

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

August 16, 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.

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 24 as amended. J. Wilson seconded. C. Frye in favor; E. Olesen in favor; J. Wilson in favor. Motion passed.

The minutes of May 18, 2022 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:

4. New Business: R. Anderson explained MACC has to replace a printer, 2 of the 3 printers are out of service so Alan is getting a replacement for that, and the AED came in yesterday but he hasn't seen the invoice yet; there are some radio invoices here for the Board for discussion today. The printer will be both color and black and white and have fax capabilities. The most expensive cost of that is we need to buy the printer and the toner; and the price of toner is astronomical. R. Anderson said we are 2/3 through the year and the budget seems to be on track. E. Olesen indicated MACC is leasing the equipment and using black and white is a lot cheaper than the color, so just be aware of those costs.

E. Olesen noted that going into September, we need to be aware that electricity costs are going to be more than double. R. Anderson said for supplier yes, but we have a supply contract that is good until 2024 so our rate is not going up; we have an energy supply broker that was set up with MACC that narrates that for us. J. Wilson asked about the expenditures detail. R. Anderson said he has to break that down manually. C. Frye asked about the cost to get the printer working. R. Anderson indicated there is still money in the IT line item for that. J. Wilson said to check on the costs for generator fuel and generator service, there are service contracts we might have to share. R. Anderson said he has to call to have the generator serviced.

J. Wilson asked if any of the leased sites have the property owners paying for power? R. Anderson responded the Pead Hill site has the Eversource account with MACC; Abbott Hill – with Wilton going to their own radio infrastructure that is kind of an obsolete location so that is a discussion the Governors need to have about de-commissioning that. Wilton DPW is going to Pead Hill and Abbott Hill, Mont Vernon Fire doesn't get any benefit from it. They use Federal Hill, Pead Hill and the backup to Federal Hill; quite honestly R. Anderson feels Abbott Hill is an obsolete location but the lease covered Eversource. E. Olesen agreed Wilton does not need Abbott Hill, and High Mowing costs \$420/year. R. Anderson said it doesn't give much, it is the Pead Hill, Milford and Mont Vernon antennae that support Mont Vernon, but with the implementation of all these new radio systems, R. Anderson thinks the BOG might consider de-commissioning the site. The license can be maintained but we don't need to sink money into it. R. Anderson continued that Abbott Hill is in a hole and just covers a little bit of an area. C. Frye asked if MACC would stop paying that bill and have it as a backup? E. Olesen said if it is not a benefit for the \$420/year, just get the primary equipment up. C. Frye said the old equipment will not be compatible with the new equipment, what's the sense of keeping it? R. Anderson said if Wilton keeps the Main Street Police Station site, Wilton Police could maintain that site. Even though those radios are old, if we de-commission Abbott Hill and keep that equipment in storage, it would be ideal in case something does fail

5. Town Reports/Updates/Planning

One thing Ray Anderson wants to look at is the door security upgrade as an end of the year purchase; that quote came in at \$7401.24 to update the four security doors; that would use the same key-fob entrance the Town of Milford has so he requested sole source for that since it is already something in the building. Their keys can be programmed into our system. Affected entrances include top of the stairs would be a fob system, then it would allow us

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE MILFORD
AREA COMMUNICATIONS CENTER – VIA ZOOM – 8/16/2022**

1 to lock up the dispatch door, which would have a fob and a keypad and the same with the hallway door, with fob and
2 keypad so if they don't have the fob, the keypad gives them access. All doors can be unlocked via the cloud. 15
3 lockers would cost \$4970 for employees without installation. New dispatch chairs 24/7 use (2) need to be pur-
4 chased. Over the years those chairs are doing well but at this point need to be replaced, the cloth chairs for everyday
5 use also need replacement. Adding one full time dispatcher will be requested moving forward; part time help is be-
6 ing used, but school is starting so some part time people might leave. At one time there were 6 full time dispatchers,
7 R. Anderson would like to see MACC back to having six full time dispatchers, right now there are 5.5 full time dis-
8 patchers.

9
10 E. Olesen would like to see some numbers on what that would cost. J. Wilson asked for a motion on the
11 security doors and chairs. C. Frye moved to go forward with the upgrade to the security doors not to exceed \$7500
12 and for the new chairs not to exceed \$3500. E. Olesen seconded. C. Frye yes. E. Olesen yes. J. Wilson yes.

