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**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE
MILFORD AREA COMMUNICATIONS CENTER**
June 13, 2018

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
Jon Quinlan, Town of Mont Vernon Selectman
Jason Johnson, MACC Director
Gary Daniels, Town of Milford Selectman
Darlene Bouffard, Recording Secretary

Jay Wilson called the meeting to order at 9:00 a.m. Jim Cutler seconded. The motion was unanimous.

MINUTES:

On a motion made by Mike Putnam, the minutes of May 9, 2018 were presented for approval. Mike Putnam made a motion to approve the minutes of May 9, 2018. Jim Cutler seconded. All were in favor.

OLD BUSINESS: Milford conversation with other towns and MRI Study.

Mike Putnam indicated the MRI Study is not yet complete. Jay Cutler ^{J. WILSON} wants to reach out to Mr. Shaw about permit; ^{M. DOWNE} noting it would be interesting to see what the cost of seasonal fire permits would cost. Right now there are about 100-120 seasonal fire permits, if there was an automated service, it would cut down on phone calls. Jason said he would reach out to Sean this week.

NEW BUSINESS:

There has been discussion about the surplus retention for 2017. The BOG met to discuss this item and to look at possible items to purchase and use that money. Some items were annual and some were outside of the annual costs and are a priority. Generally at the Town Hall, the microwave warranty is for six sites, there was talk about upgrading with the surplus. Jay asked for input from the Selectmen representatives. Gary Daniels had asked Jason Johnson for warranties on the equipment, which is 90 days. Based on that, he would support all of the requests for extended warranties. Each warranty was one year, we could put the extended warranty off for one year. That way, in October 2018, the warranty will not run out. Mr. Quinlan also supports those requests. Jim Cutler did not hear from the Board of Selectmen, but he supports it. (Wilton Board representative was not present). Jay closed the public hearing for budget discussions. Mr. Quinlan moved to support the expenditure of the surplus as presented. Mr. Daniels seconded. All were in favor.

BUDGET DISCUSSIONS:

Jay asked how it looks for retaining the funds? Jason responded it is \$56,400. Mike Putnam said the Milford Town Administrator wants to look into it a little more and have Travis go deeper into the budget than usual. Jason said the issue is the difference between the expense budget for 2017 as compared to the actual budget for 2017; there is a \$15,000 difference. Mike Putnam wants to see everything that was spent in 2017, instead of it all being on different pages. Jay said \$92,522 was spent. Jason would not include depreciation and miscellaneous income on the financials, that comes out of the \$112,000. Jay asked how depreciation is calculated? Jason said there is a formula based on the original cost of the equipment and the life span of the equipment. Jay feels the confusion is determining the depreciation. On the spreadsheet budget, we should just be comparing with the cash value; there is no cash value with depreciation, this is a question for the accountant. Mike Putnam said Wilton pays \$10,000 every year directly, Jason said it has never been included in the budget because it was never solidified. Lyndeborough pays \$2,500 and that is on an as needed basis; the agreed upon amount was \$2,500. Wilton ambulance gets money for ambulance dispatch. Mike Putnam said that \$10,000 should be on the budget when we review it. Jay said there is nothing holding Lyndeborough and Temple, they are not in the contract so we cannot include them in the budget. That is just anticipated revenue. Mike Putnam said that has to be in the budget, it should be accounted for in the budget. Jay – if it is not in the budget, it should be at least known by the BOG. Mike Putnam never gave it a thought during budget season, it has been brought up to the BOG. Jim said the extra \$10,000 is for dispatch to Temple or Lyndeborough. Jason said it was never examined that way. Jay asked how many calls are for Lyndeborough? Jason responded it is statistically a small number of calls. Mike Putnam said it has to be put in the budget as anticipated revenue.

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AREA COMMUNICATIONS CENTER - 6/13/18

1 Jim said the Wilton share should not be two separate numbers, it should be all together. Right now, ambulance has a
2 line item of \$10,000 for communications plus \$10,000 for Town Hall for communications. Jay said we would have
3 to know if the funding for the \$10,000 comes from Wilton. Jason said no, it comes from Wilton Ambulance. Jim
4 said they handle a percentage of calls. Jay indicated the Town of Wilton has no reason to have the costs picked up
5 for an ambulance service. Jay said there should be a line item for anticipated income for that money. Mike Putnam
6 indicated the anticipated revenue should be taken from the bottom line of the budget. Jim said Temple has no con-
7 trol because they are not in the agreement. MACC does dispatch for an ambulance. Jay said they are not part of the
8 contract, he would rather have \$10,000 in surplus at the end of the year. Jason said this is the discussion that was
9 held when we talked about Lyndeborough. Mike Putnam said any anticipated revenue should be on there, it should
10 be available to the public.

