

WESTCOMM

BOARD OF DIRECTORS COMBINED

WITH FINANCE COMMITTEE AND

OPERATIONS BOARD MEETING

APRIL 14, 2023 11:00 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/RNC-NPFE-VTM](https://meet.google.com/RNC-NPFE-VTM)

PHONE: 1-304-606-4098 PIN: 332 039 282#

In Attendance:

Lyn Simmons, Longmeadow Town Manager
Erin Hastings, Executive Director, WESTCOMM
JoAnn Kupiec, Admin Assistant, WESTCOMM
Stuart Beckley, Town Manager, Ware
Mary McNally, Town Administrator, East Longmeadow
John Beaulieu, Chicopee
John Dearborn, Fire Chief, Longmeadow
Andrew Vernon, IT Director, Chicopee
Jay Parker, IT Director, WESTCOMM
Wendy Graves, Treasurer, WESTCOMM
Paul Morrisette, Fire Chief, Monson
Chad Thompson, Purchasing Agent, Longmeadow
Kimberly Collins, Town Accountant, East Longmeadow

1. Meeting called to order 11:12 A.M. Rollcall done: Present were Lyn Simmons, and John Beaulieu. 2 Present, 3 absent. Mary McNally joined the meeting at 11:13, and Stuart Beckley joined the meeting at 11:15 after roll call was done.
2. Old Business: Building Project: Status of Design Development, the Building Committee will not start meeting to discuss design development Mid-June.

Website Update: Currently working on policies and fine tuning with the Board. The minutes and District Agreement are posted on line. A Personnel page is currently being worked on. The Building committee has decided not to post the building plans on the website, sighting a safety issue. A Mission Statement is also being worked on.

FY 24 Goals: The goals spreadsheet is a shared document about assigned goals. The board will have robust discussions at the May meeting taking action in June. Anyone wanting to add draft goals to the shared document is welcome to do so, this is a working document between the Board and Erin.

3. New Business: Finance Update: The transfer policy proposed by the finance committee, Erin feels is too excessive. Erin suggested anything being transferred from Expense to Operation or Operational to Expense should be discussed, otherwise Erin should be able to move money between like lines in the budget.

A motion was made by Lyn Simmons and 2nd by Stuart Beckley, to refer the Transfer Policy back to the Finance committee for further review and discussion. A roll call was done, 4 yes, motion passed.

Update on Signer at Monson Savings Bank: Wendy Graves and Audra Staples are authorized signers. It was decided to leave Marie Laflamme on the account as a backup signer in the case of an emergency.

The securities that have been put in place are as follows: Wendy Graves is the only one allowed to transfer for the debit account/petty cash. Erin Hastings is the only one allowed to transfer money between the checking and vendor account. Lyn suggested drafting a policy, and adding it to the goals list.

FY 21 Audit: It has been completed and sent out.

FY 22 Audit: finishing up the journal entries and will be sent by the end of the month.

Budgets to Actuals: those are complete and will be given to the Finance committee once per month, this topic is on the list of goals.

Operations Update: Nothing for Fire Ops, Police Ops: Police met on 4/13/23 covering the active shooter policy. Will meet next week regarding the radios.

IT Sub Committee Update: They have not met in April, will resume meeting in May.

4. Review of A/P & Payroll warrants: No questions at this time.

5. New Business not reasonably anticipated within 24 hours: Erin was awarded State 911 Leader of the Year. The award comes from the Massachusetts State 911 Department and the Massachusetts Communications Supervisors Association. It was suggested that a press release be done to promote WESTCOMM and to forward this to other Departments to be put on their Facebook pages.
6. A motion was made by John Beaulieu and 2nd by Lyn Simmons to enter into Executive session in accordance with MGL chapter 20 A., 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 declares, not to reconvene in Open Session.