

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE  
MILFORD AREA COMMUNICATIONS CENTER  
IN PERSON AND VIA ZOOM**

May 20, 2021

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

**1. Call to Order:** Jay Wilson called the meeting to order at 9:36 a.m.

**2. Old Business:**

**Treasurer** – J. Wilson spoke with the Mont Vernon Treasurer who follows the RSA, receives a stipend of \$1500-\$2000 per year and easily works 60-70 hours per year based on need, during audit season the Treasurer is there the whole time with auditor, we can break that into an hourly amount or use a stipend. E. Olesen asked if there are any guidelines of what the responsibilities are? J. Wilson said the Treasurer signs the payroll checks and invoice checks on a weekly basis, if not the Treasurer it would be a member of Board of Governors or the Director plus answering questions during the audit.

In Wilton, E. Olesen said there is oversight by the Treasurer who also signs the checks after they are processed by Finance, there are always two sets of eyes. Once a Treasurer job description is established he can check again with the Wilton Treasurer. J. Wilson said Mont Vernon just follows what the RSA has. C. Frye said Milford has an appointed Treasurer, whoever is hired for this will let the BOG know what they will take care of. J. Wilson said we can provide a basic job description, that they sign checks, or if there is a two signature process. C. Frye also had a school district treasurer job description which is a little more in-depth. J. Wilson said at the next meeting we can work out details on the job description then post it.

At this time the BOG entered into the work session and if time allows will regroup in the regular meeting.

**Handbook** – Policy Manual review  
**Employee Manual** – review

J. Wilson said if there are any recommendations on the policies, those can get addressed prior to sign off. J. Wilson said the legal questions need to get answered before we move forward. J. Johnson agreed, indicating we would like to know why we do not qualify for any grant opportunities – we have qualified for training grants that came through homeland. The big ticket items, we don't qualify for. J. Wilson indicated that is a part of the initial list of questions. All agreed. K. Kokko said to be a private corporation you cannot be a municipal entity. Once that gets figured out, we can go back with some questions. J. Johnson said if it is simply wording in the IMA, that could get corrected, or is there a mistake and we do qualify?

**3. Announcement:** J. Wilson asked if first week of June is good for the next meeting. All agreed. Thursday June 3 at 9:30 is the next meeting.

**4. Work Session:**

K. Kokko presented her findings on the different models for a dispatch center followed by discussion.

The work session was adjourned at 10:45 a.m. on motion made by E. Olesen, seconded by C. Frye. C. Frye yes; E. Olesen yes; J. Wilson yes.

E. Olesen moved to adjourn the BOG meeting. C. Frye seconded. All were in favor. Motion passed.

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AREA COMMUNICATIONS CENTER - VIA ZOOM - 5/20/21**

Respectfully Submitted,

Darlene J. Bouffard  
Recording Secretary

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Chairman, Jay Wilson

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Vice Chairman, Craig Frye

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Member, Eric Olesen

**THE MINUTES OF THE 5/20/2021 BOG WERE APPROVED 7/22/2021**