



*South Worcester County Communications Center  
Webster, MA*

*Board of Director  
Minutes*

for  
**September 3, 2014**  
Prepared by:

**CDRMaguire Inc.**  
**Andrew Pellegrini**

Issued:  
**September 8, 2014**

**Next Meeting: Wednesday September 10, 2014 @ 10:00-11:30am Webster Town Hall**

Distribution:

Name	Company	Phone number	Email
Tony DiLuzio	CDR Maguire Inc.	774.262.2770	<a href="mailto:Anthony.diluzio@cdrmaguire.com">Anthony.diluzio@cdrmaguire.com</a>
Kevin Witzell	CDR Maguire Inc.	617.686.7236	<a href="mailto:Kevin.witzell@cdrmaguire.com">Kevin.witzell@cdrmaguire.com</a>
<b>Andrew Pellegrini</b>	CDR Maguire Inc		<a href="mailto:Andrew.pellegrini@cdrmaguire.com">Andrew.pellegrini@cdrmaguire.com</a>
<b>John McAuliffe</b>	Town of Webster	508.943.3800	<a href="mailto:Jmcauliffe@webster-ma.gov">Jmcauliffe@webster-ma.gov</a>
<b>Debbie Keefe</b>	Town of Webster	508.461.7092	<a href="mailto:Dkeefewccc@aol.com">Dkeefewccc@aol.com</a>
<b>Chief Steve Wojnar</b>	Town of Dudley	508.949.8023	<a href="mailto:Swojnar@dudleypolice.com">Swojnar@dudleypolice.com</a>
Sgt. Dean Poplawski	Town of Dudley		<a href="mailto:dpoplawski@dudleypolice.com">dpoplawski@dudleypolice.com</a>
<b>Chief Brian Hickey</b>	Town of Webster		<a href="mailto:Bhickey@webster-ma.gov">Bhickey@webster-ma.gov</a>
<b>Chief Timothy Bent</b>	Town of Webster	508.326.1080	<a href="mailto:Bentt@websterpolice.com">Bentt@websterpolice.com</a>
Greg Roberts	Town of Webster IT		<a href="mailto:grobert@webster-ma.gov">grobert@webster-ma.gov</a>
<b>Greg Lynskey</b>	Dispatch Director		<a href="mailto:Greg.lynskey@websterpolice.com">Greg.lynskey@websterpolice.com</a>
<b>Paul Joseph</b>	Town of Dudley	508.943.6570	<a href="mailto:Pwogie@charter.net">Pwogie@charter.net</a>
<b>Dpty Rodney Budrow</b>	Town of Webster	508.326.1079	<a href="mailto:Budrowr@websterpolice.com">Budrowr@websterpolice.com</a>
<b>Chief Dean Kochanowski</b>	Town of Dudley		<a href="mailto:Dudleyfirechief@charter.net">Dudleyfirechief@charter.net</a>
<b>Greg Balukonis</b>	Town of Dudley	508-949-8030	<a href="mailto:administrator@dudleyma.gov">administrator@dudleyma.gov</a>
<b>Peter Fox</b>	Town of Dudley	508.949.1482	<a href="mailto:Foxpe1@yahoo.com">Foxpe1@yahoo.com</a>
Kristin Munger	Town of Dudley		<a href="mailto:Krismunger@yahoo.com">Krismunger@yahoo.com</a>
Rebecca Prefontaine	Town of Webster		<a href="mailto:rebecca.prefontaine@websterpolice.com">rebecca.prefontaine@websterpolice.com</a>
Pam Regis	Town of Webster	508-943-6570	<a href="mailto:pregis@webster-ma.gov">pregis@webster-ma.gov</a>

