



Nashoba Valley Regional Dispatch District

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Anne Camaro
Executive Director
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Nashoba Valley Regional Dispatch District Finance Committee Meeting Minutes

Meeting Date: Thursday, January 30, 2025 **Time:** 9:00 AM

Present:

Jared Mullane, Town of Harvard – Chair
June Poland, Town of Berlin – Vice Chair
Ninotchka Rogers, Town of Bolton
Japheth Stevens, Mass Development
Honghoa Le, Town of Boxborough
Ezequiel Ayala, Town of Lunenburg
Cheryl Gariepy, Town of Lancaster

Anne Camaro, NVRDD Executive Director
Stephannie Coronel, NVRDD Admin
Jennifer Hill, NVRDD Operations Manager
Donna Walsh, NVRDD Accountant
Glenn Casey- NVRDD Supervisor

I. Call to Order

With a quorum present and acting, the meeting was called to order by Chairperson Jared Mullane at 9:00 am.

II. Public Comment

None

III. Approve Minutes from 11/06/2024 and 01/15/2025 Meeting

Chair Jared Mullane entertained a motion to approve the minutes from the 11/06/2024 and 01/15/2025 meetings. Motion by Ezequiel Ayala seconded by June Poland, Rollcall vote: Ninotchka Rogers: aye, Japeth Stevens: aye, Cheryl Gariepy: aye, Jared Mullane: aye. The motion passes unanimously.

IV. FY25 Budget Update

The FY 25 budget reports were sent to Finance Committee members before the meeting. Director Camaro reported that reimbursements from state 911 have been received. Director Camaro plans to file new reimbursements this week for salaries and overtime. Director Camaro also reported that some expenses were moved to the grant account.

Additionally, Director Camaro noted that one trainee has been terminated and another has resigned. A new dispatcher started training this week.

Anne Camaro reported that she is closely monitoring the Legal Prof. Svcs. line, which will be over budget due to the CBA negotiations meetings and MCAD complaint. She is also looking closely on the Buildings and Grounds line because the HVAC system broke again, resulting in a recent expenditure of \$1,800 for repairs. The motor will now need to be replaced, which will cost an additional \$1,500, plus \$500 for labor. The director stated that she will keep everyone updated on these issues.

V. FY26 Budget

The second version of the FY 26 Budget was shared with the committee. Director Camaro reported that assessments came down a little due to the resignations of new-hires.

Director Camaro inquired as to which Budget (Capital or Operating) the OPEB Study should be budgeted into. All members of the finance committee agreed that the most appropriate account would be the Operating Budget.

Director Camaro reported an increase in the Financial Audit, Rent, Janitorial, and the Hardware support and maintenance lines. The operating expense fund was removed and the stabilization fund remains the same.

Ninotchka Rogers made a motion to approve and recommend the FY26 budget of \$2,743,769.30 to the admin board. Cheryl Gariepy seconded the motion, Roll vote: Ninotchka Rogers: aye, Cheryl Gariepy: aye, Ezequiel Ayala: aye, Japheth Stevens: aye, Honghoa Le: aye, Jared Mullane: aye. The motion passed unanimously.

VI. Capital Request

Ninotchka Rogers inquired about the difference in Capital Cash on the balance sheet. Donna Walsh noted that the balance sheet has not been updated and does not reflect the previous year's balance. Accountant Walsh indicated that she will address this in the next week or two.

Director Camaro brought up a previous discussion regarding funding to purchase and install a station alerting system. However, she mentioned that the vendor's original quote did not include installation costs, resulting in an additional \$64,000 needed for installation. Additionally, there has been changes made to the equipment for Harvard, Devens, and Berlin, leading to a total unfunded amount of \$75,220.00. Director Camaro noted that she attempted to secure funding through State 911 but was unsuccessful. To complete the project, Director Camaro proposed the capital appropriation of the \$75,220.00.

Jared Mullane asked if the equipment could be transferred to a new facility, to which Director Camaro confirmed that it is transferable.

Cheryl Gariepy made a motion to approve the use of the capital account to fund the \$75,220.00, and June Poland seconded the motion. Rollcall vote: Ninotchka Rogers: aye, Cheryl Gariepy: aye, Ezequiel Ayala: aye, Japheth Stevens: aye, Honghoa Le: aye, Jared Mullane: aye, June Poland: aye. The motion passed unanimously.

VII. Discussion on adding Towns to the District

Anne Camaro reported that the admin board has voted against bringing in the Town of Hudson following the finance committee recommendations.

VIII. Vote on recommendation for adding Towns to the District

The members of the finance committee agreed that there's not enough information on Marlborough and that its best to put on hold a decision until more information is provided.

June Poland made a motion to wait until more information on Marlborough is provided to be able to make the best possible decision for the dispatch. Ninotchka Rogers Seconded the motion. Rollcall vote: Ninotchka Rogers: aye, Ezequiel Ayala: aye, June Poland: aye, Honghoa Le: aye, Cheryl Gariepy: aye, Japheth Stevens: aye, Jared Mullane: aye. The motion passed unanimously.

IX. Other Business

Ninotchka Rogers requested a copy of the Audit.

X. Next Meeting

The next Finance Committee meeting was scheduled for Wednesday, April 2, 2025.

XI. Adjourn

With no further business to come before the committee, the Chair of the Finance Committee adjourned the meeting at 9:30 am.