

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE
MILFORD AREA COMMUNICATIONS CENTER - APPROVED**

June 15, 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

1. Call to Order: Jay Wilson called the meeting to order at 8:30 a.m. R. Anderson indicated that the budget is tracking with the percentages, the service change will be done next week then the computer can be moved to his office.

2. Approval of Minutes: The minutes of May 18 and 24, 2022 were reviewed. E. Olesen asked that line 45 on the May 24 minutes be amended with the correct total of surplus. R. Anderson will get the correct numbers and amend the minutes. E. Olesen moved to approve the minutes of May 18 as amended. J. Wilson seconded. C. Frye in favor; E. Olesen in favor; J. Wilson in favor. Motion passed.

The minutes of May 18 were approved as presented on a motion made by E. Olesen, seconded by C. Frye. C. Frye in favor; E. Olesen in favor; J. Wilson in favor. Motion passed.

3. Old Business: After the last BOG meeting, R. Anderson spoke with the audit company and told him of the document flow, in Note 11 Page 20 of the financial report the total was \$121,900. Take out the \$3200 for the Mont Vernon amount held back and Wilton held back an amount which brought the final to \$131,150.

Milford \$93,501

Mont Vernon \$14,902 + \$3,200 = total of \$18,102

Wilton \$22,746 + \$1,150 = total of \$23,896

J. Wilson said Mont Vernon is looking to add a tower for a better line of site; he wants to keep the Mont Vernon surplus amount in retention with MACC. E. Olesen has a proposal in front of the Wilton BOS that the fund will also be held with MACC for the Police Department efforts in Wilton because their technology is old. R. Anderson said MACC uses Motorola equipment with a Wilton consolette that picks that up. The radios are Motorola, the portables are old, we can use the Wilton consolettes which allow communication. J. Wilson said a person is assigned a certain number consolette. R. Anderson said that is correct so that we know who had it last. C. Frye said Milford will also keep its surplus with MACC for the Federal Hill tower work. J. Wilson hopes to get all the pieces together and then next year Mont Vernon will set something up. The frequency license was to get Mont Vernon on VHF with licensing. E. Olesen is waiting on the fire frequency; it is with licensing so we should have our own frequency soon. Chief Nourse said he will get J. Wilson a pager with that frequency to test it and take it to Mont Vernon. R. Anderson said the surplus will have a third account so that the funds go into a different accounts so it will be separate for each town. We can move the money over and if you do not want to leave it in, a check can be cut. C. Frye said once the town knows we should let R. Anderson know to move the money. R. Anderson agreed, he will transfer the three different deposits with an explanation and what it is designated for. He can get information from the bank and then the BOG can make a decision on that.

J. Wilson said the licensing from 2020 needs to be coded to 2021. R. Anderson said that will become part of the Mont Vernon return. If Mont Vernon wants anything returned, J. Wilson will let R. Anderson know. E. Olesen said if the consolettes are less than \$10,000 we can just leave the surplus in the MACC account and he will see what the BOS says.

4. New Business: .

5. Town Reports/Updates/Planning

C. Frye said everything in Milford is moving forward and they are getting Federal Hill pricing. J. Wilson asked if the State is doing that tower? C. Frye said no, it is US Cellular, we do not know what the cost is yet; MACC and Milford are the only ones using that tower and US Cellular has antennas, we do not know how much it will be. C. Frye said the tower was moved a bit, another set of plans came in and they are moving forward and it will get done in 2022 because of the Fire Tower, which was shifted a little which is why the new plans. The biggest issue for Mil-

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ford is the road. There were some ravines cut when the fire tower was moved, so you need a 4-wheel drive truck to get up there. US Cellular might want to fix the road, they want to get it done. The 120' tower is 800' above grade. J. Wilson said Mont Vernon is just working on licensing.

E. Olesen said Wilton is working on licensing and retention, then testing. C. Frye asked if Chief Nourse was testing? Chief Nourse said not yet. E. Olesen said they are still missing a few pieces of it. R. Anderson said they have some of the pieces but are waiting for the Motorola which is taking a long time.

6. Director Updates:

R. Anderson stated the financial registers have been presented for BOG review and signature, there is one invoice from Twin Brook for \$5800, so MACC will move forward with that. The invoice from Beltronics for Wilton lines will be \$7550 (from 2021). E. Olesen submitted a copy of that to R. Anderson.

Regarding Safety in the Workplace, R. Anderson wants to install an AED at MACC; he got a quote from the Milford Ambulance service to keep units consistent. J. Wilson said dispatch should also have panic alarms. R. Anderson responded the mobile will transmit to Amherst to begin the response to the MACC office. C. Frye indicated Milford can look through its supply to see if there are extra panic alarms available. R. Anderson said with the new radio system, MACC can get that transmitted to the Police Department.

R. Anderson said the budget is tracking well, currently at 40% and halfway through the year. All BOG members concurred to have Ray purchase an AED for MACC, which takes between 8-16 weeks according to E. Olesen who just placed an order for Wilton. After the AED is received there will be training for MACC staff on the unit. E. Olesen also added that a doctor needs to sign off on the purchase of AED that staff will be trained on its use. R. Anderson said with the work MACC does with emergency offices, that will be done with certified personnel. R. Anderson is looking to the end of the year for upgrades to the security doors on the 4th floor, this will cost \$7000 to replace the locks and replace with a key pad and FOB for those doors. He also wants to put in a keypad so that a physical key is not needed. It would be the same FOB system that is used at Milford Town Hall.

The Phase 2 of MACC scheduling begins July 10, at which time the vacation shifts of 5-3 Friday and 11-9 weekends will begin. We could adjust the shift to an overnight if necessary. J. Wilson asked if part time people are ok with that shift change? R. Anderson said it is hard for full time people to do those hours, and part time personnel have been responsive to that. J. Wilson said if full time has to cover, put it into overtime hours to cover vacations and make sure employees know we want them to take a vacation instead of just holding on to the hours, we want them to take the time. We would rather have them use it and be rested.

7. Public Comments: A question from the public was asked regarding minutes getting posted. On the Milford website, they seems to posted up to June 2020 and part of 2021. This person wants them to be up to date and other towns should also post. The public asked about draft minutes and how to obtain those since they are not posted. R. Anderson said that is something he can do but the draft is not on the website until minutes are approved. MACC does not have its own website, so it relies on the towns.

8. Adjournment –

The public BOG meeting was adjourned at 9:33 a.m. on motion made by C. Frye, seconded by E. Olesen. C. Frye yes; E. Olesen yes; J. Wilson yes. The BOG entered a work session at this point.

Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

Chairman, Jay Wilson

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Vice Chairman, Craig Frye

Member, Eric Olesen

THE MINUTES OF THE 6/15/2022 BOG WERE APPROVED 7/20/22