

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

3 March 24, 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 Darlene Bouffard, Recording Secretary
9

10 **1. Old Business:** Jay Wilson called the meeting to order at 5:00 p.m. The Treasurer position needs to be posted
11 when the new Director comes in. Employee Handbook: The Employee Handbook has not been signed off by the
12 BOG yet. All BOG members have not received the amended handbook, which was only forwarded to the BOG
13 Chair J. Wilson. D. Bouffard to forward the entire Employee Handbook to all members tomorrow. J. Wilson indi-
14 cated the BOG needs to talk about the Vacation section of the handbook. E. Olesen said the BOG has talked about
15 everything during a recent Work Session but no decisions were made (because it was a work session). C. Frye asked
16 if the BOG should decide on if the anniversary date will be the same for all employees or use the hire date for each
17 employee anniversary? J. Wilson would rather just use the date of hire as the anniversary date. All concurred with
18 that being changed in the Employee Handbook as well. Appendix A and Appendix B have still not been provided
19 and referenced in the Employee Handbook. E. Olesen moved to approve the Handbook as amended for signature at
20 the next meeting. C. Frye seconded. All were in favor, J. Wilson in favor, E. Olesen in favor, C. Frye in favor. D.
21 Bouffard to change all the amended language from red font to black font and forward the Employee Handbook to all
22 member towns reps.
23

24 **2. Approval of Minutes:** There were no minutes presented at this meeting.
25

26 **3. New Business:** C. Frye asked what is the status of the Policy Manual? J. Wilson asked if the BOG wants to
27 work on that at a work session? E. Olesen has gone through the document. C. Frye thought he had the Policy Manu-
28 al from the, but could not find it electronically. J. Wilson agreed it should be looked at again and asked C. Frye to
29 forward what he has to other members. C. Frye has made notes in his, but will have D. Bouffard forward the latest
30 Policy Manual to members. A Work Session was agreed for April 7 after a BOG meeting at 8:30 a.m. At that meet-
31 ing, there will be an initial review of the Policy Manual and introduction to the new MACC Director. April 19 will
32 be a review of the IMA within another work session at 8:30 a.m. Other dates agreed to were April 28 4:00 p.m.
33 (work session) and May 5 4:00 p.m. (work session).
34

35 C. Frye said that Milford is getting things together for the Crown Castle tower site, he is waiting to hear from Bel-
36 Tronics to get the equipment to MACC. C. Frye sent an email out today, Ray needs to get up to speed with the
37 equipment and have BelTronics work with the BOG and staff. Bill from two-way is trying to work with BelTronics,
38 whatever we do at MACC has to work at Federal Hill. It all has to work together, even though they are two separate
39 projects.
40

41 J. Wilson said the State is using ARPA funds for restoration, they are talking about phasing the Federal Hill tower
42 and rent it out. That might not be the best plan. E Olesen asked if we can make a case to the State because of the
43 situation up there? C. Frye said the design is to have a wooden fence, but we might want to talk to the State because
44 they are going to leave it unmanned. J. Wilson said they want to save the watchtower from the 1930's. They want to
45 try to save those cabins. It makes sense to save them but why the one on Federal Hill? C. Frye knows the neighbors
46 are letting them do their work up there. E. Olesen said his parents live up there and when the trees were small it was
47 a great view, but the trees are all taller now. C. Frye indicated the cabin has a new roof on it (metal); he was sur-
48 prised about that. J. Wilson suggested that C. Frye talk to a Forest Ranger about that. The stockade fence is cheap-
49 er, but US Cellular is doing it but then it ends up getting conveyed to the State. J. Wilson said it was just talked
50 about on Tuesday and he thought they should just tear it (the cabin) down, it has been destroyed and it will end up
51 just getting burned.
52

53 J. Wilson said that Mont Vernon passed \$25,000 to assist with the radios; sometime the town will be upgraded to
54 VHF. E. Olesen said that Wilton's proposal was approved; BelTronics is trying to figure it all out. It will go for-
55 ward but he is not sure how long it will take. Chief Nourse will be working with them and an invoice will be sent to
56 MACC for a Police Department license. C. Frye will talk at the Milford Board of Selectmen on Monday about the
57 Federal Hill tower and Mont Vernon has stuff on Federal Hill, but not in Wilton. C. Frye said it will help reduce

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what we use the ARPA funds for. E. Olesen said Wilton is building its own infrastructure for the future. If we are altogether with MACC, if there is a surplus, what can we use that money for so it does not impact the budgets in the future? We all need to go into this united and move forward with it. J. Wilson was talking to Ray to get the audit to C. Frye, but he could not open it. J. Wilson will send it to C. Frye to see if he can open it and can talk to Bruce Dickerson about not being able to open it. That discussion will be on the April 7 agenda.

4. Town Reports: J. Wilson has not heard from Lyndeborough on the Town elections.

5. Director Status: No announcements at this time. C. Frye noted there is a part timer that has started that has previous experience. Another new employee is able to take calls and use the radio; they are new and it is hard to learn, but emergency personnel can't expect the calls to be done the way they have been. The Treasurer position – should the town handle this position? It is about \$20,000 for the position. Ray has explained that he has no HR experience and he asked if that can be handled by the town. Ray is already in the system but we do need to address this. C. Frye suggested maybe the financial portion of the position should be handled through Milford's Finance Department. It would make more sense for the MACC Director to focus on the Director responsibilities and not the financial aspects, including payroll. J. Wilson said the BOG can talk about that at the Work Session, we could have someone like Mark Schultz brought in to handle that as a part time position. C. Frye indicated someone with HR and Finance experience would be expensive. E. Olesen said a discussion should be held for that.

6. Public Comments: There were no public comments.

7. Adjournment – The next BOG meeting will be held April 7, 8:30 a.m. followed by a Work Session

The meeting was adjourned at 6:05 p.m. on motion made by C. Frye, seconded by E. Olesen. C. Frye yes; E. Olesen yes; J. Wilson yes.

Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

Chairman, Jay Wilson

Vice Chairman, Craig Frye

Member, Eric Olesen

THE MINUTES OF THE 3/24/2022 BOG WERE APPROVED