



## Central Massachusetts Regional 911 District

### Board of Directors Meeting Minutes

**Date:** February 18, 2026

**Time:** 2:02 PM

**Location:** Hubbardston Town Offices

**Remote Access:** Microsoft Teams

**Meeting Type:** Regular Meeting

**Recording:** Yes

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#### 1. Call to Order

Acting Chair James Ferrera called the meeting of the Central Massachusetts Regional 911 District Board of Directors to order at 2:02 PM.

The meeting was conducted in accordance with the Massachusetts Open Meeting Law and was recorded for accuracy and public access. No additional recordings were declared.

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#### 2. Roll Call / Attendance

##### Board Members Present

- Jim Ferrera – Interim Chair – Warren Town Administrator
- Peter Walker – Hubbardston Selectboard Member
- Austin Cyganewicz – Sutton Town Manager
- Robbie Grin – Sturbridge Town Manager
- Heather Butler – Rutland Town Administrator
- Maribel Larange – District Clerk/Secretary – Town of Oakham

##### District Staff Present

- Michael Moriarty – Executive Director
- Elizabeth DeFosse - Deputy Director

##### Additional Participants

- Adam Menard – Assistant Town Manager, Oxford (Remote)
  - Sean Fitzgerald – Interim Town Administrator, Hubbardston
  - Melanie Jackson – Town of Barre (Remote)
  - Jeff Bridges (Spencer Town Administrator)
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## Central Massachusetts Regional 911 District

### 3. Approval of Previous Meeting Minutes

The Board reviewed the minutes from the previous meeting.

**Motion:** Maribel Larange

**Second:** Peter Walker

**Vote:** Motion passed unanimously.

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### 4. Election of Board Officers

The Board reorganized and elected new officers.

#### Vice Chair

**Nominee:** Peter Walker

**Motion:** Appoint Peter Walker as Vice Chair

**Second:** Motion seconded

**Vote:** Approved unanimously.

#### Chair

**Nominee:** Heather Butler

**Motion:** Appoint Heather Butler as Chair

**Second:** Motion seconded

**Vote:** Approved unanimously.

#### Clerk / Secretary

**Nominee:** Maribel

**Motion:** Appoint Maribel as Clerk/Secretary

**Second:** Motion seconded

**Vote:** Approved unanimously.

Heather Butler assumed responsibility for chairing the remainder of the meeting.



## Central Massachusetts Regional 911 District

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### 5. Transitional Governance Framework

The Board discussed the Transitional Governance Framework, which defines voting authority and responsibilities during the transition from the original five communities to the expanded district including six additional communities.

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Key framework points include:

#### Voting Authority – Original Communities

- Current operations
- Staffing, scheduling, and overtime
- Labor relations and union contract administration
- Operational budgets (FY26 and FY27)
- Dispatch policies and procedures
- Existing technology supporting current services

#### Voting Authority – All Communities

- Future regional facility development
- Capital finance, bonding, and borrowing
- Future staffing models and operational expansion
- Technology expansion
- Regional growth strategy and long-term planning

#### Additional Amendments Added

The Board agreed to:

- Include representation from new communities on labor negotiations
- Allow the framework to be amended as needed by majority vote
- Conduct an annual review of the framework

**Motion:** Approve the Transitional Governance Framework with amendments

**Vote:** Approved with one abstention (Adam Menard).

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## Central Massachusetts Regional 911 District

### 6. Harper Payroll Services Contract

The Board discussed entering into a contract with Harper Payroll Services to provide payroll processing and administrative payroll support for the district.

The contract would:

- Transition payroll services from the Town of Rutland system
- Consolidate historical payroll data
- Prepare the district for independent operations beginning July 1, 2026

Estimated cost: \$27,336 annually beginning FY2027.

**Motion:** Approve the Harper Payroll Services contract

**Second:** Motion seconded

**Vote:** Approved.

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### 7. VADAR Accounting System Contract

The Board reviewed the proposal to implement the VADAR financial management system.

Purpose:

- Provide accounting and financial management services for the district
- Transition financial records from the Town of Rutland
- Prepare for independent district financial operations

The contract includes:

- Initial setup fee
- Ongoing subscription services

Grant funding opportunities may be pursued to offset implementation costs.

**Motion:** Approve VADAR contract

**Second:** Motion seconded

**Vote:** Approved.

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## Central Massachusetts Regional 911 District

### 8. Treasurer Position Discussion

The Board discussed options for establishing a Treasurer role for the district.

Three models were presented:

1. Part-time Treasurer
2. Contracted Treasurer through a member community
3. Full-time Administrative Support Services position

Option 3 would include responsibilities for:

- Treasurer functions
- Procurement management
- Human resources administration
- Payroll and benefits management
- Grant tracking
- Administrative support for district leadership

The position could potentially be funded through State 911 grant funding for the initial years.

Motion

Approve Option 3, contingent upon securing non-municipal funding.

If funding is not secured, the Board will revisit alternate options.

#### **Vote Result:**

Yes – 6

No – 3

Motion approved.

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## Central Massachusetts Regional 911 District

### 9. Accountant Position

The Board discussed creating a part-time Accountant position to support district financial operations.

The role would:

- Manage accounting functions
- Support the Treasurer
- Scale with future district growth

**Motion:** Authorize posting for a part-time Accountant position

**Second:** Motion seconded

**Vote:**

Approved unanimously.

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### 10. Negotiation Subcommittee Formation

The Board discussed forming a Negotiations Subcommittee to oversee labor negotiations.

The committee will include:

- **Two members from the original five communities**
- **One member from the six new communities**

#### Appointments

- Jim Ferrera – Original community representative
- Maribel – Original community representative
- Robin – Representative from new communities

**Vote:** Approved.

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## Central Massachusetts Regional 911 District

### 11. Building Project Update

The Board discussed the status of the future regional dispatch facility.

Current status:

- Preliminary dispatch floor design completed
- Planning underway for bonding and financing
- Treasurer position needed to proceed with financial structuring
- Facility ownership and bonding process still in progress

The project will be funded in part through State 911 development grants.

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### 12. Documentation & Meeting Technology

The Board discussed improving document access for meetings due to recurring file access issues.

Proposal:

Adopt Microsoft Decisions, a digital meeting management platform that allows:

- Digital agendas
- Integrated documents
- Real-time voting
- Individual note-taking
- Improved meeting organization

The Board agreed to explore implementing the platform for future meetings.

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### 13. Adjournment

With no further business, the meeting was adjourned.

**Minutes respectfully submitted by:**

Michael Moriarty, Executive Director

Approved on: 03/18/2026