

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

NOVEMBER 13, 2020 11:00 A.M.

Google Meet Meeting

[HTTP://MEET.GOOGLE.COM/NSK-PSTI-JOW](http://meet.google.com/NSK-PSTI-JOW)

**In Attendance:**

Lyn Simmons, Longmeadow Town Manager  
John Beaulieu, Chicopee  
Paul Pasterczyk, Treasurer, WESTCOMM  
Erin Hastings, Executive Director, WESTCOMM  
Khristy Lord, Deputy Director, WESTCOMM  
JoAnn Kupiec, WESTCOMM  
Chad Thompson, Longmeadow Purchasing  
Evan Brassard, Monson Town Administrator  
Mary McNally, Town Manager East Longmeadow  
Steve Lonergan, East Longmeadow Town Accountant  
Steve Kozloski, Chief, Monson Police  
William Jebb, Chief, Chicopee Police  
Jay Parker, WESTCOMM IT  
Robert Stocks, Chief, Longmeadow Police  
Paul Morrisette, Chief, East Longmeadow Fire  
Jay Macsata, Longmeadow Fire  
John Dearborn, Chief, Longmeadow Fire  
Carl Mazzaferro, Longmeadow Police  
Brain Harris, Chief, Monson Fire

1. Meeting called to order 11:03 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Evan Brassard, Mary McNally. 4 Present.

2. Approve & or Modify minutes from 10/19/2020: John Beaulieu made the motion, Lynn Simmons 2<sup>nd</sup> the motion, 4 yes, and motion passed.

3. Old Business:

Passed the due diligence date on Monday November 9, 2020, that was the last day for City/Towns to say they did not want funding.

Survey-asked for extension

Bank-Board meeting Tuesday regarding mortgage

Reconstruction-There was a question as to whether or not a new Feasibility Study was required. Chad suggested a new one as a guide and growth plan for the Architect to determine what the building needs are. Chad also suggested going over the original feasibility study to see if there is enough information for the Architect to proceed. An RFQ will need to go out, with a minimum 2 week posting.

Any project over \$1,500,000 has to have an owners Project Manager to fully design. There needs to be a bid for construction, a General Contractor, a 2 part DPM Certified Contract, anything over \$35,000 need to go to bid. Also Possibly a Tech bid to design Technology. Budget needed for Reconstruction.

The original Feasibility Study was done in general for WESTCOMM needs, not specific to Salter College.

It was determined that there would not need to be a Building Committee, but rather the Board of Directors could choose the Architect.

Chad and Erin will review the former Feasibility Study.

The Attorney is working with the Seller to negotiate problem items to possibly reduce the price of the building.

Chicopee will go live with the radio system at the end of next week.

Regarding the Pondside Site, Purchase order given to Contractor, has to order remaining equipment. Power Company to use specific mounts, 1 week out.

It was suggested that a service agreement for each City/Town, MOW should be in place, Operation and IT should be included.

Finance update: The Finance Committee met Thursday November 12, 2020. There were recommendations sent to the Board of Directors regarding the District Agreement, they are as follows:

- Section 4.C last sentence in first paragraph - Should the ability to call a meeting remain at "two of the Participating Communities" given the number of participating communities is expected to increase over time?
- Section 4.D talks about the Board's powers and duties. In the 2nd to last paragraph it states that certain powers and duties may be delegated to the ED. Somewhere it should be memorialized what powers and duties have been delegated to the ED.
- Section 7 paragraph two refers to a Board goal of having an operating reserve budget of 10% of non-personnel costs. The FC feels that there should be a lone item in the budget to actually act as a "Reserve Fund" from which budgetary transfers can be made in accordance with the draft policy attached. No direct expenditures should be applied against the account. The FC also feel there should be a budget for the non-reimbursed costs that were thought to be reimbursable. This would be similar to an Overlay account or an Allowance for Bad Debt Accounts that the Board may be more familiar with. Erin is to provide the past history on these amounts.
- Section 8 - the FC feels the payment schedule should be 50% July 15th and 50% December 15th. The latter date could swing 30 days either way (Nov or Jan)
- Section 9 - change the beginning of paragraph 2 to "The Treasurer shall be *responsible* for maintaining an accurate...."
- Section 11 - The FC feels there should be an Entrance Fee for any new entity. The entrance fee would be to recoup prior work done and assets purchased to get WESTCOMM up and running.

Wages and salary for the Treasurer was discussed, as the current Treasurer will be retiring in the spring. It was recommended that a person be hired PT (10-15 hrs. per wk.) as an employee of WESTCOMM. A job description will be worked on.

4. New Business:

Handbook: Dispatchers are asking for an incentive to work holidays.

Staffing & Training: 6 Dispatchers are currently in Training, 5 of which are FT, one is PT. An offer was made to 7 more, they will be training over the next 4 weeks, and once completed staffing will be at 100%.

An additional shift was added effective Monday 11:30 A.M.-7:30 P.M., it is a voluntary position.

Fire Operations update: There are ups and downs with the new systems, battery backups, who to call when you have a problem, mixture of IT responsibilities, Longmeadow IT, Chicopee IT, and WESTCOMM IT, need clarification on who to contact when there is a problem.

Hired a radio person, will start 11/16/2020.

Next meeting is scheduled for Friday December 4, 2020 11:00 A.M.

5. A motion was made by John Beaulieu to adjourn the meeting, 2<sup>nd</sup> by Evan Brassard, 4 yes, motion passed. Meeting adjourned 11:51 A.M.