

**WESTCOMM**  
**BOARD OF DIRECTORS MEETING COMBINED**  
**WITH FINANCE COMMITTEE AND**  
**OPERATIONS BOARD MEETING**

FEBRUARY 4, 2022 11:00 A.M.

Google Meet Meeting

[HTTPS://MEET.GOOGLE.COM/DAO-NNOS-POW](https://meet.google.com/dao-nnos-pow)

**In Attendance:**

Lyn Simmons, Longmeadow Town Manager  
John Beaulieu, Chicopee  
Erin Hastings, Executive Director, WESTCOMM  
Khristy Lord, Deputy Direct, WESTCOMM  
JoAnn Kupiec, Admin Assistant, WESTCOMM  
Mary McNally, Town Manager, East Longmeadow  
Robert Stocks, Chief, Longmeadow Police  
Chad Thompson, Purchasing Agent, Longmeadow  
Jennifer Leydon, Finance Officer, Longmeadow  
Paul Morrisette, Chief, East Longmeadow Fire  
Stephen Lonergan, Town Accountant, East Longmeadow  
John Dearborn, Chief, Longmeadow Fire  
Marie Laflamme, City Treasurer, Chicopee  
Mark Williams, Chief, East Longmeadow Police  
Jeffery Gawron, Deputy Chief, Chicopee Police  
Audra Staples, Human Resource Director, Monson  
Ashley Lamoureaux, Treasurer, WESTCOMM  
Brian Harris, Chief, Monson Fire  
Andrew Vernon, IT Director, Chicopee  
Steven Kozloski, Chief, Monson Police  
Pete Landon

1. Meeting called to order 11:00 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu and Mary McNally. 3 Present, 2 absent

Approve & or Modify minutes from the meetings held on January 13, 2022 & January 18, 2022. Mary McNally made the motion to approve the minutes, it was 2<sup>nd</sup> by John Beaulieu, 3 yes, motion passed.

2. Old Business: Update on 645 Shawinigan Drive: Erin and Chad have been working with OPM & will sign, packet went to Locke Lord, which was reviewed yesterday. Hilltop was included in the email. Chad put in contract not to exceed \$ 400,000.

Jennifer Wolowicz joined the meeting at 11:06 A.M.

Radios: Horizon was out last 2 weeks regarding the punch list for phase I, IT will handle it. Cheapest & quickest is Ware straight UHF, Erin will setup a meeting with the Chiefs.

Upgrades put East Longmeadow into Phase I, proposed 2<sup>nd</sup> transmit sight. Erin will set up a call between Dan, and the East Longmeadow Chiefs, estimated cost for an additional site is \$ 400,000. 4 Sets of frequencies, will double to 8 during Phase II upgrade, taking on more towns in the future, the system wouldn't be able to handle without that, and this will be discussed at the next Operations Committee Meeting.

Staff: HR Position interviews over the next 2 weeks.

Purchasing position: looking at Longmeadow Procurement & CFO, should have something for the next Board Meeting. In the meantime Erin, Khristy and Ashley are going for certification.

Final District Agreement: Need to be revised to include Ware. Also need language general and not member specific. Add a page with signatures from all participating Communities. Allocations for the minimum as stated in the District Agreement, will effect Monson's totals for this year.

Contracting with the Sheriff's Department for \$100,000, for the first year and will reevaluate annually, a contract is currently being worked on.

FY 23 Budget: The budget was voted in on January 18, 2022. The Board has received additional details that the Finance Committee had already received. When building future budgets, detail will be given to the full Board well in advance of a vote.

Erin will work closer with the Finance Committee at budget time.

Data for call volume problem is fixed, Erin will send out data. The numbers went down to 148,000 call.

Hampden County Sheriff's Office: Met with and is writing up a contract. There will be limited units on frequencies. Not expecting a lot of traffic, only specialty units will be using frequencies. They will not be a voting member and will be assessed \$100,000 per year. WESTCOMM will not be responsible for any infrastructure build out, that will be the responsibility of the Sheriff's Office. Estimated start date will be July 1, 2022.

3. New Business: Update from Finance Committee: Next year the Budget Review process will start earlier.

Fire update: Will meet in March, no further update.

Police Update: Nothing at this time.

IT Update: Contracted with a website builder. Looking for update and design ideas and are waiting on a complete product.

Names for IT Subcommittee from each Community can be sent to Jay Parker so meetings can start. Erin and Jay will work on scheduling a meeting.

2022 Board Meeting Schedule: No discussion held.

Staffing: 6 Dispatchers starting on 2/28/22, 6 almost done with Training, will be done by the end of February, this leaves 4 vacancies. Training is approximately 12 weeks.

A/P Warrants dated 1/4/22, 1/18/22, Payroll warrants 1/7/22, & 1/18/22, not discussion held.

The Development Grant is due to the State on 3/3/22. An addition to the Grant this year will be the quote for the repayment of the bond.

We will be issuing P.O's for Phase II. The Budget Mod was sent to the state for approval. Can pull \$750,000 from the Construction line in the FY 21 Budget and still go to bond for the construction funds. No response yet on the Budget Mod, but anticipate a response soon.

The Full Board along with the Finance Committee will schedule a meeting for 2/28/22 at 11:00 A.M. to discuss the Development Grant. This will be the only item on the agenda.

Adjourn: Jennifer Wolowicz made a motion to adjourn the meeting, it was 2<sup>nd</sup> by Mary McNally, Roll call was done, 4 yes, meeting adjourned at 11:44 A.M.