

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE  
MILFORD AREA COMMUNICATIONS CENTER  
VIA ZOOM (AMIDST THE GOVERNOR COVID-19 INSTRUCTIONS)  
July 30, 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:** Chris Labonte, John Shannon, Kellie Sue Boissonault, Mike Viola, Gary Daniels, Tina Philbrick, Eric Schelberg, Don Nourse, Karen Blow, Kim Roberge

**1. Call to Order:** Jay Wilson called the meeting to order at 9:30 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 three sets of minutes on the agenda for approval; June 11, 2020, June 23, 2020 and July 16, 2020. C. Frye moved to approve minutes of all three minutes as presented. E. Olesen seconded for discussion. Poll was taken C. Frye aye, E. Olesen aye. All were in favor. Motion passed.

**3. Old Business:** C. Frye indicated the RFP is still ongoing, nothing new since the last BOG meeting. E. Olesen said the BOSs are waiting to see what happens. J. Wilson said Mont Vernon is still looking at ways to get a VHF frequency, it looks like it will be a while. Wilton Fire communication have been working, they are working through a town plan to share frequencies and expand locations.

J. Wilson sent a letter to the BOG about the Milford BOS letter that was sent to towns, he wants to know what they want the BOG to do. We should have something. J. Wilson will follow up with the Boards of Selectmen. J. Johnson said the 2019 audit draft was sent to members via email. The fund balance numbers were provided last month and they were sent out. The 2019 audit cannot be finalized until questions are addressed. The \$20,000 should be spent in 2020. The generator has been taken care of and will carry into 2021. There is a \$127,350 carry over, but \$20,000 of that is the warranty. C. Frye said he thought that would be returned? J. Johnson said yes, but that carries forward so the \$127,350 goes down to \$107,350; that \$20,000 continues to carry forward to the completion of the project. J. Johnson said once this Board of Governors agrees on what amount can be carried forward, the budget can be finalized. J. Wilson said the warranty for \$20,000 is the only number being forwarded. C. Frye moved to carry over the \$20,000 from previous years for the microwave warranty, retaining that \$20,000 from the Fund Balance of \$127,350 for discussion. E. Olesen seconded. C. Frye yes, E. Olesen yes, J. Wilson yes. C. Frye asked about the \$23,000 on page 7. J. Johnson would have to look at it to identify what each one is; it was not for the microwave. J. Wilson said we need to finalize these numbers.

C. Frye asked who owns the microwave? J. Johnson said the Town of Mont Vernon with the other agencies, but it becomes the property of Mont Vernon because it was awarded through a grant that Mont Vernon applied for, so the ownership was for the benefit of all three towns. C. Frye asked if Milford leaves and MACC dissolves, does the microwave go to Mont Vernon? J. Johnson answered that is correct. C. Frye asked why is MACC paying for the warranty if it does not own it? J. Johnson said that was the decision made at that time. J. Wilson explained the idea was to pay for the warranty four years ago. J. Johnson said that decision was made so that it was not a common maintenance item, so that it gives five years peace of mind that the equipment is covered by the warranty. E. Olesen said if anything happened to the microwave and MACC stays in business, it would be paid by the BOG collectively. J. Johnson said the microwave was obtained for the benefit of all three towns. E. Olesen said the clarity will be key on everything. C. Frye moved to end the discussion on the warranty for the microwave system. E. Olesen seconded. A poll was taken: C. Frye yes, E. Olesen yes, J. Wilson yes. J. Johnson will let the accounting firm know of the decision to finalize the 2019 audit and he can forward any questions at the same time to get answered and then go from there. C. Frye asked if the BOG has finalized any of the 2018 audits? J. Johnson said they need to be finalized to move forward. J. Johnson indicated 2018 is final. C. Frye asked do we have to approve the final? J. Johnson does

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE MILFORD  
AREA COMMUNICATIONS CENTER – VIA ZOOM – 7/30/20**

1 not know the answer. C. Frye said if we have to approve the draft and a final is brought forward, we should not have  
2 to approve that. J. Wilson said we can move to approve the 2018 now. C. Frye and then approve the final? J. John-  
3 son said the BOG can approve it as the FINAL document. E. Olesen said the BOG approved the draft to get to the  
4 final, you are asking if we should approve the final now? C. Frye yes; he has question that he needs answered or  
5 need to be addressed. E. Olesen if there are questions on the 2018 they should have been discussed during the draft  
6 review.

