41 health insurance; we have to agree to move forward with the plan with the increased premiums. C. Frye moved to
42 approve using HealthTrust in 2023, J. Wilson seconded. C. Frye, J. Wilson, E. Olesen approved the motion.
43

44 In the budget, R. Anderson indicated the proposed budget numbers for the step increases. If the BOG agrees on
45 these steps the employees would realize a 5.5% increase. J. Wilson stated COLA is at 8%. E. Olesen said that Ray
46 Anderson's salary is in the Appendix. C. Frye moved to add another 3% to the steps. There was no second; E.
47 Olesen said that Wilton is still discussing. J. Wilson said let's move forward with the recommendation for now. R.
48 Anderson noted that the more years of service the more the increase is involved. C. Frye said adding the 3% will
49 help. R. Anderson asked if that additional 3% is across the board including him. J. Wilson said the Director would
50 be included in that. E. Olesen stated that the BOG will re-visit this in a couple years. C. Frye amended his motion
51 from 3% additional for dispatchers to 4% for the Director on top of the step increases. E. Olesen seconded. C. Frye,
52 E. Olesen and J. Wilson in favor. Motion passed.
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54 C. Frye moved to approve the IT portion of the budget to cover the backup. E. Olesen seconded. J. Wilson, C. Frye,
55 E. Olesen all in favor. Motion passed.
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7. Public Comments:

J. Wilson said Mont Vernon is still working on its website, it is a learning curve and the minutes and agendas will be put on the website.

The next BOG meeting was scheduled for Tuesday October 25, 2022 8:00 a.m. to finalize the budget for the Budget Advisory Committee; this will be short meeting. The BOG will meet with the Budget Advisory Committee on the evening of November 1, 2022 7:00 p.m.

Chief Nourse asked about the contract with Abbott Hill and if they can use it.

C. Frye moved to release Abbott Hill to Wilton. E. Olesen. C. Frye, E. Olesen, J. Wilson were in favor. Motion passed.

R. Anderson asked about the Pead Hill tower? That site is available for low band, there will not be a cost for any equipment. J. Wilson said there is a battery backup. C. Frye asked if Pead Hill should be de-commissioned next year? R. Anderson indicated we are under contract with them through 2023. E. Olesen if that site is de-commissioned we have to take the equipment from the site. Chief Nourse said the equipment would need to be removed. R. Anderson said the Pead Hill lease is done December 31, 2023.

K. Kokko asked what is the comparison with other centers in the region? R. Anderson answered that MACC is very competitive. Wage scale is very competitive. K. Kokko asked about changing the admin requirements for the Director, what would those savings be? C. Frye said it would be about a \$33,000 savings because we would not pay ourselves.

8. Adjournment –

The public BOG meeting was adjourned at 9:45 a.m. on motion made by C. Frye, seconded by E. Olesen. C. Frye yes; E. Olesen yes; J. Wilson yes. Motion passed. The BOG entered a work session at this point.

Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

Chairman, Jay Wilson

Vice Chairman, Craig Frye

Member, Eric Olesen

THE MINUTES OF THE 10/18/2022 BOG WERE APPROVED 11/16/22 _____