



## Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session  
February 08, 2024  
10:00 AM

### ATTENDEES:

#### Board Members:

Berlin: Kristen Rubin\*  
Devens: Meg Delorier\*\*  
Bolton: Don Lowe  
Boxborough: Michael Johns  
Harvard: Marie Sobalvarro  
Lancaster: Kate Hodges  
Lunenburg: Heather Lemieux

#### Others:

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

\*Chairperson

\*\*Vice Chair

- I. CALL TO ORDER:
  - With a quorum present and acting, the meeting was called to order by the chairperson at 10:06 AM.
- II. MEETING MINUTES
  - The chair entertained a motion to approve the meeting minutes from the last meeting: 01/18/2024. Motion made by Heather Lemieux, seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Bolton: YES Boxborough: YES, Devens: YES Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 7 votes in favor.
- III. FINCOM UPDATES  
n/a
- IV. OPERATIONS COMMITTEE UPDATES  
n/a
- V. EXECUTIVE DIRECTOR UPDATES

#### **Personnel**

We currently have 13 dispatchers, two of which are in training. Once one of them gets released I will post for the last position. We are 1 dispatcher short of full staff.

#### **Budget**

Budget reports were shared with the board this week, along with the FY25 V.6 Budget document. There were increases from the Health Insurance line, due to new enrollments and the potential 9% increase from GIC.

The audit was conducted, and we are now waiting on the final report. I hope to have a clear financial status report to the board along with the Audit Report within the next couple of months.

#### **Devens Public Safety Building – Risk Management**

I'm currently meeting biweekly with the Mass Development Engineering and Stakeholders team. Construction is ahead of time and we've reported to them minor issues which have been addressed.

I was advised this week that the building will be getting a new roof as part of the construction and that NVRDD will also be getting some space back from the construction side.

**Boxborough Transition**

We have been awarded \$612,752.00 for the capital improvements needed for the Boxborough Transition. Our vendors are working on getting the systems up and running, and I am checking in weekly with them to ensure we're on time. There are some equipment delivery timeline issues, which may delay the final transition by a couple of weeks.

VI. ADDING TOWNS TO NVRDD

Chairperson Kristen Rubin advised that she has attempted to connect with surrounding towns TAs however, has not been successful yet in securing any regionalization conversations.

VII. ADMIN POLICIES

Director Camaro presented to the board the following admin policies:

- 100. Description of the Organization
- 101. Organization Chart
- 102. Chain of Command and Authority
- 103. Policy Manual and Written Directives
- 104. Policy Review and Revision

With no further discussion, the Chairperson Kristen Rubin (Berlin) entertained a motion to approve the presented policies. Motion was made by Michael Johns, and Seconded by Meg Delorier. Roll call vote: Berlin: YES, Bolton: YES Boxborough: YES, Devens: YES Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 7 votes in favor.

VIII. NEXT MEETING

The next meeting is scheduled for March 21, 2024 at 10:00Am

IX. ADJOURN

- With no further business, the chair entertained a motion to adjourn at 10:36AM Motion made by Michael Johns, seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Bolton: YES Boxborough: YES, Devens: YES Harvard: YES, Lancaster: YES, Lunenburg: YES. The motion carried with 7 votes in favor.