

1 **MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF THE**
2 **MILFORD AREA COMMUNICATIONS CENTER (MACC)**
3 **BUDGET MEETING**

4 October 29, 2019
5

6 **PRESENT:** Chairman Jay Wilson, BOG Town of Mont Vernon
7 Vice Chairman, Craig Frye, BOG Town of Milford
8 Eric Olesen, BOG Town of Wilton
9 Jason Johnson, MACC Director
10 Darlene J. Bouffard, Recording Secretary
11

12 J. Johnson indicated the 2020 budget shows a 3.48% increase over the current 2019 budget. An adjustment in sala-
13 ries took place in 2019 causing an increase in that line item, full time and part time staff salaries were brought up to
14 be competitive, the estimated increase for 2020 is 2% (COLA) and the holiday pay went down by one day. The part
15 time line item went down but the overtime line item went up. Longevity pay started about this time last year for re-
16 tention of employees, this is only for full time staff as a bonus once per year. Unemployment tax is required and is
17 left in the budget. A 7.4% increase is for health insurance. Workman's Compensation has not been collected but
18 must be included. Tuition reimbursement was lowered to \$2500 for 2020. There is no increase in liability; legal
19 expenses were lowered. Audit estimates were received for a full audit. Rodney Richey asked why an annual audit has
20 not been posted on the website. J. Wilson said that will be discussed in the regular BOG business meeting, right now
21 we are talking about using a different audit company and the numbers are in the budget. R. Richey agrees but in
22 2019, has that been done and will it be done? C. Frye said that will be discussed during the regular BOG meeting,
23 this is the budget meeting. R. Richey said there are two bids for 2020 and he asked if this is low number? J. Wilson
24 responded that there was a range of costs, this company spelled out what they are going to do. J. Johnson agreed,
25 stating an increase is in the line item. R. Richey cannot understand why this has not been done, you should not have
26 to wait to use surplus. J. Johnson said the BOG are budgeting for the audit. J. Wilson said the BOG agrees that the
27 surplus can be used to pay for the audit, we are only having this discussion until the towns agree to the budget and
28 that determines what goes in the budget for next year, once all towns agree.
29

30 J. Wilson said the BOG will have a discussion and come up with a recommendation for the surplus. If the towns do
31 not agree to use the surplus the money goes back to the towns, it is based on the recommendations from the BOG. R.
32 Richey said the audit is called for in the IMA. J. Wilson said the audit is a budget line item, one of the towns asked
33 if the audit could be done using the surplus, it is a line item but if there is surplus, that is an option to use that for the
34 audit. C. Frye said that J. Wilson is trying to explain how it is identified in the budget line item. The 2020 audit is
35 budgeted, just ignore the asterisk on the printout, it is just a note, but it is a line item in the budget. J. Johnson said
36 the repairs and maintenance line item was lowered. Cellular was lowered. Advertising was lowered. Health insur-
37 ance is the large item that has not been spent but needs to be there. J. Wilson said a lot of purchases came in at the
38 end of the year. We do not create a surplus, the biggest item is health insurance line item. SPOTS is \$4500, we have
39 not spent that for the last couple of years because the State is working on the system, the state has been adamant
40 about MACC not removing that from the budget. Postage has not been spent this year. IMC software is estimated
41 with a 4.1% increase and will come in about January 1. Telephone and internet have a minor increase. The repair
42 emergency line item has been lowered. Pead Hill rent goes up about 2.5%. The 2010 census numbers are used for
43 the towns.
44

45 G. Daniels, Milford Selectman, asked about the wage increase and when that was made active? J. Johnson respond-
46 ed September 25, 2019 it was active. G. Daniels asked why that was done mid-year? J. Wilson indicated that was
47 because of a wage comparison done at that time and the BOG wanted to adjust the wages up since it was on the low
48 end in the region. It was a unanimous decision of the BOG. G. Daniels stated that was a decision made mid-year,
49 why not wait? J. Johnson said it was on the basis of what was spent on payroll with more than half of the year gone,
50 the BOG decided to adjust the salaries in September which showed an impact of \$4,000 and was in the best interest
51 of the employees and staff.
52

