



Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session
November 14, 2024
2:30 PM

ATTENDEES:

Board Members:

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

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

*Chairperson

**Vice Chair

I. CALL TO ORDER:

- With a quorum present and acting, the meeting was called to order by the chairperson at 2:31PM.

II. MEETING MINUTES

The chair entertained a motion to approve the meeting minutes from the last meeting: 10/17/24. Motion made by Marie Sobalvarro, seconded by Kristen Rubin. Roll call vote: Berlin: YES, Bolton: YES, Boxborough: YES, Harvard: YES, Devens: Abstain, Lancaster: Abstain. The motion carried with 4 votes in favor.

III. EXECUTIVE DIRECTOR UPDATES

- The two newly hired dispatchers (who went to State 911 Academy) are in phase 2 of training.
- The third newly hired dispatcher is being moved to the final phase of training this week.
- Radio microwave work being completed this week.
- Construction continues at the Devens Public Safety Building, and tentative end date is March of 2025.
- Because of construction street power was cut from the building for approximately 8 hours on 11/06. Generator was able to support operations with no issues.
- The MCAD case was assigned to a new investigator, and information is requested, I ask that all members review their emails, and submit requests as soon as possible.

IV. BUDGET UPDATE

Budget reports were shared with the board earlier this morning.
Received a few reimbursements from State 911.
FY24 Audit is almost completed, just waiting for final report.
Fy26 Draft Budget was shared with Board.

V. CAPITAL UPDATE

Capital projects in Berlin (Cameras & Access Control) are being finalized this week. Boxborough Access Control project is on-going, we are awaiting a few switches to be installed at NVRDD. Bryx Station alerting project final quote came in higher than

original quote due to some changes in equipment and installation costs. We are working with the vendor and State 911 on a resolution.

VI. 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. A Feasibility study will be conducted on the addition of Marlborough per the request of the Finance Committee.

2. **Board Position on Hudson:**

- **Marie Sobalvarro:** Expressed support for continuing discussions and negotiations.
- **Michael Johns:** Open to further exploration. Understanding needs and wants as it pertains to the district.
- **Kristen Rubin:** Cautions as to full intentions.
- **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 Hudson's representatives.

NEXT MEETING: December 12, 2024 at 2:30PM

VII. ADJOURN

With no further business to discuss Chairperson Kristen Rubin entertained a motion to adjourn. Motion made by Michael Johns, seconded by Marie Sobalvarro. Roll call vote: Berlin: YES, Boxborough: YES, Bolton: YES, Devens: YES, Harvard: YES, Lancaster: YES. Meeting adjourned at 3:00PM