

Acton Concord Regional Emergency Communications Center

Board of Directors Meeting

7/21/21

3:00 PM Acton Town Hall Room 204

APPROVED MINUTES

Attendees: From the Town of Acton: Town Manager John Mangiaratti, Police Chief Richard Burrows, Fire Chief Robert Hart, Director of Intergovernmental Affairs Austin Cyganiewicz. From the Town of Concord: Town Manager Stephen Crane, Police Chief Joseph O'Connor, Fire Chief Tom Judge. Also in attendance: project consultant Thomas Kennedy, Concord Select Board member Henry Dane, Concord resident Karlen Reed.

1. Review Governance Agreement and elect officers

Mangiaratti called the meeting to order at 3:01. After brief introductions, Crane moved, Mangiaratti seconded, that John Mangiaratti be named the Chair of the ACRECC Board of Directors. Motion approved unanimously. Crane moved, Mangiaratti seconded, that the Police and Fire Chiefs of Concord as well as the Police Chief, Fire Chief, and Emergency Management Director of Acton be appointed to the Operations Committee. It was noted that the Concord Fire Chief also serves as Emergency Management Director and that the Deputy Fire Chief in Acton serves in that capacity. Motion approved unanimously.

2. Review Grant Conditions and schedule

Tom Kennedy, the consultant who prepared the grant application and prepared the feasibility study for the RECC, updated the Board on the terms and conditions of the recent Development Incentive Grant award from the Commonwealth of Massachusetts State 911 Department. The amount awarded was \$900,000. Kennedy also outlined the initial expenditures authorized in the grant award. Burrows noted that Acton was requesting permission from the State's Community Compact Program to repurpose a recent grant award to fund expenses related to the RECC not included in the grant award.

3. Discuss next steps for hiring Project Manager

There was a brief discussion about using a procurement process to hire a project manager. It was agreed that the Town of Acton would take the lead in preparing a procurement document.

4. Discuss next steps for hiring Executive Director

There was a brief discussion about the need to identify health insurance coverage and a state pension system that ACRECC employees, including the Executive Director, could enroll in. It was agreed the Town of Concord would take the lead on the recruiting of an Executive Director.

5. Review action items for next meeting

Action items: those mentioned above as well as a review of technology issues by the Operations Committee.

6. Schedule next meeting

Scheduled for 8/18/2021 at 3PM. Possible agenda items: technology review, human resource discussion re: Executive Director search.

7. Attend Operations Committee meeting.

No meeting occurred.

Crane moved, Mangiaratti seconded, to adjourn. Meeting adjourned at 3:50 PM