

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

DECEMBER 10, 2021 11:00 A.M.

Google Meet Meeting  
[HTTPS://MEET.GOOGLE.COM/ AAZ-KCBR-VSU](https://meet.google.com/AAZ-KCBR-VSU)

**In Attendance:**

Lyn Simmons, Longmeadow Town Manager  
John Beaulieu, Chicopee  
Erin Hastings, Executive Director, WESTCOMM  
Mary McNally, Town Manager, East Longmeadow  
Jennifer Wolowicz, Town Administrator, Monson  
Robert Stocks, Chief, Longmeadow Police  
Chad Thompson, Purchasing Agent, Longmeadow  
Jennifer Leydon, Finance Officer, Longmeadow  
Stuart Beckley, Town Manager, Ware  
Jamie Farnum, Town Accountant, Monson  
Ashley Lamoureaux, Treasurer, WESTCOMM  
Brian Harris, Chief, Monson Fire  
Paul Morrisette, Chief, East Longmeadow Fire  
Stephen Lonergan, Town Accountant, East Longmeadow  
Gerald MacSata, Deputy Fire Chief, Longmeadow  
Jay Parker, IT Director, WESTCOMM  
John Dearborn, Chief, Longmeadow Fire  
Audra Staples, Human Resource Director, Monson

1. Meeting called to order 11:00A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, and Mary McNally, Jennifer Wolowicz, Stuart Beckley. 5 Present.

Approve & or Modify minutes from the meeting held on November 5, 2021 & November 24, 2021. Jennifer Wolowicz made the motion to approve the

minutes of November 5, 2021, with changes made by the Chair, it was 2<sup>nd</sup> by Mary McNally, 5 yes, motion passed.

A motion was made by Mary McNally and 2<sup>nd</sup> by Jennifer Wolowicz to approve the November 24, 2021 minutes as written. 5 yes, motion passed.

2. OPM Selection: Chad Thompson stated 2 proposals have been received, one from D.S. Sullivan and CBI Consulting. Both were given to the Evaluation Committee. Scoring responses have been received, from 6 evaluators. CBI scored 67 total points, and D.A. Sullivan scored 60 total points.

RFQ – High score is who we would negotiate with not to exceed, \$400,000, can negotiate with CBI.

A motion was made by Mary McNally and 2<sup>nd</sup> by Jennifer Wolowicz to begin negotiations with CBI, in respect to the fee for services as OPM. 5 yes, motion passed.

Once the OPM contract is in place, we can then move to the Architect for Phase 2, would like to proceed with the Architect currently in place.

Phase 2 Architect should not exceed 10% of the \$13.3 Million contract.

The Chief Procurement Officer for WESTCOMM should be listed with the Inspector General's Office, once in place. It was discussed that a draft of a Procurement Officer agreement be a topic on the agenda, once prepared.

Radios: Quote phase 2 radio system to build out further. \$1.6 Million is the cost of the project. WESTCOMM currently has \$750,000 in funds from a Grant to put towards the total cost. The remaining \$850,000 could come from the Grant, or the \$13 Million in bonding. It was suggested by Stephen Longergan, the funds not be taken from the Bonding as the bond is specific to construction.

Erin will check with the state to see if funds can be transferred from one Category to another. If allowed by State 911 a vote will be done at the next Meeting being held on Friday January 7, 2022.

An estimated timeline of 9 months to complete the project, a time line chart was requested.

The Finance Committee will discuss transferring funds for a Phase II radio system. The meeting is expected to be held next week, the Committee will then bring a recommendation to the full board at the January 7, 2021 meeting.

Staffing: HR Position: A draft agreement was sent around. Erin is looking into a hybrid scenario which would consist of a PT Human Resource position along with the use of the Monson HR Director. Will go to the end of FY 22 and review next fiscal year.

Erin and Audra Staples will review the proposal from Monson and discuss what services would be needed.

Funds would need to be moved to support the salary for the PT HR position.

Purchasing Position: The Treasurer as well as Erin are going to get licensed. They are taking the needed classes to become certified. The Purchasing position will need to be reposted on INDEED.

It was discussed perhaps contracting with Longmeadow for purchasing services until the position is filled.

Staffing update: 21 FT positions, 4 PT positions, 8 new hires in training. Will need an additional 13 to be at full staff.

A Special IT Projects person was hired PT @ 20 hours per week.

### 3. New Business:

Finance Committee update: They are in a holding pattern with Financial Advisor & Bond Counsel. Paul and Ashley are working on transitioning the position of Treasurer over to Ashley, and it is going smoothly.

Fire Ops Update: Chief Dearborn spoke in regards to the large plaza fire in Longmeadow and that dispatch went flawless.

Police Ops Update: They are planning to meet on January 13, 2022.

IMC to be taken down on December 14, 2021 from 4:30 A.M. to 12:30 P.M.

IT update, MOU draft review: Working on wording and adding line items.

It was discussed if an IT Subcommittee should be formed, with a member from each community, like Finance, Fire, Police, etc. This will be review at the January 7, 2022 meeting.

Warrant review: No discussion.

4. Adjourn: A motion was made by John Beaulieu, and 2<sup>nd</sup> by Jennifer Wolowicz to adjourn the meeting, 5 yes, motion passed, and meeting adjourned 11:55 A.M.