11
12 Jim indicated there is an income statement there, it should be anticipated revenue. Jay said we cannot use that num-
13 ber to balance the worksheet. Mike Putnam said we can shift money around. Jay indicated we should try to maintain
14 the budget the way it was presented. Mike said nothing lands the way it is planned at the beginning of the year. Jay
15 has a problem with using that anticipated revenue. That is not a cost impact to member towns. Mike said it is used
16 to offset the bottom line. Anticipated revenue from many different areas including car registrations. Jay said you
17 cannot make a budget based off anticipated revenue. Anticipated revenue is money that does not exist until it is re-
18 ceived in hand. Mike Putnam said the budget is a crap shoot every year. Jim indicated Wilton is developing a mu-
19 nicipal agreement with Temple for ambulance, they will have an agreement just like we do here. Temple and Lynde-
20 borough are a little part of what Wilton was doing. Next week when Jim meets with the Wilton BOS, this will be
21 discussed. Since 2010 this has been an anticipated revenue agreement with Lyndeborough. Jason said he invoices
22 the town of Lyndeborough. The Town of Wilton Ambulance has a separate account than the Town of Wilton. Mike
23 Putnam would like to see the \$10,000 as a line item for MACC Base with Wilton and let them collect the fees from
24 Temple and Lyndeborough. Jim said he will have a discussion with Wilton BOS and Wilton Ambulance and bring
25 back information to the BOG and how it will impact MACC Base. Jim said it should be just one check coming from
26 the Town of Wilton for communications.

27
28 Jason Johnson remembers this being started when Lyndeborough went to 415, we were billing the town individually
29 on a per call basis. There was substantial push back from the towns and the threat of not paying the bill. Mike Put-
30 nam said we just need to clarify what we are doing and change a few things. Jay thinks it would be easier to have
31 one print out and identify how the depreciation is calculated. Jim agrees, he is not sure how that is handled. Jay said
32 depreciation money does not exist. Mike Putnam stated it is used for bonds and borrowing.

33
34 When Milford has asked for additional information on the budget, the Finance department asks for the audit report
35 and nothing else. Jason said the audit report does not go through line item by line item. Jay said everything gets
36 audited, the underspending is not a concern, the overspending is what they focus on. Jay said depreciation and the
37 person doing the report is his concern and that is the number that is confusing. We need to look into why deprecia-
38 tion is on the report. That is knowledge gets used for tax purposes and does not necessarily belong on this report.
39 The two issues are: 1) depreciation - what is the purpose for it being on the report and 2) budget - depending on the
40 Wilton situation, perhaps we add a line for anticipated revenue to address Wilton (for Lyndeborough and Temple).
41 With the questions that Milford has, Mike indicated the BOG needs to talk again. Jay will look closer at the audit so
42 he can identify what is actually available for surplus. An amount will eventually be returned to the towns as identi-
43 fied in Jason's report: Milford \$26,037.92; Mont Vernon \$4,149.89; Wilton \$6,334.19

44
45 Mike Putnam moved to return the surplus to the towns as identified in the May 14, 2018 minutes as listed above.
46 Jim seconded. All were in favor.

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48 Mike Putnam stated he wants to see a report that does not include the depreciation of equipment, just the actual and
49 budgeted figures. Jason suggested all three towns take an audit report and make sure they all understand and make
50 sense. Jay said he does not think the depreciation value should be there. A question for the auditor is why is the
51 depreciation on the report at all? He would like to know what is being calculated.

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53 **NON-PUBLIC SESSION:**

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55 Mr. Putnam moved to enter into Non-Public Session at 10:15 a.m. in accordance with RSA 93:A:3II(a) personnel.
56 Jim Cutler seconded. All were in favor. Motion was unanimous.

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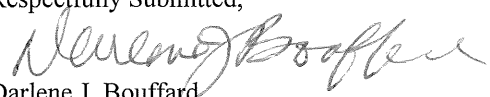
1 ADJOURNMENT:

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3 After non-public discussion, at 10:32 a.m. Mike Putnam moved to come out of Non-Public Session. Jim Cutler se-
4 conded. All were in favor. Motion was unanimous.

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6 Mr. Putnam moved to seal the minutes of the non-public session. Mr. Cutler seconded. All were in favor.

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8 At 10:37 a.m. Mike Putnam moved to adjourn. Jay Wilson seconded. All were in favor. Motion was unanimous.
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11 Respectfully Submitted,

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14 Darlene J. Bouffard
15 Recording Secretary
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