

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

June 12, 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 9:30 a.m.

2. Approval of Minutes – May 22, 2019: Members reviewed the minutes of May 22, 2019. Craig Frye moved to approve the minutes of May 22, 2019 as amended. Eric Olesen seconded. All were in favor. Motion passed unanimously.

3. Old Business: Jay Wilson asked about any conversations that have been had with other towns. C. Frye said the Warrant article was brought up with the Board of Selectmen and they would like to meet with all three Boards, Wilton, Mont Vernon and Milford, the Milford BOS Chairman Gary Daniels needs to talk to Wilton about some questions. The Wilton BOS representative is not present tonight. Mont Vernon BOS meets every other Monday for the summer. Eric Olesen said Wilton is also on a schedule of every other week, but if an invitation is sent out to meet, they would respond to the invitation. Next Monday is the next meeting of the Wilton BOS. Both Mont Vernon and Wilton have meetings on opposite Mondays this summer.

C. Frye got clarification on the warrant article and the BOS is going to start with the consultant to look at the WA, it would be looked at with MACC Base as the entity. Jason Johnson asked if that would be with all three towns? C. Frye answered yes. Chris Labonte, Milford Selectman, is meeting on that Monday June 17. Kim Roberge, Mont Vernon Selectman asked if that is the BOS or a subcommittee meeting? C. Frye responded it is directed by the BOS and is not a subcommittee. That is next Monday (June 17). Milford Police Chief Viola said it is to look at all the information that was put forward and have some discussions about the RFQ. Chris Labonte said an RFQ will be drafted and presented to the BOS and then go from there, 5:30 Monday June 17.

Jason Johnson sent copies of the employee handbook to members. Eric Olesen said he did not receive it, to which J. Johnson said he will re-send. Jay Wilson would like to review that over the next couple of months and in September identify what we want to change. Then do it in sections. He would like to plan a Work Session in September for the employee handbook.

Jay Wilson asked about I Am Responding, saying the representative has not been able to do anything but by the end of June he will get something together for the BOG. Eric Olesen said Wilton has that up and running, the facilitator for Wilton is the Deputy Chief and it is very informative. J. Johnson said I Am Responding should be getting in touch with MACC about getting that on line. Eric Olesen said one issue is that Fire has it on their phones and sometimes they forget to push the button that they are responding and they end up with extra people. There is a monitor at the Fire Department that shows current calls and he feels it is worth the investment. J. Wilson said it does not cost additional for dispatch.

J. Johnson indicated the BOG met with the bookkeeper at the last meeting and he got back with some numbers. Jim came back on Monday and researched a couple of questions that were asked. Eric Olesen asked about the process for checks and balances for having other eyes on the calculations. J. Johnson said yes and Jim will get more detail for any questions that came up. Eric Olesen said he means checks and balances before the final printout of the numbers – in the future could the BOG look at it before it gets released to check the calculations? J. Johnson responded that we can look at that, it is up to the BOG to decide going forward. If the BOG wants to have someone else do the books or change every few years, that is fine. Eric Olesen said it is the taxpayer's money, and people are already upset about their taxes, we should keep a closer eye on where the money gets spent. Jason Johnson indicated the registers signed each month by the BOG show where the money is spent, it could have been caught in the registers. Jay Wilson asked if the numbers are for sure now? Jason Johnson said for now yes, let's give Jim the next two weeks to firm up the numbers. Jim is looking at the questions the BOG brought up. Jay Wilson asked if the surplus

could be more or less than what is there now? Jason Johnson responded no. Last year there were two surplus checks released.

Jay Wilson moved to release the surplus checks listed in the e-mail from Jason as follows:

Milford	\$137,744
Mont Vernon	\$ 21,954
Wilton	\$ 33,510

And the remaining balance at a later time. Eric Olesen seconded for discussion. Craig Frye indicated he would rather have the deadline be next Wednesday to get the money correct and have a BOG meeting the last week of June for just the final surplus figures, that way it is all done in one meeting. Craig Frye wants to clarify it and just get it done at one time to be cleaner. Jason Johnson said he can ask Jim to have the figures done by June 19. Jay Wilson withdrew his motion. Jay Wilson asked for the numbers from Jim to be sent to BOG members by June 26. Jay Wilson asked if a preliminary BOG meeting could be set for June 27 for the final surplus. Kim Roberge, Mont Vernon Selectman asked for clarification on what was asked of Jim. Jason Johnson said the BOG asked for clarification of the 2015 to current numbers, when the surplus started to grow. Craig Frye read the e-mail into the record, which identifies the discrepancy:

“After reviewing the financial review letter; we should ask for at least a breakdown of how he went from \$242,814.00 “cash” (the first draft of the financial review) to \$201,591.00 (net income cash basis, updated 6/6/19) and the fact that the bank statement was at a year-end balance of \$228,058.52, plus the ending balance which I overlooked to be \$10,496.98 in the account for which we disperse checks from. Adding those together (\$238,555.50) we get closer to the original of \$242,814.00 in “cash”.”