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

Date	Description	Responsible	Required By	Status
<b>General Business</b>				
090314.01	<p><b><u>Ms. Keefe</u></b> called the meeting to order at <b><u>10:06AM</u></b>                      The items below represent the discussion and actions taken by the Board of Directors at this meeting.                      All in favor to adjourn. <b><u>11:37AM.</u></b></p>			<b>Info</b>
090314.02	<p>Motion to approve the Meeting Minutes of <b>7/1/14, 7/15/14 &amp; 8/12/14</b>                      by: <b>Paul Joseph</b>                      Seconded by: <b>Mr. McAuliffe</b>                      Discussion: <b>None</b>                      Vote: <b>All were in favor, hearing no further discussion, passed unanimously.</b></p>			<b>Record</b>
090314.03	<p>The next meeting will be as follows,  <b>Wednesday September 10, 2014 @ 10-11:30am</b></p>			<b>Info</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.</p> <p>5/8/14 Tabled until the Director is hired.</p> <p>7-1-14 Dispatch Director is developing and will report back to the BOD. Greg Lynskey submitted a Cross-Training outline to the BOD and Greg continues to communicate with the Webster &amp; Dudley dispatchers.</p> <p>7-15-14 Greg Lynskey is in the process of planning 2 (4hr) training sessions for the Webster &amp; Dudley Dispatchers.</p> <p>8-12-14 Two part-time Dudley Dispatchers have spoke with Greg L. and they will be doing (1) 4hr Training. Greg L. working with Nashoba on similar Policies and Procedures.</p> <p><b>9-3-14 Greg L. continues to develop.</b></p>	Greg L.		Ongoing
040814.07	<p>Mr. McAuliffe to meet with SEIU 4/10/14. Mr. McAuliffe. to report the outcome at the next BoD meeting.</p> <p>4/22/14 Mr. McAuliffe is waiting on a call back from Koppelman &amp; Paige.</p> <p>5/8/14 Need a separate meeting for this item.</p> <p>5-28-14 Executive Session was held on 5-14-14 to discuss this item. Mr. McAuliffe to continue talks w/ SCIU as the</p>			

	<p>decision makers are on vacation. 6-18-14 Meeting is scheduled for this Friday w/ Steve D.</p> <p>7-1-14 Mr. McAuliffe met with Steve D. Mr. McAuliffe to send contract language to the Dudley Selectmen and new Dudley Town Administrator. The IMA needs to be updated w/ Webster as the Fiduciary.</p> <p>7-15-14: Mr. McAuliffe continues to meet with SEIU.</p> <p>8-12-14 Greg B. to confirm what paperwork was sent to the Dudley Dispatchers.</p> <p><b>9-3-14 Greg B. and Mr. McAuliffe continue to meet w/SEIU. Mr. McAuliffe provided hand written notes from a 8-22-14 meeting w/SEIU. Meetings continue to be positive at this time.</b></p>	<p>Mr. McAuliffe/ Greg B.</p>		<p>Open</p>
BUDGET				
<p>042214.03</p>	<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. <i>Motion to approve the allocation of funds was made by <u>Mr. Joseph</u></i> <i>Seconded by <u>Mr. McAuliffe</u></i> <i>Discussion: <u>None</u></i> <i>Vote: <u>Unanimous to approve.</u></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. 6-18-14 Same see above. 7-1-14 Greg Lynskey to look into. 7-15-14 Greg Lynskey received a quote from RCC in the amount of \$2,750 for a one day review of the SWCCC systems. Greg to verify scope w/ RCC. 8-12-14 Greg L. waiting on quote from IXP. <b>9-3-14 Waiting on a response from IXP. Andrew P. to call IXP.</b></p>	<p>Greg Lynskey/ Andrew P.</p>	<p>ASAP</p>	<p><b>Open</b></p>
<p>061814.03</p>	<p>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.</p> <p>7-1-14 Charter will be forwarding the contract today to Greg R. and a meeting will take place next Tuesday 7-8-14 to discuss construction schedule, etc.</p> <p>7-15-14 Charter to submit construction plan for Fiber to</p>			

