

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

3 August 17, 2017

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5 **PRESENT:** Fire Chief Jim Cutler, Town of Wilton
6 Mike Putnam, Selectman, Town of Milford
7 Jay Wilson, Town of Mont Vernon Fire Department
8 Mark Schultz, Town of Lyndeborough
9 Jason Johnson, MACC Director
10 Darlene Bouffard, Recording Secretary

11
12 **PUBLIC:** Rainsford Deware, Lyndeborough Police Chief
13 Eric Schelberg, Milford Ambulance Director
14 Jack Kelly, Milford Fire Chief
15 Mike Viola, Milford Police Chief
16 Craig Frye, Milford Police Captain
17 Mark Bender, Milford Town Administrator
18 Craig Gagne, Beltronics Radio

19
20 Mike Putnam called the meeting to order at 6:20 p.m.

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22 **MINUTES:**

23 On a motion made by Mike Putnam, the minutes of July 20, 2017 were presented for approval. Jason Johnson pro-
24 vided one correction to the July 31, 2017 minutes. The July minutes were tabled in the absence of Lorraine Carson,
25 Recording Secretary.

26
27 **NEW BUSINESS / OLD BUSINESS:**

28 Mr. Johnson provided an updated draft hardware upgrade budget with the estimates broken down by site, noting that
29 Beltronics representative Craig Gagne is here to answer any questions about the proposed upgrade. Mr. Gagne indi-
30 cated the existing sites will be first followed by additional sites. The upgrade will allow the ability to add fire and
31 public works in the future. Mark Schultz asked how long Mr. Gagne has worked for Beltronics? Mr. Gagne re-
32 sponded three years, prior to Beltronics he was an RF engineer and designed systems for public safety. This field is
33 a learn-on-the-job field. Mr. Schultz asked what are his credentials? Mr. Gagne worked for two other companies
34 and then went to Beltronics, he has been doing this for eleven years and prior to that worked in the IT field. Mr.
35 Gagne noted that Lee is on vacation so he is here instead. Beltronics wants the service spread out for coverage. It
36 will start with pictures of what it will look like in the end, then the hardware part numbers will be provided and then
37 they will figure out where to go before they get to the complete system.

38
39 Mr. Johnson said we have a good start on project description and where we want to go with it. Mr. Gagne said the
40 high side and the low side depends on what equipment is used. There is some leeway in there that we provided to
41 determine how it will integrate with the system. The cost and description give everyone an idea of what needs to be
42 done. Jason Johnson said the current cabinets have been in various climates, from extreme cold to extreme heat,
43 and that is very important for the equipment. There is equipment upstairs that he is surprised still works due to ex-
44 tremes. Jay asked if there is a coverage map of Mont Vernon? Mr. Gagne said yes and we will fly that with a drone
45 but that has not been done yet due to the weather. Jay said if the Police could be on that site with Mont Vernon as a
46 back up, that would work. Mr. Gagne responded that you would not see a huge difference in coverage. Jay respond-
47 ed that they can go right to the cupola. Mr. Gagne said the current height of the Mont Vernon tower might bring it
48 across to the Fire Station. Jay said the third floor is also open.

49
50 Jason said we are running phone lines up there now. Mike Putnam said this is the first time he has seen this infor-
51 mation, his e-mail is messed up, but it looks like the same information Beltronics brought to the Board of Selectmen
52 and now the Board of Governor's is narrowing in on the prices. The BOG cannot pinpoint an exact number, so we
53 put in a contingency, but nothing has changed in the information. Jason said some additional sites have been studied
54 further. Mike Putnam said the BOG has not decided on the town costs or if MACC will absorb those costs. Jason
55 said the companies like to see longer commitments and that affects the costs. We have had the conversation of cost.
56 Mr. Bender indicated this proposal shows four sites. Jason pointed out the second page with the fifth, it is for five
57 sites. Pead Hill is another site. Mr. Bender reiterated the proposed sites are: Lyndeborough DPW, Lamson Road,

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1 Wilton Co-Op, Badger Hill and Pead Hill. Mr. Bender asked if the costs have been summarized? Jason Johnson
2 responded the numbers were provided in June. Mr. Gagne said the proposed number is \$426,000 which has not
3 changed. Mr. Bender said to add another \$80-100 thousand per town. Mr. Gagne said they estimated the final costs,
4 and have taken the lowest and highest range and \$150,000 is the average, it can be between \$100 and \$250 thousand.
5 Until we decide on the sites; once we know the sites, we can determine how much it will cost. Jason Johnson said
6 the concrete work has a range too depending on if it is on ledge or on dirt.

