

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes

December 8, 2021

ATTENDEES:

BOARD MEMBERS:

Orlando Pacheco, Lancaster; Margaret Nartowicz, Berlin; Don Lowe, Bolton; Heather Lemieux, Lunenburg; Marie Sobalvarro, Harvard and Jessica Strunkin, MDFA-EVP, Devens.

OTHER PARTICIPANTS:

Jack Parow, NVRDD Interim Executive Director and Angela Siciliano, NVRDD; Peter Kinnas, Glenn Casey, Anthony Newell, Brian O'Neill, Janet James, Jim G, NVRDD, Anne Camaro, Chief Michael Hanson, Lancaster FD; Chief Rick Sicard, Lunenburg FD; Lieutenant Andrew Perry, Harvard FD and Shelly Testa, recording secretary, Public Safety.

CALL TO ORDER:

- With meeting held via zoom, Orlando Pacheco called meeting to order at 1:30pm with a quorum present and acting. Meeting recorded.

MEETING MINUTES

- Motion to approve minutes with corrections for November 9, 2021 and November 23, 2021 made, accepted by Don Lowe and seconded by Heather Lemieux. Approved.

CHAIRMAN UPDATES

- Orlando spoke with Anne about the amendments made to her contract by the board, she had no issue. Originals were sent to her directly for execution and an email version had been executed in preparation for the Board's approval.

INTERIM EXECUTIVE DIRECTOR UPDATES

- Working with the Collins Center on Strategic plan. Tom Kennedy has compiled a dispatcher questionnaire during interviews.
- As compared to the National Average (15 seconds), NVRDD dispatchers answered 96% of their 911 calls in under 8 seconds. Job well done!
- DPH stopped reporting addresses of confirmed COVID cases to the local BOH. Therefore, we cannot track or record these anymore. We have re-issued a policy and job aid to capture this information from the caller so we can pass this information on to the first responders.
- Old IMC Bill: After brief discussion of how to proceed with payment, motion to pay from FY22 Operating Reserve Account made by Heather Lemieux, accepted by Margaret Nartowicz, seconded by Marie Sobalvarro. Approved.
- Authorization given to Jack Parow to pay old IMC bill.
- MIIA: Discussion item with Anne Camaro in her transition into Executive Director role.
- Contact @ MIIA is Joanne Stoll-Pizzano

UNION

- Moved to next meeting for more discussion for authorization of approval of CBA.

INTERMUNICIPAL/DISTRICT AGREEMENTS

- Not all communities signed the District Agreement. Some only signed the IMA.

- For additional discussion

FY22 BUDGET

- On track as of current

CAPITAL STABILIZATION FUND

- Angela still waiting on updates from Andrew. She is not a signatory and cannot access bank info.
- Moved to next meeting for further discussion.

TOWNSEND WITHDRAWAL REQUEST

- Orlando Pacheco received a notice to withdraw on Dec. 1, 2021 from the Interim Town Administrator to be effective June 30, 2022.
- Vote for withdrawal presented and approved at their Town Meeting on Nov. 22, 2021.
- STATE 911 was never notified prior to or after the town vote. Frank Pozniak has since been notified by the Chair and upon *their* approval, would Townsend only be allowed to make the transfer.
- Will remaining communities stay financially whole with the absence of Townsend?
- # 1 Question: why do they want to withdraw? Not present at majority of Board Meetings.
- Townsend Assessment payments are current and promise to pay second half of FY22 was made.
- Chief Hanson suggests the Board look into any Grant monies used to bring Townsend into NVRDD in the first place and if so, re-coup those funds for withdrawing.

FIRE CHIEF'S UPDATES

- Chief Sicard – next OPS meeting scheduled for Dec. 21, 2021.

NEXT MEETING

- December 22, 2021 @ 1:30pm via zoom.

ADJOURN

- With no further Open Session business, motion to move Executive Session made and reconvene into Open Session, accepted by unanimous voice roll call. Adjourned at 2:31p.m.