

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

SEPTEMBER 1, 2023 11:00 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/CCW-MQMG-VFO](https://meet.google.com/ccw-mqmg-vfo)

PHONE: 1-240-532-3570 PIN: 455 226 716#

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Erin Hastings, Executive Director, WESTCOMM
Tom Christensen, Town Administrator, East Longmeadow
Mark William, Police Chief, East Longmeadow
Jim Martinez, Fire Chief, Ware
Mike Pise, Chief of Staff, Chicopee
Ryan Quimby, IT Director, East Longmeadow
Khristy Lord, Deputy Director, WESTCOMM
Jennifer Wolowicz, Town Administrator, Monson
Holly Cote, Chicopee Police
John Rigney, Longmeadow Fire
Brian Harris, Chief, Monson Fire
Shawn Crevier, Chief, Ware Police
Steve Kozloski, Chief, Monson Police
Nick Gasparini, Monson Police
Andrew Vernon, IT Director, Chicopee
Greg Joynt, Kaestle Boos
Riana Burton, Socotec
Robert Stocks, Chief, Longmeadow Police
Stuart Beckley, Town Administrator, Ware

1. Meeting called to order 11:00 A.M. Roll call done: Present were Lyn Simmons, Tom Christensen, John Beaulieu, Jennifer Wolowicz and Stuart Beckley 5 Present.

2. A Motion was made by John Beaulieu and 2nd by Tom Christianson, to Skip to Old Business for a guest Gregory Joynt from Kaestle Boos to give an update on the Building project. Mr. Joynt gave a detailed update on the Building Project, Project Schedule, Design Development, Value Management Exercise, and then what the next steps will be. Mr. Joynt ended his presentation with comments and questions and gave key dates including:

10/20/23 – 75% Construction Documents due
12/01/23 – 100% Construction Documents due
01/12/24 – FSB Bids Due
01/26/24 – General Bids Due
02/12/24 – Construction to Start
02/15/25 – Substantial Completion

3. FY 24 Goals: Original list when first created contained BOD goals and Executive Director goals. Many of the items listed are currently a work in progress. The spreadsheet will be used in annual goal evaluations. Erin will add an area of focus to the spreadsheet for the Building Project to be included. Lyn will be sure to share the spreadsheet with everyone so they can update as needed.
4. Radio Update: Phase II Monson project ready to be programmed, testing went well, 95% coverage, Sheriff's Department trying to figure out frequencies for them. Looking at UHF & VHF. The preferred option would be UHF. Chief Kozloski stated updating the system to VHF will only benefit the Sheriff's office currently, will not offset the benefit to all existing Communities. This will create a separate and distinct radio system that will not benefit all the existing agencies that are currently a part of WESTOMM.

Erin looking at Ware & Sheriff's office going on VHF in order to reap the benefits of a VHF system in all the other Communities every agency would have to be issued a dual band radio. On the fly it's not ideal to have to switch from VHF to UHF and vice versa.

There were concerns expressed with Horizon and their lack of communication with what the build out looks like. There is no idea what kind of coverage there will be and will take Erin's word for it that coverage will be 95%. There are beliefs relating on the VHS system will work.

At the start of WESTCOMM 3 different systems were proposed and it was decided then to go with the UHF system trunked.

A lengthy discussion was had regarding VHF vs. UHF, who and what it effect and where do we go from here. With the growth, WESTCOMM is going to need UHF & VHF to support additional communities WESTCOMM picks up, it's coming close to being maxed out of UHF.

Monson VHF systems no longer benefit the existing radios.

It was suggested that perhaps another company other than Horizon be looked at, as Horizon is not a local Company. Some Districts are unhappy with Horizon and a discussion was had regarding other vendors that are familiar with Massachusetts or Western Massachusetts.

There was a suggestion made that any future Communities interested in joining WESTCOMM, be offered a buy in on boarding discount if they already carry UHF.

It was suggested a Request for Services be put out looking for a Company that will be able to put us on a path forward.

Erin suggested setting up a Radio Sub Committee. A discussion was had in regards to the suggestion and it was agreed this was a good idea.

A motion was made by Tom Christensen and 2nd by Stuart Beckley to form a Radio Sub Committee to develop a strategic plan to address radio frequency interoperability and growth of the district. 5 Yes, motion passed.

The Radio Sub Committee shall have the following memebers:

Chief Kosloski - Moson
Nate Crowther - WESTCOMM
Chief Williams – East Longmeadow
Eric Watson – Chicopee PD
Chief Morrissette – East Longmeadow
Chief Stocks - Longmeadow
Tom Christensen – East Longmeadwo
Chief Crevier – Ware

5. New Business: Operations Updated: None at this time.

Finance update: The Finance Committee has not met since their last meeting, so the transfer policy discussion will be moved to the next meeting being held in October 2023.

It Sub Committee Update: None at this time, the IT MOU discussion will be moved to the next meeting being held in October 2023.

6. Review of A/P & Payroll Warrants: No discussion at this time.
7. New Business not reasonably anticipated within 24 hours: There was a suggestion to have Mountain View come trim and clean up the property at 645 Shawinigan Drive to improve the appearance of the Building.
8. A motion was made by Lyn Simmons and 2nd by Jennifer Wolowicz to adjourn the meeting. 5 yes, meeting adjourned at 1:40 P.M.