



## Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session  
January 18, 2023  
10:00 AM

### ATTENDEES:

#### Board Members:

Berlin: Kristen Rubin\*  
Boxborough: Michael Johns  
Harvard: Marie Sobalvarro  
Lunenburg: Heather Lemieux

#### Others:

NVRDD: Anne Camaro, Executive Director  
NVRDD: Glenn Casey, Supervisor

#### Absent:

Mass Development: Meg Delorier\*\*  
Lancaster: Kate Hodges  
Bolton: Don Lowe

\*Chairperson

\*\*Vice Chair

- I. CALL TO ORDER:
  - With a quorum present and acting, the meeting was called to order by the chairperson at 10:18 AM.
  
- II. MEETING MINUTES
  - The chair entertained a motion to approve the meeting minutes from the last meeting: 12/21/2023. Motion made by Heather Lemieux, seconded by Michael Johns. Roll call vote: Berlin: YES, Boxborough: YES, Harvard: YES, Lunenburg: YES. The motion carried with 4 votes in favor.
  
- III. FINCOM UPDATES
  - Lunenburg has hired a new Finance Director. That person will begin employment in February and will be the appointed representative for Lunenburg on NVRDD's Finance Committee. Heather Lemieux has been in contact with Jared Mullane and will pass along the documentation shared from NVRDD's Finance Committee.
  
- IV. OPERATIONS COMMITTEE UPDATES
  - i. The Operations Committee has a new chairperson: Chief Eric Schartner (Berlin). The Vice Chair is Chief Tm Kelly (Devens) and the Secretary/Scribe is Chief Richard Sicard (Harvard).
  
- V. EXECUTIVE DIRECTOR UPDATES
  - Personnel:

Alina Soto has finished her training and is working independently. James Moffat is in phase two of the training program. The 13th dispatcher position was offered to Lee Anne Fors, and I'd like to request affirmation of the board for her start date of 01/29/2024. With this newest hire, our staffing is at 13, leaving NVRDD with one vacancy.
  - The chair entertained a motion to affirm the hiring decision for Lee Anne Fors, with a start date of 01/29/2024. Motion made by Heather Lemieux, Seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Boxborough: YES, Harvard: YES, Lunenburg: YES. The motion carried with 4 votes in favor.

Budget:

Budget reports were shared with the board this week, along with the FY25 Budget document. We are right on track with our budget, grant reimbursements and projects.

NVRDD's audit is happening this week, and it seems to be going smoothly.

Grants:

Director Camaro is all caught up on FY24 Grant Reimbursements, and NVRDD should be receiving the funds within the next 30-60 days.

VI. ADDING TOWNS TO NVRDD

The process for the addition of Boxborough into NVRDD is in progress. Quotes have been obtained by Director Camaro for all capital improvements needed for the addition. Furthermore, an agreement was signed with the Owners of Carlson Orchards in Harvard to utilize their communications tower for NVRDD equipment. NVRDD is waiting on the final contract with State 911 Department in order to finalize purchases.

VII. EXECUTIVE DIRECTOR EVALUATION/SALARY ADJUSTMENT PROCESS

Chairperson Kristen Rubin (Berlin) has compiled all evaluations received regarding Director Camaro's Performance in 2023. Overall, the ratings were:

- Communications (Internal/External) – Commendable
- Dependability/Time Management – Commendable
- Productivity (Quantity/Quality) – Commendable
- Job Knowledge/Proficiency – Exemplary
- Initiative/Innovation – Commendable
- Professionalism/Teamwork – Commendable
- Safety/Risk Management – Commendable

With the finalizing of Director Camaro's evaluations, her annual increase for FY24 will be 2.5% and will be retroactive to July 01, 2023. Payable at the next payroll.

VIII. EXECUTIVE SESSION

- Chairperson Kristen Rubin (Berlin) entertained a motion to enter into Executive Session pursuant to MGL c. 30A, Section 21 (a) to discuss negotiation strategy with the Dispatch Union. Motion made by Marie Sobalvarro, seconded by Heather Lemieux. Roll call vote: Berlin: YES, Boxborough: YES, Harvard: YES, Lunenburg: YES. The motion carried with 4 votes in favor.

IX. ADJOURN

- With no further business, the chair entertained a motion to adjourn at 10:53AM Motion made by Michael Johns, seconded by Heather Lemieux. Roll call vote: Berlin: YES, Boxborough: YES, Harvard: YES, Lunenburg: YES. The motion carried with 4 votes in favor. Meeting Adjourned at 10:53AM.