

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

3 October 17, 2018

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5 **PRESENT:** Fire Chief Jim Cutler, BOG Town of Wilton
6 Mike Putnam, Selectman, BOG Town of Milford
7 Jay Wilson, BOG Town of Mont Vernon Fire Department
8 Jason Johnson, MACC Director
9 Gary Daniels, Milford BOS
10 Paul Dargie, Milford BOS
11 Kim Roberge, Mont Vernon BOS
12 John Quinlan, Wilton BOS
13 Peg Seward, Milford Budget Advisory Committee
14 Chris Labonte, Milford Budget Advisory Committee
15 Mike Viola, Milford Police Chief
16 Craig Frye, Milford Police Captain
17 Nate Carmen
18 Darlene Bouffard, Recording Secretary

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20 Jay Wilson called the meeting to order at 5:33 p.m. Jim Cutler seconded. The motion was unanimous.

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22 **MINUTES:**

23 The minutes of September 18, 2018 were approved on motion made by Mike Putnam and seconded by Jim Cutler.
24 The motion was unanimous.

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26 **OLD BUSINESS: Milford conversation with other towns.**

27 Jay Wilson asked John Quinlan if there was anything new to report for Wilton to which John replied there is nothing
28 new. Mike Putnam said there is nothing new to report on the intermunicipal agreement. Jay and Jim also said there
29 was nothing new to report. Mike Putnam indicated the Milford Board of Selectmen is meeting tonight to talk about
30 the MRI report.

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32 **NEW BUSINESS:**

33 Jason Johnson has updated the budget and sent out the revisions to members.

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35 **UPDATES FROM DIRECTOR:**

36 Jason Johnson explained that Federal Hill seems to be more secure than usual. At the 1800 test, they noticed it. Ja-
37 son said the power supply was just replaced and he will keep his eyes on it. The grant is all set and he is working on
38 a reimbursement. The new equipment is ready for installation. Jay asked if they decided where the microwave tech-
39 nology will be installed. Jason said it has not been determined yet. The computers have been done and Jason is
40 waiting for the recorder. They are re-doing the software before it comes to MACC. The gas piping and vent work
41 on the downstairs generator is ongoing. There were no questions on the registers that were signed tonight.

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43 Peg Seward introduced herself and Chris Labonte as members of the Milford Budget Advisory Committee. They
44 will work with MACC base regarding the town budget. They will be the team assigned to the MACC base budget
45 work. Members decided that the Board of Governors for MACC Base will meet next on November 14 at 5:30 p.m.
46 followed by their budget meeting at 5:45 p.m. The meetings are typically on Wednesdays.

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48 **ADJOURNMENT:**

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50 At 5:45 p.m. Jim moved to adjourn from the regular MACC meeting. Jay seconded. All were in favor. Motion was
51 unanimous.

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53 **BUDGET DISCUSSION:**

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55 The budget meeting was called to order at 6:00 by Jay. It was noted that Matt Fish from Wilton was absent. Jason
56 Johnson presented a modest increase in the budget, he worked hard at keeping it down. Once there are signed con-
57 tracts, members will be added. A lot of rate shopping was done. Telephone and internet is provided by Comcast.

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Consolidated Communications has been good to deal with so far. He needs to renegotiate all of the rent and lease items. He does not see any big changes. Health insurance is up 10.5%, January is when the new insurance program will begin. John Quinlan asked how long the same auditing company has been working with MACC Base? Jason said about ten years. John Quinlan said typically businesses should try to keep it at five years with the same auditor. Jason did not realize that and will look into changing that.

The backup and recovery software on and off site for all departments is ongoing. Gary Daniels asked why the full time salaries are only 69% of the 2018 budget. Jason said he was short one full time employee most of 2018 which would explain what appears as an increase for 2019. With the increase for 2019, employees will be eligible to get up to a 3% raise. Jason said more money was spent in overtime in 2018 because of the short staff. Gary asked what the plan is for part time employees? Jason is looking for two part time people. He wants to get a full time person up to speed before getting part time people on board. Gary asked Jason to explain holiday pay. Jason explained that gets paid out at the beginning of December for the year. Gary asked how many people are interested in continuing their education? Jason said right now it is only him but two more people are slightly interested. Gary asked if MACC uses Eversource or a third party? Jason responded they are using a third party but delivery is through Eversource. Jason noted that MACC base will end 2018 with \$100,000 left over mostly because of staffing and insurance.

Peg asked what happens with that \$100,000 left over? Jason explained it gets split among the towns using the service. Or it gets used for items that need to be paid for. We used some of that in the past when we upgraded the software back in 2013 or 2014. Jay asked if there were any other questions. Peg asked how many frequencies there are? Jason said one Fire and one EMS frequency are fixed licenses and owned by MACC. Jay indicated it is better coordinated if there is one point of contact. There is only one frequency owned by Milford Police. Captain Frye said he has three licenses. Jason thinks ambulance also owns one license.

Gary Daniels asked why is there \$50,000 for a repair line item, have you ever had that amount of money in repairs in one year? Jason answered yes when the antennas or radios themselves have to be replaced. It is only on an emergency basis. The \$50,000 repairs line item is only for the equipment. Kim ___ said \$10,000 was the amount in the past for repairs and now it is \$50,000, which is good because of all the problems that required repair. Jason explained the last big repair item was the two consoles in 2013 or 2014. We had three and downshifted to two consoles. Nate Carmen asked where did that money come from in the budget? Jason answered there was a line item in the budget for that large purchase.

Peg asked if there is a contract for radio maintenance? Jason said the maintenance is budgeted for twice a year on the equipment, but the equipment is old so a maintenance contract is not possible. With the microwave technology, there is a warranty on the equipment, but as equipment ages it is more difficult to maintain and after five years most will not do a service contract.

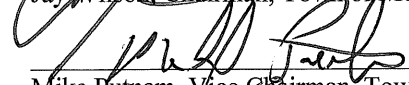
There were no further questions on the budget. The next BOG meeting is November 14 at 5:30 followed by a 6:00 (possibly 5:45 p.m.) budget meeting in the MACC Base office. Budget meeting was adjourned at 6:33 p.m.

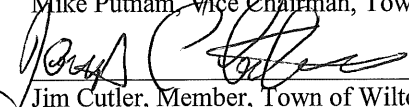
Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

The minutes of the meeting of the Board of Governors of the Milford Area Communication Center dated 10/17/18 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