



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 August 23, 2022 – Regular Session

Board Members Present: Jonathan Ruda, Richard LaFond, Randy Becker, John Marsi

Board Members Absent: Steven Sullivan

Others Present: Gregory Lynskey, Dean Kochanowski

Meeting Location: Dudley Municipal Complex, Third Floor

- Meeting called to order by Chairman Ruda at 10:03am.
- Chairman Ruda led the Pledge of Allegiance.
- Chairman Ruda declared that this meeting would be the Annual Meeting for the Board of Directors.
- Chairman Ruda opened the floor for nominations for Chairman. Mr. LaFond made a motion to appoint Mr. Ruda as Chairman. Second by Mr. Becker. Unanimous vote.
- Chairman Ruda made a motion to appoint Mr. LaFond as Vice-Chairman. Second by Mr. Marsi. Unanimous vote.
- Mr. Becker made a motion to approve the regular session meeting minutes from June 9, 2022. Second by Mr. LaFond. Unanimous vote.
- Mr. Becker made a motion to approve and release the executive session meeting minutes from June 9, 2022. Second by Mr. LaFond. Unanimous vote.
- Chief Kochanowski stated he wished to take a minute to recognize Director Lynskey for his work during the Mace Polymers Fire. Chief Kochanowski noted that Director Lynskey came in off duty and kept on top of getting him anything he needed. He noted could couldn't have done it without Director Lynskey. Director Lynskey thanked him and stated he wished to recognize Dispatchers Scott Baldracchi and Kristin Munger as well who were working at the time and set the tone for the night by remaining calm and collected even in the face of a major incident. Mr. Becker made a motion to send a letter of recognition to Director Lynskey and Dispatchers Baldracchi and Munger. Second by Mr. Marsi. Unanimous vote. Chairman Ruda stated this type of incident brings up the importance of having a separate operations channel for an incident. Director Lynskey stated District 7 Red was utilized as the incident operations channel freeing up the Dudley Fire channel for responding apparatus along with mutual aid cover companies who had to handle some calls. He stated it worked well.
- Director Lynskey stated the only update he had regarding other towns is that he had been told, however has not been able to confirm, that Douglas has had some conversations with Northbridge about the possibility of regionalization.
- Director Lynskey presented the Board with the following 3 FY22 Year End Budget transfers which did not require a board vote:
 - \$1,695.00 from Part Time Other Labor 6421151 511041 to Holiday Pay 6421151 514002

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
Steven Wojnar - Member
Brian Hickey - Member
Gary Milliard - Member

- \$641.00 from Office Supplies 6421152 542000 to Telephone/Communications Maintenance 6421152 524006
- \$100.00 from Part Time Other Labor 6421151 511041 to Public Safety Dispatchers 6421151 511010
- Director Lynskey presented the Board with a final review of the FY2022 budget. He noted that there was one line item which shows as slightly negative due to an adjustment that was needed following a rejected reimbursement from State 911. He noted that overall there was a small surplus at the end of the year. He specifically pointed out the Overtime line item, noting it was overspent by 100% as a result of the long term vacancies. Chairman Ruda asked if an audit is ever done on the center financials. Director Lynskey stated it is done as part of Webster's Audit and that it has led to a couple IMA modifications over the years, most recently having to clean up the language regarding who officially employs the dispatchers. Chairman Ruda asked to be sure that if there is anything in the management letter pertaining to the SWCCC that the Board receives a copy. Mr. Becker asked about the funds remaining in the Training Grant. Director Lynskey stated the grant is awarded based upon a formula that covers the overtime cost and cost of classes for up to 32 hours of training per dispatcher per year. Director Lynskey stated it would not be possible to utilize all of the funds that are provided and that the funds return to State 911 at the end of the year.
- Director Lynskey presented the Board with a report on the reserve fund. He reminded the Board that they had voted to utilize \$50,000 from reserve toward the FY22 Budget. That, coupled with a \$9,500 budget surplus at the end of the fiscal year provided for a net decrease in the reserve of \$40,500. The current reserve balance is approximately \$280,200. Mr. Becker asked if there are any major capital items coming in the next few years. Director Lynskey noted that the main Software system is going to likely need to be replaced within 3-5 years as a likely cost of over \$500,000. Mr. Becker stated that Mr. LaFond has been tasked with building a town wide capital plan including the schools and that that type of item should be included in his plan.
- Director Lynskey informed the Board of his successful application for grant funds under the FY23 State 911 Regional Development Grant. He noted that this award would supplement the Webster Town Meeting funds and the Dudley use of ARPA funds for radio upgrades, allowing for the first two phases of the project to be completed simultaneously. He noted that funds were not awarded by State 911 for the fire department radio upgrades and therefore additional funds will be needed in the future for this 3rd phase of the project, which he intends to apply for again in FY24.
- Director Lynskey stated that Dispatcher Joan Laplante has requested consideration from the Board for two additional paid leave days under the bereavement article of the union contract. He noted that her mother recently passed away out of state and due to delays in the transport process, the services were not held for a week after the death. As such, Dispatcher Laplante needed to utilize two vacation days beyond the allotted bereavement days. He stated that the contract allows the Board to approve additional paid leave and restore any accrued time used in special circumstances. Mr. Marsi made a motion to approve two days of paid leave for Dispatcher Joan Laplante and to

restore two vacation days to her accrued time. Second by Mr. Becker. Unanimous vote.

- Director Lynskey stated that he had informed the board at their last meeting that Dispatcher Nicole Albright would be leaving as she was relocating, although a date was not known at that time. Dispatcher Albright subsequently resigned her position effective July 23, 2022. Mr. LaFond made a motion to accept the resignation with regret. Second by Mr. Becker. Unanimous vote.
- Director Lynskey informed the Board that he had a candidate who had expressed interest in a per-diem position with the possibility of going full-time in the future. He noted the candidate was a full-time, experienced dispatcher elsewhere currently so her needs for training would be somewhat minimal. Director Lynskey stated he was asking the Board for their approval to consider this candidate given that as part of the creation of the eventual 11th position, it included a plan to phase out per-diem through attrition. Mr. Ruda asked if it costs anything to have additional per-diem personnel on the books. Director Lynskey stated it does not and that if they are able to cover some vacant shifts it can actually save money compared to overtime. Mr. Becker made a motion to approve the request. Second by Mr. Marsi. Unanimous vote.
- Director Lynskey informed the Board that although one of the planned items for this meeting was to review some updated policies, the Union had to cancel their meeting due to a scheduling conflict and as such they have not yet reviewed the policies.
- The Board set a meeting date of October 13 at 10am at the Webster Police Community Room.
- Mr. LaFond made a motion to adjourn at 10:46am, second by Mr. Becker. Unanimous vote.