

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE
MILFORD AREA COMMUNICATIONS CENTER
VIA ZOOM (AMIDST THE GOVERNOR COVID-19 INSTRUCTIONS)**
November 10, 2020

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

Others in attendance: Chris Labonte, John Shannon, Kellie Sue Boissonault, Mike Viola, Gary Daniels, Tina Philbrick, Eric Schelberg, Ken Nourse

1. Call to Order: Jay Wilson called the meeting to order at 5:30 p.m. J. Wilson indicated this is a virtual meeting of the MACC Board of Governors as directed by Governor Sununu due to the COVID-19 pandemic and the handling of public meetings. The only members that are un-muted during discussion, are the Board of Governors, other attendees must be un-muted in order to speak. At the end of the BOG discussions, the meeting will be opened to the public. A roll call of members was taken, Jay Wilson aye, C. Frye aye and E. Olesen aye. All members were present.

2. Approval of Minutes: There was one set of minutes on the agenda for approval; September 23, 2020. C. Frye moved to approve minutes as presented. E. Olesen seconded. A poll was taken C. Frye aye, E. Olesen aye, J. Wilson aye. All were in favor. Motion passed.

3. Old Business: J. Wilson explained his Board of Selectman asked about the IMA; they have a one page document. J. Johnson indicated the IMA is 8 pages long and he can send out the 2013 to all member towns. E. Olesen asked if there is anything added to or deleted from the 2013 IMA? J. Johnson answered no. E. Olesen said he will take a look to compare. C. Frye said the original signatures are here, noting that E. Olesen can have that. J. Wilson said yes they want the whole 2013 IMA together before they sign it.

J. Wilson indicated he would like to review any changes to the draft budget. J. Johnson explained the only change was to the outdated information for the towns and the IT line item that was discussed briefly. The service agreement that was talked about was for Twin Bridge. Wilton and Lyndeborough use them. E. Olesen said he just got this and needs to review it. J. Johnson said he sent it to them in October. This is a different company than before and Wilton and Lyndeborough are using them. This company is familiar with MACC and with the required protocols. J. Johnson has provided the updates. J. Wilson asked if we want to hire this firm? E. Olesen said he works with Allen and is comfortable with them, they are always very responsive to anything that has come up; if they cannot get to it, they are able to log in remotely to get it fixed. J. Johnson said one big plus is that OnePlus cost was more than \$20,000 higher. Twin Bridge is in NH, in the town of Washington. One Path is out of Georgia and the closest office is in Massachusetts. C. Frye said we need someone. E. Olesen moved to hire Twin Bridge for IT at MACC Base. C. Frye seconded. A poll was taken: C. Frye aye; E. Olesen aye; J. Wilson aye.

4. New Business

5. Update From Director: The existing service is being replaced for \$17,000 which keeps the same software on a separate box; a second option is to rebuild the existing box to accommodate the IMC that will cost \$10,800. We need the IMC switch for \$1800; also need to replace the SPOTS PC, IM Responding and updates from the state. That PC is 9 years old and because it has only light usage it is still Windows 7, not Windows 10. The PC replacement will cost another \$1050. To replace the backup device, the initial price for year one and then the on site backup. On a cloud based system, we could be up and running within two hours if there was something catastrophic. J. Johnson said there are a variety of options on that. \$13,284 every year after year one for the service agreement. Each year after, it costs a little more. J. Wilson said the file server needs to be replaced and asked if it is a good idea to rebuild and then combine? J. Johnson responded he is fine either way (new or rebuilt). J. Wilson asked if the speed will be affected? J. Johnson said it will be faster either way. C. Frye asked what does the \$17,000 include? J. Johnson responded just the service; with either the \$17,000 or the \$10,080 it is just the service, the other items are separate.

