



Nashoba Valley Regional Dispatch District

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Anne Camaro
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Nashoba Valley Regional Dispatch District Finance Committee Meeting Minutes

Meeting Date: Wednesday February 14th, 2024 9:00AM

Present:

Jared Mullane, Town of Harvard – FINCOM Chair
June Poland, Town Accountant Berlin
Ninotchka Rogers, Town of Bolton
Rajon Hudson, Town of Boxborough
Japheth Stevens, Mass Development
Cheryl Gariepy, Town of Lancaster
Ezequiel Ayala, Town of Lunenburg
Anne Camaro, NVRDD Executive Director
Donna Walsh, NVRDD Accountant
Kristen Noel, NVRDD Accountant
Glenn Casey, NVRDD

I. Call to Order

With a quorum present and acting, meeting was called to order by chairperson Jared Mullane at 9:02 am.

II. Public Comment

None

III. FY23 Budget Closeout

Director Camaro reports that the Audit has pointed out a lot of issues with the way VADAR was set up and that the Journal Entries that were made by the previous accountant were not hitting the control accounts. She has hired a consultant who will be revising and organizing all accounts and will clean up the control accounts. This will cost the District approximately \$3,500.00

IV. FY24 Budget Update

Year to Date reports were sent to Finance Committee Members prior to the meeting. Director Camaro pointed out that the Overtime line is high because although we have filled a lot of positions, training can last up to 6 months, and we're still filling some open shifts.

V. FY25 Budget

Director Camaro forwarded FY25 Budget Proposal to all members of the Finance Committee. With no further questions or discussion, the Chair of the Finance Committee entertained a motion to accept the FY25 Budget Proposal as presented by Director Camaro. Motion was made by Cheryl Gariepy and Seconded by Rajon Hudson. Roll call vote: Berlin: AYE, Bolton: AYE, Boxborough: AYE, Harvard: AYE, and Lancaster: AYE. Motion passes with 5 votes in favor.

VI. Capital Budget Update

Director Camaro presented the updated Capital Planning Spreadsheet. She advised the committee that she has taken advantage of the State 911 Development Grant to fund most capital improvement projects, and will continue to do so as long as expenses are covered.

Director Camaro also presented a Capital/Stabilization contribution spreadsheet, which highlights the amount that should be in the Capital/Stabilization account which is a discrepancy with what is there now. With the work that is being done by the consultant, Director Camaro hopes to ensure that account discrepancy is corrected by free cash.

VII. Director's Update

Director Camaro has been working on Admin Policies for financial controls, the current drafts will be shared with members for review and approval. Director Camaro is also working on a succession plan book, which will highlight in detail more of the day-to-day procedures.

VIII. Approval of Minutes

Minutes from 01/24/2024 Meeting– Chairperson Jared Mullane entertained a motion to approve the minutes from the last meeting. Motion by Ninotchka Rogers, seconded by Rajon Hudson. Rollcall vote: Berlin: aye, Bolton: aye, Boxborough: aye, Harvard: aye, Lancaster: abstain. Motion passes with 4 votes in favor.

IX. Next Meeting:

The next meeting will be scheduled for May. A doodle poll will be sent out to members to decide on a date.

X. Other Business

The Finance Committee welcomes two new members: Japheth Stevens, Mass Development and Ezequiel Ayala, Town of Lunenburg who have been appointed by their respective communities to be the representatives in the Finance Committee.

ADJOURN:

The Chair of the Finance Committee adjourned the meeting at 9:26AM.