

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

JANUARY 13, 2023 10:30 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/WKD-VTGQ-VGN](https://meet.google.com/wkd-vtgq-vgn)

PHONE: 1-470-705-3770 PIN: 626 082 368#

**In Attendance:**

Lyn Simmons, Longmeadow Town Manager  
Erin Hastings, Executive Director, WESTCOMM  
JoAnn Kupiec, Admin Assistant, WESTCOMM  
Jamie Farnum, Town Accountant, Monson  
Stuart Beckley, Town Manager, Ware  
Jennifer Wolowicz, Town Administrator, Monson  
Audra Staples, HR Director, WESTCOMM  
Tracy Meehan, Ware  
Wendy Graves, Treasurer, WESTCOMM  
Jay Parker, IT Director, WESTCOMM  
Mary McNally, Town Administrator, East Longmeadow

1. Meeting called to order 10:39 A.M. Rollcall done: Present were Lyn Simmons, Mary McNally, Stuart Beckley and Jennifer Wolowicz. 4 Present, 1 absent.
2. A motion was made by Jennifer Wolowicz and 2<sup>nd</sup> by Stuart Beckley, to take the IMC issue out of order and make it the first item on the agenda. A roll call was done, 4 yes, motion passed.

There have been IMC issues from the beginning of December. LongmeadowFire missed two calls this week. Messages sent through slack took time to get a reply. East Longmeadow & Longmeadow feels the communication leaves a lot to be desired.

An email was read by Lyn Simmons regarding these issues, and in turn Jay Parker responded to the concerns, stating the issue are on-going and just this morning Jay discovered the issue is at the Longmeadow High School site. Horizon is currently there trying to remedy the issue. The East Longmeadow issue went away, the radio was brought up, if the Microwave goes down the fiber will pick it up, there seems to be a connection misconfiguration, and it will need to be followed up on. TPX does fiber on extreme switch.

Jay will be sure that an out of office message will be put on Slack if he's going to be out for an extended period of time, so communication is transparent. If Jay is not available it was suggested a ticket be put into the help desk if issue arise.

Jay suggests tracking issues and closing issue in Slack, so everyone is on the same page. As well as noting it in the help desk, as slack only keeps information for 90 days.

The Board requests a monthly report on outstanding/resolved IT issues and their resolutions, they are requesting a monthly snap shot stating what happened for that particular month.

A motion was made by Jennifer Wolowicz and 2<sup>nd</sup> by Mary McNally to have Jay work with the IT Sub Committee to come up with a staff summary report for the March meeting, from the month of February, present it to the Board and they will them go from there. Roll call was done, 4 yes, motion passed.

It was suggested that the monthly reports should first go to the IT Sub Committee for review and in turn will be submitted to the full Board.

Jennifer Wolowicz suggested the Board receive a staff summary monthly from the IT Department, the Finance Sub Committee, etc. so the Board has the information needed to make proper decisions moving forward. Jay agreed this makes more sense than giving a report on every ticket.

3. FY 24 Budget: Updates from the Finance Department: A suggestion was made to cut \$300,000 from the budget. The cuts would include 1 dispatch position, reconsideration should be made to the original budget. Salaries are 75% of the budget, the rest consists mainly of Radios, and CAD. The State approves each individual piece of the budget, reimbursable vs. non-reimbursable. The State is starting to consider more and more reimbursable.

The Board discussed and decided to send a letter to ask for things in writing from State 911, for example: budget deadlines, the 75% reimbursement. Currently there is nothing in writing from the State in regards to many items. Currently if the current State Administration leaves, this leaves WESTCOMM with nothing in writing, the Board does not feel comfortable with this.

It was noted a 2.25% adjustment to the Admin positions was made.

A monthly reconciliation to go to the Board, and that the Finance Sub Committee will receive monthly reports from Erin.

Call volume – Entered into IMC – Ware 14,000 calls.

Full staff as of this Budget for FY 24.

A motion was made by Mary McNally and 2<sup>nd</sup> by Stuart Beckley to approve the FY 24 budget as modified with adding the dispatch position back into the budget. The total FY 24 budget is \$ 4,926,818, an 11.25% increase from FY 23. Rollcall was done, 4 yes, motion passed.

4. The topic of FY 24 Goals and Development will be moved to the February Meeting. The Towns and City will come up with a certain list of goals, and those will be gone over in the next few meetings.
5. A motion was made by Jennifer Wolowicz and 2<sup>nd</sup> by Lyn Simmons to enter into executive session in accordance with MGL chapter 30A, section 21 (a) (2), to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, and if the Chair so declare, not to reconvene into Open Session. Roll call was done, 4 yes, motion passed.