

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes

August 22, 2022

ATTENDEES:

BOARD MEMBERS:

Acting Interim Chair Heather Lemieux, Lunenburg; Don Lowe, Bolton; Chris Keefe, Berlin and Meg Delorier, Interim Acting EVP, Devens Operations

NOT PRESENT

Marie Sobalvarro, Harvard and Kate Hodges, Lancaster.

OTHER PARTICIPANTS:

, Anne Camaro, NVRDD Executive Director and Shelly Testa.

I. CALL TO ORDER:

- With a quorum present and acting, meeting called to order, and video recorded at 2:40pm.

II. EXECUTIVE DIRECTOR UPDATES

1. All first half assessments have been invoiced and paid. Deposits have been recorded in Vadar, and the \$30,000 transfer made to the stabilization account.
2. We had our first planned event command post on Saturday 08/20/22 for Devens Day. Operations went smoothly and the coordination between NVRDD and MSP was flawless.
3. We have another planned event coming up in Bolton, the LIV Golf Tournament the weekend of Labor Day. We have a dedicated dispatcher assigned to the command post Friday, Saturday and Sunday during the day and evening shift.
4. We have one new dispatcher in training, her name is Courtney Perry. She has completed the 911 classes, and is now completing her On-The-Job Training, we are still looking to fill 3 more positions.
5. With all the vacancies, our Overtime Budget is already at 26% usage, however Dispatcher Salaries are at 8%, should balance out.
6. Our Financial Audit was completed by the Roselli and Clark staff last week, along with FY22 Closing. Reports should be available to us in the next few weeks.
7. We have mostly emptied out the storage space. I spoke with Meg last week and she was going to see if DPW could help us out with finishing the removal of expired car seats, and Gym equipment.

III. OPS & FINANCE COMMITTEE UPDATES

1. No updates. Place holder for next meeting.

IV. NEW BUSINESS

1. \$4.6M Federal Grant approved for the construction of new Public Safety building project. Plan to got to MDFA B.O.D for remaining bond at the Oct 2022 Board Meeting.
2. Minutes: Place holder for next meeting.

V. OLD BUSINESS

1. LEASE: Meg and Michael Ray Jefferys have received the invoice, no reduction at this time. At present, the center has been covering the HVAC costs but this should be an item included in the lease covered by MDFA.
2. FY2023 Budget updates presented in the E.D. update (II). YTD report sent to Admin. Board.
3. No updates. Place holder for next meeting.

4. No updates. Place holder for next meeting.
5. Will there be a conflict of interest law concerns?
6. Motion made to ***** , by Chris Keefe, seconded by Don Lowe, approved unanimous roll call vote.

Roll Call Vote: C. Keefe, Yes

D. Lowe, YES

M. Delorier, Yes

H. Lemieux, Yes

NEXT MEETING

1. September 8, 2022 @ 2:30pm

ADJOURN:

Adjourned at 3:06p.m.