7  
8 J. Wilson said the 2019 budget is still in draft form (based on the 2018 final), if there is action needed, we can do  
9 that, it has no change to what was approved. C. Frye has questions on things that are in the financials. J. Wilson if  
10 we are addressing verbiage, that is easy to look at, as long as it is not the numbers. C. Frye is okay with discussing  
11 the questions at a Work Session. Because of the results of the auditing firm, C. Frye wants to address his questions.  
12 J. Wilson said the BOG can address the questions in the 2019 financials in the draft, but if there is something in 2018  
13 and 2019 we can discuss that in the 2019 draft financials and make any changes. C. Frye said it has nothing to do  
14 with the financials, at the last BOG meeting it was approved to finalize the 2018 and signed and it moved forward.  
15 C. Frye said there should be 3 signatures on the final, not only two signatures.. E. Olesen feels everyone should ap-  
16 prove and sign the final and only one signature was obtained on the other document. J. Johnson said that was just the  
17 way the auditing firm presented it to us, we can have it with all three signatures if we want. J. Wilson said the 2019  
18 draft document can be gone through with all the questions, then we can get the questions addressed to finalize. C.  
19 Frye asked that J. Johnson ask the auditor where the \$20,000 is in the account. J. Johnson answered if there are any  
20 questions on the 2019 draft audit, they should be sent to him and he will send them to the auditor all at once to get  
21 the discussion moving. J. Wilson said he will add that to the next work session agenda. E. Olesen yes; C. Frye yes,  
22 J. Wilson yes.

23  
24 J. Wilson asked if the corrections have been made to the Employee Manual yet? J. Johnson has given the corrections  
25 to Darlene to do. J. Wilson said we can review those at the next work session. Once the corrections are made, are we  
26 okay with approving it? E. Olesen said we still need a separate meeting to determine how to separate it. C. Frye said  
27 once it gets separated, the BOG will have to approve it as a final.

28  
29 **4. New Business** – J. Johnson is looking at other towns to come on board. C. Frye said Milford is looking at a war-  
30 rant article for 2021. J. Wilson asked if there are any ideas on other towns? E. Olesen had nothing to add. J. Wil-  
31 son asked J. Johnson to look into that. J. Johnson can do that but security is the biggest hurdle since MACC is in the  
32 Milford Town Hall. E. Olesen asked if J. Wilson can work with J. Johnson to look at other towns. J. Wilson said we  
33 should look at keeping MACC going. J. Johnson can start discussions and can work with E. Olesen on that. C. Frye  
34 asked if they want him to present to the Milford BOS anything about the lease? J. Wilson said the lease numbers  
35 were out of line with the location of MACC and it needs to be something that is reasonable. If we do our own up-  
36 grade, the rent needs to be less than what was presented.

37  
38 J. Johnson indicated the IMA needs to be looked at – will it be the new one or be an extension of the old IMA? J.  
39 Wilson said the Milford BOS sent a letter out, it seems there was some misunderstanding so if we can get all three  
40 BOS together to get the message right, that would be appreciated. C. Frye agreed; E. Olesen agreed; J. Wilson  
41 agreed.

42  
43 **5. Updates from Director:** Director J. Johnson said the microwave update has been done; it is fully functional. A  
44 suggestion was given to Mont Vernon and Wilton to improve it. It helped resolve issues with Mont Vernon Fire;  
45 that was the first item switched over. For now we will continue with the copper lines and then in January start to  
46 discontinue them. J. Wilson asked about tree topping – he would like to look at that. J. Johnson added that we can  
47 get someone to look at that for trees that should be topped. J. Wilson said north of Pond Road the pagers are not  
48 going off. J. Johnson said if the sites need to change or be maintained, or the battery back up has expired. Abbott  
49 Hill Road, Pead Hill and JP Pest have been contacted and we have continued to chase that and we should just have it  
50 maintained by the professionals. Site maintenance and repairs that need to be done need to be looked at. There are  
51 currently three fire departments on three different frequencies – we need to shorten those up. Low Band in Wilton is  
52 not being used. J. Johnson noted that the ownership all goes back to the IMA.

