

WESTCOMM

BOARD OF DIRECTORS MEETING

APRIL 5, 2024 11:00 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/WXC-KWOB-JMS](https://meet.google.com/wxc-kwob-jms)

PHONE: 1-267-797-3002 PIN: 121 632 511#

In Attendance:

Lyn Simmons, Longmeadow Town Manager

John Beaulieu, Chicopee

Erin Hastings, Executive Director, WESTCOMM

Khristy Lord, Deputy Director, WESTCOMM

Wendy Graves, Treasurer, WESTCOMM

JoAnn Kupiec, Admin. Assistant, WESTCOMM

Tom Christensen, Town Administrator, East Longmeadow

Stuart Beckley, Town Administrator, Ware

Jennifer Wolowicz, Town Administrator, Monson

Steve Kozloski, Chief, Monson Police

1. Meeting called to order 11:05 A.M. Present were Lyn Simmons, John Beaulieu, Jennifer Wolowicz. 3 Present, 2 Absent. Tom Christensen and Stuart Beckley joined the meeting at 11:07 A.M.
2. Approval of meeting minutes: A motion was made by Jennifer and 2nd by John to approve the minutes as written from the meeting held on 02/02/24 & 03/01/24. A roll call was done, 3 yes, motion passed.

3. Old Business: Building Project update: SPRAC report came back, changes were made in accordance with that. The contract has gone to our Attorney and the first version is with D.A. Sullivan right now. D.A. Sullivan applied for the demolition application and the project is moving forward. The parking lot in the front was shortened. Anything over 150 feet needs a turn around. There will be different types of trees planted.

List of Sub-Bids will be updated on the website once the contract is signed.

Bond Update: The paperwork is done and the financial projections just came in. There were two bids, the lower bid would be accepted by the Finance committee. Peter Frasier thinks it's a good rate. The Finance Committee will be meeting on 4/9/24 and it will be on their agenda.

FY 22 Audit: The audit is complete. An electronic copy was sent to the Finance Committee. A hard copy will be sent to all Board Members for the next meeting being held in May.

FY 23 Audit: Marcum gave a 3 year proposal: FY 23 \$18,000, FY 24 \$19,000 and FY25 \$20,000. There will be an additional \$2,000 charge for a Federal single audit report. Erin stated WESTCOMM does not receive Federal Grants, only State Grants. In the budget, the line to pay for the Audit was only funded at \$13,400.

FY 24 Goals: Lyn wants this to be the biggest topic to be discussed. FY 25 Goals will need to be developed. Erin provided a list of her goals along with the progress of those goals. Most of Erin's goals are complete. Erin will speak with staff and come up with a collaborative list of goals. A hard copy of the Goals will now be included with the meeting minutes.

The Board asked for a copy of Erin's employment contract. Erin stated she will put her employment contract in the shared file, so the Board has access to it.

4. New Business; Finance Committee Report: The Committee is still working on the transfer policy. They attached new language but want to make additional changes to the policy.

Operations Report – There was not a written report at the time of the meeting, but Chief Kozloski expressed concerns with Horizon Technologies. Erin stated she covered the concerns in her Executive Directors Update. It was discussed that perhaps the Operations Board attend a Board Meeting along with Horizon Technologies to have a

discussion regarding the concerns the Operations Board has. Perhaps even hold a Special meeting, or a Joint meeting after the tower is installed and complete.

IT Sub-Committee Update: None at this time, they will be meeting on 4/9/24.

Executive Directors Update: Erin advised the last meeting that was scheduled between Westcomm Admin and Longmeadow Police was canceled by Longmeadow due to anticipated low attendance on their side. Erin discussed a meeting that was held with the Monson Police Chief, Fire Chief and Town Administrator in regards to the East Hill road tower and addressed concerns that the Town of Monson has. She had concerns that the Westcomm radio vendor would need to make concessions on the tower for Monson's current system. These concessions would compromise performance. She also had concerns that the complaints from Monson may be because they want to continue to use their current vendor and not Westcomm's. Erin expressed that Westcomm's current vendor has done everything that has been asked of them and is providing the public safety rating of 95% coverage. She has reached out to each Chief asking for a list of any outstanding items and will create a schedule of when they will be addressed.

In the Month of March 12,355 calls were entered, of those only 8 field feedback inquiries were made. Out of the 8, three were determined that the dispatcher did nothing wrong (.04% error rate)

The Sheriffs handled 85 called in the month of March, every call was handled in Chicopee and on the Chicopee frequency, meaning the Sheriffs have zero impact on operations.

There were concerns about "hidden costs" associated with WESTCOMM, by a Community. Specifically with radio replacements and the Communities being responsible for paying for those replacements. It was stated that each Community was aware of that cost when they signed the IT MOU. This is one responsibility the towns had prior to WESCOMM and continues to have as a member of WESTCOMM.

5. New Business not reasonably anticipated within 24 hours: None at this time.
6. Vote to enter into Executive Session: A motion was made by Lyn and 2nd by Jennifer to Vote to enter into Executive Session in accordance with MGL chapter 30A, Section 21 (a) (3), to discuss strategy with respect to collective bargaining with the National Correctional Employees Union Units 1 (ECS) and 2 (Supervisors) or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and if the Chair so declares, not to reconvene in Open Session. Roll call was done 5 yes. Entered into executive session 11:58 A.M.

