

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

DECEMBER 2, 2022 11:00 A.M.

GOOGLE MEET INFO: [HTTPS://MEET.GOOGLE.COM/GZG-PXXN=PFZ](https://meet.google.com/GZG-PXXN=PFZ)

PHONE: 1-505-738-2189 PIN: 775 539 2189#

In Attendance:

Lyn Simmons, Longmeadow Town Manager
Erin Hastings, Executive Director, WESTCOMM
JoAnn Kupiec, Admin Assistant, WESTCOMM
Stephen Lonergan, Town Accountant, East Longmeadow
Andrew Vernon, IT Director, Chicopee
Brian Harris, Chief, Monson Fire
Chad Thompson, Purchasing Agent, Longmeadow
Jay Parker, IT Director, WESTCOMM
Khristy Lord, Deputy Director, WESTCOMM
Ryan Quimby, IT Director, East Longmeadow
Jamie Farnum, Town Accountant, Monson
Stuart Beckley, Town Manager, Ware
Chris Gagnon, Chief, Ware Fire
Mark Williams, Chief, East Longmeadow Police
Steve Kozloski, Chief, Monson Police
John Beaulieu, Chicopee
Tracy Meehan, Town Accountant, Ware
Steven Manning, East Longmeadow Police
Paul Morrisette, Chief, East Longmeadow Fire

1. Meeting called to order 11:02 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Stuart Beckley. 3 Present, 2 absent.

2. Approval of Minutes: A motion was made by John Beaulieu and 2nd by Stuart Beckley to approve the minutes as written for the meeting held on 11/4/2022. Roll call was done, 3 yes, motion passed.
3. Old Business: Staffing Update: Audra Staples was hired on 12/2/22 as the full time Human Resources Director/Assistant Treasurer. Wendy Graves was hired as the part time Treasurer, and will start on 12/14 or 12/15. Wendy comes with 20 years of Municipal experience. There are 6 dispatchers in training, 1 was lost to the Longmeadow Police Department and 1 to the Mass State Police. It was questioned if an LOA is offered to employees wanting to attend a Police Academy. Erin stated a request for LOA would be entertained if an employee asked for an LOA.

Building Project: Final contract for the Phase II design – January start date is anticipated. Erin will send a calendar out to the Board and check schedule with calendar from September.

Building Committee: A motion was made by John Beaulieu and 2nd by Stuart Beckley to establish a Building Committee consisting of the following member: John Beaulieu, Jamie Farnum, Tracy Meehan, Daniel Stamborski, and Steven Kozloski. Rollcall was done, 3 yes, motion passed. In the event Jamie cannot attend, Tracy Meehan will be the backup, Jamie will keep Tracy up to date.

Lyn, Jamie, Erin and Chief Kozloski will be meeting with State 911 regarding Regionalization efforts, expanding WESTCOMM – Important to have a conversation with State 911 in regards to continuing support for the building project.

A conversation was had in regards to a groundbreaking ceremony in January for the 645 Shawinigan Drive location. It was talked about inviting the new State Representative, the new Governor, and the old Governor, to introduce them to the building and show before and after pictures.

Construction is expected to start in September 2023

4. New Business: Finance update: Audit: The Finance Sub-Committee keeps pushing the Auditor to complete the audit.

FY 24 Budget: Erin will send to the Finance Sub-Committee, a Finance meeting will be held on 12/8/22.

Operations Update: Chief Kozloski stated they are in the final stages of approving policies.

Fire Update: None at this time.

IT MOU: They met and reviewed with Lyn and Erin. A copy will be distributed to the Board for discussion at a future meeting. The topic will be added on the agenda for the January meeting.

5. Review of A/P & Payroll Warrant: A motion was made by John Beaulieu, and 2nd by Stuart Beckley to approve payment of the A/P & Payroll Warrants. A roll call was done, 3 yes, motion passed.
6. A motion was made by Lyn Simmons, and 2nd by Stuart Beckley, to adjourn the meeting, rollcall was done, 3 yes, motion passed. Meeting adjourned 11:26 A.M.