



Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session
June 20, 2024
2:30 PM

ATTENDEES:

Board Members:

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

Others:

NVRDD: Anne Camaro, Executive Director

Absent:

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 2:37 PM.

II. MEETING MINUTES

- The chair entertained a motion to approve the meeting minutes from the last meeting: 05/23/2024. Motion made by Marie Sobalvarro, seconded by Heather Lemieux. Roll call vote: Berlin: YES, Bolton: YES, Boxborough: YES, Devens: Yes, Harvard: YES, Lunenburg: YES. The motion carried with 6 votes in favor.

III. EXECUTIVE DIRECTOR UPDATES

Personnel

Director Camaro posted the open dispatch positions. We've received several applications and will be interviewing candidates the second week of July.

Devens Public Safety Building – Risk Management

The construction continues on the public safety building, the anticipated completion date is Spring of 2025. The roof on the entire building is being replaced. Mass Development will also be reinforcing the outside walls of the entire building as part of the new hurricane/earthquake codes.

911 Outage

On 06/18 there was a 911 outage that affected the entire state of Massachusetts. State 911 has been investigating the issue and have issued a preliminary notice to 911 centers pinpointing an issue with the Firewall at the 911 data center as the culprit of the outage. NVRDD staff was able to utilize our third-party application "RapidSOS" to get

notifications of calls that were being placed and that did not come into NVRDD. They called those back and were able to sustain some functionality during the audit.

IV. BUDGET UPDATE

Budget reports were shared with the board earlier this week. FY23 Audit was conducted, and we are waiting on the final report. NVRDD has received the following grant awards for FY25:

- Support and Incentive - \$1,139,465.60
- Training - \$69,196.00
- EMD - \$22,505.86

We have applied and are waiting for the FY25 Development Grant Award.

V. CAPITAL UPDATE

Capital worksheet has been revised and sent to board for review. There was another capital expense that was approved and recorded in November of 2019. Total in Capital/Stabilization fund should be \$249,231.22. Director Camaro has requested that the checking account for the Capital/Stabilization fund be changed to an interest yielding savings account. TD bank is offering 2.64% APY. Admin Board members suggested the Director inquire with Unibank and Clinton Savings Bank about their APY offerings.

VI. FINANCE POLICIES

Director Camaro presented the following policies to the Board. These policies were reviewed and approved by the Finance Committee:

- 130. Budget
- 131. Capital Budget
- 131A. Capital Budget Plan
- 132. Annual Audit
- 133. Reconciliation

The chair entertained a motion to approve the presented policies. Motion made by Marie Sobalvarro, seconded by Heather Lemieux. Roll call vote: Berlin: YES, Bolton: YES, Boxborough: YES, Devens: Yes, Harvard: YES, Lunenburg: YES. The motion carried with 6 votes in favor.

VII. EXECUTIVE DIRECTOR CONTRACT

Board inquired as to when the contract expires. Director Camaro said 12/31/24. Michael Johns advised that he would like to see that the contract get renewed prior to expiration date and that he would not want Director Camaro to look elsewhere for employment. The Board requested that Director Camaro present her requests by the next meeting.

VIII. ADDING TOWNS TO NVRDD

Director Camaro mentioned that State 911 has been approached by a few communities that surround some of our member communities. They have approached Director Camaro inquiring as to whether there would be interest in having them join NVRDD and she has responded favorably. More information will be presented once any formal requests have been made to NVRDD.

IX. NEXT MEETING

The next meeting is scheduled for July 18, 2024 at 2:30PM

X. ADJOURN

With no other business, the chair entertained a motion to adjourn at 3:06PM Motion made by Heather Lemieux, seconded by Michael Johns. Roll call vote: Berlin: YES, Bolton: YES, Boxborough: YES, Devens: Yes, Harvard: YES, Lunenburg: YES. The motion carried with 6 votes in favor. Meeting adjourned at 3:06PM.