

**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE
MILFORD AREA COMMUNICATIONS CENTER (MACC)**

July 17, 2019

PRESENT: Chairman Jay Wilson, BOG Town of Mont Vernon
Vice Chairman, Craig Frye, BOG Town of Milford
Eric Olesen, BOG Town of Wilton
Jason Johnson, MACC Director
Darlene Bouffard, Recording Secretary

1. Call to Order: Jay Wilson called the meeting to order at 9:32 a.m.

2. Approval of Minutes – The previously approved minutes of June 12 and May 22, 2019 were presented for final signature.

3. Old Business: C. Frye met with three consultants this past week. On June 29, 2019 a meeting was held with the 3 towns and the auditor. Eric Olesen said at the Wilton meeting the other night, it was determined that a representative would be at the July meeting. C. Frye said as far as an RFQ for dispatch, Milford has to look at what we have already and on July 29 the Milford BOS will hear what is going on with all three towns to find out the needs of all three towns. E. Olesen said the communications needs to be fixed regardless of how it gets done, it needs to get done. There are certain areas where Wilton cannot get service. Eric Schelberg, Milford Ambulance Director, asked if MACC needs to monitor the Wilton responses? Jason Johnson responded they need to check if they have a legal license, then it can be added to MACC at no additional cost. Jay Wilson indicated the biggest factor is where the drivers are coming from when responding to a call. Wilton Fire is setting up a meeting with Don Nourse on Friday. Jason Johnson asked if that is an ongoing issue, if so, MACC can look into licensing long term. Jay Wilson said Wilton has an EMS Jack channel already so they might be able to use that. J. Wilson said pagers needing replacement is an issue.

J. Wilson indicated Don Nourse is kept on as a contractor but has really retired. Jason Johnson said the 2018 surplus was returned after the last meeting. He spent time with the accountant and they came across some uncashed paychecks and we have issued new paychecks for those (prior employees). Jay Wilson said we have 90 days to cash checks in his town. Jason Johnson said the employees earned it, and were taxed on it, so it was felt the checks should be re-issued, so they were. In the future, that will be done on an annual basis.. Jay Wilson said if a check is not cashed within a year, it is their fault. Jason Johnson said we have taken out all the taxes, etc. and he felt re-issuing the checks should be done. Craig Frye said we could move all employees to auto deposit, maybe we should talk to employees to find out the cost for that. Craig Frye said if we pay a little extra for the auto deposit, it might be worth it, then we would not have to worry about it (uncashed paychecks).

4. New Business/5. Updates from Director. Jason Johnson is hoping to get the last part of the grant application – which is Pennichuck for the last site and the license. The equipment is in hand and it just needs installation. We have 30 days to get it all installed. Jay Wilson asked if we could start installation at the other sites? Jason Johnson will contact them to ask. Craig Frye asked do they all have to be up for it to work? Jason Johnson answered the Amherst water tank is essential for them all to work.

Jason Johnson explained the generator was to be delivered at the end of June, it is not here, he will contact them, it will be brought in through the vents and the old one will be removed through the vents. Jason will contact them for dates. Check registers were reviewed and signed for 6/19.

6. Public Comments: Rodney Richey suggested that direct deposits should be being done, if we want to be in the 21st century. Jason Johnson indicated we have been talking about that for years. Mr. Richey said the \$3,000 outstanding checks do not match the discrepancy found by the accountant which was \$6,000. Jason explained the \$3,000 was those checks and another \$2,600 was other checks that were not cashed. The balance of \$400 was the cost of the last check order in December/January. Mr. Richey said that does not sound like the same number. Jason responded that Travis was preparing another document that is more detailed. Jason said the quickbooks does not agree with the bank balance. Mr. Richey said the RFQ for MACC equipment, Appendix A should list all equipment owned by MACC, the Intermunicipal Agreement (IMA) states the property listed in the audit. There must be a list of equipment because it was depreciated originally. This might be something that comes up July 29 for discussion. Jason

1 explained Appendix A only lists items that belong to Milford. Mr. Richey disagreed. Jay Wilson said some of the
2 equipment listed is no longer in service and the Appendix does not get updated every year. Mr. Richey said the an-
3 nual audit should list the equipment. Mr. Richey recommended looking at that for July 29. Jason Johnson said the
4 only items listed are items that were returned to Milford and some furniture. Jay Wilson said there is an inventory, it
5 is just not part of the IMA. It is listed internally. Mr. Richey said it should be listed internally in the audit because it
6 supports the audit. Jason said the depreciation number is done for items purchased in that year. The inventory is not
7 listed in the audit. Craig Frye said the list will come up. Jason said we have the list and the majority of the items are
8 not items identified as new or old. Jay Wilson said any radio older than 10 years is not worth anything. Mr. Richey
9 said we should not leave anything to be left unclear. It is hard for people to understand that there is no value. Jay
10 Wilson said it would be good to have that list on July 29. Mr. Richey said it does not list it as being owned by Mil-
11 ford either. Jason said the old equipment is sold for scrap. Jay Wilson said the more information, the more clear it is
12 for people.

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14 Craig Frye asked if Jim can give the BOG a detailed spreadsheet? Jason said just on the excess money. If there is
15 any additional excess, he will notify all towns.

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17 7. Items not on agenda: The next BOG meeting was set for Wednesday August 21, 2019 at 9:30 a.m.

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19 8. Non-Public: RSA 91-A:3, II(a): Craig Frye moved to enter into non-public session at 10:12 a.m in accordance
20 with RSA 91-A:3,II(a) Personnel. E. Olesen seconded. All were in favor. Motion passed. After discussion, E.
21 Olesen moved to seal the non-public minutes. C. Frye seconded. All were in favor. Motion passed.

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23 9. Adjournment: After non-public session, C. Frye moved to adjourn the meeting at 10:40 a.m. E. Olesen seconded.
24 All were in favor.

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27 Respectfully Submitted,

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29 Darlene J. Bouffard
30 Recording Secretary

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32 The minutes of the meeting of the Board of Governors of the Milford Area Communication Center dated 7/17/19
33 were accepted as presented in the minutes of the next meeting.

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38 Jay Wilson, Chairman, Town of Mont Vernon

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41 Craig Frye, Vice Chairman, Town of Milford

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Eric Olesen, Member, Town of Wilton