

**WESTCOMM Board Meeting  
Chicopee Public Safety Complex  
110 Church St, Chicopee  
March 19, 2019**

**In Attendance:**

Stephen Crane, Longmeadow Town Manager  
John Beaulieu, Chief of Staff, Chicopee  
Paul Pasterczyk, Treasurer, Westcomm  
Chad Thompson, Purchasing, Longmeadow  
Andrew Vernon, Chicopee IT  
Denise Moreau, Chicopee IT  
Louie Vezina, Chicopee PD IT  
William Jebb, Chief, Chicopee PD  
David Beauregard, Chicopee FD  
Eric Watson, Captain, Chicopee PD  
John Dearborn, Chief, Longmeadow FD  
Michael Gardner, Consultant  
Jay Mascata, Longmeadow FD  
Erin Hastings, Executive Director, Westcomm

Meeting was called to order at 10:06am by Chair Stephen Crane

1. Stephen Crane introduced the Executive Director of Westcomm, Erin Hastings who started yesterday. Crane stated he met with Hastings yesterday to develop a plan of action. It was decided that technology would be a priority followed by HR issues and then staffing. Hastings will be working on a pre-assessment plan and then an assessment plan.
2. No modifications to draft agenda
3. Crane made a motion to table minutes from 2/27/19. Motion seconded by John Beaulieu and passed unanimously
4. Report of Executive Director was covered during introduction
5. Michael Gardner reports the State 911 is willing to work with us regarding FY 18 Grant money being spent in FY 20. Executive Director will be responsible for a monthly report to track grant spending by item, grant year, cost and remaining balance
6. Operations Committee Report

- A. Status of radio antenna sites - Grattan St FD and Chicopee water tank do not have fiber. Litwin School has fiber but unsure if it is still available. Mr. Chapdelaine will allow equipment back in. Denise Moreau states IT needs Horizon Technologies to give them a diagram to determine what's needed for fiber. She states that Westcomm should consider building out their own network instead of using Chicopee Public Safety network while there is money available from State 911. Mike Gardner asked if public safety network carries Chicopee Police and Fire now, why can't that continue? Denise had concerns that Westcomm will be its own entity and if something goes wrong, needs to be addressed by Westcomm IT and not Chicopee IT. Stephen Crane stated that the system will overlap in every aspect. Chief Jebb states that we all have to work as a team and do what it takes to make it happen.
- B. Chief Jebb states that we will need to look into using students from local high schools to build out the Grattan St site. It was determined that it is time to get Chicopee Electric Light involved. John Beaulieu will try to get someone out tomorrow to visit sites and determine how much fiber needs to be installed, how long it will take and how much it will cost.
- C. Horizon Technologies is still working on identifying spectrum. A local vendor has purchased most of what was available and is not interested in selling to Westcomm. Chief Dearborn states Horizon Technologies have identified an additional source for spectrum. The 3rd party vendor would be able to identify available spectrum and assist Westcomm in applying for the licenses with the FCC for roughly \$12000. Crane made a motion to spend \$12000 to use vendor to obtain spectrum, including frequencies and licenses needed--subject to State 911 approval. Beaulieu seconded. Motion passed unanimously. Hastings will check with State 911 to ensure Grant will cover purchase.
- D. Jay Mascata states contract for consoles ends June 30th. Avtech has been taking over by Motorola. We are still waiting on bids for consoles but have enough time to get them in before contract expires.
- E. Radio specifications and pricing - Michael Gardner states if there is not enough money in the previous 2 years grants, radio expenses should be pushed out to FY 20 Grant
- F. Per Chief Stankiewicz, Longmeadow data transfer could be delayed but we will be able to work around it.

7. Grant application for FY 20 is due April 1st. Michael Gardner would like everything turned into him by 3/25. He will have the writing complete by Friday for review. He still needs detailed radio diagram from Horizon Technologies. We also need to identify what is needed that is not listed.

8. Michael Gardner states there is \$160,000 left for professional services from FY 18 and FY 19 Grants. There was discussion that since the Development Grant does not cover salary for an IT position for Westcomm, would it be worth using that money for supplemental IT services. Denise Moreau had concerns of an outside agency having access to public safety network. John Beaulieu had concerns that we would get whatever IT person was on duty at the time and may not be familiar with the system. There was discussion of possibly designating Denise Moreau and Nick Jorge as special employees and pay them for additional services as consultants. It was agreed to look into getting Westcomm IT position's salary and benefits from FY 20 grant

9. Next meeting scheduled for Monday, March 25, 2019 at 11:00am at Chicopee Public Safety Complex

10. Meeting adjourned at 11:34am.