



**South Worcester County Communications Center  
Webster, MA**

**Board of Director  
Minutes**

for  
**June 18, 2014**

Prepared by:

**CDRMaguire Inc.  
Andrew Pellegrini**

Issued:

**June 23, 2014**

**Next Meeting: Tuesday July 1, 2014 @ 10:00-11:30am Webster Town Hall**

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***Bold Italic names were in attendance.***

SWCCC Board of Directors Meeting

June 18, 2014

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Date	Description	Responsible	Required By	Status
<b>General Business</b>				
061814.01	<p><u>Ms. Keefe</u> called the meeting to order at <u>2:48PM</u>                      The items below represent the discussion and actions taken by the Board of Directors at this meeting.  <u>Mr. Fox</u> motion to adjourn the meeting.                      Seconded by <u>Ms. Keefe</u>, all in favor. <u>4:56PM</u>.</p>			<i>Info</i>
061814.02	<p><u>Ms. Keefe</u> tabled the meeting minutes from the meetings of <u>May 28, 2014</u>.                      Motion to approve tabling the minutes by <u>Chief Bent</u>                      Seconded by <u>Mr. Fox</u>                      Discussion: <u>None</u>                      Vote: <u>Unanimous to approve</u></p>			<b>Record</b>
061814.03	<p>The next meeting will be as follows,  <u>Tuesday July 1, 2014 @ 10-11:30am</u></p>			<i>Info</i>
061814.04	<p><u>Ms. Keefe</u> to write an email to the Dudley Selectman introducing Greg Lynskey the new Dispatch Director. <u>Mr. Fox</u> to confirm possible Budget issues if the Dispatch opening is delayed and confirm if FY14 Training monies can be transferred.</p>	<u>Ms. Keefe/ Mr. Fox</u>		<b>Open</b>
011513.03	<p>Operations Committee is working on protocol and procedural guidelines for Police\Fire\EMS dispatching. The Op's discussed the idea of beginning the transition sooner <b>than</b> the anticipated <b>start</b> date and ideas for getting the various personnel to meet and get to know each other and the respective Towns.                      Further Conversation to follow.                       5/8/14 Tabled until the Director is hired.</p>			Ongoing
021214.08	<p>Seniority criteria will be discussed at the Operations group and presented at a future BoD meeting.                       3/6/14 It was agreed this would be tabled until a later BoD meeting.</p>	Ops		Ongoing
040814.07	<p>Mr. McAuliffe to meet with SEIU 4/10/14. Mr. McAuliffe. to report the outcome at the next BoD meeting.                       4/22/14 Mr. McAuliffe is waiting on a call back from Koppelman &amp; Paige.                       5/8/14 Need a separate meeting for this item.                       5-28-14 Executive Session was held on 5-14-14 to discuss this item. Mr. McAuliffe to continue talks w/ SCIU as the decision makers are on vacation.   <b>6-18-14 Meeting is scheduled for this Friday w/ Steve D.</b></p>	Mr. McAuliffe	5/6/14	Open

040814.09	Ms. Keefe suggested the SWCCC should have an official stationary and logo that will not change as new communities are added.	Ms. Keefe	4/22/14	Open
<b>BUDGET</b>				
120313.04	<p>DiLuzio to develop a cashflow projection based on the grant submission values and the target date for completion. It was agreed that Dudley should move in as close to the initial start date as possible so as to avoid any delays between training and implementation. No update provided at this time.</p> <p>4/22/14 CDRM to develop a cash flow.</p> <p>5/8/14 The State is anticipated to have the FY15 Grant back by the end of May which will help with finalizing the Cashflow Projections.</p> <p>5-28-14 Still awaiting a response from State 911 on the FY15 Grant.</p> <p><b>6-18-14 Same as above.</b></p>	State 911	5/6/14	<b>Open</b>
<b>042214.01</b>	<p>Equipment for Dudley Station Procurement needs to start. Chief Budrow to bring quotes to the next meeting.</p> <p>5/8/14 Chief Budrow awaiting the State response for the FY15 Grant and would prefer to wait until then or the end of May to direct American Alarm to do work in Dudley. A meeting was held with CDR Maguire, American Alarm, Chief Budrow and Chief Wojnar and American Alarm needs about 2 weeks to do Dudley work, target for a start date would be end of June which is on American Alarm's Radar.</p> <p>5-28-14 Still do not have a response from State 911 on the FY15 Grant.</p> <p><b>6-18-14 Same as above.</b></p>	State 911	5/6/14	<b>Open</b>
<b>042214.02</b>	<p>The BoD is tracking an end of May Response from State 911 on the FY15 Grant Application.</p> <p>5/8/14 BOD still awaiting Response from State 911.</p> <p>5-28-14 BOD still awaiting Response from State 911.</p> <p><b>6-18-14 Same as above.</b></p>	State 911	5/29/14	<b>Open</b>
<b>042214.03</b>	<p>It was discussed that a technology consultant is needed to review systems, policies and procedures, etc. Mr. Joseph suggested a Not to Exceed amount of \$9,999 to be approved.</p> <p><i>Motion to approve the allocation of funds was made by Mr.</i></p>	Chief Budrow	5/6/14	<b>Open</b>