53  
54 J. Wilson asked about staffing; J. Johnson indicated he is still short one full timer; he has a couple people that have  
55 expressed interest, no part time people have expressed interest.

56  
57 The monthly registers were signed. J. Wilson closed the BOG session and asked for public comments.

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE MILFORD  
AREA COMMUNICATIONS CENTER – VIA ZOOM – 7/30/20

**6. Public Comments:** Christopher Kelleher indicated he has submitted a letter with suggestions of fixing Milford issues. J. Wilson concern is towns on different frequencies being able to communicate. E. Olesen understands what C. Kelleher is saying but by upgrading Milford first, the safety of the other two towns is taken away, The ability to protect the community is important. J. Wilson added that depending on the cost of upgrade to Police, if it gets approved, what would that cost be? C. Kelleher would need to know what approach would be considered. J. Wilson said the budgetary process must be gone through with equipment in one year and installation in another year, maybe J. Johnson could look into that with C. Kelleher. E. Olesen needs to look at the IMA first, it is senseless to keep looking at numbers, the technology changes quickly, we need to look at the IMA and the length of it, that is how E. Olesen thinks this needs to go. J. Wilson added that the BOG could work on the IMA and identify what equipment is needed. J. Johnson said he can look at what equipment is needed, it all comes back to the IMA. We are still stuck on the IMA questions; if Mont Vernon pays a certain percentage and Wilton pays a percentage, it all comes back to the IMA. J. Johnson said the letter from C. Kelleher is similar to where we started in 2015. Some of the issues identified in his letter have been corrected already.

E. Olesen said everyone knows that everything we are doing is based on budgetary items. If someone gets hurt, we are screwed. We need to get the situation going instead of continuing to go down this road. C. Kelleher said he wants to get something going, this has been going on for a long time. J. Wilson said the town of Mont Vernon has supported each improvement that has been presented. We are sharing the same services and this should have been done 4-5 years ago. C. Frye has not read the letter from C. Kelleher and it relates to what he wants to ask. C. Kelleher is happy to help but would love to see changes made. J. Wilson said we will add this to the work session agenda.

C. Frye moved to have the Director provide to the BOG solutions, in less than 12 months, to address communication issues that have been experienced over the last few years. E. Olesen seconded for discussion.

J. Wilson asked what is considered MACC equipment and what is considered Town equipment? J. Wilson considers the receiver and sites MACC items. J. Johnson would like specific clarification on how broad or how narrow is this request? C. Frye would like it very broad. Right now, C. Frye said Milford is concerned about police. J. Johnson asked if this is across all facilities? Does this include the portables and pagers? C. Frye said it is sort of what C. Kelleher is talking about. J. Wilson thinks there have been problems in the past that were looked at. J. Johnson asked if we need to come up with an RFP to do that? Following town protocol and the RFP process would require three quotes. J. Johnson would like to narrow down the scope, the police item is the main focus; he would like to get numbers on that and then look at it system-wide. E. Olesen said we are not taking away anything from EMS and Fire. J. Johnson would like to look at Police first, most improvements for Fire and EMA will be smaller.

John Shannon, said the motion was being asked on behalf of the BOS who wants to know what is out there and what can be done short term to help alleviate issues with communication at MACC base? The Milford BOS wants to help the issues with MACC. J. Wilson said he understands that, and we have a large scale approach, we have an idea based on past information and we have to look at the priorities. J. Shannon is just clarifying what the Milford BOS wants in less than 12 months. J. Johnson said he was at that meeting and he was trying to clarify that things have changed, that is why J. Johnson asked to narrow the scope and asked the BOG for direction. J. Wilson asked where are the failures? We are looking at 2-3 months to get this addressed and we are now into the budget cycle. When MACC was proposed years ago, the priorities were Police, Fire, EMS then DPW due to infrastructure, we understand what the mission from the BOS was, but we need to narrow it. We cannot accomplish that in the next few months. J. Shannon asked what the \$1.6 million number is that was thrown out? J. Johnson said that number was from a few years ago. J. Shannon said that number is 3 years old. J. Johnson agreed and said it needs to be updated. J. Johnson said the update was three years ago, if there was a \$2 million it would be a warrant article. J. Johnson asked if the BOG wants an itemized list for police of what can be implemented? J. Wilson said it depends on the cost and what the BOS of the 3 towns will agree to. J. Johnson said we came up with the number. J. Wilson indicated we have to ask each of the 3 towns, we need two numbers to look at.

