

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes

February 10, 2022

ATTENDEES:

BOARD MEMBERS:

Acting Interim Chair Heather Lemieux, Lunenburg; Christine Keefe, Berlin; Don Lowe, Bolton; Marie Sobalvarro, Harvard and Jessica Strunkin, MDFA-EVP, Devens.

NOT PRESENT

Margaret Nartowicz, Berlin and Jeffrey Nutting, Interim Town Administrator, Townsend.

OTHER PARTICIPANTS:

Anne Camaro, NVRDD Executive Director, Peter Kinnas, Glenn Casey, Anthony Newell, Jennifer Fellows, NRVDD, Chief Sicard, Harvard FD and Cheryl Garipey and Shelly Testa.

I. CALL TO ORDER:

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

II. CHAIRMAN UPDATES

- Moved to New Business

III. EXECUTIVE DIRECTOR UPDATES

- Anne has been working on police departments SOP's.
- Working on certifying the Certificate of Excellence Awards for missing and exploited children.
- Tom Kennedy is finalizing the Center Assessments Study.
- State 911 FY23 grant funds have been posted.
- State 911 has increased the Support Initiative Grant by \$216K, for a total of \$1,010,020.00 .

IV. OPS & FINANCE COMMITTEE UPDATES

- Finance committee meeting held today, Feb. 10, 2022. Hoping to finalize P/T Administrative Coordinator and Treasurer job description notices soon.
- Next meeting – Feb 24, 2022 – to finalize vote on FY23 budget.

V. OLD BUSINESS

1. Actual vs. Balance sheets provided. Still watching OT funds, as they are higher than usual due to the two open dispatcher positions.
Hoping to replace desks with dispatcher consoles, State 911 may be funding all of these costs.
2. Intermunicipal Agreements circulated to each community. Revisions/comparisons should be made. Both the Admin Board and OPS Committee to work together on streamlining agreements.
3. Community contributions are correct after review.
4. Motion to approve administrative support for the Administration Board from MDFA contingent upon available funding today thru July 1 2022, accepted by Marie Sobalvarro, seconded by Don Lowe, approved.
5. State 911 approved Townsend's withdrawal request from District. Some costs the District will be responsible for in Townsend's absence are, but not limited to, are IMC, Citrix and internet services (approx.. \$5,244.48 over a 4 month period).

Townsend still may be held responsible for Assessment costs before July 1, 2022 (refer to page 6 of Agreement).

6. Finance Committee created job posting for the vacant Treasury position. Motion to move forward with advertising made, accepted by Don Lowe, seconded by Marie Sobalvarro, approved.
7. Still pursuing options to invite Maynard, Stow and Boxboro to join the District. Sterling/Clinton? There are Development Grants to help pay to have these communities brought into District.
8. MDFA Lease Agreement moved to next meeting.

VI. NEW BUSINESS

1. FY23 budget discussions have started.
2. Job description and posting created for Administrative Coordinator position. Motion to accept and post Admin. Coordinator position made, accepted by Jessica Strunkin, seconded by Marie Sobalvarro, approved.
3. Motion to approve 11/29/21, 12/8/21 (with changes), 12/22/21, 12/29/21 and 1/13/22 meeting minutes made, accepted by Jessica Strunkin, seconded by Don Lowe. Approved.
4. After reconvening into Open Session, motion to approve the collective bargaining negotiations, contingent on available funding that exceed Reserve Account made, by unanimous voice roll call, approved.

NEXT MEETING

1. March 3, 2022 @ 2:30pm

ADJOURN

9. With no further Open Session business, motion to move Executive Session made, and re-enter into Open Session made @ 2:53p.m, accepted by unanimous voice roll call. Adjourned at 3:09p.m.