



Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session
August 13, 2025
2:00 PM

ATTENDEES:

Board Members:

Berlin: Kristen Rubin*
Devens: Meg Delorier**
Boxborough: Michael Johns
Lancaster: John Woodsmalls
Lunenburg: Jennifer Warren-Dyment

Others:

NVRDD: Anne Camaro, Executive Director
NVRDD: Jennifer Hill, Operations Manager
NVRDD: Glenn Casey, James Gendron

*Chairperson

**Vice Chair

Absent:

Hudson: Thomas Gregory
Harvard: Dan Nason
Bolton: Marie Sobalvarro

- I. CALL TO ORDER:
With a quorum present and acting, the meeting was called to order by the chairperson at 2:03PM.
- II. APPROVAL OF MEETING MINUTES
Chair Kristen Rubin entertained a motion to approve the meeting minutes from the 04/08/2025 meeting. Motion was made by Michael Johns, seconded by Kristen Rubin. Roll call vote: Berlin: AYE, Boxborough: AYE, Devens: AYE, Lancaster: AYE, Lunenburg: AYE. – Motion Passes.
- III. DIRECTOR'S REPORT
Director Camaro gave an update on personnel and the process for onboarding Hudson Police and Fire Communications.

Director Camaro advised the board of the need for a new position, Systems Manager, to be at the same level of the Operations Manager to oversee projects and help with transition of new towns and any other projects. Board requested a meeting be scheduled for early September for a vote.
- IV. OPERATING BUDGET UPDATE
Budget reports were shared with the board. Director Camaro is working with the District's Accountant to close out FY25 and the audit is scheduled for Monday 08/18.
- V. CAPITAL BUDGET UPDATE
Balance on the Capital Account is \$239,693.71. There should be another \$10,000 in that account once all assessments are received. This is an interest-bearing account with 2.5% APY. In 2024 we accrued \$1,826 in interest, and in 2025 we have accrued \$5,395 in interest.
- VI. DISCUSSION ON BOARD AND COMMITTEE ROLES
Tabled to next meeting.
- VII. NVRDD GROWTH DISCUSSION

1. Hudson Update: Director Camaro gave a quick update on the Hudson transition, and is working with vendors to get connections up and running.
2. Sterling: Director Camaro met with the Sterling leadership team this morning, and was advised that the board should have an intent letter by the end of September.

VIII. OPEB PRESENTATION

Parker Elmore gave a presentation on the OPEB Study conducted as a result of negotiations with the union.

Board tasked Director Camaro with finding out how many other regionals offer OPEB.

NEXT MEETING: Wednesday September 03, 2025 at 1:00PM

IX. EXECUTIVE SESSION

The chair of the Admin Board entertained a motion to enter into Executive Session - Pursuant to M.G.L. c. 30A, Section 21, paragraph 3, to discuss strategy with respect to the litigating position of the public body, because the Chair finds that an open meeting may have a detrimental effect on the litigating position of the Board. (MCAD Complaint). Motion was made by Jennifer Warren-Dymont and Seconded by Meg Delorier. Roll call vote: Berlin: AYE, Boxborough: AYE, Devens: AYE, Lancaster: AYE, Lunenburg: AYE. – Motion Passes, and virtual meeting was locked.

X. ADJOURN

With no further business to discuss Chairperson Kristen Rubin entertained a motion to adjourn. Motion made by John Woodsmalls, seconded by Meg Delorier. Roll call vote: Berlin: AYE, Boxborough: AYE, Devens: AYE, Lancaster: AYE, Lunenburg: AYE. – Motion Passes, and virtual meeting adjourned at 3:35PM.