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14 R. Anderson said once he returns from leave he will reach out to the provider of the \$7500 quote for securi-
15 ty doors to make sure that is still valid and for the chairs at \$3500. E. Olesen asked when the original quote was
16 received. R. Anderson said 2-3 months ago; he was in contact with this supplier 2-3 weeks ago confirming that it
17 was being brought to the Board for year-end expenditures and he didn't indicate that there would be an increase. E.
18 Olesen asked that Ray get something in writing from the vendors.

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20 C. Frye indicated Beltronics will be installing the Motorola equipment at MACC, hopefully by Friday that
21 will be all set. R. Anderson said there were no inquiries for the job posting for Treasurer position; he has asked that
22 NHMA post the position. E. Olesen indicated we will talk about the IMA in the Work Session, once he gets infor-
23 mation on that, he will share it with the BOG. J. Wilson said there was a misunderstanding he wants to clarify,
24 Mont Vernon is willing to sign the 2023 IMA; we need to get the IMA out of Draft status to get signatures. J. Wil-
25 son wants the towns to continue talking, and said his Board of Selectmen want to have a discussion with the other
26 Boards of Selectmen; we need to solve this and all work together. Mont Vernon can't bring a warrant article for-
27 ward, it needs to be figured out ahead of time.

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29 E. Olesen moved to take the IMA out of DRAFT form and get it into FINAL form. C. Frye seconded. E. Olesen
30 yes. C. Frye yes. J. Wilson yes. Motion passed.

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32 J. Wilson said to make sure D. Bouffard has the IMA and takes it out of DRAFT and puts it into FINAL form for
33 Board signature.

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35 **6. Director Updates:**

36 R. Anderson asked if he should continue with his updates? J. Wilson said to go ahead. R. Anderson indicated the
37 E911 mapping has been ongoing and there has been training on IMC and there is no end date for IMC, there will be
38 a 2-3 year implementation and if IMC has an end of life determination, it will most likely be about five years from
39 now. The forms from Citizens Bank for surplus funds need to be signed today. Once the audit is completed and the
40 refund is determined, those funds will get put in the appropriate accounts and if a town wants to keep the funds in
41 the MACC account that would need to be decided and transferred. R. Anderson had 3 invoices from Beltronics, one
42 invoice affects all the towns, services calls for Federal Hill and one site that went down. How will we move forward
43 with this? Total of \$315, \$820, \$498 for each invoice. J. Wilson indicated those should get paid out of MACC ac-
44 count.

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46 R. Anderson asked if a fund can be started to save for MACC equipment every year. J. Wilson said the towns have
47 to establish the account in town vote and then have to fund the account in town vote.

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49 R. Anderson asked if MACC meetings can be on the same day every month; Milford has BOS meetings every other
50 Monday night; J. Wilson said Mont Vernon BOS meetings rotate; E. Olesen said Wilton does not have regular meet-
51 ings. R. Anderson indicated it is just a thought that a regular schedule for MACC could be maintained. J. Wilson
52 indicated we work around the work schedules. R. Anderson said Tuesdays are the best day for him. E. Olesen said
53 third Tuesday interferes with his Department Head meeting. After discussion, the next meeting was set up for Sep-
54 tember 20 at 10:30 a.m. October BOG meetings were set for October 4 and October 18 at 8:30 a.m.

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56 R. Anderson said the holiday decision was not made at the last Work Session. This was about the Juneteenth holi-
57 day and if it will be added to the MACC list of holidays. E. Olesen said that is being considered by the Wilton
58 Board of Selectmen. C. Frye will check with the Milford list of approved holidays.

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE MILFORD
AREA COMMUNICATIONS CENTER – VIA ZOOM – 8/16/2022**

7. Public Comments:

A person asked a question about minutes being put on the website, she sent an email to members about that. The minutes are on the Milford website, but she does not see them on Mont Vernon or Wilton websites.

8. Adjournment –

The public BOG meeting was adjourned at 9:45 a.m. on motion made by C. Frye, seconded by E. Olesen. C. Frye yes; E. Olesen yes; J. Wilson yes. Motion passed. The BOG entered a work session at this point.

Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

Chairman, Jay Wilson

Vice Chairman, Craig Frye

Member, Eric Olesen

THE MINUTES OF THE 8/16/2022 BOG WERE APPROVED / /22