

**Nashoba Valley Regional Dispatch District (NVRDD)  
Administration Board Meeting  
Devens  
EXECUTIVE SESSION  
September 18, 2019**

ATTENDEES

**Board Members:** Chairman Marie Sobalvarro, Harvard; Don Lowe, Bolton; Margaret Nartowitz, Berlin ; Heather Lemieux, Lunenburg; Jessica Strunkin, Devens  
**Absent:** Orlando Pacheco, Lancaster; Jim Kriedler, Townsend.  
**Other Participants:** Ross Klun, NVRDD Director

Executive Director Performance Review:

The Board discussed the need to evaluate performance based on his job duties and set goals for FY20. Board agreed to use MassDevelopment's performance evaluation reformatted to NVRDD and this will be sent out to members, along with his position description, Ross's report on his goals from FY19. Board identified goals as improving employee morale, turnover rate, and staffing levels. Reviewing level of services that each member community agreed to when coming on board. Board asked that the Executive Director be asked to provide his goals. Any performance merit increase would be retroactive to July 1, 2019.

MOTION: J. Strunkin moved to exit Executive Session at 10:59 a.m. H. Lemieux seconded.

Roll Call Vote:

Marie Sobalvarro, Yes  
Margaret Nartowitz, Yes  
Heather Lemieux, Yes  
Jessica Strunkin, Yes,  
Don Lowe, Yes.  
Approved.