

# **Nashoba Valley Regional Dispatch District**

## **Administration Board**

### **Meeting Minutes**

**July 13, 2023**

**1:00 PM**

#### **ATTENDEES:**

##### **Board Members:**

Berlin: Kristen Rubin, Chair

Bolton: Don Lowe

Devens: Meg Delorier, Vice-Chair

Harvard: Marie Sobalvarro

Lunenburg: Heather Lemieux

##### **Others:**

NVRDD: Anne Camaro, Executive Director

#### **NOT PRESENT:**

Lancaster: Kate Hodges

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

- With a quorum present and acting, the meeting was called to order by the chair at 1:04PM.

#### **II. EXECUTIVE DIRECTOR'S UPDATES**

**Personnel:** We have one candidate who has successfully completed the background phase of the hiring process. Her name is Alina Soto and she has a background in the military. I'd like to recommend Ms. Soto and request board approval to offer her the full time Regional Dispatcher position.

The Chair of the Administration board entertained a motion to accept the Director's recommendation and approve the hire of Alina Soto for one open Full Time Regional Dispatcher Position. Motion made by Heather Lemieux, seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Bolton: Yes, Devens: YES, Harvard: YES, Lunenburg: YES. The motion carried with 5 votes in favor and 0 votes against.

**Projects:** Year-End accounting process on the way as well as cash reconciliation. I'll be scheduling the Audit for the end of August.

**Grants:** I am all caught up on FY23 Grant Reimbursements, and we should be receiving the funds within the next 30-60 days. I am awaiting a response on the FY24 Development Grant – Which will cover our Capital Expenses for FY24. NVRDD has been awarded the FY24 Support and Incentive, Development, EMD, and Training Grants. I'll be finishing up the TERT Application this week.

#### **III. OPERATIONS COMMITTEE UPDATES**

No one present

#### **IV. FINANCE COMMITTEE UPDATES**

No one present

#### **V. NEW BUSINESS**

1. **Meeting Minutes**

Meeting Minutes from meeting on 06/27/2023 tabled to next meeting.

## **VI. OLD BUSINESS**

### **1. Budget Update**

- FY23 – We’re still in the process of closing out accounts, but there may be some left over funds.
- FY24 – The budget was entered into Vadar, our fund management system. This year we will split all expenditures between General Fund and Grant Fund.
- Capital Projects – Our FY24 Capital Projects will be covered by the Development Grant (\$893,500). We will focus on radio upgrades – which will ensure our base equipment is P25 compliant, purchasing a new Fire RMS System, installing acoustic panels in the dispatch center, and paying for our cyber security requirements.

### **2. Intermunicipal Agreement and District Agreement**

- Lancaster: Kate Hodges has been given the green light from her Select Board to sign the new agreement. Kristen Rubin will email her the final version for signature.
- Mass Development: Meg Delorier is still waiting for approval from legal department.

### **3. Adding Towns to NVRDD**

#### **- Boxborough Joining NVRDD**

The Finance Committee and the Operations Committee have voted to recommend the Town of Boxborough to the Administration Board as a provisional member.

Don Lowe stated he is strongly opposed to the addition of Boxborough as a member. He believes it will stretch our resources too thin, he cited our current staffing shortage as well. Director Camaro replied that their addition to the district is not going to significantly impact operations, as the Boxborough call volume is lower than most of our other member towns. Don Lowe also stated that both his chiefs are against the addition.

Heather Lemieux would like to have a conversation with her chiefs prior to voting on the addition of Boxborough as a member.

Board Chair Kristen Rubin suggested the vote be tabled to next meeting, so all members have a chance to review the information and consult their chiefs.

## **VII. NEXT MEETING**

July 24, 2023 – 1:30PM

## **VIII. ADJOURN**

With no further business, the Chair of the Administration Board entertained a motion to adjourn. Motion made by Heather Lemieux, seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Bolton: Yes, Harvard: YES, Devens: YES, Lunenburg: YES. The motion carried with 5 votes in favor and 0 votes against. Meeting Adjourned at 1:37 PM.