

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

June 11, 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: Paul Bagley, Chris Labonte, Paul Branscombe, John Shannon, Kellie Sue Boissonault,
Mike Viola, Gary Daniels, Tina Philbrick

1. Call to Order: Jay Wilson called the meeting to order at 9:00 a.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 were two sets of minutes on the agenda for approval; May 28, 2020 and May 14, 2020. C. Frye moved to approve minutes of May 28 and May 14 as presented. E. Olesen seconded for discussion. J. Wilson requested the playback for May 28 be checked to ensure his comments were included. Roll call was taken: J. Wilson aye (conditioned upon the playback of May 28 being checked and addendum added as needed); C. Frye aye, E. Olesen aye. All were in favor.

3. Old Business: Milford has requested a meeting June 29 with all three towns 5-6 p.m. via Zoom, Tina will send a link to members once she hears from Mont Vernon. J. Wilson has not heard anything back about the BOS meeting. C. Frye sent the changes that the Milford BOS would like to see, via e-mail. J. Wilson said he will check into that. Tina Philbrick said she will re-send the e-mail to Jay Wilson.

The Mont Vernon and Wilton channels – J. Wilson asked if it is still standard, Mont Vernon is not changing right now. J. Johnson indicated Wilton has made the change over to high band so that is all done. There are some environmental problems with Pead Hill, at Abbott Hill there are some suggestions to replace, and the Federal Hill security has been an ongoing issue. J. Wilson said there are no problems recently in Mont Vernon. J. Johnson has worked with Consolidated Communications and that is ongoing. The Belltronics recommendations were sent out, J. Johnson can send it out again if needed.

4. New Business – J. Wilson is looking at June 29 BOS Work Session and IMA discussion – does the BOG want to talk about things prior to that? E. Olesen is in favor of meeting prior. J. Wilson said the BOG can meeting the week of June 22 to talk about the IMA prior to June 29. All were in favor of a June 23 BOG work session at 9:30 for the BOG to discuss the IMA prior to the June 29 meeting.

Employee Handbook – J. Johnson said the Employee Handbook has been reviewed by the BOG and handed off to the Secretary to get into the computer. The handbook will be separate from the other documents. J. Wilson asked if we can set up a time frame of when the handbook can be done versus the job descriptions getting done? J. Johnson said he can check with Darlene on the timeframe. J. Wilson said we can do a review in July if nothing is ready to review by the June 23 meeting; J. Wilson noted that the handbook can be reviewed in sections, it does not need to be completed all at the same time. C. Frye indicated it will be lot of work typing it up.

Future of MACC – J. Wilson asked how do we want to proceed on the future of MACC as far as the contracts? E. Olesen said that should be done in non-public session. J. Wilson said we should see if one or two members can go out to meet with other departments with the MACC Director. J. Johnson said we can look at different areas and see who is interested in meeting about dispatch. Part of the new IMA is new customers, the existing BOG would not be included in that and the old IMA does not address that. J. Wilson said Section 12 talks about what is expected from a community that wants to join, that is what we should talk about when getting ready to move that forward. J. Johnson believes it is actually Section 11 for non-voting members. J. Wilson said the Zoom work sessions and meetings

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will continue as they have been and will eventually be held at the MACC offices once the State opens up more than it is now, but for now, the work sessions will be just with the BOG members at the MACC Base office and eventually opened up to other people that are interested. John Shannon, Milford Town Administrator, said when a Zoom invitation is sent out, you can just click a button to start recording the Zoom meeting, Andy said he is recording today, but he started it a few minutes late.

5. Update from Director: J. Johnson said preventative maintenance at all sites has been done and a recommendation summary of what needs to be done at each site has been compiled. J. Johnson continues to work on the identified issues as they come in. J. Wilson asked if everyone had a chance to review the 2018 audit and is everyone okay with it? C. Frye said he is not okay with it yet and needs to continue the review today, once his questions are compiled he will send them to the auditor and when the auditor attends a BOG meeting, his questions can be addressed. C. Frye said the 2019 audit should not need anything from the 2015-2018 audits. J. Johnson explained that the requirement is that once the 2018 audit gets approved, then they can start on the 2019 audit. They work from the 2018 numbers to start the 2019 audit. J. Johnson said the accounting firm is comfortable with getting the fund balance to the BOG by the end of June 2020. The draft of the 2019 audit will be available by the end of July 2020. J. Wilson would like to start the June 23 BOG work session with a regular BOG meeting to talk about the 2018 financial review and vote on that 2018 audit, then the BOG can move into a Work session.

