



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 8, 2023 – Regular Session

Board Members Present: Jonathan Ruda, Richard LaFond, Randy Becker, Steven Sullivan

Board Members Absent: None

Others Present: Gregory Lynskey, Earl Gabor, Dean Kochanowski

Meeting Location: Dudley Town Hall, Room 321A

- Meeting called to order by Chairman Ruda at 10:03am.
- Chairman Ruda led the Pledge of Allegiance.
- Mr. LaFond made a motion to approve the regular session meeting minutes from February 2, 2023. Second by Mr. Becker. Unanimous vote. Mr. Sullivan note that while he was not present he had had an opportunity to review the minutes. Mr. LaFond noted that it was a great job on the minutes as usual.
- Director Lynskey presented the board with a budget review for FY2023 through Q3. Director Lynskey noted that while overtime expenses were well over budget due to vacancies for the first half of the year, transfers within payroll expenses will cover that overage. He noted that his current estimate is that the year will finish with \$3,400 surplus plus the budgeted \$10,000 reserve. He note that last year only had a total of \$4,500 surplus as the reserve had to be utilized. He stated he will provide a further update on the reserve fund balance at the next meeting.
- Director Lynskey provided the board with several budget transfer that required their vote along with an explanation of the reasons:
 - \$7,746.97 from Employee Training Overtime 6421151 513006 to Part Time Other Labor 6421151 511041
 - \$500.00 from Supplies & Materials 6421152 558003 to Office Equipment Maintenance 6421152 524007
 - \$475.13 from Other Charges & Expenses 6421152 570000 to Office Equipment Maintenance 6421152 524007
 - \$2,686.35 from Employee Training 6421151 530008 to Computer Equipment Maintenance 6421152 524015Mr. Becker made a motion to approve all four transfers. Second by Mr. LaFond. Unanimous vote.
- Director Lynskey provided the board with several budget transfers for their information that did not required board vote. Several explanations were provided as well:
 - \$26,000.00 from Public Safety Dispatchers 6421151 511010 to Regular Overtime 6421151 513000
 - \$1,333.33 from Public Safety Dispatchers 6421151 511010 to Insurance Waivers 6421151 519025

Board of Directors:

Jonathan Ruda - Chairman
Richard LaFond - Vice Chairman
Randy Becker - Member
Steven Sullivan - Member

Operations Board:

Dean Kochanowski - Chairman
Michael Shaw - Vice Chairman
Marek Karłowicz - Member
Brian Hickey - Member
Gary Milliard - Member

- \$3,000.00 from Public Safety Dispatchers 6421151 511010 to Part Time Other Labor 6421151 511041
- \$2,050.00 from Holiday Pay 6421151 514002 to Part Time Other Labor 6421151 511041
- \$487.00 from Building & Grounds Maintenance 6421152 524001 to Office Equipment Maintenance 6421152 524007
- \$355.84 from Rentals & Leases 6421152 527000 to Office Equipment Maintenance 6421152 524007
- \$430.00 from Office Supplies 6421152 542000 to Office Equipment Maintenance 6421152 524007
- \$108.51 from Other Charges & Expenses 6421152 570000 to Computer Equipment Maintenance 6421152 524015
- \$889.00 from Office Supplies 6421152 542000 to Telephone 6421152 534001
- \$750.00 from Custodial Supplies 6421152 545000 to Office Equipment Maintenance 6421152 524007
- Director Lynskey presented the Board with two proposed policy updates. One he noted was a minor revision after consultation with Webster Town Accountant Tim Bell regarding the window of time for which someone who calls in sick is ineligible to work. He noted that this was related to an issue that prohibited overnight employees who were out sick from working another shift under the following scenario:
 - An overnight employee by policy is required to call in sick by 7pm if they need to be out sick. Several times, that employee was later scheduled to work at 3pm the following day (20 hours later) and was well enough to work but since it was the same payroll day, was prohibited from working the 3pm shift the following day. The policy revision would prohibit someone who is out sick from working 8 hours before or 8 hours after their sick time.

