



Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session
July 18, 2024
2:30 PM

ATTENDEES:

Board Members:

Berlin: Kristen Rubin*
Boxborough: Michael Johns
Harvard: Chief James Babu
Lunenburg: Heather Lemieux

Others:

NVRDD: Anne Camaro, Executive Director
NVRDD: Glenn Casey, Supervisor
NVRDD: Charles Myers, Dispatcher
NVRDD: Jennifer Hill, Supervisor

Absent:

Lancaster: Kate Hodges
Devens: Meg Delorier**
Bolton: Marie Sobalvarro

*Chairperson
**Vice Chair

I. CALL TO ORDER:

- With a quorum present and acting, the meeting was called to order by the chairperson at 2:33PM.

II. MEETING MINUTES

- The chair entertained a motion to approve the meeting minutes from the last meeting: 06/20/2024. 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. EXECUTIVE DIRECTOR UPDATES

Personnel

We interviewed 8 candidates for the dispatcher positions (we currently have 3 openings), I have extended 3 candidates an offer of employment contingent upon the successful completion of the background check. Two would start right away, and one we would delay to September to ensure we have enough trainers available.

I also screened our staff for two promotions: Operations Manager and Supervisor. We have two successful candidates, and I'd like to ask the board for a vote affirming the following promotions:

- Jennifer Hill – Operations Manager – Note Salary at \$105,000.00
- Brian O'Neill – Supervisor

Motion made by Heather Lemieux to affirm the promotions as proposed by the Executive Director, seconded by Michael Johns. Roll call vote: Berlin: YES, Boxborough: YES, Harvard: YES, Lunenburg: YES. The motion carried with 4 votes in favor.

Grants

Support and Incentive - \$1,139,465.60
Training - \$69,196.00
EMD - \$22,505.86
Development Grant - \$877,462.00

- Boxborough's Assessment Fee (\$201,000.00)
- Operations Manager Salary (\$105,000.00)

- Boxborough Access Control (\$93,784.00)
- BRYX Station Alerting (\$227,145.00)
- CAD Upgrade (\$214,461.00)
- Tower Structure Analysis (\$4,100.00)
- Berlin Public Safety Cameras and Bay Door Control (\$31,972.00)

Devens Public Safety Building

The construction continues on the public safety building, with an expected finish date of March, 2025. Power will need to be cut completely to NVRDD (including generator). I don't have a date for this yet, however, it'll be a good opportunity to test out our Continuity of Operations Plan.

Adding Towns to NVRDD

I have a meeting on Friday 07/26 with representatives of State 911 and the Town of Hudson. They would like a tour of the facility as they are entertaining the option of joining NVRDD.

IV. BUDGET UPDATE

Budget reports and Final FY23 Audit Report were shared with the board earlier this week. NVRDD Accountant is working to close out FY24 Finances, and once audit is scheduled Director Camaro will share date and details with board.

V. CAPITAL UPDATE

Capital worksheet has been revised and sent to board for review. All due funds have been transferred to the capital/stabilization bank account which is now interest yielding.

VI. ADMIN POLICIES

Director Camaro presented the following policies to the Board.

- 106. Professional Conduct
- 110. Employee Performance
- 110A. Performance Evaluation Guide
- 110B. Performance Evaluation Form

The chair entertained a motion to approve the presented policies. Motion made by Heather Lemieux, seconded by Chief James Babu. Roll call vote: Berlin: YES, Boxborough: YES, Harvard: YES, Lunenburg: YES. The motion carried with 4 votes in favor.

VII. EXECUTIVE DIRECTOR EVALUATION

Process for Director's Evaluation was discussed. Chairperson Kristen Rubin will send out evaluation form and self-evaluation to other board members to be returned to her by 08/07/2024.

VIII. NEXT MEETING

The next meeting is scheduled for August 28, 2024 at 2:30PM

IX. EXECUTIVE SESSION

Vote to enter into Executive Session pursuant to MGL c. 30A, Section 21 (a) to discuss negotiation strategy with Executive Director. 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.

X. ADJOURN

With no other business, the chair entertained a motion to adjourn at 3:18PM Motion made by Heather Lemieux, seconded by Michael Johns. Roll call vote: Berlin: YES, Boxborough: YES, Harvard: YES, Lunenburg: YES. Meeting adjourned at 3:18PM.