

# MEETING OF THE WESTCOMM BOARD OF DIRECTORS

DECEMBER 19, 2024, 10:00 A. M.  
CHICOPEE PUBLIC SAFETY TRAINING ROOM  
15 COURT STREET, CHICOPEE MA 01020

GOOGLE MEET:  
[HTTPS://MEET.GOOGLE.COM/QXF-WHNM-JEG](https://meet.google.com/QXF-WHNM-JEG)  
PHONE: 1-405-696-0977 PIN: 260 284 772#

## **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  
Anthony Massoia, Dispatch Supervisor, WESTCOMM  
Khristy Lord, WESTCOMM  
Lyn Simmons, Town Manager, Longmeadow  
John Beaulieu, Chicopee

1. Meeting called to order 10:05 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. Lyn Simmons joined the meeting at 10:09 A.M.
2. Old Business: Building Update: FY 26 Budget: An in depth discussion of the FY 26 budget ensued. Tom discussed lever service budget vs. Requested budget. It seems there was a formula issue and Khristy will fix that.

There is a 20% increase in the budget. IT software line was discussed. Erin explained it has to do with the moving into the new building. IT subscription line will be broken down and sent to the Finance and Board of Directors for the joint meeting scheduled for 1/14/25 \$ 2:00 PM. Horizon, ConvergeOne costs are under this line. The Radio Tech position will not be renewed so those funds will be moved to an expense line. Lyn feels strongly that the increase is due to the 2 new positions, rather than the increases for the new building. The Board of

Directors wants a narrative of level services budget. The two new positions requested are Operations Manager and Training Coordinator, Lyn does not support these positions in the budget right now. Lyn suggests reassigning positions after the move to the new building, taking a portion of those positions and moving it to reserve, suggesting zeroing out both line items (Ops Manger & Training Coordinator) and add those funds to the reserve.

There is a list of questions from the Finance Committee that will be addressed at the joint meeting being held on 1/14/25.

3. New Business: Executive Director Job Posting: It was suggested the posting should be done as soon as possible. Jennifer suggested maybe using an outside agency to consult on the position before posting. Lyn suggested using contracted services for the Interim position of Executive Director until possibly September 1, 2025 with options to terminate early.

A motion was made by Jennifer and 2<sup>nd</sup> by Stuart to develop a scope of services to send out to agencies, consultants, firms that can provide management of a regional dispatch center for a period of 8 months with the opportunity to extend or terminate to proposal. A roll call was done, 4 yes, 1 no (John Beaulieu), motion passed.

This will be discussed further at the next Joint Meeting.

Lyn offered to help write the scope of services.

4. Adjourn – A motion was made by John Beaulieu and 2<sup>nd</sup> by Jennifer Wolowicz to adjourn the meeting, a roll call was one, 5 yes, meeting adjourned 11:30 A.M.