

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes

June 27, 2023

1:00 PM

ATTENDEES:

Board Members:

Berlin: Kristen Rubin, Chair

Bolton: Don Lowe

Harvard: Marie Sobalvarro

Lancaster: Kate Hodges

Lunenburg: Heather Lemieux

Others:

NVRDD: Anne Camaro, Executive Director

NVRDD: Glenn Casey, Supervisor

Peter Kinnas

John Marc-Aurele

NOT PRESENT:

Devens: Meg Delorier, Vice-Chair

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 1 Candidate in the background phase of the hiring process, and three interviews scheduled for 07/07. Current Staffing: 9 full-time employees, with 5 vacancies.

Budget: FY23 YTD Report sent to Admin Board earlier this week. Budget is on par with the year.

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 EMD and Training Grants. I'll be finishing up our Support and Incentive Grant and TERT Application this week.

Other: NVRDD is being audited by CJIS, and with the audit we discovered that we need to replace the router that connects us to them. The cost will be around \$4,500 which I hope to be able to cover with the Support and Incentive Grant as I just found out there are extra funds available for dispatch centers that dispatch mental health crisis teams/co-response (Harvard PD).

III. OPERATIONS COMMITTEE UPDATES

No one present

IV. FINANCE COMMITTEE UPDATES

No one present

V. NEW BUSINESS

1. Meeting Minutes

The Chair of the Administration board entertained a motion to accept meeting minutes from the previous meetings: 05/18/2023 (open session), 05/30/2023 (open session), and 05/30/2023 (executive session). Motion made

by Don Lowe, seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Bolton: Yes, Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 5 votes in favor and 0 votes against.

2. Appointment of New NVRDD Supervisor

The Executive Director is seeking Board Approval to appoint Jennifer Hill as Emergency Communications Supervisor. Jennifer has been with NVRDD for over 5 years and is an exemplary dispatcher, leader, and employee. The Chair of the Administration board entertained a motion to accept the appointment of Jennifer Hill to the position of Emergency Communications Supervisor effective July 1, 2023. Motion made by Marie Sobalvarro, seconded by Heather Lemieux. Roll call vote: Berlin: YES, Bolton: Yes, Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 5 votes in favor and 0 votes against.

3. NVRDD Per-Diem MOU with MassCOP Local 439

The Chair of the Administration board entertained a motion to accept and sign the NVRDD Per-Diem MOU with MassCOP Local 439. Motion made by Heather Lemieux, seconded by Don Lowe. Roll call vote: Berlin: YES, Bolton: Yes, Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 5 votes in favor and 0 votes against.

VI. OLD BUSINESS

1. Update from Mass Development on Public Safety Building

John Marc-Aurele from Mass Development gave an update on the building of the new Public Safety Building with the following highlights;

- Project Bids have gone out to potential contractors and will close on 7/27.
- After bids are received and recipients selected, the project will be brought forward to the Mass Development Board for a vote.
- Construction is anticipated to start in September of 2023 and to last 16 months.
- Marie Sobalvarro requested a copy of the bid documents for review, Mr. Marc-Aurele will be sharing a link with the board.
- Mr. Marc-Aurele advised he will also be providing updates periodically by email.
- Kristen Rubin advised that she has been told NVRDD will not be impacted, and that parking will be available throughout the process. Mr. Marc-Aurele agreed.

2. Lease Agreement

- Fully signed and executed.

3. Budget Update

- Given during Executive Director Updates

4. 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 not present. Kristen Rubin will follow up.

5. Adding Towns to NVRDD

- Boxborough 911 Update

Boxborough has requested an extension to NVRDD taking their 911 calls. The Executive Director would like approval to continue taking Boxborough's 911 Calls until 07/18/2023. The Chair of the Administration board entertained a motion to approve NVRDD to continue taking Boxborough's 911 Calls until 07/18/2023. Motion made by Kristen Rubin, seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Bolton: NO, Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 4 votes in favor and 1 vote against.

- Boxborough Joining NVRDD

Executive Director Camaro has been talking to the Boxborough Town Administrator. They are still interested in joining NVRDD. Finance and Operations Committees will be discussing the impact at their next meetings and will make a recommendation to the Admin Board on whether or not to admit Boxborough as a provisional member.

VII. NEXT MEETING

July 13, 2023 – 1:00PM

VIII. ADJOURN

With no further business, the Chair of the Administration Board entertained a motion to adjourn. Motion made by Heather Lemieux, seconded by Don Lowe. Roll call vote: Berlin: YES, Bolton: Yes, Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 5 votes in favor and 0 votes against. Meeting Adjourned at 1:31 PM.