

WESTCOMM
BOARD OF DIRECTORS MEETING COMBINED
WITH FINANCE COMMITTEE AND
OPERATIONS BOARD MEETING

FEBRUARY 26, 2021 11:00 A.M.

Google Meet Meeting

[HTTPS://MEET.GOOGLE.COM/GJK-MJWY-MTR](https://meet.google.com/GJK-MJWY-MTR)

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Paul Pasterczyk, Treasurer, WESTCOMM
Erin Hastings, Executive Director, WESTCOMM
JoAnn Kupiec, WESTCOMM
Chad Thompson, Longmeadow Purchasing
Jennifer Wolowicz, Interim Monson Town Administrator
Mary McNally, Town Manager East Longmeadow
Steve Kozloski, Chief, Monson Police
Robert Stocks, Chief, Longmeadow Police
Carl Mazzaferro, Longmeadow Police
Brain Harris, Chief, Monson Fire
Andrew Vernon, Chicopee IT
Marie Laflamme, Treasurer, Chicopee
Mark Williams, Chief, East Longmeadow Police
Stephen Longergan, Town Accountant, East Longmeadow
John Dearborn, Chief, Longmeadow Fire
Gerald Macsata, Deputy Chief, Longmeadow Fire
Paul Morrisette, Chief, East Longmeadow Fire
Jamie Farnum, Town Accountant, Monson
Daniel Stamborski, Chief, Chicopee Fire
Khristy Lord, Deputy Director, WESTCOMM
Ryan Quimby, East Longmeadow IT
Stuart Beckley, Town Manager, Ware
Shaun Crevier, Chief, Ware Police

Christopher Gagnon, Chief, Ware Fire
Kevin Bishop, Chief, Southwick Police
Russell Anderson, Chief, Southwick Fire

1. Meeting called to order 11:01 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Mary McNally, Jennifer Wolowicz. 4 Present.
2. Approve & or Modify minutes from February 5, 2021: John Beaulieu made the motion, Mary McNally 2nd the motion, 4 yes, and motion passed.
3. Old Business: 645 Shawinigan Drive: Quotes on the Building Architect were due 2/25/21. The screening process will start so we can move forward.

Proposals – minimum requirement award based on scoring & negotiated price. Can't exceed \$45,000 for feasibility study. The scoring criteria will be sent to the Board Members.

Monson Savings asked to put a sign in front of 645 Shawinigan advertising the future sight of WESTCOMM Regional Dispatch. It was suggested that this be checked with Legal Counsel and the City of Chicopee on signage ordinances.

Vote to accept letter of attestation and move forward with on boarding Ware and Southwick: Finance Committee: A motion was made by Marie Laflamme, 2nd by Stephen Longergan, 4 yes, motion passed.

A motion was made by John Dearborn, and 2nd by Paul Morrisette, unanimous vote, motion passed.

A motion was made by John Beaulieu, and 2nd by Mary McNally to accept the recommendations of the Finance Committee, and Operations Board, to accept the letters of attestation and move forward with on boarding for Ware and Southwick, 4 yes, motion passed.

FY 22 Development Grant: Architectural Design prioritization:

- \$1,000,000 Assessments
- \$2,000,000 Phase 2 Radios installs, Southwick & Ware
- \$500,000 Equipment for 645 Shawinigan Drive

WESTCOMM is looking at a possible entry date into 645 Shawinigan Drive, of 2023.

Erin and Khristy took a ride out to SEMRECC, in Foxborough to view their sight. It was a \$10,000,000 build, in which they went out to bond. It was discussed perhaps WESTCOMM going out to Bond and building into the Development Grant the payment of \$1,000,000, due on the bond annually.

The Finance Committee will look into this option. The Finance Committee will be meeting in the next few weeks.

Erin suggested a priority list as follows:

- Assessments
- Radio Building out for Southwick, \$250,000 and Ware, still waiting on quotes.

Connect with Monson \$ 371,000 – 3 Sites in Monson

Hovey Hill Sight \$ 250,000

- Equipment needed for 645 Shawinigan Drive

Changes to the District Agreement: Referred to the Operations Board for review, continued to the next meeting.

4. New Business: Review Bids for Architect/feasibility, A meeting was scheduled for Wednesday March 3, 2021 1:00 P.M. (it has since been changed to 2:00 P.M.)

Update from Finance: The Finance Committee has not met since the last Board meeting but is moving forward with moving funds from Peoples Bank to Monson Savings Bank as required in the mortgage agreement.

Suggested changes to the District Agreement, made by the Finance Committee, will be on the agenda for the next Board Meeting.

Update from Fire Operations: Chief Harris: call on radio for transfer request, not in contract, referred to Ops Board for discussion. Non-Emergency items/don't want to be tied up with these.

WESTCOMM received a quote on Zetron, in which the money was included in the Development Grant to upgrade Chicopee and Longmeadow. East Longmeadow & Monson upgrade is included next year's grant. Southwick & Ware are interested in Zetron as well.

Vision 21 – Upgrade for Chicopee, currently Southwick is not using Vision 21.

Deputy Chief Macsata mentioned radios talking on system, it was suggested he make an appointment through Jay Parker.

Update from Police Operations: Longmeadow & Monson met with the Dispatchers, great dialog was had.

Issue with Longmeadow radio consolidation. A letter was sent from the Union to Lyn Simmons on the radio consolidation, Erin has responded to the letter, but Lyn has not had the chance to review the letter as of the date of the Board meeting.

Chief Kozloski is willing to embrace the common channel.

Chief Williams referred to the Union in East Longmeadow as having similar concerns as Longmeadow, but thinks it could work and is willing to try, is carefully considering everything.

The topic of a shared channel will be added to the next agenda to discuss in greater detail.

The go-live date for East Longmeadow radio installation is underway, and just a maximum of two weeks out.

Fire & Police Operations meeting to be scheduled to discuss protocol.

Over the air programming is coming, but not until June. John and Jay can do the programming.

5. New Business not reasonably anticipated within 24 hours: Erin sent a P.O. for the IMC conversion for East Longmeadow and Monson. The date to do the data transfer wouldn't be until January 2022.

To get the history is approximately \$30,000 per Department.

Looking at other records vendors, meeting with other Regionals moving forward with group for new CAD.

Chiefs Kozloski and Williams are not comfortable not having access to legacy data.

It was determined that historical data is needed, as Chiefs Kozloski and Williams expressed concerns about not having access to legacy data. Chief Stocks would like to make sure every effort to preserve data is taken. Erin will continue with the conversion which is expected to take place in January 2022.

6. A motion was made by Mary McNally and 2nd by Jennifer Wolowicz to adjourn the meeting. Roll call was taken, 4 yes, meeting adjourned 12:09 P.M.