

# **Nashoba Valley Regional Dispatch District**

## **Administration Board**

### **Meeting Minutes**

**March 24, 2022**

#### **ATTENDEES:**

##### **BOARD MEMBERS:**

Acting Interim Chair Heather Lemieux, Lunenburg; Christine Keefe, Berlin; Don Lowe, Bolton; Marie Sobalvarro, Harvard and Jeffrey Nutting, Interim Town Administrator, Townsend

#### **NOT PRESENT**

Margaret Nartowicz, Berlin and Jessica Strunkin, MDFA-EVP, Devens.

#### **OTHER PARTICIPANTS:**

Anne Camaro, NVRDD Executive Director, Peter Kinnas, Glenn Casey, NVRDD; Cheryl Gariepy and Shelly Testa.

#### **I. CALL TO ORDER:**

- With a quorum present and acting, meeting called to order, and video recorded at 2:30pm.

#### **II. EXECUTIVE DIRECTOR UPDATES**

- Bank signatories are as follows: Anne Camaro, Kristen Noel and Marie Sobalvarro.
- \$595K in General Account. \$110K in Stabilization Account (approx.). including FY22 payment.
- As of April 1, 2022, one (1) dispatcher will be leaving the Regional Dispatch Center and joining Berlin Police. Another may accept an offer with State 911 - this will mean two (2) OPEN positions.
- Deputy Director, Angela Siciliano's last day with the Regional Dispatch Center will be April 1, 2022.
- Continuity Plan is still being developed. Bolton will be primary back-up site and Lunenburg will be our secondary back-up site.
- Hired Stephanie Coronel, start date March 14/2022) as the new P/T Administrative Coordinator.
- Budget sheets distributed. OT still a concern (107%) but should be able to transfer funds from Dispatchers line and Deputy Director line. With the HVAC repairs, this has increased the budget line item. A. Camaro will check if this should be covered under the lease.
- HR SUPPORT: no budget line item for this.
- Capital Request for \$20K for acoustical panels

#### **III. OPS & FINANCE COMMITTEE UPDATES**

- No Chiefs present.
- Anne mentioned that Phase I for the Wireless 911 trial calls began. No calls going to MSP.

#### **IV. OLD BUSINESS**

1. Board reviewed edits made to Agreement. To be reviewed with Legal Counsel before final vote from the Board.
2. June 30, 2022 still target date of Townsend withdrawal from NVRDD.

3. Maynard is not interested in joining NVRDD. Would still like to actively pursue Boxboro as they seem to be a good fit for the center.

4. Term of Lease: One (1) Year.

V. NEW BUSINESS

1. Meeting minutes from March 3, 2022 reviewed and motion to approve with voice roll call, unanimous, Approved.

VI. NEXT MEETING

1. April 14, 2022 @ 2:30pm

2. May 12, 2022 @ 2:30pm

3. June 9, 2022 @ 2:30pm

VII. EXECUTIVE SESSION

Motion to enter into Executive Session made to approve Executive Session minutes and to be released, made, accepted by Chris Keefe and seconded by Marie Sobalvarro, recording stopped, adjourned Open Session at 3:28pm.

VIII. ADJOURN

With no further Open Session business, motion to move Executive Session made, and re-enter into Open Session made @ 3:07p.m, accepted by unanimous voice roll call.

Adjourned at 3:29p.m.