

WESTCOMM

BOARD OF DIRECTORS MEETING

JANUARY 5, 2024 11:00 A.M.

GOOGLE MEET INFO: <HTTPS://MEET.GOOGLE.COM/OUP-QIHY-JZY>

PHONE: 1-307-622-9301 PIN: 340 404 186#

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Erin Hastings, Executive Director, WESTCOMM
Khristy Lord, Deputy Director, WESTCOMM
JoAnn Kupiec, Admin. Assistant, WESTCOMM
Tom Christensen, Town Administrator, East Longmeadow
Stuart Beckley, Town Administrator, Ware
Jennifer Wolowicz, Town Administrator, Monson
Wendy Graves, Treasurer, WESTCOMM
Jamie Farnum, Town Accountant, Monson

1. Meeting called to order 11:03 A.M. Present were Lyn Simmons, John Beaulieu and Tom Christensen, Jennifer Wolowicz, and Stuart Beckley. 5 Present.
2. Old Business: Building Project update: Erin explained we are out to bid.

Contractors and Sub Contractors are doing a walk through the building today.
Sub Bids close on 1/12/24, General Contractors bids close 1/26/24.

On December 22, 2023 letters of intent to incur debt to were sent to all the Communities.

There are 7 Pre-Qualified GC's.

The bond 60 day notice ends on February 20th. Working with bond counsel next week to have everything ready to go.

The Board of Directors wants the Project Website to be up and running so the Communities have somewhere to reference regarding this \$16,000,000 project.

3. Goals Update: Goals should be listed according to priority. The list is still a work in progress. Jennifer suggested adding a goal of Communication flow.

The budget will be listed on all agendas going forward. Admin to add budget calendar to the list of goals.

Admin should be keeping the list of goals up to date.

It was discussed that at the November meeting the Finance Committee will review the first draft of the budget. Every July the Board of Directors would like a budget calendar to be distributed to them.

FY 22 Audit Update: The audit is almost complete, the fixed asset spreadsheet will be updated, sent and the audit will be complete. Erin will check to see if the bond will be affected by this.

Quotes for the FY 23 Audit: the only response we received was from Marcum, They are currently not interested in doing the Audit. It was suggested a scope of services be sent out asking for quotes.

The Board of Directors will push the scope of services out to their contacts.

4. New Business: The Building completion is expected in May 2025. The building insurance we carry through MIIA will increase this year when the Building Risk policy is put in place. We will get a quote for the new building insurance after the renovations are complete. The District Agreement will be added to the list of goals, the expiration on the District Agreement is June 2027.

Jennifer suggested the requested additional position of Operations Manager position be cut completely. This position was previously cut in ½ as requested. Erin discussed how much it would be needed as once the renovations start, 50% of Erin's day will be taken up with the renovations.

Stuart suggests a 5 year financial model and is also looking for an additional 4% cut in the FY 25 budget but states after reviewing the budget there is nowhere else that could possibly be cut.

CAD Annual Maintenance cost is \$500,000.

The FY 25 bottom line budget is a 20% increase from FY 24.

Lyn would like something in writing from State 911 stating they will cover the cost of the new building.

Building & Grounds cut – Construction fencing will be placed around the building, and the Contractor will take care of the property maintenance while the renovations are happening. There was a decrease in Utilities as they will not be needed while renovations are taking place, electric and water will still be paid by WESTCOMM, while the renovations are taking place.

There was an increase in licenses for EMD, EPD, EFD & Pro QA. The line went from \$4,800 to \$48,000. Each license is \$12,000. Once licenses are purchased we own them with just an annual maintenance fee from that point forward. Jennifer suggested perhaps purchasing a license every year instead of all at once until we reach the number of licenses needed. Jennifer and Stuart are still looking for additional areas to cut in the FY 25 Budget. Professional Memberships increased by 55%, Psych evaluations costs have increased, decided to go with a new vendor.

The grant guideline will be dropped in the shared file for everyone to see.

The Building is being covered under the Development Grant.

The Board is looking for a flow chart with the grants to layman can understand how the grants work.

Jennifer made a motion and was 2nd by Tom to delete the Operations Manager position in the FY 25 budget 100%. A vote was taken 3 yes 2 no. Motion passed Operations Manager position deleted from FY 25 budget.

Lyn stated cutting the position would have almost no impact on the budget and would like to reserve the right to add it back in at the meeting being held on Tuesday.

A motion was made by Jennifer and 2nd by Tom to approve the budget as amended and send to the Finance Committee for review. A vote was taken 4 yes, 1 no. FY 25 Budget passed and sent to the Finance Committee for review.

A motion was made to adjourn, meeting adjourned at 12:38 P.M.