Maybe if we look at options:

1. To keep it sort of in the middle let's say that the surplus is \$238,555.50 and we subtract the 35K (generator/microwave warranty that was already planned to be spent in 2018) then we should be getting back \$203,555.50 back to be shared between the three towns.
2. We look at the \$242,814.00 and take away the 35K and shared a surplus of \$207,814.00”

Kim Roberge was satisfied with that clarification. Jay Wilson asked about the shelter for Federal Hill, there have been e-mails with the State that said they have future plans for that site. Jason Johnson will get ahold of Jim on that. Jay Wilson said they are not sure what they will use it for but they plan on using it for something.

#### 4. New Business.

5. Updates from Director: Jason Johnson said the grant is still moving forward for the microwave. He is still waiting on the license for the Amherst water tank, that one is still dragging on. It is ready to go except for the license. It is Pennichuck Water holding it up; the town is all set, except for dealing with Pennichuck because the water tank is in the glide path of FAA, which has been addressed with the FAA. The generator will be here next week, it will be tough to get the old generator out and get the new one in, a temporary generator will be housed outdoors until the new one is installed. With the electrical and plumbing being redone, it should not be a problem, once everything is on site. Registers for May 2019 were presented to BOG members for review and signature. People have been taking vacation and everything is on schedule, we are on target with the budget and Jason is still looking for a full time person. There is a little overtime because of the vacancy but it is not outside of what was budgeted.

Jay Wilson asked how the benefits workshop was. Jason Johnson responded it was good and Primex and Healthtrust does a good job with training. Jay Wilson asked how is the change for the New ID? Jason Johnson responded it is problematic because they do not come in chronological order, he is not sure how they came to the decision to make that change. Jay Wilson asked if MACC still keeps a log book? Jason Johnson responded they will keep the log book, the State is moving away from that but we still keep the logs because we are dealing with four different departments and it was recommended to keep the logs so for now we will.

6. Public Comments: Rodney Richey said he did not understand the surplus, it is a mess and he asked that there be some delineation with the surplus and that any meeting to discuss the surplus be public so everyone understands. This meeting should explain how the surplus came to be and how it will be distributed. Jay Wilson said that is not done yet, that was just reviewed. Rodney Richey asked if the 2018 numbers show what and how it was distributed? It is only four numbers for each category and that is not recorded in the minutes. Jason Johnson said the full report from Jim would become part of the BOG minutes moving forward. Rodney Richey said the last two year's surplus for

2017 and 2018 is not documented, this year is on track, but will there be a surplus again for 2019? Jason Johnson responded that depending on the \$50,000 for the emergency repair line item (and if it gets used) we do not know what will happen in the next five months. We are on track and are at or below the budget currently. Jay Wilson added that we are also down one full time person so the benefits for that person are not being expended, those numbers come into play. Rodney Richy asked if the depreciation question has been answered? Depreciation is an attempt to get a value on equipment, the value of an asset in the case of dissolution. Would the BOG consider getting the depreciation number out of the financials and just put a value on the assets? Jay Wilson agrees with that assessment, it is an asset and there is a value associated with it. Jason Johnson will take that into consideration for the financial worksheets. Craig Frye said we did ask Jim about that, it does not make sense to have it in the financial reports. Eric Olesen indicated in the accounting world, those numbers have to be there, that is why it is zeroes out, because there is not ownership.

R. Richy asked if the Municipal Agreement (MA) should be on the town websites? We might have a new accountant coming on, the MA is what MACC is run by and the bookkeeper had never read it. Jason Johnson said they can look into that. Jay Wilson said the three towns have the proposed new agreement, but that might be too confusing (having the proposed and the actual). Jason Johnson said once something like that becomes a public document, it is public. Kim Roberge said it is a public document anyway. Jason Johnson said as long as it is within the minutes it will avoid any confusion. Jason can take care of that. Kim Roberge asked if Jim is looking back to 2015? Craig Frye said the overage was found in 2015 and grew in the last two years but Jim is going back to 2015. Kim Roberge asked about the budget and if you were going to go over the budget with what has to happen? Jason indicated he would need to hold a special meeting with all three towns for any additional funds. Eric Olesen indicated the Deputy Chief Don Nourse would like to be part of the next agenda for Fire calls. Jason Johnson said there was a conversation previously about moving the high-band that Jim Cutler talked about. We could put that on the June 28 agenda, Jason will call Don Nourse to coordinate.

7. Items not on agenda:

8. Non-Public: RSA 91-A:3, II(a) and (c) : Craig Frye moved to enter into non-public session at 10:20 a.m.. Eric Olesen seconded. All were in favor.

9. Adjournment: E. Olesen moved to adjourn the public meeting at 10:45 a.m. Craig Frye seconded. All were in favor.

Respectfully Submitted,

Darlene J. Bouffard  
Recording Secretary

The minutes of the meeting of the Board of Governors of the Milford Area Communication Center dated 6/12/19 were accepted as presented in the minutes of the next meeting.

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Jay Wilson, Chairman, Town of Mont Vernon

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Craig Frye, Vice Chairman, Town of Milford

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Eric Olesen, Member, Town of Wilton