

# Nashoba Valley Regional Dispatch District

## Administration Board

### Meeting Minutes

March 3, 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, Charles M., NRVDD and Shelly Testa.

##### I. CALL TO ORDER:

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

##### II. CHAIRMAN UPDATES

- Deputy Director's last day with the District will be April 1 2022.
- Finance Committee has approved the FY23 budget as presented. Total = \$2,274,600. Increased 2.56%.

##### III. EXECUTIVE DIRECTOR UPDATES

- \$223K State 911 Grant submitted. It covers IT, licenses, wiring etc.
- Continuity Plan being developed with supervisors / Chiefs in preparation of disaster.
- In the process of renewing service contracts.
- P/T Treasurer position offer / accepted by Kristen Noel.
- Applications are being accepted and reviewed for the P/T Admin. Coordinator position. Timeline to hire / start is 3 weeks.
- HVAC unit is having some issues. To get someone out to look at it.

##### IV. OPS & FINANCE COMMITTEE UPDATES

- No updates.

##### V. OLD BUSINESS

1. CBA Agreements sent to Union.
2. Inter-municipal Agreements: Moved to next meeting.
3. Anne attended State 911 meeting regarding Townsend withdrawal from Regional Dispatch. No extra funds will be given to Townsend during transition. July 1, 2022 is targeted withdrawal date.
4. Met with Holbrook Dispatch for ideas on how to bring in other communities.
5. Tom Pope, MDFA Real Estate, to provide draft.

##### VI. NEW BUSINESS

1. Budget vs. Actual & Balance sheets distributed to Board. Overtime still a concern (\$228K YTD).
2. February 10, 2022 meeting minutes reviewed and motion to approve made, accepted by Chris Keefe, seconded by Don Lowe. Approved.

##### VII. NEXT MEETING

- Thursday March 24, 2022 @ 2:30pm.

##### VIII. ADJOURN

6. With no further Open Session business, motion to adjourn made, accepted by Don Lowe, seconded by Chris Keefe, adjourned at 2:53p.m.