

**WESTCOMM Board of Directors Meeting  
Chicopee Public Safety Complex  
Training Room  
110 Church St, Chicopee  
July 10, 2019**

**In Attendance:**

Stephen Crane, Longmeadow Town Manager  
John Beaulieu, Chief of Staff, Chicopee  
Paul Pasterczyk, Treasurer, WESTCOMM  
Erin Hastings, Executive Director, WESTCOMM  
William Jebb, Chief, Chicopee PD  
John Stankiewicz, Chief, Longmeadow PD  
Robert Stocks, Lt, Longmeadow PD  
Frank Cervone, Chicopee IT  
Holly Davis, LT, Chicopee PD  
Nick Jorge, Longmeadow IT

1. Meeting was called to order at 11:04am by Chair Stephen Crane
2. Chairman added discussion of Retiree health, flexible spending and pre-tax health insurance to the Draft Agenda
3. Motion to accept minutes from 06/26/19 made by John Beaulieu, 2<sup>nd</sup> by Stephen Crane, passed unanimously
4. Update on spectrum – Erin advised that she received the letter of concurrence from UCONN with an approval. The FB8 channel has been applied for. Still attempting to secure other channels.
5. Cash flow assessment – Erin met with Paul Pasterczyk prior to the Board Meeting and was able to determine the expenditures for the cash flow assessment. She will get it to Paul in a spreadsheet as soon as possible and he will fill in the income. Paul requests wESTCOMM submit the assessment for personnel to Chicopee for pament as soon as possible. Sharon is on vacation until Monday. It can be submitted then. The Board requests the Director and Operations Committee to finalize the FY20 budget to start submitting assessments to the municipalities for reimbursement.

6. The transition report is almost complete. Erin will email what is done to the members and complete the rest by the end of the week.
7. Offers of employment went out to 9 people. Waiting for them to return packets to start background investigations. If not received by end of day, erin will call each of them.
8. The next round of interviews are scheduled for Friday 7/12. Erin has 8 interviews scheduled and is hoping to get 3 in immediately and another 3 on standby for the next round of hiring.
9. HR Issues – Stephen Crane made a motion “that the Western Massachusetts Emergency Communications District accept the provisions of Chapter 32B Section 9A of the Massachusetts General Laws authorizing the District to provide a plan of contributory group life insurance, group accidental death and dismemberment insurance, and group general or blanket hospital, surgical, medical, dental and other health insurance to retirees of such District and their dependents. “ John Beaulieu seconds motion. Passed unanimously.

MBL Chapter 32B Section 9A specifically states that the District “will pay one-half of the premium to be paid by a retired employee.”

John Beaulieu made a motion that Erin and Paul work with American Fidelity for flexible spending accounts and pre-tax health insurance for District employees. Stephen Crane seconds. Passed unanimously.

10. New business – New logo has been approved with one minor change.

Erin is requesting to hire a part time administrative secretary. The Board has requested a proposal for the next meeting.

Stephen is requesting WESTCOMM look for a lawyer that can handle labor issues and municipal law. He would like them to review the personnel manual. Erin will check into options.

11. Next meeting scheduled for Wednesday, July 17<sup>th</sup> at 11:00am

12. Meeting adjourned 11:40am.