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J. Wilson talked about the differences in the choices. C. Frye asked about the surplus. J. Johnson said we are looking at about \$100,000 surplus; we can do the repair in 2020 and then it would come out of the 2021 budget. J. Wilson said we have to do #6 and #2 for \$17,000 and repair of the switch and SPOTS purchase order would be \$19,850. J. Wilson said if we do the rebuild it would cost \$13,650. If it does not impact the performance of the equipment, we could rebuild the system as long as it is just as efficient. J. Johnson said we want to get as much useful life out of the equipment as we can and be fully functional. If we replace the file server, the PC and data back up it would be a total of \$26,696; if we choose to rebuild, it would be \$20,496. J. Johnson said \$5,500 is already in the 2020 budget. That has not been spent. C. Frye asked if that is part of the surplus? J. Johnson said that would be part of the surplus. E. Olesen said we need to decide if we will get new or rebuild. J. Wilson does not have a problem with rebuilt as long as it has a back up. E. Olesen said the computer maintenance and repair line item would need to be overspent by \$1600. Are we in agreement to overspend the line item? This needs to be decided tonight. C. Frye agreed the BOG should rebuild, to which E. Olesen said he also agrees. J. Wilson just wants to get to a number. The line item has \$3400 available, so that will be overspent by \$10,000. Once J. Johnson has the number, we will know what we are overspending. Next week we are meeting; the BOG meeting was paused at 6:00 p.m. to open the scheduled budget meeting.

BUDGET MEETING:

J. Wilson opened the second Board of Governor's Budget Meeting at 6:00 p.m. It was noted that Milford will be having a Board of Selectman meeting on Thursday November 12, 2020 about MACC. G. Daniels asked for clarification from the last budget meeting. G. Daniels asked how many employees are full time? J. Johnson said there are five full time employees and nine part time employees including himself. There were no other questions regarding the budget. C. Frye moved to close the public budget hearing. E. Olesen seconded. A poll was taken: E. Olesen aye; C. Frye aye; J. Wilson aye.

Update from Director (Continued):

The BOG meeting resumed. J. Wilson asked for a microwave update. J. Johnson explained the update is waiting on two trees being taken down. We will be looking at other sites in Wilton. The proposed expenditure should be identified on the budget sheet to track where the surplus was used. J. Johnson indicated the new line item added is for surplus expenditures for new equipment in order to track that. The MACC plan for an alternate option for some repairs, had two options: 1) multi site repeaterized frequency for all towns, a firm number cannot be identified until the Dram Cup site could be a site that is used. All the microwaves would be linked and would utilize that site. They will not give us a price until a Dram Cup site is decided. Crown Castle owns the one site behind Market Basket. J. Johnson said it would be a significant piece of infrastructure to add. J. Wilson does not think the BOS would be too excited to spend that amount of money. E. Olesen agreed since the IMA is only for a couple of years. J. Johnson said if we can move on to a new IMA, it opens up possibilities. J. Wilson asked if there is something else in that area to use? J. Johnson said we have talked to High Mowing School in the past but they were not receptive. J. Johnson indicated one full time employee has given their resignation and we can talk about that in NPS. Another new employee started today and the background on that person is as a firefighter, so there is a learning curve.

6. Public Comments: J. Wilson asked if there are any other public comments. There were none.

7. Items not on the agenda – J. Wilson noted that once in a while the radios go to static. C. Frye has also heard that and he asked if there is a skip. E. Olesen said it depends on where in Wilton he is as far as reception. J. Johnson said if the static comes up, try to get the date and time and frequency so he can look into it. Sometimes it is atmosphere based. J. Johnson asked when the third and final budget meeting could be set up? J. Wilson suggested Monday November 16, at 5:30 p.m. for the final budget meeting and a BOG meeting (no NPS discussions). E. Olesen stated he has another meeting and could head to his Wilton meeting after the BOG meeting.

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

9. Announcements – It was noted that the next regular BOG zoom meeting and third budget meeting will be on Monday November 16, at 5:30 pm.

Adjournment: C. Frye moved to adjourn at 6:30 p.m. E. Olesen seconded. A poll was taken: J. Wilson aye; C. Frye aye; E. Olesen aye. All were in favor, motion passed.

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Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

Chairman, Jay Wilson

Vice Chairman, Craig Frye

Member, Eric Olesen

THE MINUTES OF THE 11/10/2020 BOG AND SECOND BUDGET HEARING WERE APPROVED _____