



## Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session  
October 17, 2024  
2:30 PM

### ATTENDEES:

#### Board Members:

Berlin: Kristen Rubin\*  
Boxborough: Michael Johns  
Harvard: Allyson Mitchell  
Bolton: Marie Sobalvarro

#### Others:

NVRDD: Anne Camaro, Executive Director  
NVRDD: Jennifer Hill, Operations Manager  
NVRDD: Glenn Casey, Supervisor  
NVRDD: Charles Myers, Dispatcher  
MA State 911: Peter Kinnas, Dir. of Spec. Projects

#### Absent:

Lunenburg: Carter Terenzini  
Devens: Meg Delorier\*\*  
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 2:33PM.

#### II. MEETING MINUTES

The chair entertained a motion to approve the meeting minutes from the last meeting: 09/17/24. Motion made by Marie Sobalvarro, seconded by Michael Johns. Roll call vote: Berlin: YES, Bolton: YES, Boxborough: YES, Harvard: YES. The motion carried with 4 votes in favor.

#### III. EXECUTIVE DIRECTOR UPDATES

- The two dispatchers who were attending the State 911 Academy Graduate tomorrow 10/18 and will be starting on-the-job training at NVRDD on Monday.
- The third newly hired dispatcher is undergoing training directly at NVRDD and is doing very well.
- We interviewed and made a conditional offer to one of the candidates interviewed on 10/2. If he successfully completes the background process we will be fully staffed.
- Construction continues at the Devens Public Safety Building, and tentative end date is March of 2025.
- Director Camaro advises that she is placing the CAD (IMC) Replacement project on hold until she can see the new system up and running in a MA Agency.

#### 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. EXECUTIVE DIRECTOR CONTRACT

Chairperson Kristen Rubin waived executive privilege and entertained a motion to approve the new contract terms as negotiated with Director Camaro. Motion made by Michael Johns, seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Boxborough: YES, Bolton: YES, Harvard: YES. The motion carried with 4 votes in favor.

VII. DISCUSSION ON ADDING TOWNS TO NVRDD

1. **Discussion on New Memberships:**

- The board discussed the potential of inviting Marlborough and possibly Hudson to join NVRDD.

2. **Marlborough Proposal:**

- Chairperson Kristen Rubin reported on a recent meeting with the City of Marlborough leadership and public safety officials. The proposal included:
  - Marlborough joining NVRDD as a member.
  - Building a new center in Marlborough, owned by NVRDD, to house NVRDD operations and administration and accommodate future growth.

3. **Concerns and Considerations:**

- **Size and Demographics:**
  - Concerns were raised regarding Marlborough's size relative to NVRDD's current members.
  - Kristen Rubin assured the board that Marlborough's demographics are similar to current member communities, reducing potential concerns.
- **Service Levels and Call Volume:**
  - Allyson Mitchell voiced concerns about the center's capacity to manage Marlborough's call volume without impacting service levels.
- **Financial Considerations:**
  - Kristen Rubin reminded the board that all towns are facing budget challenges and that growth could help ensure the district's sustainability.
- **Assessments and Cost Distribution:**
  - Michael Johns suggested reviewing assessment distribution, noting challenges faced by other centers when integrating larger towns.

4. **Board Position:**

- **Marie Sobalvarro:** Expressed support for continuing discussions and negotiations with Marlborough.
- **Michael Johns:** Open to further exploration, with a focus on assessing financial distribution.
- **Director Camaro:** Inquired if the board wished her to continue conversations with Marlborough representatives.
- **Decision:** Chairperson Rubin advised Director Camaro to proceed with discussions with the City of Marlborough.

**Action Items:**

- Director Camaro to continue discussions with Marlborough's representatives.
- Board to explore options for adjusting assessments should Marlborough join.

NEXT MEETING: November 14, 2024 at 2:30PM

VIII. ADJOURN

With no further business to discuss Chairperson Kristen Rubin entertained a motion to adjourn. Motion made by Michael Johns, seconded by Allyson Mitchell. Roll call vote: Berlin: YES, Boxborough: YES, Bolton: YES, Harvard: YES. Meeting adjourned at 3:24PM