53 Mr. Berry asked about the line item for emergency repairs and why only \$5,500 was spent. J. Johnson explained that
54 it is for emergency repairs that we have not had but is in there in case it happens. We are not proactively replacing
55 equipment as it ages. Mr. Berry understands why that is there and wants answers to the questions. G. Daniels asked
56 if there are any anticipated increases in salaries planned for this year? J. Wilson said the 2% for 2020 for employees
57 is planned. In 2019 all hourly MACC employees had their base adjusted and it is proposed that in 2020 to increase

1 employees the 2% COLA. G. Daniels asked about longevity pay and if that is in the 2020 budget? J. Johnson said
2 in 2018 that was the first year it was paid. J. Wilson said that is added as a line item in the budget. J. Johnson added
3 it was able to be done in 2018. G. Daniels said they are getting another 2% in 2020 and also up to another \$100 on
4 top of that; they are being given additional money every year on top of the COLA increase. G. Daniels understands
5 that they get their longevity pay on top of the increase and asked how much the longevity pay cost in 2018? J. John-
6 son answered about \$4,000; this year it will be about \$4,200. G. Daniels asked if there has been a corrected financial
7 statement yet? J. Wilson said that will be talked about in the regular business meeting. G. Daniels asked what fiscal
8 year are you on? J. Johnson answered the calendar year.
9

10 Rodny Richey said there was an increase of \$16,000, in the last few budgets there were some overspent and some
11 under spent line items. How can you justify an increase of \$16,000? J. Wilson said in the benefits and payroll line
12 items you can see why it was underspent, we are forced to budget for these things so it ended up being underspent.
13 We are short staffed so the payroll was not spent because we are short staffed. R. Richey said if the town and school
14 budget budgeted this way the taxes would be through the roof. J. Wilson said the town and school do budget this
15 way because you do not know how many children will be in the school, and for employees where the position is va-
16 cant, we still have to budget for that position. R. Richey said the budget committee is supposed to be established in
17 September. J. Johnson said this budget plan started a month ago but he had to wait until the health insurance num-
18 bers came in. J. Wilson indicated the different town Boards are notified about the budget, the Budget Advisory
19 Committee is established in September, but the BOG still has to have another budget hearing. R. Richey is con-
20 cerned because the IMA is not being followed. J. Wilson said the questions being asked are out of line; we have to
21 budget for certain things because of cost increases. The emergency repairs line item is just that, it is for emergency
22 repairs, if it is underspent it is because there were not any. R. Richey took exception to that comment. J. Wilson
23 said if a cost breakdown is wanted for that \$16,000 and why it went up, we can explain that. Health insurance went
24 up, some of the numbers we have no control of including the health insurance. R. Richey is concerned about a budg-
25 et built on a previous budget that had a surplus instead of starting from scratch. J. Wilson responded that the excess
26 surpluses being commented on are because of the short staffing in the department and the emergency funds that we
27 did not use, that is money that needs to be there in case something fails. Dispatchers are hard to come by and it is a
28 difficult position and is 24/7. The numbers are not terrible and the surplus is mostly because we cannot fill vacant
29 positions.
30

31 E. Olesen said this is just one entity (being MACC), when the towns look at their budgets they have to look at what
32 will carry through the next year, the towns must have funds in the budget for things that come up. If the town over-
33 spends, there is a problem. If they underspend it goes back into the General Fund, we do not want to under budget.
34 We have to look forward and anticipate what we think we will need and if there is a surplus it goes back to the
35 towns. J. Wilson said the way MACC is governed, we have to go back to the three Boards of Selectmen to have a
36 vote for more funds. If MACC Base overspends, it could take over a month to get a decision made with the three
37 towns. R. Richey is concerned why it is underspent. E. Olesen said just budgeting one department, he has to budget
38 for the staff even if we do not have all of the positions filled. It will only take one big emergency and it could wipe
39 out everyone's budget. When that one emergency happens, it is going to affect each town. We need to be prepared
40 for things in case they do happen. E. Olesen moved to close the budget hearing. C. Frye seconded. All were in
41 favor.
42

43 Respectfully Submitted,

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45 Darlene J. Bouffard, Recording Secretary
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47 The minutes of the Budget meeting of the Board of Governors of the Milford Area Communication Center dated
48 10/29/19 were accepted as amended in the minutes of the 11/21/19 meeting.
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52 Jay Wilson, Chairman, Town of Mont Vernon
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55 Craig Frye, Vice Chairman, Town of Milford
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Eric Olesen, Member, Town of Wilton