C. Frye moved to have J. Johnson send out to the past two companies an RFP to look at it from law enforcement agencies using the existing sites. E. Olesen seconded. J. Shannon indicated the timeframe (less than 12 months) needs to be in the motion. C. Frye amended the motion to include it to be done in less than 12 months. E. Olesen seconded. A poll was taken : C. Frye yes, E. Olesen yes; J. Wilson yes.

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE MILFORD  
AREA COMMUNICATIONS CENTER – VIA ZOOM – 7/30/20**

J. Wilson reviewed the motion and said the scope would be for full operation for police not including the tower. J. Johnson asked if it needs to be done in less than 12 months? C. Frye we need to look at the future, we keep going in a circle. J. Wilson asked if the three towns will support this being done? J. Wilson said as part of this, should Jason take a look at the past program done four years ago, and get that updated? J. Johnson said there were two proposals with towers. J. Wilson said to get both updated. J. Johnson said he can. J. Wilson said to not include the tower, but include what can be done with the existing sites for Police. J. Wilson moved to have J. Johnson send an RFP out to the past two companies and look at it from law enforcement agencies using the existing sites. J. Johnson said it will go back and forth. C. Frye said to look at police and upgrades as necessary. There was no second. C. Frye moved for the Director to provide information on a proposal to determine a solution within 12 months to have the issues that have arisen in the past years looked at and include only the items that are the responsibility of MACC.

J. Johnson said he needs the scope of work from the BOG. J. Wilson indicated the program needs to be looked at from four years ago, send that out for review to refresh the numbers (excluding the tower sites) and what can be done to improve the law enforcement communications.

E. Olesen moved there are two issues to look at: A-reach out to the two vendors to identify a full upgrade of MACC including the remote towers; and B-look at law enforcement only with the existing site. A poll was taken: E. Olesen yes; J. Wilson yes, C. Frye yes. All agreed.

J. Shannon spoke to indicate the timeframe was not included. J. Wilson stated the motions are still being worked through. E. Olesen moved to reach out to the two vendors to identify both a full upgrade of MACC including remote towers and to focus just on the law enforcement communications issues with the existing site. C. Frye seconded. A poll was taken: E. Olesen yes, C. Frye yes; J. Wilson yes. Motion passed.

E. Olesen moved to have the previous action completed in the next three months. C. Frye seconded. A poll was taken: E. Olesen yes, C. Frye yes, J. Wilson yes. Motion passed.

J. Wilson stated this needs to be done in the next 3 months so that items can be considered for the budget season, which we have officially entered.

**7. Items not on the agenda** – A Zoom work session was set for Wednesday August 5, 2020 at 9:30 a.m. All concurred. The next regular BOG zoom meeting was set for Thursday August 20 at 8:30 a.m. Gary Daniels asked about the hands that were raised by members of the public that wished to speak, noting that Chris LaBonte and Karen Blow both had hands raised.. J. Wilson said he did not realize how Zoom worked with the raised hands and asked if there were still members of the public that had questions or comments. Karen Blow asked if the decision has been made to cross reference the Employee Handbook to the Town handbook? J. Wilson said the handbook is not at that point yet. Kim Roberge said the people in the meeting should identify themselves and who they represent when they speak. J. Wilson apologized for not calling on people, the way the monitor is set up he could not see the raised hands. J. Wilson thanked all that participated today.

**8. Non-Public** – there were no non public items this morning.

**9. Announcements** – It was noted that the next regular BOG zoom meeting will be on Thursday August 20, at 8:30 am.

Adjournment: E. Olesen moved to adjourn at 11:23 a.m. C. Frye seconded. A poll was taken: J. Wilson aye; C. Frye aye; E. Olesen aye. All were in favor, motion passed.

Respectfully Submitted,

Darlene J. Bouffard  
Recording Secretary

---

Chairman, Jay Wilson

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE MILFORD  
AREA COMMUNICATIONS CENTER - VIA ZOOM - 7/30/20

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

---

Vice Chairman, Craig Frye

---

Member, Eric Olesen