

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

FEBRUARY 5, 2021 11:00 A.M.

Google Meet Meeting

[HTTPS://MEET.GOOGLE.COM/TCZ-MUWH-TKU](https://meet.google.com/TCZ-MUWH-TKU)

In Attendance:

Lyn Simmons, Longmeadow Town Manager
John Beaulieu, Chicopee
Paul Pasterczyk, Treasurer, WESTCOMM
Erin Hastings, Executive Director, WESTCOMM
JoAnn Kupiec, WESTCOMM
Chad Thompson, Longmeadow Purchasing
Evan Brassard, Monson Town Administrator
Mary McNally, Town Manager East Longmeadow
Steve Kozloski, Chief, Monson Police
William Jebb, Chief, Chicopee Police
Jay Parker, WESTCOMM IT
Robert Stocks, Chief, Longmeadow Police
Carl Mazzaferro, Longmeadow Police
Brain Harris, Chief, Monson Fire
Andrew Vernon, Chicopee IT
Marie Laflamme, Treasurer, Chicopee
Mark Williams, Chief, East Longmeadow Police
John Hillburger,
Stephen Longergan, Town Accountant, East Longmeadow
John Dearborn, Chief, Longmeadow Fire
Gerald Macsata, Deputy Chief, Longmeadow Fire
Paul Morrissette, Chief, East Longmeadow Fire
Jamie Farnum, Town Accountant, Monson

1. Meeting called to order 11:01 A.M. Rollcall done: Present were Lyn Simmons, John Beaulieu, Evan Brassard, Mary McNally. 4 Present.

2. Approve & or Modify minutes from January 12, 2021: John Beaulieu made the motion, Evan Brassard 2nd the motion, 4 yes, and motion passed.
3. Old Business: 645 Shawinigan Drive: Title 5 came through at 9:00 P.M. on 2/4/21.

Erin will be meeting with the Lawyer on 2/5, there is an anticipated closing date of Tuesday or Wednesday of next week.

Language was sent to the Board allowing Erin and/or Paul to sign on behalf of WESTCOMM.

A motion was made by Evan Brassard, and 2nd by John Beaulieu to accept the language as follows:

That Western Massachusetts Emergency Communications District (the "District") proceed with a loan of \$ 1,250,000 (the "Loan") from Monson Savings Bank (the "Bank"), the proceeds of which shall be used to purchase the property known as 645 Shawinigan Drive, Chicopee, Massachusetts (the "Property"); and as security for the obligations of the District under the Loan, the District shall grant to the Bank a mortgage and collateral assignment of leases and rents covering the Property, and grant a security interest to the Bank in the assets of the District; with Erin Hastings, the Executive Director of the District, and Paul Pasterczyk, the Treasurer of the District, acting singly or together, being hereby authorized and directed to execute and deliver to the Bank a Commercial Mortgage Promissory Note in the amount of \$ 1,250,000, a Commercial Mortgage and Security Agreement; a Collateral Assignment of Leases and Rents, a Hazardous Materials Indemnity Agreement, and such other agreements, certificates, instruments or other documents as may be required by the Bank as a condition to making the Loan (collectively, the "Loan Documents"), with the actual Loan Documents executed by the Executive Director or Treasurer of the District deemed to be the Loan Documents approved by this vote.

Rollcall was done, 4 yes, motion passed.

4. Treasurers Position: The job description was sent to the Finance Committee. The Finance Committee recommended a \$30.00 per hour rate for the new Treasurer.

A motion was made by John Beaulieu and 2nd by Evan Brassard to accept the finance committee recommendation for \$30.00 per hour, not to exceed the budgeted amount.

A roll call was done: 3 yes, 1 no (Mary McNally), motion passed.

There are funds in other accounts that can be transferred to cover the stipend of the current Treasurer along with the New Treasurer.

5. FY 22 Budget: The budget was sent out to the Board for review.

State 911 wants to take out the reserve before giving the 75%, which in turn will change the Assessments.

A discussion was had to take \$100,000 (Monson) off the top, and to then send the assessments to the other 3 towns.

Will apply for the assessment money from State 911, under the FY 21 Development Grant so the money will not have to be charged to Towns this year.

The Treasurer's salary that is built into the FY 22 Budget, reflects 12 hours per week.

A motion was made by Mary McNally, and 2nd by John Beaulieu, to approve the FY 22 Budget as presented. Rollcall was done, 4 yes, motion passed.

The amount estimated for Yearly Maintenance of Grounds and Janitorial services is \$90,000 for the new facility. Currently waiting for quotes.

Estimate on moving in: the goal would be to move December 2021, but will work on an actual schedule of the move in date.

6. Assessments: Last year E911 reimbursed each town for what's been paid.

Communities want it to be shown as a credit, E911 says it needs to show as a reimbursement on our end, which means we have to actually pay each community.

WESTCOMM will send a disbursement request to E911, once the disbursement is received, each community will be reimbursed.

7. FY 22 Development Grant: The grant application is due March 4, 2021.

WESTCOMM will be looking for the contents for the new location 645 Shawinigan Drive, extend radio coverage for Monson and East Longmeadow.

The deadline for getting requests to Erin is February 15th, that will give Erin 10 days to write and bring back to the Board for review.

Expect to apply 2 more communities, signatures are expected this week from both Southwick and Ware.

These 2 communities will be taken on after the move to 645 Shawinigan Drive

It was suggested that 1 line in the District Agreement be changed to include the words Hampshire County, currently, it only states Hampden County.

8. Radios: Horizon is coming out to make a punch list for Chicopee and Longmeadow, and to install East Longmeadow mobiles in vehicles.

Paul Morrisett requested a meeting with East Longmeadow, Horizon and IT for February 12, 2021. That will be set up and an invite be sent.

9. District Agreement: The Committee met this week and a retracted version was sent out last night.

Page 14 – 911 call volumes – change language, can't differentiate between Municipalities.

Non Officer initiated call 1-2% difference, should use total call volume. Chicopee is up 3%, Longmeadow is up 1%, Monson and East Longmeadow stayed the same.

Each time a change is made to the District Agreement, it needs to go back to the Legislative Board of each town and be voted on.

E911 – New reporting software can't be identified.

Track through IMC? Do hybrid and take out calls that are officer initiated calls. Operations Committee will discuss further, come up with a formula and bring it back to the full Board for a vote.

The Board will look at the marked up version of the District Agreement while Operations reviews section 8. Fire will not be affected, Police Operations only needed.

Finance will discuss portions not accepted, will discuss at Finance meeting.

10. New Business: Change the date of the next meeting from March 5, 2021, to February 26, 2021, RFQ due on 2/25, will review at 2/26 meeting and review Development Grant.

11. Fire Operations: None

12. Police Operations: Chief Stocks is happy with the new radio system, it is working better than the old system. In Longmeadow there are some dead spots in town. Chief Stocks brought a complaint to Erin and Khristy regarding a Dispatcher not providing an update regarding officer safety. He was happy with how it was addressed right away.

East Longmeadow bank alarms, Dispatchers are not aware of protocols. They will send an email to Erin with other small issues.

Erin would like to set up lower level meetings with the Dispatchers, create sub-committees to see what/how it can be done better.

13. New Business not reasonably anticipated within 24 hours: Everyone welcomed Chief Mark Williams to the Board and thanked Evan Brassard for all his hard work.

14. A motion was made by John Beaulieu and 2nd by Evan Brassard to adjourn the meeting. Rollcall was done, 4 yes, meeting adjourned 12:02 P.M.