



Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session
September 17, 2024
1:00 PM

ATTENDEES:

Board Members:

Berlin: Kristen Rubin*
Boxborough: Michael Johns
Harvard: Allyson Mitchell
Bolton: Marie Sobalvarro
Lancaster: Kate Hodges

Others:

NVRDD: Anne Camaro, Executive Director
NVRDD: Glenn Casey, Supervisor
MA State 911: Peter Kinnas, Dir. of Spec. Projects

Absent:

Lunenburg: Carter Terenzini
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 1:02PM.

II. MEETING MINUTES

- The chair entertained a motion to approve the meeting minutes from the last meeting: 07/18/2024. Motion made by Michael Johns, seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Bolton: YES, Boxborough: YES, Lancaster: YES, Harvard: Abstain. The motion carried with 4 votes in favor.

III. EXECUTIVE DIRECTOR UPDATES

Personnel:

- Three new dispatchers have been hired.
- Two are currently training at the State 911 Academy until 10/18.
- The third dispatcher is undergoing training directly at NVRDD.
- This brings our current staffing to 13 dispatchers.
- Interviews are scheduled for October 2nd to fill the last open position.

Adding Towns to NVRDD:

- A strategic plan is being developed for NVRDD, including discussions on expansion.
- Meetings were held with representatives from Sterling and Hudson, who are also considering other regional dispatch centers.
- This week, Peter Kinnas approached NVRDD about the potential of bringing Marlborough on board as the 8th member municipality.
- Board members expressed concerns regarding:
 - The size of agencies joining.
 - Different governance structures, especially with the inclusion of a city.
 - The board agreed to explore the possibility further.

IV. BUDGET UPDATE

Budget reports were shared with the board earlier this week.

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.

108. Liability Protection Program

The chair entertained a motion to approve the presented policies. Motion made by Marie Sobalvarro, seconded by Allyson Mitchell. Roll call vote: Berlin: YES, Boxborough: YES, Bolton: YES, Harvard: YES, Lancaster: YES. The motion carried with 5 votes in favor.

VII. EXECUTIVE DIRECTOR EVALUATION

The Executive Director's Evaluation was concluded. Chairperson Kristen Rubin advised Board of final result of the evaluation: "Overall Exceptional". The chair entertained a motion to approve the presented review and to approve a 2.5% increase in the Director's Salary effective 07/01/2024. Motion made by Michael Johns, seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Boxborough: YES, Bolton: YES, Harvard: YES, Lancaster: YES. The motion carried with 5 votes in favor.

VIII. EXECUTIVE SESSION

At 1:47PM the chair entertained a motion to enter into Executive Session and adjourn following exiting executive session - pursuant to MGL c. 30A, Section 21 (a) to discuss negotiation strategy with Executive Director. Motion made by Marie Sobalvarro, seconded by Kate Hodges. Roll call vote: Berlin: YES, Boxborough: YES, Bolton: YES, Harvard: YES, Lancaster: YES. The motion carried with 5 votes in favor.