

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

June 28, 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. and stated the purpose of today's meeting is to only discuss the surplus.

2. Approval of Minutes – There were no minutes for approval.

3. Old Business: Jay Wilson asked Don Nourse, Wilton Fire Department, if they are on low band and want to move to high band? Mr. Nourse responded they want to move to high band and are mapping radio pagers to allow for dispatch. Mr. Nourse is at today's BOG meeting to find out how to make that happen; Wilton needs to purchase pagers and would like to use some communications money to do that. The BOS last week told him to come to the BOG to discuss. Mr. Nourse talked with Milford Fire Chief Kelly who did not disagree and did not want to make their decision because he is retiring in August. Mr. Nourse said we could have a meeting once Chief Kelly's replacement is in house if the BOG agrees.

Jay Wilson said Mont Vernon agrees and talked about it at the BOG a year ago; (for the Town to purchase pagers.). We could also simulcast the frequency, that way the pagers do not need to be bought all at once. Mr. Nourse said Wilton is beyond low band and trying to get it taken care of. Right now, Wilton staff carry two portable pagers and it just does not work. At some point Wilton will have a problem and is ready to take that step to high band. Jay Wilson said if you can use high band from Milford Fire, and you could get the pagers, you'd be all set. Mont Vernon operates on high band now. Jason Johnson initially thought Wilton would go off Milford high band frequency and then go to their town frequency. The up side is it would benefit each town. Jay Wilson said if MACC continues, this would come into play, the EMS channel is available through the Wilton channel. Mr. Nourse has heard of these solutions for years and regardless of what happens with MACC, it would be a step forward for Wilton. When we move to high band, we can have a tie-in so we would all be on the same channel. Any money being spent on the low band system is a waste at this point. Jay Wilson said we have not bought a pager in three years. He thinks talking with the Milford Fire Chief is the best idea, if you tone out with EMS, that might be easier with the system already in place. Jason Johnson said the ambulance channel is up there, it is a town wide channel and we need to see if it needs modification. Jay Wilson said we can do regular work on the frequency and Wilton can talk to EMS and Milford Fire. C. Frye asked if Milford fire has high band channels? Mr. Nourse said they do and Wilton goes to high band portables when on site at a call. Mr. Nourse wants to abandon the old system. The entire radio system is in place, except the pagers and permission to operate the channels. J. Wilson thinks Wilton should get together with EMS channels to start with since it is there and just needs programming. Mr. Nourse asked what is the next step? Jason Johnson responded MACC can set up a meeting with the Milford Fire Chief that will be in place this summer.

4. Surplus Business. Jason Johnson received a letter from Mr. Travis who is also here today. The amount of \$230,602 is the surplus with the following breakdown: \$164,403 (Milford), \$26,203 (Mont Vernon) and \$39,995 (Wilton). Craig Frye asked about the 2018 asset purchase and asked if that was actually 2017? Jim Travis referred to the memo dated June 26, 2019. Jason Johnson said the money for the generator and microwave warranty will not be returned to the towns. Eric Olesen asked what is that balance? Jason Johnson responded that is \$35,000 approximately. Craig Frye asked will MACC own the microwave? Jason Johnson said no, Mont Vernon owns the microwave, that was voted on a few years ago (by the BOG). Eric Olesen asked what is the \$12,212? Jim Travis responded that is the difference between the checkbook and the statement. Eric Olesen said that should be zero. Jim Travis said if it was zero there would be no overlap between the years. Craig Frye asked if there is \$12,000? Jason Johnson responded without checking, he thinks that \$12,000 would be payroll at the end of the year. Eric Olesen said the end of the year without payroll being taken out, would be that difference. Jim Travis said the total surplus to distribute is \$230,000. Craig Frye said in the payroll account, the balance at the end of 2018 was \$10,000 which is two weeks of payroll. Jason said the end of the year is also when holiday pay goes out. The number gets transferred on payroll day each week, but sometimes the employee does not cash the check right away.

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2 Jim Wilson said the generator and microwave warranty money is not in the surplus number. It has not been adjusted  
3 in the \$230,000, any money the BOG wants to set aside they would need to decide on. Jason Johnson said if  
4 \$28,000 for the generator and microwave warranty were transferred, it will be enough. Jay Wilson said in December  
5 the BOG voted to withhold money for those items. The discrepancy could be checks that are not cashed yet. The  
6 check register and bank statement are in sync. The variance is in QuickBooks. The money listed (\$230,000) is in  
7 the account. QuickBooks is nice, but not 100%. Jay Wilson said is the difference \$16,000 or \$12,000? Jim re-  
8 sponded it is actually \$6,000 which could be checks written but not cashed by the end of the year, there could be a  
9 variety of things that affect the balance. It could be an accounting entry or a check that is not cashed. Jay Wilson  
10 said it might just be QuickBooks needs to be corrected.

