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

September 6, 2017

**PRESENT:** Fire Chief Jim Cutler, BOG Town of Wilton  
Mike Putnam, Selectman, BOG Town of Milford  
Jay Wilson, BOG Town of Mont Vernon Fire Department  
Mark Schultz, Town of Lyndeborough  
Jason Johnson, MACC Director  
Darlene Bouffard, Recording Secretary

**PUBLIC:** Craig Frye, Milford Police Captain  
Mark Bender, Milford Town Administrator

Jay Wilson called the meeting to order at 5:05 p.m. Jim Cutler seconded. The motion was unanimous.

**MINUTES:**

On a motion made by Mike Putnam, the minutes of August 17, 2017 were presented for approval. (STATUS OF MINUTES APPROVAL?? JASON FILL IN) The July minutes were tabled in the absence of Lorraine Carson, Recording Secretary.

**OLD BUSINESS: Radio Update project**

Mr. Johnson provided an update about locating a tower at the Florence Rideout Elementary School, this was discussed briefly last month. Everyone felt it was not an issue and it is a town building and is owned by the taxpayers. There might be a concerned parent or two who want to protect their kids from radiation. Mr. Putnam stated there were two parents at Souhegan high school that were concerned. Mr. Putnam suggested going with Milford. The big question is where is Milford going to go asked Mr. Wilson? The other towns are leery about Milford committing. Town Administrator Mark Bender indicated the MACC base item on the BOS agenda came up at a long meeting addressing other issues and everyone was pretty tired by the time this item came up for discussion. One question that came up was if MACC would go out for a formal RFP. Jay Wilson did not get to talk to Jason Johnson for a description of the equipment; he had talked to Lee Mayhew for a simple matrix with costs, so that when we go through the process it provided the equipment that is equivalent or greater than what is proposed. We need one set because everything will fall into place except cell tower antenna site locations. The sites still need to be discussed. Mike Putnam said it is not much different than buying a car that compares to another car. Jay Wilson said whatever is being spec'd is what will be quoted. Mr. Putnam said everyone has different opinions of what equipment should be purchased. Jason Johnson can re-visit the topic with the consultant. Mr. Wilson feels the equipment should be spec'd so that we can get equivalent or greater equipment.

Two Way Communications will have an opinion just like Belltronics will, according to Mr. Putnam. Jason is looking over the estimate from them and he cannot justify the amount and will reach out to another consultant. If we just want to pay the price, Mr. Putnam asked if we just should just do it because we are running out of time. Mr. Johnson answered we can do that, if the number of hours weren't excessive. Captain Frye asked how much it is? Mr. Johnson answered the quote is for \$7,800. Mr. Putnam said we have to give him a deadline. Mr. Johnson said if we take what he wants to do, we can cut some of the hours out because it may not have anything to do with what we are doing. Then compare it exactly to what we need and do a side by side comparison.

Time is of the essence now, according to Mr. Putnam. Mr. Johnson will call them tomorrow. Mr. Putnam asked do we want to give Jason the go ahead to get this moving? Jay Wilson said that is a big chunk of money to pull out of the budget. Mr. Johnson responded that the health insurance line item has extra money in it right now, since there has been 3-4 months without two employees and no family plans. Mr. Putnam said it is important to get the okay tonight to get this moving. Jim Cutler is comfortable getting this moving, not to exceed \$8,000. Jay Wilson indicated it is \$7,000 with an expanded scope of work, he thinks \$7,000 plus mileage would be good. Have him include his mileage in the total. Jim Cutler indicated the contractor has already put in time to provide the information to MACC.

Mr. Putnam moved to direct Jason Johnson to move forward to hire CBCG consulting not to exceed \$8,000. Jim Cutler seconded the motion for discussion. Jim suggested that Jason narrow the scope, it is not to exceed \$8,000 not

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to spend up to the \$8,000, narrow the scope and include mileage to get it under \$8,000. All were in favor. Motion passed unanimously.

Jay Wilson asked about the Wilton site. Jason has asked about the licensing, the town of Wilton is the Main Street site, but he will check when it will be up and inform Wilton when that will be up. Mr. Bender asked if there will be a formal RFP for the equipment? Mr. Putnam answered yes, we voted on that at the last meeting. Jay Wilson added that three vendors in New Hampshire should respond. There was no further discussion on the radio project. Jim Cutler asked if Wilton has a new antenna? Jason Johnson responded yes, the fire station is the better of the two sites.

**NEW BUSINESS: 2017 Budget review / 2018 Budget Prep**

Mr. Putnam stated Monday September 11 the Milford Board of Selectmen will meet. Mr. Johnson reminded the towns to get their budget looked at for MACC Base. The preliminary numbers will be looked at again at the next meeting. Mr. Johnson explained the budget review numbers through August 2017 include payroll and where we are at. Jay Wilson asked where the payroll will finish at the end of 2017? Mr. Johnson estimated about another \$140,000 with holiday pay so the total will be between \$380,000 to \$400,000. Mr. Johnson stated the new employee will also be on the health insurance.

