



## Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session  
April 23, 2024  
1:00 PM

### **ATTENDEES:**

#### Board Members:

Berlin: Kristen Rubin\*  
Devens: Meg Delorier\*\*  
Bolton: Don Lowe  
Harvard: Marie Sobalvarro  
Lunenburg: Heather Lemieux

#### Others:

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

#### Absent:

Boxborough: Michael Johns  
Lancaster: Kate Hodges

\*Chairperson

\*\*Vice Chair

#### I. CALL TO ORDER:

- With a quorum present and acting, the meeting was called to order by the chairperson at 1:03PM.

#### II. MEETING MINUTES

- The chair entertained a motion to approve the meeting minutes from the last meeting: 02/08/2024. Motion made by Heather Lemieux, 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. FINCOM UPDATES

n/a

#### IV. OPERATIONS COMMITTEE UPDATES

n/a

#### V. EXECUTIVE DIRECTOR UPDATES

##### **Personnel**

NVRDD currently has 11 dispatchers, one trainee left for a job with Clinton PD and one trainee did not make it through the training. The 4<sup>th</sup> Supervisor Position was posted, and James Gendron was the successful candidate. Director Camaro requested affirmation from the board for the promotion of James Gendron to Supervisor. Motion made by Heather Lemieux, seconded by Lowe. Roll call vote: Berlin: YES, Bolton: YES, Devens: YES Harvard: YES, Lunenburg: YES. The motion carried with 5 votes in favor.

##### **Budget**

Budget reports were shared with the board this week. FY23 Audit was conducted, and we are waiting on the final report. Heather Lemieux asked that Capital Budget Update be added to the agenda for upcoming meetings.

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

The construction continues on the public safety building. There are no issues to report.

### **Boxborough Transition**

Boxborough has been fully transitioned into NVRDD and all call-taking and dispatch functions are now handled by NVRDD.

VI. ADDING TOWNS TO NVRDD  
N/A

VII. ADMIN POLICIES

Director Camaro presented to the board the following admin policies:

- 109. DIC Policy
- 111. Equal Opportunity Employment Policy

With no further discussion, the Chairperson Kristen Rubin (Berlin) entertained a motion to approve the presented policies. Motion was made by Marie Sobalvarro, and Seconded by Don Lowe. Roll call vote: Berlin: YES, Bolton: YES, Devens: YES Harvard: YES, Lunenburg: YES. The motion carried with 5 votes in favor.

Admin Board would like Finance Committee to review the Financial Policies presented prior to a vote:

- 130. Budget
- 131. Capital Budget
- 131A. Capital Budget Plan
- 132. Reserve Funds
- 133. Annual Audit
- 134. Reconciliations

VIII. NEXT MEETING

The next meeting is scheduled for May 23, 2024 at 3:00PM

IX. ADJOURN

- With no further business, the chair entertained a motion to adjourn at 1:25PM Motion made by Heather Lemieux, seconded by Don Lowe. Roll call vote: Berlin: YES, Bolton: YES, Devens: YES Harvard: YES, Lunenburg: YES. Meeting adjourned at 1:25PM.