7
8 Captain Frye asked if this is all new equipment? Jason Johnson answered it is all new. Jay noted two of the possible
9 sites would require leases. Mark Schultz said the Lyndeborough site is on town property but there is no agreement;
10 however it is a good situation. Jay said the Wilton Co-Op would have the site behind the school, they have no issues
11 with that. Mr. Gagne said if an engineer is needed that is not cheap. Chief Deware would like to see a coverage map
12 before anything is signed. Mark Schultz does not have one yet. Jason Johnson said he might have sent it in an e-
13 mail. Mark Schultz has not been to meetings recently. Chief Deware asked if there is enough coverage without put-
14 ting the high school site? Jason Johnson said the Co-Op would cover the Milford gap on Elm Street. Chief Deware
15 said the FCC permit in Mont Vernon could be added to the additional one at the Police Station.

16
17 Captain Frye asked if this includes DPW service? Jason Johnson said that Rick Riendeau, DPW Director, was una-
18 ble to attend the meeting when that was discussed and they are content with that, they are looking at 2020. The
19 DPW departments that went to the meeting talked about it but Rick was not available at that meeting and has not
20 touched base with Jason. Captain Frye said DPW has nothing right now, he will have Rick talk to Jason. Jay indi-
21 cated if DPW wants to get VHF frequency, we can add a repeater system. Jason said that is less expensive and uses
22 technology we have right now. Jay asked if DPW has a license right now? Captain Frye said for low band yes. Ja-
23 son said that is 39.5 low band for DPW. Jason said Lyndeborough has some stuff that was from the fire department
24 and was refurbished. We ran into this but finding the license was a challenge. Mr. Bender asked if an RFP is being
25 done? Jason said two RFPs went out and only one responded. Mr. Bender asked if a formal RFP will be sent out?

26
27 Chief Deware said they have a one year contract and it is year to year. We are not a partner in this process yet. Mr.
28 Bender said if a site is being proposed for Lyndeborough DPW, who would pay for that? Mike Putnam said that is a
29 discussion we have to have as to what will work best contractually. Jay the implementation is each town's responsi-
30 bility; if it is an existing site or if it is a new site. The other new sites are individual sites that the BOS have to talk
31 about, there are a lot of things in play. The organization and the support of the organization need to be figured out
32 together.

33
34 Ambulance Director Eric Schelberg said if new towers are implemented, will all the partners be able to use the tow-
35 ers? Jay said yes, the Mont Vernon tower benefits two or three towns; the Lyndeborough tower benefits Lyndebor-
36 ough and part of Milford, Badger Hill benefits only Milford. Chief Deware said Mont Vernon does not have a
37 communication problem right now so he will not recommend putting up a new tower. Jason said that conversation
38 needs to be had. If we move into Lyndeborough, it gets the northwest end of Milford and it gives MACC the ability
39 to expand its reach to other towns. Jason talked with New Ipswich and New Boston about expansion. Fire Chief
40 Jack Kelly asked about Miller Tower? Jason responded it is too big and it still does not help the valley. The valleys
41 are problems. Jason will provide the coverage maps to everyone electronically. At the last meeting with Beltronics,
42 we sat down with all the maps. Mr. Gagne stated all the towns get stuck with infrastructure costs. If Lyndeborough
43 puts up their own tower, they own it but if they want to upgrade, they can upgrade. Mr. Putnam said the town would
44 supply the tower and the equipment would be provided by MACC Base.

45
46 Jason Johnson has surveyed about 13 dispatch centers, if the tower is located in a town, the town maintains it and
47 that is uncommon. Jay said the dispatch center needs to be responsible for the structure; the initial outlay is open for
48 all towns and then the maintenance. Captain Frye asked if it makes sense for the town to own their own equipment.
49 Would it lower the bottom line if they did? Jay responded that is important, there is a fast approach, we have to look
50 at the towers we share. If Badger Hill is a waste of money for Milford, why would you spend money for it? The
51 Wilton Co-Op location affects three towns. Mr. Bender asked what is the advantage of the towns owning the tower
52 but not what is on it? Mr. Putnam responded that the towns would have the site already. Jay said the town can rent
53 the tower as well. Jason stated that is a good benefit for some communities. Jack Kelly asked if Hooksett does their
54 own? Jay said Beltronics just did Hooksett, police is separate from fire. Bow owned their own tower, and Hooksett
55 has their own tower. We re looking at Milford sites and Milford towers, we still have dead spots. It is a huge infra-
56 structure build out. Jason said there will still be dead spots in Milford. Part of the Beltronics system is putting in
57 receiver sites as well. Captain Frye said if there is coverage it will transmit. Jay responded that would identify the

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1 dead spots, but putting receiver sites in might help. For those receive sites, Captain Frye asked if generator equip-
2 ment would be needed at those sites.