C. Frye moved to start the June 23, 2020 BOG meeting at 9:30 for a regular BOG meeting to finalize the 2018 audit, and at the conclusion of the 2018 audit business item, then a BOG work session will begin. E. Olesen seconded. A poll was taken: C. Frye aye, E. Olesen aye, J. Wilson aye.

J. Johnson presented the Financial Registers to members for signature. J. Johnson explained that the Town of Milford had C. Frye and Rick Riendeau visit the MACC offices for measurements to be confirmed for the rental price. C. Frye said we will work on that before June 23. J. Wilson thinks the cost is high for a fourth floor office, not street side. The lease as written will be discussed at the Work Session. C. Frye said if any town pulls out, that section will change, J. Johnson said Milford is also the landlord. In writing a lease, C. Frye is still not sure why Milford was paying any of the lease. That is one of his questions, if Milford pulls out, there will still be a lease agreement for the included towns.

J. Johnson said Milford pays its share because it is part of the accounting for the Town. C. Frye does not understand why that was done, he is not sure and he wants to get clarification on that. J. Johnson said it might have been a handshake agreement at the time 30 years ago. J. Johnson said the engineer that came up to visit MACC, was Anthony Delsilvio from Agawam MA, asking why he came through? C. Frye said it had to do with the 1221 compliance, it was Milford's idea to present to the taxpayers in March regarding the costs. The Fire Chief would know more about the 1221 requirements, it is a standard in the law, we can put new equipment at MACC in the existing footprint but there were some questions about the dispatch center being on the fourth floor, a report should be coming soon. J. Johnson said most of the time the engineer spent at MACC was asking questions, J. Johnson asked questions about complying with 1221; keep in mind that 1221 did not exist when MACC base started.

J. Wilson said since it is an existing building, it falls under the existing code, MACC would only need to comply with 1221 if a structural rehab were done of the building. Any infrastructure changes would require it to be 1221 compliant. J. Wilson said in Mont Vernon, if someone does not agree with the Fire Chief's opinion, they can go to the State Fire Marshall. C. Frye agrees with that and it has been 30 years, but there are some concerns, the equipment would get lost (in a fire) they would have to evacuate the staff, and there are some other concerns of being on the 4th floor. Of all the dispatch centers C. Frye has visited, they are all on the ground floor. J. Johnson asked for a pause on the content of this discussion please. J. Wilson stated that no matter where the center is, there is a danger of losing the equipment. J. Wilson said if there is a fire on the first floor of Town Hall, the sprinkler system will not activate on the fourth floor. There is always a concern, depending on the equipment age, if it is shut down the equipment should be fine. J. Johnson said we have done our best to stay in compliance with code.

J. Wilson closed the BOG session and asked for public comments.

6. Public Comments: There were no public comments.

7. Items not on the agenda - E. Olesen received an e-mail from the Wilton Fire Chief regarding the cost to upgrade of \$175,000 for two channels for 3 sites. J. Johnson said if that goes to the new system, they would have the ability

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1 to dispatch. J. Wilson asked about I Am Responding app; J. Johnson said it is working for all three fire departments
2 and has been a big benefit, especially in Wilton and Mont Vernon who do not have 24 hour coverage. J. Wilson said
3 Mont Vernon still has dead spots but IAMR does get to them.
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5 8. Non-Public – there were no non public items this evening.
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7 9. Announcements – It was noted that the next BOG meeting will be on Zoom Tuesday June 23, at 9:30 am. A
8 meeting will be held June 29, 2020 for all MACC Town Boards of Selectmen.
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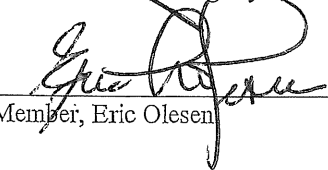
10 Adjournment: C. Frye moved to adjourn at 10:22 a.m. E. Olesen seconded. A poll was taken: J. Wilson aye; C.
11 Frye aye; E. Olesen aye. All were in favor, motion passed.
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13 Respectfully Submitted,
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16 Darlene J. Bouffard
17 Recording Secretary
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21 Chairman, Jay Wilson
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24  *Capt. Frye 8/5/2020*
25 Vice Chairman, Craig Frye
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27  *Eric Olesen 5/10/2020*
28 Member, Eric Olesen
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