Director Lynskey noted that the second policy was a new policy to document a process for how to handle a scenario where an employee does not arrive for work as scheduled. Director Lynskey stated this documents a process that is in place so that on shift dispatchers have direction on the situation. Mr. Becker asked if this is something that has happened. Director Lynskey stated that off the top of his head there had only been 2 or 3 occurrences in 9 years, all pertaining to the overnight shift. He noted the most recent occurrence was someone who was scheduled to come in at 3am and all occurrences have been simply the employee overslept. Mr. LaFond asked how often someone is ordered in to work. Director Lynskey stated with all positions filled, the average employee has been forced twice since February whereas when we had vacancies employees were averaging being forced every 10-14 days. Mr. Becker made a motion to approve the revision to policy 2.03 and to approve new policy 2.10. Second by Mr. Sullivan. Unanimous vote.

- Director Lynskey presented the Board with a Memorandum of Understanding with MassCOP Local 497 regarding longevity payments. He noted that the most

recent contract changed the longevity date from June 30 to December 1 and for it to be paid in the first pay period of December. An issue was brought forth by Webster Accountant Tim Bell this past year that the first pay period of December did not actually include December 1 as having occurred yet and therefore it would be illegal to be paid at that time. Director Lynskey stated that the union was agreeable to revise the language as per the MOA. Mr. LaFond made a motion to approve the MOA. Second by Mr. Becker. Unanimous vote.

- Director Lynskey informed the Board that the annual non-competitive State 911 grants had been awarded. He noted that the Support & Incentive Grant had been provided with a one time increase to cover the cost of a new logging recorder. He stated that State 911 in January announced that upon replacing the 911 recorders this year, they will sunset the ability to record radios and local phones. PSAPs will be responsible for procuring their own recorders moving forward. He stated he petitioned the state for funding and it was approved. Additionally he noted that he had applied for the Regional Development Grant again for numerous capital equipment items that he will detail further in the capital budget. He noted that as of now no awards have been issued but they were expected any day.
 - Director Lynskey stated that the State 911 Department Grant process requires submission of a 5 year capital plan for which he is presenting to the board for their knowledge.
 - Mr. Ruda stressed the importance of fiber being installed in Dudley for radio system infrastructure as the ability to utilize copper phone lines is becoming a problem quickly. Chief Kochanowski noted that he had applied for a grant to cover the cost of installation of fiber but that since the fiber would be leased instead of town owned the grant would not cover it. Director Lynskey stated he believed that the State 911 grant worked the same way and noted that the cost of town owned fiber was more than double the maximum amount of the Municipal Fiber Grant. He also noted that a microwave study was done a few years ago and that given the terrain in Dudley, microwave was not a viable option.
 - Mr. Becker stated there is a lot of money on the capital budget. Director Lynskey agreed. He stated a couple of the items, specifically the EMD Protocols and radio console system replacement are both items that he placed on there as potential however they are not definite items. He noted that most others including the CAD/RMS system replacement are pretty solid requirements.
 - Mr. LaFond asked what the source of funding is for the 911 grants. Director Lynskey stated it is the wireless 911 surcharge that appears on everyone's cell phones.
 - Mr. Ruda suggested adding the copper/fiber issue to the plan. Mr. Becker stated it appears the only year that could potentially support it is FY26. Director Lynskey stated he will add it.
- Director Lynskey stated that the 11th position had been filled with a part time dispatcher who had previously worked in Douglas, Southbridge, and Westborough as a full time dispatcher. He noted that Edila Seguin started in

the position on March 5, 2023. Mr. Becker made a motion to confirm the appointment. Second by Mr. LaFond. Unanimous vote.

- The Board did not set a next meeting date but will target the mid-September timeframe.
- Mr. Becker made a motion to adjourn at 10:55am, second by Mr. LaFond. Unanimous vote.