

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes

April 13, 2023

2:30PM

ATTENDEES:

BOARD MEMBERS:

Chair Kristen Rubin, Berlin; Vice Chair Meg Delorier, Interim EVP-Devens Ops; Heather Lemieux, Lunenburg; Don Lowe, Bolton; and Marie Sobalvarro, Harvard;

NOT PRESENT:

Kate Hodges, Lancaster

OTHER PARTICIPANTS:

Anne Camaro, NVRDD Executive Director, and Glenn Casey, NVRDD

I. CALL TO ORDER:

- With a quorum present and acting, the meeting was called to order by the chair at 2:37pm.

II. EXECUTIVE DIRECTOR UPDATES

Personnel:

- a. Trainee Ashley Wirta resigned; she cited personal issues as the reason.
- b. I've reached out to an applicant from the fall and re-interviewed her on 3/27. Waiting for paperwork for background check. Should we move forward, she'd attend the State 911 Academy in May.
- c. Total Staffing: 3 supervisors, and 9 dispatchers, with three openings 2 dispatcher opening and 1 supervisor opening.

Budget:

- a. FY23 YTD Report sent to Admin Board earlier this week.
- b. 5-year Capital Budget Plan presented to the Finance Committee at the April 5th meeting. Copy sent to board earlier this week as well.

Projects:

- a. The new dispatch desks have been installed and staff is back in the Communications Center.
- b. The District Accountant is working on a report of what cash was rolled over from year to year and we hope to have the auditors here shortly after year end.

Grants:

- a. I am all caught up on FY23 Grant Reimbursements, and we should be receiving the funds within the next 30-60 days.

- b. FY24 Development Grant Application was sent to State 911 Department in early March.
- c. Working on FY24 Grant Applications.

III. OPS & FINANCE COMMITTEE UPDATES

1. None present

IV. NEW BUSINESS

1. Motion made to accept the meeting minutes for February 16th 2023 meeting and March 16, 2023 by Don Lowe, seconded by Marie Sobalvarro, approved after roll call vote. Roll call vote: Berlin: YES, Devens: Yes, Harvard: YES, Bolton: YES, Lunenburg: YES.
2. Executive Director Camaro gave an update on the activities for National Telecommunications Week. The Towns of Berlin and Lunenburg issued proclamations thanking NVRDD Dispatchers.

V. OLD BUSINESS

1. Update on PS Building (From Meg Delorier): No updates.
2. Status of Lease Agreement with Mass Development: No updates. Meg Deorier will follow up.
3. FY23 Budget – continues to be on par with the year.
4. Intermunicipal Agreement / District Agreement: Voted on and signed by Harvard Select Board on 02/07, By Berlin on 03/20, and by Lunenburg on 03/28. All other communities will add to their April Meetings.
5. No update on adding towns to NVRDD.

NEXT MEETING

1. May 18th, 2023 @ 2:30pm

ADJOURN

1. With no further Open Session business, motion adjourn made by Don Lowe, seconded by Marie Sobalvarro. Adjourned at 2:59p.m. Roll call vote: Berlin: YES, Devens: Yes, Harvard: YES, Bolton: YES, Lunenburg: YES. Meeting Adjourned.