	<p>Dudley on 7-17-14.  <i>Motion by Mr. Joseph</i> for Mr. McAuliffe to sign the contract/ agreement with Charter on behalf of the SWCCC BOD's. The motion was <i>seconded by Ms. Keefe</i>.  <i>Discussion: None</i>  <i>Vote: Unanimous to approve</i></p> <p>8-12-14 Charter released paperwork to their construction dept. last Thursday. Still do not have a definite date as of today.</p> <p><b>9-3-14 Still no definite construction date from Charter. Greg R., Greg L., Andrew P. continue to contact Charter for a construction schedule. However, it has been noted that Charter is doing work on Main St. in Dudley today and this work could be related to getting Fiber to Dudley for the SWCCC.</b></p>	Greg R./ Greg L./ Andrew P.		Open
081214.01	<p>8-12-14 Pam and Andrew P. have reconciled the FY14 Budget. \$279,792 of monies not committed and Budget Mod. for \$31,142 is in with State 911 to be reimbursed for construction technology and wiring.</p> <p><b>9-3-14 Budget Mod. is in with State 911 for approval.</b></p>	State 911		Open
090314.01	<p><b>Greg L. has received quotes from Akuity \$2,900 plus \$4,000 for Labor to install and Government Connection \$2,500 for computers for internet access that will control virus exposure. Greg L. and Greg R. will install to save the \$4,000 in Labor costs.</b></p>	Greg L.		Open
090314.02	<p><b><i>Motion by Mr. Joseph</i> for SWCCC to request a Budget Mod. from State 911 for the following items presented by Greg Lynskey:</b>  <b>Motorola Portable Radios: \$3,750.69</b>  <b>Motorola Console Speakers: \$5,124</b>  <b>Internet Computers: \$2,532</b>  <b>Desklights for Eaton Furniture: \$757.76</b>  <b>The motion was <i>seconded by Mr. McAuliffe</i>.</b>  <i>Discussion: None</i>  <i>Vote: Unanimous to approve</i></p>	Pam/ Andrew P.		Open
090314.03	<p><b>Greg L. submitted a SWCCC FY15 operating Budget in the amount of \$484,202 dated 8-13-14 for the BOD to review. Board of Directors to review and discuss at the next meeting.</b></p>	BOD's		Open
<b>SCHEDULE</b>				
061814.01	<p>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 Wall Design and the Handicap Jail Cell Design).</p> <p>7-15-14 The "Go Live" date of the Webster Police and the SWCCC Dispatch is looking more like September 2014 as of today.</p>			

	<p>8-12-14 The Webster Police are scheduled with E911 for a cut over date of September 10, 2014. Dudley to join SWCCC hopefully by the end of September.</p> <p><b>9-3-14 The Webster Police E911 cutover date has changed to September 24, 2014. Dudley to “Go Live” at the SWCCC center hopefully by October 15, 2014.</b></p>	All		Open
<b>090314.01</b>	<b>Greg L. submitted a list of outstanding items that need to be complete in Dudley prior to Dudley joining the SWCCC. These items are ongoing.</b>	All		Open
<b>CONSTRUCTION</b>				
061814.02	<p>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.</p> <p>7-1-14 The bulk of the dispatch construction is complete. Waiting on Verizon &amp; Charter to tie-in to the Building. Motorola training is still on for 8-18-14. The Police/Fire primary Dudley phone number will be directed to the SWCCC Dispatch Center when the center is up and running.</p> <p>7-15-14 Same as above.</p> <p>8-12-14 Motorola training still on for 8-19,20,21 of 2014.</p> <p><b>9-3-14 Motorola Training is complete and was a success.</b></p>			<b>Closed</b>
070114.01	<p>Dudley is still working with an older technology monitoring system. Webster does not use this system anymore. The SWCCC Dispatch will have to tie into Dudley’s older system if possible. Board of Operations to investigate.</p> <p>7-15-14 Greg Lynskey received a quote from LW Bills to tie the Dudley Fire monitoring system into the SWCCC Dispatch for around \$150K. Board of Operations to continue to explore other options.</p> <p>8-12-14 Board of Operations still investigating.</p> <p><b>9-3-14 Dudley Fire Chief Kochanowski continues to meet with Monitoring companies and is hoping to have this resolved by October 1, 2014.</b></p>	Board of Ops	10/1/14	Ongoing
<b>090314.01</b>	<b>American Alarm Wiring is in place in Dudley. American Alarm cannot finish there scope of work until Charter has Fiber to the Dudley Police &amp; Fire. All new</b>	Charter		Open

	<b>Key FOBS will be supplied for the Dudley PD.</b>			
<b>090314.02</b>	<b>IMC Conversion of records will hopefully be completed by the end of Spring 2015.</b>	IMC/ SWCCC		Open