



Town Accountant Bolton, Massachusetts

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Ninotchka Rogers
Town Accountant

Nashoba Valley Regional Dispatch District Finance Committee

Minutes May 26, 2021

Meeting date:

Wednesday, May 26, 2021

Present Via Zoom:

Tim Bragan, Town Administrator Harvard
Ninotchka Rogers, Town Accountant Bolton
June Poland, Town Accountant Berlin
Nelia McMahon, VP Finance and Assistant Controller/Mass Development
Angela Siciliano, NVRDD Assistant Director
Cheryl Gariepy, Finance Director/Town Accountant Lancaster
Karen Brochu, Finance Director/Town Accountant Lunenburg
Jared Mullane, Finance Director Harvard
Jack Parow, Interim Director
Fred Aponte, Accountant

Mr. Bragan called the meeting to order at 9:01 a.m.

Ms. Siciliano reviewed the grant awards and let the committee know that she was waiting on approximately \$100,000 in reimbursements and will be submitting another \$100,000 before she leaves the position.

The committee reviewed the FY21 current financials. There were questions on what was included in uncategorized income. The accountant does not currently receive the deposit advices and must wait until the bank statement to record the amounts and then reclasses the income to the appropriate account. The committee advised copying the accountant on deposits when they are received. Overtime is high due to 3 open positions. These are currently being advertised and they have seen an increase in applicants. They have also moved to an electronic application process. They have received \$1,125.00 for covid related expenses and are waiting to hear back on the balance of reimbursables. The committee asked for clarification on the Mass Development Note Payable account, the balance sheet has an incorrect amount.

The committee recommended continuing with an annual audit.

Ms. McMahon recused herself due to the discussion on the lease with Mass Development. The committee was told that the extra space was currently being used as storage, bunk room and lactation room. The Admin and Ops boards will continue the discussion on utilization of the space. The finance committee was concerned that the rent payments have not all been accounted for and would like more information and a copy of the lease agreement.

Ms. Bragan informed the committee that he will be stepping down at the end of the fiscal year and that Mr. Mullane would be taking over for him.

The next meeting is scheduled for June 23, 2021 at 9:00 a.m.

Meeting adjourned at 9:51 a.m.