

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

JANUARY 12, 2021 11:00 A.M.

Google Meet Meeting

[HTTPS://MEET.GOOGLE.COM/OGM-OOPI-IOW](https://meet.google.com/OGM-OOPI-IOW)

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Paul Pasterczyk, Treasurer, WESTCOMM
Erin Hastings, Executive Director, WESTCOMM
Khristy Lord, Deputy Director, WESTCOMM
JoAnn Kupiec, WESTCOMM
Chad Thompson, Longmeadow Purchasing
Evan Brassard, Monson Town Administrator
Mary McNally, Town Manager East Longmeadow
Steve Kozloski, Chief, Monson Police
William Jebb, Chief, Chicopee Police
Jay Parker, WESTCOMM IT
Robert Stocks, Chief, Longmeadow Police
Carl Mazzaferro, Longmeadow Police
Brain Harris, Chief, Monson Fire
Andrew Vernon, Chicopee IT
Marie Laflamme, Treasurer, Chicopee
Mark Williams, Chief, East Longmeadow Police
John Hillburger,
Mary Lauria, Town Accountant, Monson
Stephen Longergan, Town Accountant, East Longmeadow
Daniel Stamborski, Chief, Chicopee Fire

1. Meeting called to order 11:03 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Evan Brassard, Mary McNally. 4 Present.

2. Approve & or Modify minutes from December 4, 2020: John Beaulieu made the motion, Evan Brassard 2nd the motion, 4 yes, and motion passed.
3. Old Business: 645 Shawinigan Drive: Assessment Report has not yet been received, the Title 5 is also not complete.

Chad Thompson gave an update on the Feasibility Study: A draft of the RFQ was provided to the Board of Directors.

The objective of the feasibility study is to assess the Facility, its current condition, and requirements for successful conversion and construction of the property needed to accommodate effective RECC operations and programming.

Feasibility Study, cost estimated at around \$20,000

A motion was made to proceed with the Feasibility Study, not to exceed \$45,000, John Beaulieu made the motion, Evan Brassard 2nd the motion, 4 yes, Motion passed.

4. Radio/IT Issues: East Longmeadow did a software update and the radio went down. Incompatible between East Longmeadow and WESTCOMM. Microwave install in progress. Breakout WESTCOMM radio network from East Longmeadow. Swap out switches to same models, Cisco, quickest fix to get consoles up and running.

Run trials on channel share, move ahead after grid testing.

WESTCOMM Maintenance contract to go to Attorney for review.

Volume discrepancies: working with EF Johnson, given samples of audio clips, they analyze and propose a fix.

There was a discussion on moving to a common channel, or if the ability to be on the same frequency but hear only East Longmeadow is a possibility.

5. Update from Finance Committee: The Committee has not met since the last Board of Directors meeting, but is scheduled to meet on Friday January 15,2021.

The bank account will be moved from Peoples Bank to Monson Savings Bank over the next month.

Cash flow is good.

Paul is currently trying to recoup WESTCOMM Retirement contribution.

FY 20 Audit has begun, there is no time table as to when that will be complete.

6. Modifications to District Agreement: No further updates.
7. Fire Operations update: Background noise issues. Headsets have been order which will fix the issue, these were funded by a Grant from MIIA, for \$2,000.
8. Police Operations update: Also notice background noise.

A question was raised if WESTCOMM is flagging COVID addresses, yes those addresses are still being flagged.

9. Treasurer's Position: Description and salary sent to Finance Committee for review, but Erin will send back out to Finance committee and they will review at their January 15, 2021 meeting.

10. Development Grant: The FY 22 Development Grant is due March 4, 2021.

Met with Southwick and Ware last week, both are moving forward in joining WESTCOMM.

Looking at Station alerting: Sticking with ZTron, keeping Chicopee, but upgrading Longmeadow, Monson and East Longmeadow are interested in upgrading.

11. FY 22 Budget: Looking to fill 5 full time positions. The budget is currently being worked on. Waiting on quotes to finish budget, once those are obtained the budget will be forwarded to the Finance Committee for review.

The Finance Committee will meet before the February 5, 2021 Board of Directors meeting to approve the budget, so it can be passed along to the Board for approval.

Call volumes are up (150,000) suggesting additional personnel to be hired.

12. The FY 21 Meeting Schedule was reviewed and agreed upon, with possible changes to meeting dates if needed.
13. Adjourn meeting: A motion was made by John Beaulieu, and 2nd by Mary McNally, 4 yes, motion passed, meeting adjourned at 12:06 P.M.