

MEETING OF THE WESTCOMM BOARD OF DIRECTORS

OCTOBER 4, 2024, 11:00 A. M.
CHICOPEE PUBLIC SAFETY TRAINING ROOM
15 COURT STREET, CHICOPEE MA 01020

GOOGLE MEET:
[HTTPS://MEET.GOOGLE.COM/OGX-XUDZ-JYY](https://meet.google.com/OGX-XUDZ-JYY)
PHONE: 1-510-925-0104 PIN: 547 032 597#

In Attendance:

Tom Christensen, Town Manager, East Longmeadow
Stuart Beckley, Town Manager, Ware
JoAnn Kupiec, Admin Assistant, WESTCOMM
John Beaulieu, Chicopee
Jennifer Wolowicz, Town Manager, Monson
Steve Kozloski, Chief, Monson Police
Erin Hastings, Executive Director, WESTCOMM
Jay Parker, IT Director, WESTCOMM
Patrick Major, Chief, Chicopee Police
Eric Watson, Deputy Chief, Chicopee Police
Wendy Graves, Treasurer, WESTCOMM
Anthony Massoia, Dispatch Supervisor, WESTCOMM

1. Meeting called to order 11:00 A.M. A roll call was done, present at the meeting were Stuart Beckley, Tom Christensen, Jennifer Wolowicz, and John Beaulieu. 4 Present, 1 absent.
2. Old Business: Building Update: there was a 2nd change order put through for site changes from SPRAK, door changes. Material to make it fire proof. A credit for control system was received. Steel mods were in basement, have been going the wrong way, need to reconfigure plumbing, waterline there not known about. Modify stair opening. Electric component will be in January. Back on schedule and budget.

Radio update: RFP- Erin drafted the RPF, it was brought to the Radio Sub Committee. The Ops Committee Group accepted it as is. There needs to be more

detail the dates and amounts are inaccurate. The Ops Committee voted to send it to the Board of Directors for a vote. Chief Major had issues with the draft and Lt. Watson feels it's not ready in the current format. It was suggested maybe having another company come in to review Horizon's plan and see what their opinion is. Chicopee is very concerned with it comes to the COMIRS system. It was suggested that perhaps there be two separate bids put out, one for the IT portion and one for the System. It was suggested a Sub Committee should be formed to review the Radio RFP.

Ware/Monson CT Tower: Waiting for a quote, moved it higher up on the ladder.

Chief Kozloski spoke about the tower on Hovey Hill and moving WESTCOMM's equipment to the top of the tower. Ware has everything signed, waiting for notice to proceed from the tower Company.

The Board of Directors number 1 priority is to get every Community up and running.

The Board of Directors believes a Conversation with Horizon on when ALL Communities will be up and running is not an unreasonable request.

3. New Business; FY 26 Budget: Currently it's in very rough draft form. Tom suggested some sort of comparison budgets with 3-4 years of history. Erin stated that will be on the next draft, also working with the Finance Committee. The budget will be a topic on every agenda from now on. The new building in increasing the budget by 7%. Tom suggested putting together financial policies to create stability in the Organization. Jennifer suggested the Finance Committee work on these and guide the Board of Directors. Erin will share a draft budget with the Ops Committee and develop a Capital Plan.

Ops Committee Report: The Committee met and voted to move the RFP to the full Board for a vote.

Finance Committee Report: Transfer Request: State 911 was contacted with an emergency hardship request to purchase radios. The funds will come from the Radio IT salary position to purchase as many radios as possible. Approximate cost will be \$57,215.76. There will be no radio tech in the future, move to outside source for 24/7 coverage instead of hiring a new Radio Tech.

October 14th meeting with State 911, \$193,000 for 43 radios, full complement for Ware & Monson, they will be multi band radios. Erin will get quotes from several vendors on radios.

A motion was made by Stuart Beckley and 2nd by John Beaulieu to move to transfer \$ 57,215.76 from the Radio Tech salary line to the Radio Tech support, a rollcall was done, 4 yes, motion passed.

IT Sub Committee Report: Nation Grid needs to approve moving equipment. An open discussion needs to be had in regards to the cost of moving the equipment and who will pay for these changes. The owner of the tower next door to Hovey Hill was approached about putting WESTCOMM's antenna on their tower, this is a private tower.

IT MOU – There is contention regarding the replace of the radios. Tom will reach out to them, they should also have input on the RFP.

Executive Directors Update: Erin updated the Board on staffing, the status on the renovation at 645 Shawinigan Drive.

There was a discussion on voting to make WESTCOMM's website the official meeting posting location and to send notice to all Communities to post this information on their website.

A motion was made by Jennifer Wolowicz and 2nd by John Beaulieu to vote to adopt WESTCOMM's official website as the posting location for all WESTCOMM related meetings. A rollcall was one, 4 yes, motion passed.

A motion was made by Tom and 2nd by Stuart 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 or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; not to reconvene in Open Session.