



# 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 June 14, 2019 – Regular Session*

Board Members Present: Chairman Doug Willardson, Jonathan Ruda, Peter Fox (Representing Paul Joseph), Randy Becker  
Others Present: Gregory Lynskey, Dean Kochanowski

- Meeting called to order by Chairman Willardson at 10:06am.
- Chairman Willardson led the Pledge of Allegiance.
- Chairman Willardson welcomed Jonathan Ruda to his first meeting since being appointed as the Town Administrator for Dudley.
- Mr. Willardson stated he would entertain a motion for electing a Vice-Chairman.
- Mr. Becker made a motion to elect Mr. Ruda as Vice Chairman, second by Mr. Fox. Unanimous vote.
- Mr. Becker made a motion to approve the regular session meeting minutes from May 9, 2019 with one correction to the vote for a new Chairman. Second by Mr. Fox. Vote 3-0-1 with Mr. Willardson abstaining.
- Director Lynskey stated the only update he had regarding Oxford is that their Fire Chiefs position was tentatively filled with an outside candidate who has since backed out. The status of the position is unknown but has not been otherwise filled. Director Lynskey also stated he had spoken with the Police Chief from the undisclosed community again who stated that he had offered to his administration that he could obtain a proposal from SWCCC and they told him not to at this time. He stated that he had requested and obtained funding for another dispatch position and that he did not believe the town would be willing to take action regarding regionalization at this time.
- Mr. Becker stated he had not heard from the Oxford BOS Vice Chair as expected and will follow up with her. Mr. Willardson noted again that he had invited the Oxford Town Manager to attend a board meeting and received no reply from her.
- Director Lynskey informed the Board that Chief Wojnar had sought and had obtained a state budget earmark to fund the new radio equipment needed to utilize Dudley PD as a backup dispatch center. Director Lynskey stated the funding is slated to be in the July 1 state budget and will cover all costs related to the purchase and installation. Chairman Ruda added that this was initially sought through the House by Representative Durant but was not approved. It was later sought through the Senate by Senator Fattman and approved there and then further approved at Conference. Director Lynskey stated they are still awaiting confirmation of how this money becomes available and if the purchase will need to go through the Statewide Interoperability Executive Committee which could delay the acquisition.

## **Board of Directors:**

Doug Willardson - Chairman  
Jonathan Ruda - 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

- Director Lynskey presented the Board with a budget transfer request that required their approval. Director Lynskey stated he was seeking to transfer \$450 from Other Charges & Expenses to Telephone. Director Lynskey indicated that the transfer required board approval as it was greater than 50% of the original funding of the line item. Director Lynskey stated that the transfer was to cover the balance of installing a backup internet connection which came in slightly higher than originally budgeted. Mr. Becker made a motion to approve the transfer, second by Mr. Fox. Unanimous vote.
- Director Lynskey presented nine budget transfers to the Board for their information. Votes were not required. Director Lynskey stated the transfers were all listed in the agenda and copies were in the packets. Director Lynskey asked if the Board had any questions on them. Mr. Becker stated his only question was regarding the fact that there were several purchases of large dollar electronic equipment and if these were known expenses. Director Lynskey stated these items likely would have required replacement in the upcoming year and that as a result of having no unexpected maintenance costs come up this year the funds were available to replace them at this time.
- Director Lynskey stated the Operations Board had conducted interviews to fill the vacant full-time position and had selected Samantha Putis to fill the position effective July 1, 2019. Director Lynskey provided a brief background on her qualifications and background. Mr. Becker made a motion to confirm the appointment, second by Mr. Fox. Unanimous vote.
- Director Lynskey stated that Samantha Putis had a pre-scheduled out of country vacation planned in August for which she will only have 3 personal days to cover the time. Director Lynskey stated that per the Payroll department, allowing her the additional time off (3 days) unpaid would require Board approval. Mr. Becker made a motion to approve unpaid leave for Samantha Putis's pre-scheduled vacation. Second by Mr. Ruda. Unanimous vote.
- Director Lynskey stated that during the process of filling the full-time position, a candidate who was interviewed was also selected to fill a vacant part-time position. Director Lynskey stated Elizabeth Fish was selected effective July 1, 2019. Director Lynskey provided a brief background on her qualifications and background. Mr. Becker made a motion to confirm the appointment, second by Mr. Ruda. Unanimous vote.
- Director Lynskey stated that State 911 has now been out several times trying to push taking Phase 1 wireless calls. Phase 1 wireless calls provide only a tower location meaning that the calls could be intended for other jurisdictions. Director Lynskey stated that it took several requests but that State 911 finally provided some data on expected call volume changes. State 911 has indicated that approximately 18% of calls being received at the 20 centers who are taking Phase 1 are calls intended for other jurisdictions and that an additional approximately 10% are non-emergency calls. Director Lynskey stated this nearly 30% increase in call volume would equate to roughly 2,500 additional calls per year and that he has made it clear to State 911 that he does not believe the current staffing model of the SWCCC can absorb that type of volume as the SWCCC staffs at the same level as many centers who are handling less than 50% of the call volume the SWCCC handles. Director Lynskey further informed State 911 that he was not inclined to consider the idea further until such a time that the State has implemented proposed changes to Phase 2 calls

