

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

3 April 18, 2019

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5 **PRESENT:** Chairman Jay Wilson, BOG Town of Mont Vernon
6 Vice Chairman Jim Cutler, BOG Town of Wilton
7 Craig Frye, BOG, Town of Milford
8 Jason Johnson, Director MACC
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10 1. Call to Order: Jay Wilson called the meeting to order at 11:30 a.m.
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12 2. Approval of Minutes: Approved minutes of 2/6/19 & 2/19-20/19 were signed by members.
13 J. Wilson made one correction on minutes of March 19. J. Wilson moved to accept minutes of March 19, 2019 as
14 amended. C. Frye seconded. All were in favor.
15

16 3. Old / 4. New Business: J. Wilson asked for updates from Boards of Selectman from each town. C. Frye indicat-
17 ed Milford reached out to both the Wilton and Mont Vernon Boards. J. Cutler has heard nothing new since the Wil-
18 ton Board reached out to Mont Vernon. J. Wilson said talking is a plus and he will check with the Mont Vernon
19 Board on any new communication. J. Wilson asked about the Warrant Article and if an RFP has gone out? C. Frye
20 said the draft RFP has been written, people have been given a copy, it is in the hands of the selectmen now. J. John-
21 son asked if it got hammered out as to how it is being done because when the warrant article got changed, they were
22 looking at all options, was this specced for Milford only? C. Frye said it is being reviewed right now by the people
23 up in Concord, the DRA.
24

25 J. Wilson asked about the employee handbook update and work session. J. Cutler is on vacation April 22-27 and C.
26 Frye is out May 14-16. J. Cutler will be the rep until May 10 unless someone else is identified sooner. J. Wilson
27 asked if May 8 or 9 would be a good day for a work session and to have the auditor in; it was felt one of those days
28 in the morning would work, 8:30 am. J. Cutler can attend that meeting unless a replacement is found prior.
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30 J. Wilson asked about the MACC surplus. C. Frye said Milford wants the surplus sent back to the town. J. Wilson
31 asked if there is an exact number? J. Johnson said he does not have that yet. J. Wilson said Jason needs to have that
32 number for the May meeting. J. Cutler mentioned the surplus to the Chair of his SelectBoard who did not provide an
33 opinion one way or the other. J. Wilson discussed it with his SelectBoard and the response is they want to know
34 what the other towns are doing and what infrastructure could be done for just Mont Vernon or what internal infra-
35 structure can be done in Mont Vernon for dispatch and radios. J. Johnson said if MACC is giving the surplus back to
36 each town, there is no reason upgrades could not be done and owned by each town. J. Wilson would want to be sure
37 it is compatible with whatever is being done in Milford. J. Wilson said Mont Vernon is still using Belltronix. J.
38 Johnson asked C. Frye for the contact info for AT&T for co-location. C. Frye said he can get it for him
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40 5. Updates from Director. J. Johnson indicated the grant process for microwaves is moving along, Mont Vernon
41 should be seeing an initial reimbursement; working on the last hurdle with Amherst to get access at the water tower,
42 a site visit is being set up. The equipment has been delivered, so access to each site is the only thing holding it up,
43 the site approvals and licensing are all set except one more license for the water tower but it needs sign off from Am-
44 herst. J. Johnson sees this being done by the end of June, it's really just a matter of scheduling installation for each
45 of the sites.
46

47 Generator replacement: J. Johnson explain it has been ordered with a not to exceed price, and they met with Russ
48 Works to make sure they have access and coordinating getting the old generator out then the new one in, start to fin-
49 ish it will take about one week. It has not been scheduled yet but they have come out to identify options. J. Johnson
50 said the new generator will use natural gas, the old generator used propane. Federal Hill shelter- J. Johnson waiting
51 to hear from them. J. Wilson said he has talked to them and there is some federal stuff out there (for Rangers) and
52 they might be able to house some radios out there. J. Cutler noted they now have a new Treasurer. The register was
53 reviewed by members.
54

55 6. Public Comments: Ted Bartlett asked if MACC is looking for shelter and how big? J. Johnson said not very big.
56 Mr. Bartlett stated there may be some cell sites available. R. Richey appreciates these meetings now being broadcast
57 and asked if the minutes of the meetings could be provided to each of the Town Administrators so they could be

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1 posted on the town websites. J. Wilson said the minutes are sent out as a Draft to all three towns, then once ap-
2 proved are sent to the three towns. R. Richey said he was told the minutes could be found on the website but they
3 are not there. Milford Town Administrator Bender said the town does not post them on the Milford website, but are
4 the minutes posted on the MACC Base website? J. Johnson responded MACC does not have a website. C. Gentry,
5 Milford Community Media, asked if MACC would want a page on the Milford website? J. Johnson said he could
6 look into that and will talk with Chris Gentry. J. Johnson said he can send copies of minutes to R. Richey if an e-
7 mail is provided. J. Johnson took note of the e-mail address. J. Wilson indicated they should be the approved
8 minutes not the draft.
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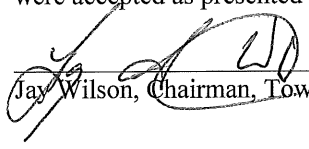
10 R. Richey asked for clarification on IAM responding. J. Cutler explained that IAM responding is a communication
11 program that a lot of responding services, fire and ambulance, are using and it allows responders to be in contact and
12 see who is responding to which calls when we are dispatched out. This provides an instant list of how many people
13 are going on a call; it also provides other information such as location of fire hydrants, this is all done without using
14 radio communications. It is a phone app with a yearly subscription fee. J. Wilson said Mont Vernon has been using
15 this app for about a year and it has worked out well. J. Johnson said Milford has been using it the longest. J. Wilson
16 indicated they are trying to tie in the dispatch screen so that MACC can also see who is responding. J. Cutler said
17 talking on the radio while driving is not convenient, texting quick on their phone before they start driving is much
18 quicker and safer and any type of phone can use. This is controlled and paid for by the individual town. R. Richey
19 asked what is the MACC involvement? J. Wilson responded that MACC will be able to see who is responding and
20 allows the Chief to size up the situation a lot faster. This expense is completely separate from any MACC fees – it is
21 paid for by the individual towns. J. Johnson said this has no financial impact to MACC base, the information just
22 shows up on a screen in MACC. R. Richey asked what steps are being taken so that a surplus does not occur again
23 this year. J. Wilson said the first step is the meeting with the auditor at the May meeting to find out how the surplus
24 occurred to prevent that from happening again. J. Johnson will be setting up the meeting May 8 or 9 with the auditor
25 after this meeting. R. Richey said so there is no commitment yet from the auditor. J. Johnson said no but he is local
26 and we will get to the bottom of it.
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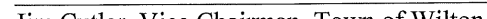
28 7. Adjournment: J. Cutler moved to close the public session of the meeting at 12:10 p.m. C. Frye seconded. All
29 were in favor. J. Cutler moved to enter into non-public session. C. Frye seconded. All were in favor.
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31 Respectfully Submitted,
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34 Darlene J. Bouffard
35 Recording Secretary
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37 The minutes of the meeting of the Board of Governors of the Milford Area Communication Center dated 4/18/19
38 were accepted as presented in the minutes of the next meeting.
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41 Jay Wilson, Chairman, Town of Mont Vernon
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45 Jim Cutler, Vice Chairman, Town of Wilton
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47 Craig Frye, Member, Town of Milford