

JOINT MEETING OF THE WESTCOMM BOARD OF DIRECTORS, & FINANCE COMMITTEE

JANUARY 21, 10:00 A.M.

WESTCOMM

645 SHAWINIGAN DRIVE, CHICOPEE MA 01020

GOOGLE MEET:

[HTTPS://MEET.GOOGLE.COM/CXE-IOJV-ZTM](https://meet.google.com/cxe-iojv-ztm)

PHONE: 1-319-343-8951 PIN: 448 177 442

In Attendance:

Penny Ryan, Interim Executive Director, WESTCOMM

Tom Christensen, Town Manager, East Longmeadow

Lyn Simmons, Town Manager, Longmeadow

Stuart Beckley, Town Manager, Ware

JoAnn Kupiec, Admin Assistant, WESTCOMM

Mihaela, Miteva, Procurement Officer, WESTCOMM

Anthony Massoia, Dispatch Supervisor, WESTCOMM

John Beaulieu, Chicopee

Mike Meaney, IT Specialist WESTCOMM

Grant Herman, IT Director WESTCOMM

Lisa Ricardo, HR Director, WESTCOMM

Ian Coddington, Town Accountant, Longmeadow

Kim Collins, Town Accountant, East Longmeadow

Sherri Roberson, Finance Director-Treasurer/Collector, Monson

1. Meeting called to order 10:05 A.M. A roll call was done, and present at the meeting were Tom Christensen, Lyn Simmons, John Beaulieu and Stuart Beckley. 4 present.

FY 27 Budget: FY27 Budget Discussion and Assessment Clarity: The first agenda item was the FY27 budget, with a focus on updated assessments based on clarification regarding call volume numbers between member agencies, specifically Longmeadow. Penny Ryan confirmed that confusion related to call reasons was addressed after recalling a June 4th, 2021 board meeting where the removal of officer-initiated call types from total call volume for assessment purposes was approved at the April 29th, 2021 operations subcommittee meeting. Penny noted that after accounting for the exclusion of officer-initiated calls, all assessment numbers matched up exactly, although Ware's call volume actually went up for reasons other than officer-initiated calls.

Future District Agreement Language on Call Volume: Regarding the clarification on call exclusions, Lyn Simmons suggested that instead of adding specific detailed language about call determination to the district agreement—due to the high threshold for changing it—the agreement should contain broader language stating that how calls are determined for volume will be a policy of the board and operations committee. Lyn Simmons explained that this approach would make it easier to update the policy while telling people where to look for the details, which Penny agreed was a great idea.

Budget Adjustments and New Treasurer Appointment: Penny Ryan confirmed that changes made at the last board meeting were reflected in the total budget, including slight adjustments to the plumbing and septic maintenance lines. The remaining funds from the septic maintenance line item were allocated to the Treasurer position because the new part-time treasurer, Rod Kincaid, requested 19.5 hours instead of 18, wanting more hours during the QuickBooks to Vadar system transfer. Penny confirmed that the total increase for the Treasurer position would be \$6,000 above the original budget, transferring funds from the plumbing maintenance line item, keeping the overall bottom line the same. Rod Kincaid, who starts on Friday and works part-time in Wales as their Treasurer, was hired and will be present in the office, typically on Tuesdays, Thursdays, and Fridays.

Potential Full Membership of Hampton County Sheriff's Office (HCSO): The discussion moved to the status of HCSO's potential full membership, with Penny Ryan indicating that they were leaning heavily towards a "yes" but a definitive answer was still pending, despite being given a business time frame of the previous night. If HCSO joins, it would be as a full member of the district, assessed at 15% of the total assessed value. Lyn Simmons raised concerns about including HCSO in the budget when the lengthy onboarding process, which requires approval from Ops, Finance, and the full Board, has not been completed.

Concerns Regarding HCSO Onboarding Process and Budgeting: Lyn Simmons voiced concern about basing the budget on a new entity joining before the vetting process is complete, as HCSO's operation is very different from existing members, potentially requiring specific protective language for Westcomm should HCSO expand its services. Penny Ryan agreed that specific language would be needed to protect Westcomm, anticipating discussion during the February district agreement meeting, and acknowledged that the budget cannot be submitted with the HCSO's numbers included as their membership is not confirmed. Lyn Simmons recommended proposing a one-year extension of HCSO's current contract while the full onboarding process for district membership is finalized, avoiding pressuring them or saddling Westcom with an unvetted commitment.

Budget Submission Strategy Without HCSO: The consensus was that the budget submission would not include the HCSO proposal number, reflecting a "worst

case" scenario where the HCSO agreement is figured out between January and June, either with an extension or a new agreement. Penny Ryan clarified that regardless of HCSO's decision, the budget itself would not change in terms of maintenance of the radio system, as Westcomm owns the sites. The budget being voted on is reflected on "Sheet one" of the submitted materials, while "Sheet two" shows the potential lower assessment numbers if HCSO joins.

Follow-up on Financial Accounts and Reserve Fund: Lyn Simmons followed up on previous questions about the budget reserve balance, its restricted use, and the listing of bank accounts, noting that a revised budget was not sent out. Penny Ryan confirmed that a revised assessment sheet was sent but would send out the full revised budget, noting that the new Treasurer is expected to help provide a better grasp of the accounts and outstanding financial updates needed since December 4th. Penny interpreted the restricted designation of the reserve fund to mean that a vote of the Board is required to use the funds, and that there are no specific guidelines on this from State 911. Kimberly Collins suggested speaking with the auditors to determine the source and exact nature of the restrictions on the fund balance, particularly in the absence of a clear explanation.

Motion and Vote to Adopt the FY27 Budget: Lynn Simmons expressed comfort in voting on the budget, but requested that in the future, if an amended budget is voted on, a copy should be circulated beforehand.

A motion was made by Ian Coddington and 2nd by Kim Collins to approve the Westcom FY27 budget as amended. A rollcall was done 3 yes, motion passed.

A motion was made by Stuart Beckley and 2nd by John Beaulieu adopted the annual FY2027 budget as amended. A rollcall was done, 4 yes, motion passed.

A motion was made by Kim Collins and 2nd by Sherri Roberson to adjourn the Finance Meeting. A rollcall was done, 3 yes, meeting adjourned at 10:38 A.M.

A motion was made by John Beaulie and 2nd by Stuart Beckley to adjourn the Board of Director's meeting. A rollcall was done, 4 yes, meeting adjourned at 10:39 A.M.