

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

JANUARY 13, 2022 11:00 A.M.

Google Meet Meeting

[HTTPS://MEET.GOOGLE.COM/QPY-DYDS-PAG](https://meet.google.com/qpy-dyds-pag)

In Attendance:

Lyn Simmons, Longmeadow Town Manager
Erin Hastings, Executive Director, WESTCOMM
Mary McNally, Town Manager, East Longmeadow
Jennifer Wolowicz, Town Administrator, Monson
Robert Stocks, Chief, Longmeadow Police
Chad Thompson, Purchasing Agent, Longmeadow
Jennifer Leydon, Finance Officer, Longmeadow
Stuart Beckley, Town Manager, Ware
Paul Morrissette, Chief, East Longmeadow Fire
Stephen Lonergan, Town Accountant, East Longmeadow
John Dearborn, Chief, Longmeadow Fire
Khristy Lord, Deputy Director, WESTCOMM
JoAnn Kupiec, Admin Assistant, WESTCOMM
Ryan Quimby, IT, East Longmeadow
Carl Mazzaferro, Captain, Longmeadow Police
Marie Laflamme, City Treasurer, Chicopee
Mark Williams, Chief, East Longmeadow Police
Pete Landon

1. Meeting called to order 11:00 A.M. Rollcall done: Present were Lyn Simmons, and Mary McNally, Jennifer Wolowicz, Stuart Beckley. 4 Present, 1 absent

Finance roll call was done: Present were Jennifer Leydon, Marie Laflamme and Stephen Longergan. 3 Present, 2 absent.

Approve & or Modify minutes from the meeting held on December 10, 2021. Jennifer Wolowicz made the motion to approve the minutes of December 10, 2021, it was 2nd by Stuart Beckely, 4 yes, motion passed.

2. Old Business: Phase II Architect, have not yet moved forward, Chad is working on the OPM contract, JoAnn is working on getting paperwork to Bond Counsel, almost complete and ready to send.

Radios: Have not receive approval from State 911 on the Budget Mod for \$800,000 from last year's Grant. Currently waiting on State 911, who is behind because of retirements and absences due to COVID.

Staff: HR Position, A revised scope was sent to WESTCOMM for \$800/Month for HR Services. A hybrid model was discussed, whereas WESTCOMM would hire a PT HR Admin person for up to 16 hours per week and will utilize Monson HR Director. There is room in the Budget for these positions. If the Board moves forward there will be a posting for the PT HR Admin position. The \$800/Month charge will be for the HR Directors scope of work only.

Audra Staples has been meeting with each employee regarding work morale, what is working well, what need changing etc. She will be sending out a questionnaire. Audra has already been participating in interviews and supplying HR services.

Purchasing Position: Look at doing the same scenario with Longmeadow as was done with Monson. Longmeadow to put forward a scope of services. Will have an internal discussion to see what WESTCOMM is looking to get out of it. Full scope in the beginning until Erin is Certified, the OPM will take over once the project at Shawinigan gets started.

Staff: There are currently 6 in training that are ½ complete, 5 offers have been made, still need an additional 5 positions.

3. Update from Finance: FY 23 Budget – The Finance Committee met on 1/12/22 to start budget discussions. The will be meeting again on 1/18/22 before the Board Meeting and will bring their recommendations to the full Board at that meeting. The deadline to get the budget to the State is 1/20/22. Erin will be sending a copy of the budget to all Board Members on 1/13/22.

Fire Ops update: None at this time.

Police Ops update: There is an IMC issue when going through numbers for the budget. The call volume is showing 162,000 calls, but the system is showing 148,000, not sure where 22,000 additional calls are coming from. Erin reached out to IMC, not answer/no solution, Engineers are currently looking into the issue. Currently there is no timeframe for the fix. Erin will go up the chain of command to see if it can be resolved sooner rather than later. Working with State 911 for a new CAD, which will be a 5 year project.

Erin will reach out to other Communities to see if there are having similar issues with IMC.

The FY 23 Budget was built off the 162,000 call #, although the December 31st last call # was 148,000.

IT update: Creating an IT Sub-Committee, it was referred to the Board of consideration.

A motion was made by Mary McNally and 2nd by Jennifer Wolowicz to establish an IT Sub-Committee for input on all matters Information Technology related and to take part in all monthly meetings. Roll call was done, 4 yes, motion passed.

Erin suggested a representative from each participating Community be part of this IT Sub-Committee.

Review of A/P Warrants, Payroll Warrant: No questions/discussion at this time.

4. New Business not reasonably anticipated within 24 hours: none at this time.
5. Adjourn: A motion was made by Mary McNally and 2nd by Jennifer Wolowicz to adjourn the meeting. Meeting adjourned at 11:43, Roll call was done, 4 yes, meeting adjourned.