3
4 Mr. Bender said if the towns own all of the equipment, would MACC Base be just a service provider? Jay said that
5 would be discussed at the BOS level. Chief Viola said the agreement would need to be talked about and re-written.
6 Mr. Putnam said that can be looked at. Mr. Bender stated the towns in the agreement have paid for all the equipment
7 as it exists now. Jason said MACC would become a service provider but then there is the maintenance issue. If it is
8 left up to the towns to maintain, Jay said it will fall into the cracks and not get done. Mr. Bender asked if that could
9 be part of the agreement that it would be serviced and maintained by MACC Base including equipment and towers.

10
11 Jay asked if there were any other questions regarding the proposed project? Chief Viola said the presentation by the
12 two venders was seen by all the towns, and everyone agreed where we should have the towers, should this move
13 ahead? Captain Frye said it should. Jason added that the grant money is about 30-60 days away. Jay said no matter
14 how the equipment is owned, the maintenance of it needs to be centralized and be done by the same vendor. Chief
15 Viola asked if that is how it is done now? Jason responded it has been maintained by the same vendor, but it has not
16 advanced. As Department Heads, Jay said you need to make sure the infrastructure gets replaced, in Mont Vernon,
17 they have capital reserve funds. If the town owns the equipment there is a fund were money is collected to upgrade
18 when necessary. Jason said the towns should be putting money away for capital reserve so when it is needed, it can
19 be bought.

20
21 If each town owns its own equipment, Mr. Schelberg said there has to be a standard for everyone to live by. Jason
22 responded if it is an interconnected system, we need a standard. Captain Frye said there should be one service pro-
23 vider and that vendor should take care of the equipment. Jason has run into that in some communities. Mr. Bender
24 asked how much is in the grant? Jason responded \$185,000.

25
26 **NEW BUSINESS:**

27
28 Jason provided a very early draft of the 2018 budget and is still negotiating with Eversource. Health Insurance esti-
29 mates were put in with a 5% increase. Jason is down one full time employee that had a family plan. Mr. Bender
30 asked for the year to date expenses for 2017 which was not available. Chief Cutler asked about the \$13,000 for
31 computer repair. Jason explained that was for the service on a new server; he can break down the details of the em-
32 ployee payroll further than it is.

33
34 **NON-PUBLIC SESSION:**

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36 Mr. Putnam moved to enter into Non-Public Session at 7:45 p.m. Jay Wilson seconded. All were in favor.

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38 **ADJOURNMENT:**

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40 After discussion, at 8:05 p.m., Mike Putnam moved to come out of Non-Public Session. Jay Wilson seconded. All
41 were in favor.

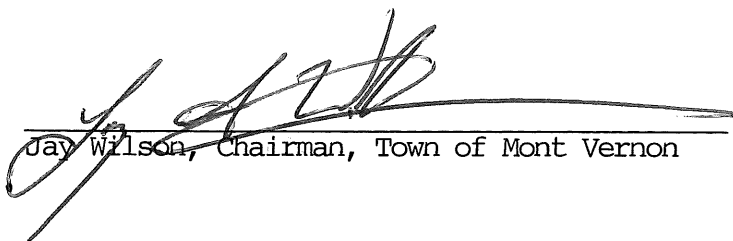
42
43 At 8:07 p.m., Jay Wilson indicated that no vote was taken in Non-Public Session and not decisions were made.

44
45 At 8:07 p.m. Mike Putnam moved to adjourn. Jay Wilson seconded. All were in favor.

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47
48 Respectfully Submitted,

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51 Darlene J. Bouffard
52 Recording Secretary

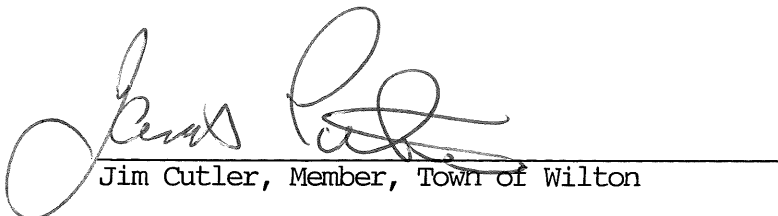
The Minutes of the meeting of the Board of Governors of the Milford Area Communications Center on August 17 2017 were accepted as presented or as amended in the Minutes of the next meeting.



Jay Wilson, Chairman, Town of Mont Vernon



Mike Putnam, Vice Chairman, Town of Milford



Jim Cutler, Member, Town of Wilton