

Nashoba Valley Regional Dispatch District

Administration Board

Meeting Minutes – Open Session

November 06, 2023

11:00 AM

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
Boxborough: Michael Johns

ABSENT:

Lancaster: Kate Hodges

I. CALL TO ORDER:

- With a quorum present and acting, the meeting was called to order by the Chair at 11:01 AM.

II. DISCUSSION REGARDING HR ROLES

- The Chair opened the floor for a discussion with the board regarding the HR roles that can be delegated to the Executive Director. The current scarcity in applicants and timing of Administration Board meetings make it difficult for the Executive Director to ensure a full roster and effectively manage the human resources needs of the District. She has lost candidates because of delays in the hiring process. The District's Legal Counsel has been contacted, and they agree that HR functions should be managed by the Executive Director.
- Don Lowe agreed that the Executive Director should have latitude to manage HR functions. Heather Lemieux agrees, however, asks that updates be given to the board following any issues, meetings, or decisions.
 - The Chair entertained a motion to affirm that the Executive Director be given authority to manage HR functions within the district, provided that updates be given to the board following any issues, meetings, or decisions.
 - Motion made by Kristen Rubin, 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.

III. ADJOURN

- With no further business, the Chair of the Administration Board entertained a motion to adjourn at 11:09 AM. Motion made by Heather Lemieux, seconded by Meg Delorier. Roll call vote: Berlin: YES, Bolton: YES, Devens: Yes, Harvard: YES, Lunenburg: YES. The motion carried with 5 votes in favor. Meeting Adjourned at 11:09 AM.