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12 Milford Town Administrator Mark Bender asked if the 2018 financial statements were corrected? Jim said not yet.  
13 Mark Bender asked do they need to be corrected? Jim responded if you want to be a good reviewer and have things  
14 balance equally then yes. They should be corrected once we know what the variances are. M. Bender said in the  
15 June 26 memo about the return of funds, the surplus is a carryover from last year and all the BOG members should  
16 vote on that, it seems this is now a new board of governors. Jay Wilson said we already voted to carry the funds over  
17 and we are bound by that vote which has been used. Craig Frye said this is where something confuses him, if Mont  
18 Vernon owns the microwave, they are letting us use it and we pay for the warranty as a group. Jason said it will be  
19 owned by Mont Vernon because they applied for the grant. Craig Frye said the group could not apply for the grant,  
20 it needed to be one town. Was Milford asked to apply for this? Jason said Milford already had a grant being submit-  
21 ted and Wilton had some issues that prevented them from applying for it. Milford had another application going in,  
22 that would affect the chances of receiving the grant. Jason said in 2016 the BOG was a closer group than it is now.  
23 Eric Olesen asked about the Wilton possibility of applying? Jason said there were records issues that Wilton was  
24 going through at that time and Milford had something else going through a grant process. Chief Viola talked with  
25 the Chiefs about this grant. Eric Olesen said if all agencies agreed to it in 2016 then it should be funded. Jay Wilson  
26 asked about the vote done in December or should we do a new vote? In December the microwave and the generator  
27 was voted on. Jason said regardless, we need to make a decision today. Eric Olesen said in 2016 Jay Wilson was on  
28 the BOG and Jason or the Director helped in support of the 2016 and 2018 decision to return the surplus.

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30 Rodney Richey asked about QuickBooks and asked if the decision is to reconcile? Jay Wilson yes it should be. Rod-  
31 ney said until that is done, we do not know the actual number. Craig Frye said in the past, there was one check cut  
32 and then once it was all reconciled, if there was a discrepancy, another check was cut for the difference. Jay Wilson  
33 said we want to take care of this now by June 30. Once everything is checked and reconciled, if there is another sur-  
34 plus, it will be discussed and we will decide on it. Rodney Richey asked would the towns rather get everything fin-  
35 ished before anything is issued? Jay Wilson would agree with that but the contract states by June 30. We have to  
36 vote on this today. Craig Frye said the question is the \$6,000 for the generator account, when it is all set, we are not  
37 talking a lot of money. In the past weeks we have talked about a number of carryovers into the new year. Eric said  
38 there should be money in the account to get through payroll in January, in the beginning of the year, there should be  
39 enough to cover payroll. Jason said Lyndeborough and Mont Vernon are usually the first towns that pay. Rodney  
40 was happy with this plan. Chief Viola said in 2016 the Police Chiefs were involved in helping MACC get the mi-  
41 crowave but not the warranty. We are only involved in the grant application not the warranty, that was only the  
42 BOG. Eric said the Department Heads in the three towns were in support of getting the microwave. Jason and Jim  
43 will meet next week to get the books reconciled. The surplus is \$202,602 and will be returned to the towns.

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45 Mark Bender asked if there were letters of support to get the microwave? Chief Viola was contacted by Jason for a  
46 letter of support for the microwave. Jason said it was at that point that it was decided who would submit the grant  
47 application. Rodney Richey said the surplus during the years that has been researched, it would be helpful to provide  
48 what those surpluses were and how is this surplus being reconciled, what is the annual surplus and excess surplus.  
49 Jay Wilson said we have a better understanding of the funds and the surplus, so in December we will have a better  
50 idea of what the surplus might be and if we want to hold out money going into January or not. Rodney said it is not  
51 clear how the 2018 numbers will be coming out, that will show the amount.

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53 5. Updates from Director:

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55 6. Public Comments: Rodney Richey asked that the Intermunicipality Agreement be placed on the town website.

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57 7. Items not on agenda:

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2 8. Non-Public: RSA 91-A:3, II:

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4 9. Adjournment: E. Olesen moved to adjourn the public meeting at 10:31 a.m. Craig Frye seconded. All were in  
5 favor.  
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8 Respectfully Submitted,  
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10 Darlene J. Bouffard  
11 Recording Secretary  
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13 The minutes of the meeting of the Board of Governors of the Milford Area Communication Center dated 6/28/19  
14 were accepted as presented in the minutes of the next meeting.  
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19 Jay Wilson, Chairman, Town of Mont Vernon  
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22 Craig Frye, Vice Chairman, Town of Milford  
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Eric Olesen, Member, Town of Wilton