

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

SEPTEMBER 2, 2022 11:00 A.M.

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Stuart Beckley, Town Manager, Ware
Erin Hastings, Executive Director, WESTCOMM
JoAnn Kupiec, Admin Assistant, WESTCOMM
Mary McNally, Town Manager, East Longmeadow
Stephen Loneragan, Town Accountant, East Longmeadow
Ashley Lamoureaux, Treasurer, WESTCOMM
Andrew Vernon, IT Director, Chicopee
Jamie Farnum, Town Accountant, Monson
Jeffrey Gawron, Deputy Chief, Chicopee Police
Audra Staples, WESTCOMM
Steve Kozloski, Chief, Monson Police
Kim Florek, IT Director, Longmeadow
Jennifer Wolowicz, Town Administrator, Monson
Marie Laflamme, City Treasurer, Chicopee
Brian Harris, Chief, Monson Fire
Carl Mazzafero, Captain, Longmeadow Police
Robert Stocks, Chief, Longmeadow Police
John Dearborn, Chief, Longmeadow Fire
Chad Thompson, Purchasing Agent, Longmeadow
Chris Gagnon, Chief, Ware Fire

1. Meeting called to order 11:03 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, and Mary McNally. 3 Present, 2 absent.

Jennifer Wolowicz and Stuart Beckley joined the meeting at 11:05 A.M.

2. Old Business: Building Project: Signed contract for OPM, there will be a kickoff meeting scheduled for today.

Design Selection: Moving forward with OPM, project is an estimated 7 month behind schedule.

Chad will send information regarding Architect from RFQ.

A motion was made by John Beaulieu and 2nd by Stuart Beckley to move forward with Kaestle & Boos roll call was done 5 yes, motion passed.

3. New Business: Sheriffs dispatching update: a Draft contract was sent to the Sheriffs Department and will start with negotiations. The dispatching will be for Specialty Units only.

Finance update: They held a quick meeting, voted on the annual reorganization of the Committee. The Budget to Actuals reports will be ready the 2nd week of the month.

The FY 21 Audit should be all set now, the final document was sent to the Auditor.

WESTCOMM will be advertising for a new Treasurer, as Ashley will be leaving the position.

At next month's Finance Committee meeting agenda signatories on checks will be discussed.

The next scheduled meeting for the Finance Committee will be on 9/15/22.

Ops Update: Fire: Nothing Police: Microwave run out to Monson is in configuration phase.

Chief Stocks spoke about IMC going down and is still down as of today. They reached out to Jay Parker to see whose end the issue was on, was told it could be the microwave, Longmeadow is at 19 hours without IMC. Chief Stocks spoke about settling on a communication protocol when trying to communicate, identify weaknesses, which in turn should be discussed.

IT Sub-Committee Update: There needs to be a hard deadline for the IT Committee to meet. Longmeadow needs to be included as part of the IT Committee, David Grace will become part of the Committee to represent Ware. The Board is asking the IT report at next meeting.

Chief Kozloski is looking for solutions in the event of catastrophic failure. Chief Dearborn questioned if equipment is in need of repair, where is responsibility split? It is spelled out in the IT MOU.

A discussion was had regarding WESTCOMM needing to have 1 vendor to fix all radios to ensure all programming remains the same. Should WESTCOMM become responsible for repairs, paying the invoices and bill back to towns?

If going with 1 vendor, it must be confirmed the vendor is on State Contract. Chad will send information on state contracts related to IT vendors. Chief Dearborn suggested a local contractor or a sub-contractor through Horizon, currently Horizon has a 4 hours response time listed in the current contract. Horizon will be sent a new contract with new language.

IT and the Ops Committee need to get together and iron out any outstanding issues.

4. Review A/P and Payroll Warrants: No discussion
5. New Business not reasonably anticipated within 24 hours: The Finance Committee is setting a budget time line as follows: Budget will go to the Board by December 31st, the Board will review in January. The Board wants to see now where the budget is at, as they need input. A budget calendar also needs to be done. The Finance Committee will add to their agenda to work with the Board on the budget.

The meeting scheduled for October 7, 2022, has been postponed and will be held until Friday October 14, 2022.

6. Adjourn: A motion was made by Lyn Simmons and 2nd by John Beaulieu, to adjourn, roll call was done, 5 yes, meeting adjourned at 12:24 P.M.