



Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session May 13, 2026 9:00 AM

ATTENDEES:

Board Members:

Berlin: Jeff Nutting
Bolton: Marie Sobalvarro**
Boxborough: Michael Johns*
Devens: Michael Sweeney
Harvard: Dawn Dunbar
Hudson: Thomas Gregory
Lancaster: John Woodsmalls
Sterling: William Caldwell

Others:

NVRDD: Anne Camaro, Executive Director
NVRDD: Jennifer Hill, Operations Manager
NVRDD: Chris Carleton, Systems Manager
NVRDD: Glenn Casey, Supervisor

Absent:

Lunenburg: Jennifer Warren-Dyment

*Chairperson

**Vice Chair

I. CALL TO ORDER:

With a quorum present and acting, the meeting was called to order by the chairperson at 9:001AM. Anne Camaro advised the chair of the admin board that Michael Sweeney is the new board member representing Devens.

II. APPROVAL OF MINUTES

Minutes from the Administration Board Meeting held on 03/05/2026 were presented for approval. With no edits, the chair of the Admin Board entertained a motion to approve the minutes as presented. Motion was made by Jeff Nutting, and seconded by Marie Sobalvarro. Roll call vote: Berlin: AYE, Bolton: AYE, Boxborough: AYE, Devens: AYE, Harvard: AYE, Hudson: AYE, Lancaster: AYE, Sterling: AYE.

III. DIRECTOR'S REPORT

Personnel

- NVRDD currently has 14 of 19 full-time dispatcher positions filled.
 - 12 dispatchers are fully trained and operational.
 - 1 dispatcher is currently in Phase III of training.
 - 1 dispatcher is currently in Phase I of training.
- The per-diem hourly rate was increased, resulting in the successful hiring of two additional per-diem employees, bringing the total number of per-diem staff to three.
- Per-diem personnel have been actively covering shifts and helping reduce the impact of mandatory overtime.
- One candidate is currently in the background investigation phase of the hiring process. If hired, she will become the District's 15th full-time dispatcher.
- Recruitment efforts remain ongoing as NVRDD continues working toward full staffing levels.

MCAD Settlement

- Processing of the MCAD settlement has been completed.
- Settlement checks were mailed to the claimant.
- All associated financial transactions have been recorded in the District's financial records.

Grants

- FY27 grant applications are currently being prepared.
- Staff are working with vendors to obtain service quotes required for grant submissions.
- All FY27 grant applications are expected to be submitted by the end of May.
- FY26 grants are also being closed out.
- Financial reconciliation is underway to ensure all grant-related expenditures have corresponding reimbursement journal entries, resulting in expenditures and reimbursements being properly balanced.

Capital Projects

- A more detailed project update will be provided at the next Board meeting.
- Since July 1, 2025, approximately \$1.9 million in improvements have been purchased and installed for Hudson and Boxborough as part of their transition into the District.
- Completed improvements include:
 - Replacement of aging video infrastructure in Hudson.
 - Replacement of all police and fire portable radios for Hudson and Boxborough.
- Work continues with local chiefs to complete remaining project components.
- The FY27 Development Grant application includes approximately \$6 million in infrastructure improvement projects.
- Proposed projects will benefit the entire District through replacement of aging infrastructure and portable radio equipment, particularly for member communities that joined prior to current administration.

FY26 Budget Update

- Budget reports were distributed to Board members on the previous day.
- Salary and overtime accounts continue to be monitored closely.
- Approximately \$208,000 in reimbursements remain pending.
- Current projections indicate sufficient funding to cover the remaining four payroll cycles, though expenditures will continue to be monitored.
- The legal services budget is currently over budget by \$14,732, primarily due to:
 - The MCAD case.
 - Litigation associated with harassing phone calls.
- The fiber communications budget is currently over budget by \$13,820.
 - Additional costs were incurred while improving connectivity between NVRDD and member police and fire departments through Comcast.
 - Account modifications required maintaining both old and new circuits simultaneously for several months.
 - The old circuits are now being cancelled, and expenses are expected to return to normal levels.

Facility Update

- The Devens Fire Department has moved into the neighboring space.
- No operational impacts have been identified as a result of the move.
- Outfitting of the District's expansion space has been included in the FY27 Development Grant application.
- Requested improvements include:
 - Flooring
 - Lockers
 - Furniture
- If grant funding is not awarded, a future capital appropriation request will be submitted to complete the outfitting of the expansion space.
- Funding decisions are expected during the last week of June.

IV. ADMINISTRATIVE POLICIES

Director Camaro presented the following policies for approval:

- 101. Organizational Chart – Revised
- 113. Schedule Limits and Restrictions
- 114. Sick Leave Usage

115. Essential Personnel

Michael Sweeney made the motion to approve the policies as presented. Seconded by Jeff Nutting. Roll call vote: Berlin: AYE, Bolton: AYE, Boxborough: AYE, Devens: AYE, Harvard: AYE, Hudson: AYE, Lancaster: AYE, Sterling: AYE. Motion passes.

V. FY27 BUDGET

The FY27 Budget was approved back in February. No changes needed. Director Camaro shared allocations to show what is covered by the Grants vs. what's covered by Assessments.

VI. GROWTH UPDATE

Director Camaro advised that we are on track for a successful transition for Sterling on 07/01. There were some delays with the fiber being installed, but we were able to get back on track. A discussion ensued as to whether the district has the ability to grow beyond its current make up. Stabilizing the current district with its current membership is the goal, as well as documenting best practices and lessons learned.

VII. NEW BUSINESS

Executive Director's Annual Evaluation is due. Director Camaro will share with chair last year's evaluation and her self-evaluation.

NEXT MEETING: June 17, 2026 at 9:00AM

VIII. ADJOURN

With no further business to discuss Chairperson Michael Johns entertained a motion to adjourn. Motion made by Jeff Nutting, seconded by Marie Sobalvarro. Roll call vote: Berlin: AYE, Bolton: AYE, Boxborough: AYE, Devens: AYE, Harvard: AYE, Hudson: AYE, Lancaster: AYE, Sterling: AYE. Meeting adjourned at 9:56 AM.