Mr. Putnam asked if any of the part time employees qualify for NHRS or health insurance? Mr. Johnson said the health insurance line item includes a 5% increase in premiums for the new year and family plans. Mr. Wilson on asked if we want to increase the legal line item, which is only at \$500, especially if a new contract will be written, which will need legal review. Mr. Johnson had no objection to increasing that line item. Mr. Wilson also asked if SPOTS is staying the same price? Mr. Johnson has not received any information on that price so it will remain the same for now. Mr. Wilson asked about training and mileage? Will you be adding any programs? Mr. Johnson said once at full staff, he will do some training, he likes to get people out for training, but will wait until he is fully staffed. Mr. Wilson is not sure where the state is going with training. Mr. Johnson went to training in the Lakes Region and he would like to send more staff there. Mr. Johnson also likes to get staff trained with the other town departments or if there is training for other town employees, he would like to get dispatch people included as well. Captain Frye said there is police training in October that he can get information to Jason about.

Mr. Schultz asked about generator maintenance? Mr. Johnson said he will check on that. Mr. Putnam also asked that Jason call Water Utilities about their generator maintenance company to be able to get the same company and maybe save some money. There was discussion of changing the computer maintenance line item from \$4,000 to \$5,000. Mr. Wilson asked if any new equipment is planned for 2018? Jason responded it is all included in the 2018 budget; we have been doing good for hardware and in-house stuff. The contract for High Mowing will coincide with the contract.

Jim Cutler asked if there is an increase in the part time payroll, the staff should get back to where it used to be. Once Jason is back to his regular schedule there will be different coverage. Mr. Wilson asked when is the budget deadline? Jason said he needs an approved budget in November. Budget hearings are in October and November. October will not include the definite health insurance increase. In November he will have the final numbers. Jay Wilson asked if a work session should be held for budget and finalize for equipment? Mr. Putnam asked if a work session can be held before the end of September, Wednesday seems to work for everyone. Meeting were scheduled for the end of September to review the budget, followed by another discussion in October.

Jason will e-mail Norm tomorrow to have him call and see if he can make another meeting for a work session.

**NON-PUBLIC SESSION:**

Mr. Putnam moved to enter into Non-Public Session at 5:45 p.m. in accordance with RSA 93:A:3II(a) personnel. Jim Cutler seconded. All were in favor. Motion was unanimous.

**ADJOURNMENT:**

After non-public discussion, at 6:00 p.m., Mike Putnam moved to come out of Non-Public Session. Jim Cutler seconded. All were in favor. Motion was unanimous.

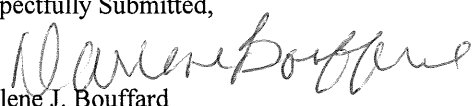
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Mr. Putnam moved to seal the minutes of the non-public session. Mr. Cutler seconded. All were in favor. Jay Wilson indicated that one vote was taken in Non-Public Session and one decision was made.


Mr. Wilson indicated the BOG should look at the Human Resources employee manual for MACC Base employees to look at the sick and vacation time benefit and how it is earned for town employees. Mr. Putnam suggested to take advantage of the town Human Resources Director and not re-create the wheel. Mr. Wilson is concerned about the way it is calculated in the manual, it is just not done that way anymore. He would like to look at an annual payout for unused time off. Mr. Cutler noted that the BOG should not be carrying that debt year to year. Mr. Wilson suggested putting together a cost factor analysis by zeroing out everyone's time at the end of December. He said comp time works great in industry but you have to use it within the month in which you earn it. The HR manual can be on our 2018 agenda. Jason brought up that anniversary dates also cause an issue as to when employees get reviews. It was agreed that a work session would be held September 20 at 9:30 a.m. and a budget hearing would be held October 4 at 5:30 after the regular BOG meeting at 5:00. A meeting will be scheduled in November during October.

At 6:11 p.m. Mike Putnam moved to adjourn. Jay Wilson seconded. All were in favor. Motion was unanimous.

Respectfully Submitted,

  
Darlene J. Bouffard  
Recording Secretary

The Minutes of the meeting of the Board of Governors of the Milford Area Communications Center on September 6 2017 were accepted as presented or as amended in the Minutes of the next meeting.



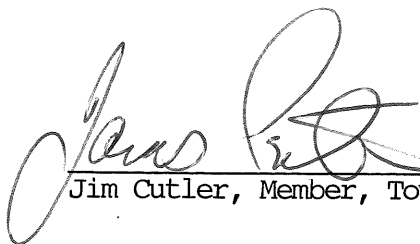
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Jay Wilson, Chairman, Town of Mont Vernon



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Mike Putnam, Vice Chairman, Town of Milford



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Jim Cutler, Member, Town of Wilton