	<p><u>Joseph</u>  <i>Seconded by Mr. McAuliffe</i>  <i>Discussion: None</i>  <i>Vote: Unanimous to approve.</i></p> <p>5/8/14 Chief Budrow is concerned with the overall funding and is confident that when the Director is appointed in June or July that he/she will be able to cover these responsibilities.</p> <p>5-28-14 See above.  <b>6-18-14 Same see above.</b></p>			
<b>061814.01</b>	<p><i>Roughly \$400,000 has been spent to date for the SWCCC. Pam review what has been spent to date and report back at the next meeting to the BOD's.</i></p>	Pam Regis		<b>Open</b>
<b>061814.02</b>	<p><i>Motion to approve \$9,271.60 CDR Maguire Billings for May14 was made by Mr. McAuliffe</i>  <i>Seconded by Mr. Fox</i>  <i>Discussion: None</i>  <i>Vote: Unanimous to approve.</i></p>			
<b>061814.03</b>	<p><b>Greg Roberts informed the BOD that Comcast has bought Charter. The Comcast Fiber contract on the table would be for 36 months. \$1,000/mo. For the Webster PD and \$1,600/mo. for Fiber to Dudley. Comcast is willing to pick-up the construction costs if this contract is agreed to. BOD's to discuss at the next meeting.</b></p>	BOD		<b>Open</b>
<b>SCHEDULE</b>				
<b>121713.01</b>	<p>Ops Committee will develop an outline schedule for hiring, training, and implementation based on a building occupancy of Mid-summer 2014.</p> <p>3/6/14 Chief Bent forwarded a tentative schedule for review and comments.</p> <p>3/19/14 Chief Bent reported the schedule remains as previously issued. Ms. Prefontaine asked if cross training could begin sooner. Op's will review and advise.</p> <p>5/8/14 The BOOP's would like to have the Director hired prior to training. The budget modification for the Directors salary is still with the State.</p> <p>5-28-14 Budget Mod. Still w/ State 911 for approval.</p> <p><b>6-18-14 Budget Mod. Has been approved by State 911 and Greg Lynskey will be starting 6-23-14.</b></p>			<b>Closed</b>
<b>042214.01</b>	<p>CDRM notified the BoD that there could be an issue with Verizon getting phones into the Building by 7/15/14. BoD and CDRM to investigate and try to speed the process up.</p>	Verizon	5/6/14	<b>Open</b>

	<p>5/8/14 Verizon has been issued all there required PO's and is scheduled to tie-in conduit at the corner of Main/ Fredrick's St. the week of May 26. Verizon seems to be cooperating as multiple site visits from Verizon personnel have been taking place.</p> <p>5-28-14 Verizon has tied conduits from Frederick St. to the new hand box, however it is old wooden conduit in Frederick St and Verizon is investigating whether or not they will have to dig to the manhole in Main St.</p> <p><b>6-18-14 Verizon will be onsite sometime next week as it has been determined that they will have to excavate to the manhole in Main St.</b></p>			
<b>DESIGNER SELECTION</b>				
<b>DESIGN PROCESS</b>				
<b>CONSTRUCTION</b>				
<b>061814.01</b>	<b>Chief Budrow informed the BOD that the new Police Department opening date is looking like 8-15-14 and Dispatch "Go Live" date 9-1-14 due to project delays (i.e. Wall Design and the Handicap Jail Cell Design).</b>			Ongoing
<b>061814.02</b>	<b>The Tower is complete with all cable leads into the building. Motorola racks are installed and powered. American Alarm installing cameras through-out the building. OA cored holes in the dispatch consoles and Mello and Verizon E911 are wiring the consoles. Motorola/ Cybercomm will be back on-site soon to wire consoles.</b>			Ongoing