

MEETING OF THE WESTCOMM BOARD OF DIRECTORS

NOVEMBER 14, 2024, 10:00 A. M.
CHICOPEE PUBLIC SAFETY TRAINING ROOM
15 COURT STREET, CHICOPEE MA 01020

GOOGLE MEET:
[HTTPS://MEET.GOOGLE.COM/MPJ-BCZT-TPO](https://meet.google.com/MPJ-BCZT-TPO)
PHONE: 1-224-269-0285 PIN: 831 079 592

In Attendance:

Tom Christensen, Town Manager, East Longmeadow
Stuart Beckley, Town Manager, Ware
JoAnn Kupiec, Admin Assistant, WESTCOMM
Jennifer Wolowicz, Town Manager, Monson
Erin Hastings, Executive Director, WESTCOMM
Wendy Graves, Treasurer, WESTCOMM
Anthony Massoia, Dispatch Supervisor, WESTCOMM
Khristy Lord, WESTCOMM
Lisa Ricardo, WESTCOMM
Carl Mazzafarro, Longmeadow
Lyn Simmons, Town Manager, Longmeadow

1. Meeting called to order 10:07 A.M. A roll call was done, present at the meeting were Stuart Beckley, Tom Christensen, Jennifer Wolowicz, and Lyn Simmons. 4 Present, 1 absent.
2. Old Business: Building Update: Walls have been framed out, the building is still on schedule and on budget.

Radio Update: RFP – Ops Committee met and created a Sub Committee, they will be working together on an RFP.

Radio repair and programming timeline document: October 25th issues have been resolved, working with Horizon and ConvergeOne. Issue was intermittent making it hard to see where the problem was. “Dirty Power” in East Longmeadow was the term mentioned in regards to the issue.

The contract for Horizon Technologies was discussed. Lyn is concerned with a gap in communications with Horizon and stressed they must be improved. WESTCOMM's and Horizon's should both have a document outlining a response time. Erin will build a document.

Jay Parker works with Horizon directly, and will bring in CovergeOne when/if necessary. Horizon and ConvergeOne have alarms to notify of issues.

Network map included in the RFP have been ordered. 3 to be replaced and a few a year will be built into the budget & replaced.

FY 26 Budget: Narrative is in draft form, will forward to the Board of Directors once complete.

The Board of Directors reviewed the FY 26 Budget line by line with in depth discussion. It was suggested the handbook needs to be adjusted regarding same benefits as dispatchers. Percent increase should be listed under the requested budget and the level services budget. All Non Union employees were built into the budget for a 3% increase with the exception of the Executive Director. Lyn suggested getting a pay scale in place. This is on Lisa's list of things to do. The Board would like to see a breakout of the new building costs vs. level services. Erin stated she will break out just the new building costs in the narrative.

3. New Business: Ops Committee Report: At their last meeting the RFP was discussed, one on one's were held last month, they spoke about radios, the Sub Committee and the Commonwealth's Network System.

Finance Committee Report: They are looking over the budget, waiting on the narrative. Next meeting is scheduled for 12/10/24.

IT Sub-Committee Report: None at this time.

Executive Directors Report: a building and staffing update was discussed.

The Executive Directors evaluation needs to be reviewed in November and any findings reviewed by December 15th. Open up a dialog for a process to get this done. Next meeting will have more of a plan. Lyn suggested looking at the goals now and not evaluate until a year from now. At the December meeting it will be

discussed in greater detail. Jennifer and Lynn will share their evaluation sheets with other Board Members to come up with a new hybrid.

Executive Session was cancelled as there was no opinion from Legal Counsel.

A motion was made by Tom and 2nd by Jennifer to adjourn the meeting. A rollcall was done 4 yes, meeting adjourned 12:11 P.M.