

# WESTCOMM

## BOARD OF DIRECTORS MEETING

DECEMBER 1, 2023 11:00 A.M.

GOOGLE MEET INFO: <HTTPS://MEET.GOOGLE.COM/WYE-KDZC-MPA>

PHONE: 1-561-478-4460 PIN: 210 201 474#

### **In Attendance:**

Lyn Simmons, Longmeadow Town Manager

John Beaulieu, Chicopee

Erin Hastings, Executive Director, WESTCOMM

Khristy Lord, Deputy Director, WESTCOMM

Tom Christensen, Town Administrator, East Longmeadow

Stuart Beckley, Town Administrator, Ware

Jennifer Wolowicz, Town Administrator, Monson

1. Meeting called to order 11:03 A.M. Present were Lyn Simmons, John Beaulieu and Tom Christensen. Absent from the meeting were Jennifer Wolowicz and Stuart Beckley.
2. Old Business: Building Project update: Erin explained so far we haven't received any bids for the elevator or fire suppression system, so that had to go out for another bid, but still didn't get anybody for the elevator. Will double check to see if a bid on fire suppression system came in, if so only the elevator bid needs to go back out.

Met with Security, hydrant pressure test was done last week, worked on the budget which was \$4,000,000 over, got it down to \$2,000,000 over, cut as much without interruptions to operations. The cost of the renovations now stand at \$17,300,000

The original budget was \$13,000,000, there is \$2,000,000 sitting in grants that will be used towards the building. Need to add \$2,000,000 to the bond. Erin suggests going higher than amount so we won't have to go back for additional funds if needed, suggested adding \$3,000,000 onto the bonding.

Stuart and Jennifer joined the meeting at 11:09

The request for an increase in funds will go back to each Community for approval.

A motion was made by John and 2<sup>nd</sup> by Jennifer to have Erin write a letter to increase the bonding by \$3,000,000. A vote was taken, 5 yes.

Pre-Qualified bids were received, and opened from the following contractors:

CTE Construction Managers

DA Sullivan & Sons

Daniel O'Connell Sons

Fontaine Brothers

J & J Contracting Corp.

Stedman Contracting

Sub-Contractor pre bids have been received and are currently being gone through for reference and credit checks.

Goals: Monthly Budget to Actuals – there is a report in QB that is being tested. This report will be compiled on a monthly basis and automatically emailed out.

A discussion was had in regards to the Finance updates and who should be giving those. It was suggested Wendy give those updates at the Monthly BOD meetings, Erin will give the Ops Committee updates and Jay should be giving the IT updates.

It was suggested that Wendy's hours be increased in the FY 25 Budget.

A lengthy conversation was had regarding chain of command, who the Board oversees, who the Executive Director oversees, and who should be reporting in person to the monthly meetings.

Lyn suggested a quarterly budget update along with the monthly reports from the Finance Committee.

A motion was made by Tom and 2<sup>nd</sup> by Jennifer to have a draft budget by the December meeting, having already be vetted by the Finance Committee at the November meeting. A vote was taken, 5 yes.

A motion was made by Lyn and 2<sup>nd</sup> by John stating by the start of the calendar year quarterly budget updates will be given by the Executive Director or her designee. A vote was taken, 5 yes.

Transfer Policy: Not much has changed. Jamie put together comments and feedback to discuss at their December 12<sup>th</sup> meeting. They may recommend a dollar threshold on transfers within salary and expenses. They did discuss changes in the final draft transfer policy at their November Meeting and expect to have a final draft for their January Meeting.

3. New Business: FY 25 Budget: It was suggested starting out with a level services budget. We will be moving into the new building in the middle of the FY 25 budget, so there will be some expenses involved with that move in the FY 25 Budget, along with a new CAD System for \$500,000. Erin will be including a narrative regarding all changes to budget and the reasons for those changes.

Capital Plan – In house, is still being worked on. CAD is Annual Maintenance and should not be considered a Capital expense.

Finance Update: Approval of the budget by the Board of Directors need to be completed by 1/20/24 according to the District Agreement and submitted to the State a week after that.

WESTCOMM's funding comes from the Start surcharge tax not the State Budget. 911 Surcharge strictly supports state 911.

There will be a joint meeting including the Board of Directors and the Finance Committee, held on Tuesday 1/12/24 @ 2:00 P.M. to review and then approve the FY 25 Budget. This will be an in-person joint meeting that will be held.

Finance Reports: they are setting up monthly meetings to be held the 2<sup>nd</sup> Tuesday of every month. They discussed changes with the draft transfer policy, how they want the budget documents sent well in advance of the 12/12/23 meeting, along with the format of the future budgets, they should include a historical, YTD, requested and recommended columns. The reviewed draft minutes will be approved at the 12/12/23 meeting.

Ops Update: They met on 11/27/23 discussed info gathered from the radio discussion. Radio programming inconsistencies, asked for a template. Interoperability & Mutual Aide was a topic of discussion, included were

Springfield, Agawam, Palmer, Brimfield, Wales, West Side, State Police Radio Division, the Statewide Interoperability Coordinator, and Rich Fisk all attended a meeting and were introduced to ISSI. The State Police Core system will be up and running in 2025. It was discussed connecting our system to their core system.

The idea was taken back to the Ops Committee and they loved the idea and will have future meetings on this.

Going through Homeland Security Grants and Project justification being written up.

Gave a list of response configurations, they will go through and review – will bring back next week.

The call from the Sheriff's office amounted to 60 in November and 32 in October, these is not impacting Operations at all.

Executive Director's Update: the \$1.50 surcharge will be kept in place for an additional 5 years.

Imp. Power DMS & FTL Software policies are in place.

Monthly Supervisors trainings are going well.

Had first CAD meeting with Vendor. Erin is going through the Scope of Work. Looking to put in a Governing Board to make sure were all doing it the same way, will be introduced to the Ops Committee.

Continued Bi-Weekly meetings with the Union, things are going well.

DMS will help with the accreditation.

The cost will be \$750,000 compared to \$5,000,000 because we will be partnering with other Regionals.

4. Review of A/P and Payroll Warrants: No discussion at this time.
5. New Business no reasonably anticipated within 24 hours: None at this time.

6. A motion was made by Lyn and 2<sup>nd</sup> by John: to enter into Executive Session in accordance with MGL Chapter 30A, Section 21 (a) (3), to discuss strategy with respect to collective bargaining or litigation position of the public body and the chair so declares, not to reconvene in Open Session. A vote was taken 5 yes, executive session entered into at 12:26 P.M.