

**WESTCOMM Board of Directors Meeting  
Chicopee Public Safety Complex  
Training Room  
110 Church St, Chicopee  
July 17, 2019**

**In Attendance:**

Stephen Crane, Longmeadow Town Manager  
John Beaulieu, Chief of Staff, Chicopee  
Paul Pasterczyk, Treasurer, WESTCOMM  
Erin Hastings, Executive Director, WESTCOMM  
John Stankiewicz, Chief, Longmeadow PD  
Robert Stocks, Lt, Longmeadow PD  
Holly Davis, LT, Chicopee PD  
John Dearborn, Chief, Longmeadow Fire  
Andrew Vernon, Chicopee IT  
Christine Wingfield, State 911

1. Meeting was called to order at 11:03am by Chair Stephen Crane
2. No changes to the Draft Agenda
3. Motion to accept minutes from 07/10/19 made by Stephen Crane, 2<sup>nd</sup> by John Beaulieu, passed unanimously
4. Cash flow assessment – Paul Pasterczyk advised that WESTCOMM has still not received Chicopee's first check. John Beaulieu will follow up and make sure it is sent ASAP. The latest assesment to Chicopee for the dispatchers salaries needs to be in the account by August 21<sup>st</sup> at the latest.
5. The transition report timeline review – Erin has completed the timeline in a calendar form and is looking for suggestions for software for actual timeline. Andrew Vernon from City IT has a program he can share. The calendar is showing the microwave link to be installed by September 1<sup>st</sup> to allow for 30 days of testing. Chief Dearborn states we are on track to meet that deadline. Erin advises the data network is also on track to be completed for Oct. 1. The equipment has not come in for the Zetron and SigComm move however, Erin is working with LW Bills is scheduled preliminary work. Regarding the

shed buildout, because the contract will be over \$10,000, Chad Thompson advises the request for bid needs to be advertised for 2 weeks.

6. Employment offers and background checks – Erin advises she has had one employee that has not passed background, 7 that are still in background and 2 that have just been sent a conditional offer. She has more interviews scheduled for this coming Friday. The first round of psychological screening was completed this past Monday.
7. Part time administrative assistant – There has been an immediate need established for a part time administrative assistant. Paul and Erin are overwhelmed with HR issues. Erin states she will check with State 911 to see if a temp agency would be covered under professional services. If not, she can use money from Chicopee's dispatchers' salaries that was assessed for certifications that some new employees already have. Stephen Crane made a motion to secure a part time administrative support. 2<sup>nd</sup> by John Beaulieu. Passed unanimously.
8. FY20 Budget – The Operations Committee is scheduled to meet August 6<sup>th</sup> at 10:00am to finalize the FY20 budget. Paul will try to get the Finance Committee to attend as well. Stephen spoke with Frank Posniak from State 911 yesterday and Frank confirmed that the commitment from State 911 is 75% of the total budget but he would like to have a copy of the budget before resending the written confirmation of the 75%.
9. Legal advisor for WESTCOMM – Stephen has spoken to Attorney Jeff Fianky from Bacon and Wilson out of Springfield. They are familiar with municipal law and has had experience in FCC issues. They are sending a proposal over. Erin has reached out to Labrie and Poulin in Chicopee. They are also working on a proposal.
10. New Business – Christine Wingfield advises that State 911 will need to shut down Chicopee's 911 for 2 to 4 hours during the license change. Calls will be routed to Holyoke. She would like to schedule it to start between 8:00am and 10:00am on either 9/27 or 9/30. Longmeadow's cutover on 10/1 will not require a shut down.
11. Next meeting will be scheduled as needed.
12. Meeting adjourned 11:52am.