

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE
MILFORD AREA COMMUNICATIONS CENTER ~ DRAFT**

April 7, 2022

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

1. Call to Order: Jay Wilson called the meeting to order at 8:30 a.m.

2. Approval of Minutes: C. Frye had one correction to the minutes of 3/24/22 that has since been corrected. E. Olesen moved to approve the minutes of 3/24/22 as amended. C. Frye seconded. C. Frye in favor, J. Wilson in favor, E. Olesen in favor. Motion passed.

3. Old Business:

Treasurer discussion: C. Frye said there is currently an open position for a part time Treasurer which has \$2500 budgeted; he asked Ray to take a look at the Treasurer job description for the next BOG meeting to discuss further.

Employee Handbook: J. Wilson asked that Ray take a look at the newly revised Employee Handbook and bring forward any questions. Ray said in the existing Employee Handbook it says after 20 years of service the vacation maximum accrual is changed to 240 hours. In the new accruals it shows something different; after 20 years it comes out to 6.75 hours per week and the information is not consistent. J. Wilson said the BOG has agreed on the numbers in the new Employee Handbook, whatever is in there is correct. The old handbook is from 2012. Ray said the current revised Employee Handbook does not have that number. J. Wilson said it also depends on how it is accrued. You might have different hours in the future. E. Olesen said this is a culmination of the accrual time, the hours are taken in 40 hour increments but it is accrued on a weekly basis. J. Wilson said we want to have a discussion to review what is about to be approved, he wants to get an approval date on the bottom of each page and a header that it is the Employee Handbook.

Employee Policy Manual: J. Wilson said in the Work Session, we can talk about the Employee Policies.

IMA Planning: The IMA plan will also be discussed in today's Work Session; the IMA does not have any DRAFT notation.

4. New Business:

New MACC Director: Ray Anderson introduced himself as the new Director of MACC, noting that he had previously been employed at MACC about 6 years ago. He has done part time dispatch work in Amherst in 2021 and is eager to get trained and keep emergency dispatch moving forward.

5. Town Reports: C. Frye said there is no issue of interoperability with the equipment with BelTronics. J. Wilson has no update for Mont Vernon. E. Olesen had Chief Nourse provide an update for Wilton noting they are starting the communications project tomorrow, as long as the weather is good. There is a budget meeting on Monday, we are on our way, some testing has been done with other communication centers for back up plans if MACC had to be abandoned for any reason. Wilton needs to firm up those plans. The updates to communications will be a good backup system, the phones have a backup but an emergency communications plan needs to be looked at with Ray, this is an opportunity for Wilton to look at that.

J. Wilson said IM Responding is there and is something all three towns can be notified from if there were an emergency with MACC such as if we had to evacuate MACC at Milford Town Hall. Ray said from his past experience with IM Responding we would need to check the distribution list, Ray is not a fan of a text page. If radio consoles are still operational there could be an announcement made on that. J. Wilson said that is why he wants to look at IM Responding. D. Nourse said if there is a fire in the building, staff is not going to take the time to send out a message. Ray said the 911 calls will be transferred to Amherst, that is already in place. D. Nourse said it is a big deal and we do not want to learn about it at 3 a.m. in an emergency, there needs to be a plan put in place. Ray said as we talk about this, we will come to a plan, but it will not be finished overnight. D. Nourse said we can get the biggest parts done and get those taken care of. E. Olesen said with all the upgrades being done in the area, this is a step in the right direction so we can be prepared. D. Nourse said at Dram Cup it will not be an issue, but right now it is. We want to be sure we do not miss anything. E. Olesen said that is something to discuss in a Work Session so it can be

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out in the open if something should happen. C. Frye said that Milford has to split up Fire and Police. Ray responded they have the ability to tone themselves from the Fire Department, since Milford has some Industrial properties protected by the digitized system. C. Frye said Milford has talked about this stuff but has never put anything in place. We need to start the discussion and get something in place. Chief Nourse will help wherever he can; we have to agree on what happens. Ray indicated this has been talked about for years but it is something that needs to get taken care of.

Russ Boland is continuing to update the Lyndeborough communications equipment and is upgrading the system in at least one of the cruisers. We look forward to working with you all moving forward. C. Frye congratulated Russ Boland on making Police Chief Deware full time. Russ Boland responded that he appreciates all the help the towns have given the force with the recent tragedy. J. Wilson also congratulated the town on having the Chief full time.

6. Director Updates: Ray Anderson said he is getting more comfortable in the position and reading all of the information. He can talk about more in non-public session. He did review the financial registers for the month and Jason Johnson came in to assist him. J. Wilson asked if there are any questions thus far? Ray said not at this time, but he did bring a profit and losses list for members to review. J. Wilson asked about current staffing? Ray said that one of the new full time employees is on second chair and another full timer that started first chair seems to be working out well. Ray is working with Peter on the schedule and for now we have three shifts for part time staff so we are at full staff. J. Wilson wants to make sure they want to work those hours. Ray wants to review the Employee Handbook and make sure that the scheduling is done appropriately. J. Wilson said there is still one shift that Ray will be alone, so keeping the part time staff is helpful. Ray said there is a lot of HR stuff he needs to get caught up on. E. Olesen said the 2022 budget has been approved for everyone, are there any questions? Ray responded that the budget is in Quickbooks so he needs to take a look at that to get up to speed. The Registers were passed around for review by members.

7. Public Comments: There were no public comments.

8. Adjournment – The next BOG Work Session will be held April 19, 8:30 a.m.; another Work Session will be April 28 at 4:00 and April 25 at 8:30 a.m.; a BOG meeting will be held May 5 at 5:00 p.m. after the Work Session at 4:00 p.m.

The public meeting was adjourned at 9:15 a.m. on motion made by C. Frye, seconded by E. Olesen. C. Frye yes; E. Olesen yes; J. Wilson yes.

A non-public will follow IAW 91-A:3IIc

Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

Chairman, Jay Wilson

Vice Chairman, Craig Frye

Member, Eric Olesen

THE MINUTES OF THE 4/7/2022 BOG WERE APPROVED

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ADDENDUM TO 4-7-22 MINUTES (TAKEN BY JAY WILSON-MVFD)

Motion made by C.Frye, 2nd by E. Olesen

J. Wilson yes

C. Frye yes

E. Olesen yes

91A3IIa / 91A3IIc Personnel

Ray Anderson

questions/discussion with regards to vacation, sick time accrual

vacation time discussion and clarification of accrual and hold over vs use time or loose time

sick time discussion, confusion about present wording

will follow up further in a work session

change to 10days per year

no buy back if employee leaves employment

end of year, buy back 50% of available sick time or add to vacation time [if not maxed]

sick time becomes effective 1JAN of year

effects all employees

motion to leave non-public by C. Frye, 2nd E. Olesen

J. Wilson yes

C. Frye yes

E. Olesen yes

Back in public session:

Motion not to seal minutes 91A3 II.a by E. Olesen, 2nd C. Frye

J. Wilson yes

C. Frye yes

E. Olesen yes

Motion to seal minutes 91A3 II.c by E. Olesen, 2nd C. Frye

J. Wilson yes

C. Frye yes

E. Olesen yes

jsw