

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes

January 13, 2022

ATTENDEES:

BOARD MEMBERS:

Acting Interim Chair Heather Lemieux, Lunenburg; Margaret Nartowicz, Berlin; Don Lowe, Bolton; Marie Sobalvarro, Harvard; Jessica Strunkin, MDFA-EVP, Devens and Jeffrey Nutting, Interim Town Administrator, Townsend.

OTHER PARTICIPANTS:

Anne Camaro, NVRDD Executive Director, Angela Siciliano, NRVDD and Christine Keefe, Berlin.

CALL TO ORDER:

- With a quorum present and acting, meeting called to order, and video recorded at 2:01pm.

CHAIRMAN UPDATES

- No updates

EXECUTIVE DIRECTOR UPDATES

- In my fourth (4th) month as Executive Director, I have been pleased with the quality of work and the professionalism of the entire staff.
- The District is pleased to announce that the first *Life Saving Award* was presented to dispatcher Janet James. Job very well done!
- On December 29, 2021, a call came into the center and the caller stated they were being assaulted. The call was dispatched and upon arrival and investigation from the PD, it was discovered to be a hoax. The dispatcher was on the call approx. 20 minutes. The dispatcher who was impacted was properly evaluated and cleared for continued duty.
- Marie and Anne met with the bank and were able to gain access to the Stabilization account. Balance is \$75,143.39. Contributions from FY22 will be moved into this account to bring balance up to \$110,143.39.
- Andrew Gould expected back in Massachusetts March 1, 2022.
- FY23 budget has been started. MDFA will provide Anne with an updated lease agreement for 270 Barnum Rd.

OPS & FINANCE COMMITTEE UPDATES

- No updates

OLD BUSINESS

- OT budget is higher than normal. Anne wants to keep a close eye on this going forward as we are only thru half the FY.
- Interim Chair requests budget summaries prior to each meeting.
- District Agreements still need to be reviewed by all communities and revisited so as all communities can sign the agreement collaboratively. Deadline: next meeting.
- Should and alternated Vice Chair be assigned in Chief Kelly, Devens, place for the OPS Committee?
- CAPITAL STABILIZATION FUND: Assessments to be verified by each community. Figures due by next meeting.

- ADMIN SUPPORT: what will compensation be? Board wants to discuss this option of support with the Finance Committee before final decision made. Separate line item to be created in the FY23 budget. Should be kept separate from the Devens Assessments.
- TOWNSEND: State 911 met with NVRDD. District will not be penalized financially for the withdrawal. Grant funding would be increased in next FY.

NEW BUSINESS

- Andrew Gould's last day is April 1, 2022.
- Salary for the P/T position is \$4,000 annually. Cannot locate a contract. Search for replacement underway and position will be posted accordingly.
- State 911 provided a map of primary communities to add. Stow, Maynard and Boxboro are interested. Margaret suggested looking "beyond our neighbors".

NEXT MEETING

- February 10, 2022 @ 2:00pm

ADJOURN

- With no further Open Session business, motion to move Executive Session made, accepted by unanimous voice roll call. Adjourned at 10:34a.m.