

1 MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE
2 MILFORD AREA COMMUNICATIONS CENTER
3 March 19, 2019
4

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 Darlene Bouffard, Recording Secretary
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10 1. Call to Order: Jay Wilson called the meeting to order at 9:00 a.m.
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12 2. Approval of Minutes: 2/6/19 & 2/19-20/19

13 J. Wilson made one correct on minutes of February 6. DRED = DNCR. J. Johnson collected corrections to the
14 minutes. C. Frye moved to accept minutes of February 6, 2019. J. Cutler seconded. All were in favor.
15

16 3. Old Business: The warrant article for the MACC study passed in Milford. We should talk about the study and if
17 Milford will sign a contract. C. Frye said it is a two year contract. J. Wilson does not want to wait until the last mi-
18 nute or wait until October. C. Frye said Milford should have an answer within six months. J. Wilson asked if Mil-
19 ford wants to wait the six months? C. Frye said the RFP hasn't even gone out yet, but yes in six months. J. Wilson
20 just does not want to wait until the last minute. J. Cutler said his Board wants to know what the two towns want to
21 do and also does not want to wait until the last minute. J. Wilson noted the other two towns need to figure out what
22 to do if Milford does it's own dispatch. J. Cutler said those two select boards should be meeting. Mont Vernon Se-
23 lectwoman Kim Roberge asked if the Milford RFP takes into consideration the other towns? We would like to have
24 some consideration. J. Wilson said once the RFP is sent out, it will become public information for other towns.
25

26 J. Wilson asked if the MACC handbook should be talked about at a work session? J. Cutler felt that would be more
27 appropriate. C. Frye agreed at a work session would be a better use of time. J. Wilson indicated if he needs to be
28 reached, the best way is via text. J. Johnson indicated the microwave is progressing along, once licenses are in place
29 it should not go beyond mid July. J. Wilson asked if anything else needs to be replaced. J. Johnson explained how
30 the microwave helps all the communication between dispatchers and also in the field. The microwave is the first
31 backbone piece of updating the equipment. J. Johnson said the generator estimate is a little over the \$15 that was
32 budgeted, he will forward a copy of that to all towns. C. Frye asked if the \$18K will be the final price. J. Johnson
33 said that will be it and he will talk with them. The temporary rental will be in place for about a week while the new
34 generator is assembled and installed.
35

36 4. New Business / 5. Updates from Director. J. Johnson explained he needs to talk to Todd about the Federal Hill
37 tower site. C. Frye asked if the warranty was paid. J. Johnson responded that will be the last thing paid on the mi-
38 crowave. Jay Wilson signed the register, then asked if there was any communication from auditor. J. Johnson talked
39 to him and he can conduct an audit after the 15th of April. It will take time to find the error but he thinks it might be
40 from the new equipment line item changeover to repairs. J. Wilson asked why it must wait until after April 15th? J.
41 Johnson said the week after the 15th, after tax time, so the week of April 21-27 he should be available. J. Cutler
42 indicated he is out of state April 19-27. J. Wilson asked if Jim could be at the regular meeting in April and do the
43 audit in May? If the auditor can come between April 17-18, we could all be here. C. Frye finds it odd that we have
44 to wait for the auditor to tell us about the money that is in the account, we should be able to return it to the towns. J.
45 Wilson just wants to do things properly and know how the funds got there and correct it. 30 days will not hurt the
46 towns; we should eliminate the process that caused it and then vote and return the surplus. J. Johnson said the BOG
47 is operating under the old contract. J. Wilson said the 17th or 18th of April in the morning (8:45 – 9:15) should be
48 when the auditor should come in and that will be the next BOG meeting. J. Johnson said he will organize that. J.
49 Wilson said depending on how the audit comes back, does the BOG representatives want to return it or use it for any
50 upgrades? J. Johnson would recommend an upgrade for repeaters for all towns to fix that issue which would be
51 about \$200,000. J. Wilson responded we would need to talk about it with the BOS reps first. C. Frye said this
52 should have been caught years ago. J. Wilson said if the selectmen want the money (surplus) back, we will give it
53 back, but if they want to do the upgrade, we will do that.
54

55 6. Public Comments: Kim Roberge, Mont Vernon Selectwoman, said the BOS reps will want to know how much
56 there is. J. Wilson said the BOG needs input from all BOS on what they want to do with that surplus. Kim Roberge
57 said the Mont Vernon selectmen have a meeting April 15 and can get a decision on that by the April 17-18 meeting.

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AREA COMMUNICATIONS CENTER - 3/19/19

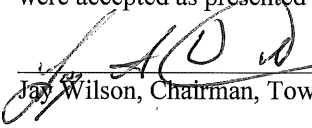
C. Frye said we need to have an agenda for that meeting with the date and time for the public so they know what is being discussed. J. Johnson said there will not be an agenda when it is posted with the date and time, the agenda is very changeable. J. Wilson said Mont Vernon station ended up on generator power a few days ago due to an outage, usually it uses phone lines. The problem was dispatched and he is not sure if the school uses an automatic generator. Is there a way to put an alarm out that there was no power up there? J. Johnson said he can look into that. We can set it up as a radio tone instead. Some of the other ones come in as something different but it depends on the box. J. Johnson said Friday night there was a problem with the console, they are looking into it, it needs a new radio card, he wants to diagnose why it happened so it does not happen again. J. Johnson talked to them after, but they were notified on Friday when it happened.

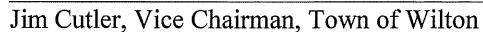
7. Adjournment: J. Cutler moved to adjourn the meeting at 9:35 a.m. C. Frye seconded. All were in favor.

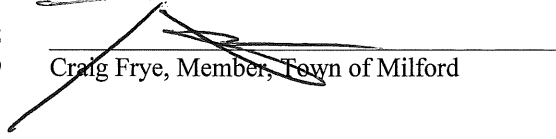
Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

The minutes of the meeting of the Board of Governors of the Milford Area Communication Center dated 3/19/19 were accepted as presented in the minutes of the next meeting.


Jay Wilson, Chairman, Town of Mont Vernon


Jim Cutler, Vice Chairman, Town of Wilton


Craig Frye, Member, Town of Milford