that would increase the percentage of phase 2 calls coming directly. Director Lynskey also indicated that there is no additional funding being offered for taking Phase 1, unlike when Phase 2 was taken on. Mr. Fox asked if this was an unfunded mandate. Director Lynskey stated not at this time although he suspects that sometime in the future it will be. Director Lynskey noted that 2 centers who had agreed to accept Phase 1 calls had since elected to turn them off and the State agreed. Mr. Beck asked if a vote of support was needed. Director Lynskey stated no action was needed by the board at this time and that he was simply making the board aware of the discussion.

- Director Lynskey asked the board to approve his request to carry over up to 24 hours vacation time to Fiscal 2020. Mr. Becker made a motion as requested, second by Mr. Fox. Unanimous vote.
- The Board recognized Peter Fox who is stepping down after this meeting. Director Lynskey noted that Mr. Fox initially served as an alternate at the inception of the SWCCC, then served as the appointed member until he stepped down from the Board of Selectmen. Mr. Fox was then reappointed as an alternate for the last three years and has been the primary attendee for the last several years. Mr. Becker made a motion to formally recognize Mr. Fox for his service to the Board and stated it has been a pleasure having him. Second by Mr. Ruda. Unanimous vote. Director Lynskey also thanked Mr. Fox for his commitment and knowledge he has provided to the board.
- Director Lynskey noted that the Dudley Selectmen likely needed to appoint a new representative. Director Lynskey also noted that currently the Webster Selectmen representative also did not have an alternate. He stated that the IMA allows the representative to designate an alternate and that a Board of Selectmen vote is not needed for that. The Board discussed if the Selectmen's appointment needed to be a selectmen. Director Lynskey stated he did not believe the IMA stated that it had to be. Mr. Ruda stated that back to the original development of the IMA when he was involved as a Board of Selectmen member that it was discussed that the intent was a seated Selectmen would be the appointee. Both towns stated they would work to fill the vacancies.
- The Board discussed the next meeting date and whether a change to the future meeting schedule may be needed with the new board members as day time scheduling might be difficult for the Board of Selectmen members in both towns as most have day jobs. Mr. Willardson asked if night meetings were an option. Director Lynskey stated they are but he expects it would be difficult to have a regularly scheduled night meeting where the same day/time would typically work for all members. Director Lynskey noted that the IMA calls for the Board to meet no less than quarterly and although it has never been done quarterly that is an option with special meetings to be called as needed, if needed. After discussion, it was decided to not hold a July meeting. Mr. Ruda made a motion to set the next meeting date as August 8 to be held in Dudley. Second by Mr. Becker. Unanimous vote.
- Mr. Ruda made a motion to adjourn at 1049am, second by Mr. Becker. Unanimous vote.