



Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session
May 23, 2024
3:30 PM

ATTENDEES:

Board Members:

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

Others:

NVRDD: Anne Camaro, Executive Director

Absent:

Lancaster: Kate Hodges
Bolton: Don Lowe
Devens: Meg Delorier**

*Chairperson

**Vice Chair

I. CALL TO ORDER:

- With a quorum present and acting, the meeting was called to order by the chairperson at 3:33 PM.

II. MEETING MINUTES

- The chair entertained a motion to approve the meeting minutes from the last meeting: 04/23/2024. 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.

III. FINCOM UPDATES

n/a

IV. OPERATIONS COMMITTEE UPDATES

n/a

V. EXECUTIVE DIRECTOR UPDATES

Personnel

Director Camaro posted the open dispatch positions on Handshake and shared the posting with some vocational high schools. With graduations happening this month and next, hoping there will be interest from the public in applying.

The Operations Manager Position was posted internally, only one person applied.

Director Camaro would like to raise the salary for the Operations Manager position to make it more competitive as there is a similar position posted for approximately \$15,000 more than our posting. This will be pending the Development Grant Award.

Director Camaro also advised the board that her contract will be up for renewal this year.

The end date is 12/31/24, and Heather Lemieux asked that “Director’s Contract” be added to the next meeting’s agenda.

Budget

Budget reports were shared with the board earlier this week. FY23 Audit was conducted, and we are waiting on the final report.

Director Camaro applied for 3 of the 4 grants available to NVRDD for FY25, and is waiting for a couple of quotes from vendors to finalize the last one. NVRDD should receive the awards by mid-June.

Devens Public Safety Building – Risk Management

The construction continues on the public safety building. Street power was cut to the building today, NVRDD functioned all day on generator power. This was a good exercise to ensure all connections are working and that the generator is able to support the building's operation in a disaster situation. Mass Development will be refueling the generator, as this outage was because of the construction.

The roof on the entire building will be replaced, work is due to begin by the end of May. Mass Development will also be reinforcing the outside walls of the entire building as part of the new hurricane/earthquake codes.

VI. ADDING TOWNS TO NVRDD
N/A

VII. NEXT MEETING
The next meeting is scheduled for June 20, 2024 at 2:30PM

VIII. ADJOURN
With no other business, the chair entertained a motion to adjourn at 3:51PM Motion made by Heather Lemieux, seconded by Michael Johns. Roll call vote: Berlin: YES, Boxborough: YES, Harvard: YES, Lunenburg: YES. Meeting adjourned at 3:51PM.