

# Nashoba Valley Regional Dispatch District

## Administration Board

### Meeting Minutes – Open Session

October 19, 2023

02:30 PM

#### ATTENDEES:

##### Board Members:

Berlin: Kristen Rubin, Chair  
Bolton: Don Lowe  
Devens: Meg Delorier, Vice-Chair  
Harvard: Marie Sobalvarro  
Lancaster: Kate Hodges  
Lunenburg: Heather Lemieux

##### Others:

NVRDD: Anne Camaro, Executive Director  
NVRDD: Glenn Casey, Supervisor  
Boxborough: Michael Johns

#### I. CALL TO ORDER:

- With a quorum present and acting, the meeting was called to order by the chair at 02:35 PM.
- The Chair of the Administration Board welcomed Michael Johns, town administrator from the Town of Boxborough, our provisional member. Mr. Johns introduced himself and thanked the board for the support of Boxborough.

#### II. MEETING MINUTES

- The Chair of the Administration Board entertained a motion to approve the meeting minutes from the past meeting: 07/31/2023. Motion made by Meg Delorier, seconded by Heather Lemieux. Roll call vote: Berlin: YES, Bolton: YES, Devens: YES, Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 6 votes in favor.

#### III. FINCOM UPDATES

- No one from FINCOM present.

#### IV. OPERATIONS COMMITTEE UPDATES

- No one from Operations Committee present.

#### V. EXECUTIVE DIRECTOR UPDATES

##### Personnel:

We have Alina Soto half-way through the training program and Brian O'Neill has returned to full-time employment. Current Staffing: 11 full-time employees, with 3 vacancies. We have one candidate who successfully completed our screening process and background check. His name is James Moffat. I'd like to ask the board for approval to hire James, with the starting date of October 30, 2023.

The Chair of the Administration Board entertained a motion to approve the hiring of James Moffat. Motion made by Don Lowe, seconded by Heather Lemieux. Roll call vote: Berlin: YES, Bolton: YES, Devens: YES, Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 6 votes in favor.

##### Projects:

Year-End accounting process ran into a couple of snags, and Director Camaro had the accountant meet with Ninotchka from Bolton. After speaking with Ninotchka, Director Camaro would like to advise the board that she is not confident in the accountant and his ability to provide us with the time and dedication we need to streamline our processes. Director Camaro asked the board about how to proceed. Kate Hodges and Heather Lemieux asked the board to table this discussion until clarification can be obtained from legal counsel. Director Camaro further advised the board that the FY23 audit has been

delayed as a result of the issues with the cash not matching the records in Vadar as well as cash reconciliation issues between the Treasurer and the Accountant. The Audit is now scheduled for January 2024.

Grants:

Director Camaro is all caught up on FY24 Grant Reimbursements, and NVRDD should be receiving the funds within the next 30-60 days. To date (FY24) NVRDD has received \$367,849.51 in Grant reimbursements. So far, the Grants have covered salaries and overtime, the purchase of our new audio recorder, the replacement of 4 dispatch 24/7 chairs, the purchase and installation of the new Fire and EMS Records Management System, Training and EMD Software, and our HVAC maintenance contract and medical director services contract.

Other:

NVRDD has received the results of the CJIS audit, and passed with flying colors. New procedures have been put in place to assist the member police departments on their audits.

The Operations Committee asked Director Camaro to bring up an issue they have seen in the last few weeks: NVRDD is not being notified of road closures when work is being done in the towns. Discussion was had and determination made that in the towns the Chief of Police is responsible for authorizing any road closures, and should be making the notifications to NVRDD.

VI. DISPATCHERS/SUPERVISORS CBA (PLANNING)

Tabled for next meeting, discussions will be done under Executive Session.

VII. EXECUTIVE DIRECTOR EVALUATION/SALARY ADJUSTMENT PROCESS

Board decided it'll be the same process as last year. Chair Kristen Rubin will collect responses and compile results for next meeting.

VIII. ADDING TOWNS TO NVRDD

Boxborough:

Michael Johns advised that the Boxborough Select Board decided to defer the vote on joining NVRDD to Town Meeting which will be held on November 6<sup>th</sup>, 2023. He stated they have unanimous support from the Boxborough Finance Committee and Select Board. Should the vote at town meeting be favorable, the target date for transition will be 03/01/2024.

Fitchburg:

In early August, Chief Martineau (Fitchburg PD) approached Chief Gammel (Lunenburg PD) about the possibility of joining NVRDD. He attended the October Operations Committee Meeting and asked the chiefs for their support. Director Camaro was able to put together a rough estimate on a budget. There has been no official request from the City of Fitchburg, this is informational only, no motion for the Board to Vote on.

Next Meeting Date: 11/07/2023 at 11:00AM

IX. ADJOURN

- With no further business, the Chair of the Administration Board entertained a motion to adjourn at 03:14 PM. Motion made by Heather Lemieux, seconded by Don Lowe. Roll call vote: Berlin: YES, Bolton: YES, Devens: Yes, Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 6 votes in favor. Meeting Adjourned at 03:14 PM.