



# South Worcester County Communications Center

357 Main Street • Webster, MA 01570 • 508-943-1212  
*Serving the Towns of Webster and Dudley, Massachusetts*



*Gregory Lynskey, Communications Center Director  
SWCCC Board of Directors*

*Meeting Minutes for January 23, 2019 – Special Session – Budget Meeting*

Board Members Present: Chairman Greg Balukonis, Doug Willardson, Peter Fox (Representing Paul Joseph), Randy Becker (Participating via telephone)  
Others Present: Gregory Lynskey,

- Meeting called to order by Chairman Balukonis at 9:03am.
- Chairman Balukonis led the Pledge of Allegiance.
- Director Lynskey presented the FY2020 budget proposal. Director Lynskey stated the budget was presented as a level service scenario with the exception of one line item. Director Lynskey stated the requested staffing levels also remained the same. Board members stated they did not have any specific questions and therefore Mr. Balukonis asked that Director Lynskey only present details on line items that have increased from FY19.
- On the Communications Center Director Line Item Director Lynskey stated he had completed a salary survey of Communications Directors in similar roles or similar agencies. Director Lynskey stated the proposed salary is the 85<sup>th</sup> percentile of the survey. Mr. Becker stated that the Board could discuss the proposal at the end of the meeting if Director Lynskey wished to excuse himself. Director Lynskey stated it was his plan to cover that topic and the proposed part-time pay rate changes at the February meeting for formal vote. The Board agreed.
- Director Lynskey stated the Public Safety Dispatcher line item increase was strictly contractual increases.
- Director Lynskey stated the Part-time and overtime line items were slight decreases from prior years.
- Director Lynskey stated the Holiday line item had a small contractual increase.
- Director Lynskey stated the Purchase of Services line item had a small increase due to increase in fees from Charter for the fiber. Director Lynskey also noted that the cost of completing 3<sup>rd</sup> party EMD QA could now be applied for under the State 911 Grant program as supplemental funding which essentially meant this was being covered by a new funding source.
- Director Lynskey stated the Building Maintenance line had a significant decrease as in FY19 there was a planned preventative replacement of the UPS Batteries that was split with Webster PD. Mr. Balukonis asked if that was normal and how it was known to need replacing. Director Lynskey stated the batteries are tested every year by the maintenance company who had identified 2 years ago signs of diminished performance. Mr. Balukonis stated that the system in Dudley did not require replacement until approximately 12 years old. Director Lynskey indicated this service was strictly the batteries whereas the replacement in Dudley was the entire system due to a system failure. Mr. Becker asked if the system would continue to run if there was a bad battery as

## **Board of Directors:**

Greg Balukonis - Chairman  
Doug Willardson - Vice Chairman  
Randy Becker - Member  
Paul Joseph - Member

## **Operations Board:**

Dean Kochanowski - Chairman  
Michael Shaw - Vice Chairman  
Steven Wojnar - Member  
Brian Hickey - Member  
Gary Milliard - Member

he had an experience some years ago where a single bad battery rendered an entire system inoperable. Director Lynskey stated it was his understanding that the system would continue to function albeit at a decreased capacity. Director Lynskey noted that current capacity on the system is only about 15%.

- Director Lynskey stated the increase in the Office Equipment Maintenance account was to cover the cost of a new dispatch chair that may or may not be able to be covered out of the State 911 Grant program.
- Director Lynskey noted that the Communications Maintenance increase is based upon this coming year being a full year of the System Upgrade Support program with Motorola vs. this past year was only 9 months with the first 3 months being the software support only. Mr. Fox asked if this was a contracted item and what it covered. Director Lynskey stated it was contracted with Motorola who is the manufacturer of the SWCCC's radio console system.
- Director Lynskey stated the Computer Equipment Maintenance saw a slight increase due to software licensing increases.
- Director Lynskey stated he was requested to add a new line item for Supplies and Materials that could be used as part of public outreach. Director Lynskey noted that SWCCC Dispatchers have begun participating in such events as National Night Out, Fire Prevention Week, and a senior outreach day and that it is unrealistic to believe that the State 911 Department will always provide supplies for these events. Mr. Balukonis asked to confirm that this is something that would benefit both communities. Director Lynskey stated it would.
- Director Lynskey noted that the budgeted amount for the indirect costs was based upon the FY19 costs but that there shouldn't be any significant change for FY20. Director Lynskey noted that health insurance is a small portion of the costs with the largest portion being the retirement assessment.
- Director Lynskey stated the overall budget as presented was a 0.8% increase and under the assumption of the State 911 Grants remaining level (cannot decrease) that the local appropriation budget would be a 2.0% increase. Director Lynskey stated this would figure to a 2.0% increase in assessment to both communities as well since no new 911 or population data was available since the prior year.
- Mr. Becker made a motion to accept and approve the FY2020 budget as presented. Second by Mr. Fox. Unanimous vote.
- Board members stated they wished to thank Director Lynskey for what was a very well explained and responsible budget proposal.
- Mr. Willardson made a motion to adjourn at 9:28am. Second by Mr. Fox. Unanimous vote.