



Nashoba Valley Regional Dispatch District Administration Board

Meeting Minutes – Open Session
June 17, 2026
9:00 AM

ATTENDEES:

Board Members:

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

Others:

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

Absent:

Lunenburg: Jennifer Warren-Dyment
Hudson: Thomas Gregory

*Chairperson

**Vice Chair

I. CALL TO ORDER:

With a quorum present and acting, the meeting was called to order by the chairperson at 9:01AM.

II. APPROVAL OF MINUTES

Minutes from the Administration Board Meeting held on 04/08/26 and 05/13/26 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 Marie Sobalvarro, and seconded by Jeff Nutting. Roll call vote: Berlin: AYE, Bolton: AYE, Boxborough: AYE, Devens: AYE, Harvard: AYE, Lancaster: AYE, Sterling: AYE.

III. DIRECTOR'S REPORT

Personnel: NVRDD currently has 15 out of the 19 full time dispatch positions filled. With 12 being fully trained and operational, 1 in phase 3 of training, 1 in phase 1 of training, and one starting next week. We interviewed four more candidates this week, and I plan on making offers to two out of the four candidates. They will have staggered start dates of possibly End of July and mid-August.

Grants – All applications have been filed for the FY27 Grants and we are now awaiting our award letters. I expect them to begin arriving the last week of June, first week of July. I will also be closing out the FY26 Grants, and making sure that all journal entries for expenditures reimbursed have been made so the expenses charged to grants are equal to the reimbursements received.

FY26 Budget – Budget reports were sent out yesterday, I apologize for the late email. With regards to salaries and overtime, we have approximately \$198,000 in pending reimbursements, and I'm watching those lines closely to ensure we will have enough to cover the remaining payroll and warrants. We are over budget on a few lines, but I believe they will be covered by other lines.

Facility – I've started the conversation with Mass Development regarding the 10-year lease agreement. They are going to speak to their legal department to begin the process and draft an initial agreement. I'll update the board once it's received.

Projects – This is a list of projects completed in FY26:

1. Completed the transition of Hudson Police and Fire Communications to NVRDD
2. Replaced the camera and access control system at Hudson PD
3. Installed cameras and access control system at Hudson FD

4. Purchased (40) portable radios for Hudson Police
5. Purchased (30) portable radios for Hudson Fire
6. Purchased (15) Portable Radios for Boxborough Fire
7. Purchased (17) Portable Radios for Boxborough Police
8. Purchased and installed ALICE Receptionist Kiosks at all our dark stations
9. Purchased and installed the BRYX Station Alerting System for Hudson Fire
10. Purchased a new RMS system for Hudson Fire
11. Began the installation and deployment of the Hudson Fire Radio Channel 2. A secondary channel that will be used as a repeated fire-ground channel or incident channel.

NVRDD made a total investment of \$2,483,883.00 in infrastructure within the district.

IV. 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.

V. GROWTH UPDATE

Director Camaro advised that the go-live date for Sterling has been moved to Monday 06/29/26. The Chiefs requested an early go live, while they still have desk coverage to ensure a smooth transition.

VI. NEW BUSINESS

1. MCAD Training Requirement: Anne Camaro, Jenn Hill, Chris Carleton, and Marie Sobalvarro have completed the MIIA training on 06/09. We are still waiting for approval from the MCAD Training Bureau. Anne will keep board advised once she hears back.
2. Other Business: None

VII. EXECUTIVE DIRECTOR EVALUATION

Michael Johns led the discussion on the Executive Director's annual evaluation. He advised the board that 6 of the 9 members completed the evaluation, 3 abstained due to being too new to their position or in an interim role. Michael reports that of the received evaluations, 57% rate Anne as exemplary, and 43% rate her as commendable. Based on the ratings and the employment contract Executive Director Camaro is eligible for a 3.5% salary increase for FY27. Individual evaluations will be presented to Director Camaro for signatures and placed in her employee file.

VIII. NEXT MEETING: August 12, 2026 9:00AM

IX. ADJOURN

With no further business to discuss Chairperson Michael Johns entertained a motion to adjourn. Motion made by Marie Sobalvarro, seconded by Michael Sweeney. Roll call vote: Berlin: AYE, Bolton: AYE, Boxborough: AYE, Devens: AYE, Harvard: AYE, Lancaster: AYE, Sterling: AYE. Meeting adjourned at 9:23 AM.