



# Town Accountant Bolton, Massachusetts

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Ninotchka Rogers  
Town Accountant

## **Nashoba Valley Regional Dispatch District Finance Committee**

### **Minutes October 28, 2021**

#### **Meeting date:**

Thursday, October 28, 2021

#### Present Via Zoom:

Ninotchka Rogers, Town Accountant Bolton  
June Poland, Town Accountant Berlin  
Angela Siciliano, NVRDD Assistant Director  
Karen Brochu, Finance Director/Town Accountant Lunenburg  
Jack Parow, Interim Director  
Jared Mullane, Finance Director Harvard  
Cheryl Gariepy, Finance Director/Town Accountant Lancaster

Ms. Poland called the meeting to order at 9:03 a.m.

Ms. Gariepy made a motion to approve the April and August meeting minutes, seconded by Ms. Rogers. (Unanimous)

The committee reviewed the FY21 audited financial reports. Ms. Rogers asked if there would be a written action item to address the management letter concerns. Mr. Parow brought up the need to have an Internal Control Policy which would address some of the issues. The center does not have any written financial policies currently. Members of the committee will send Ms. Siciliano copies of their town policies for reference. The committee requested that Mr. Parow bring the management letter concerns to the Admin board at their next meeting.

Ms. Gariepy attended the last Admin board meeting and mentioned that there seemed to be some confusion on the stabilization fund and how much money was in the fund. This brought up some concerns about accessing the bank statements. Ms. Siciliano said she was trying to get copies of the 2018 bank statements for the stabilization fund and was having trouble since she is not a signer on the account. Ms. Rogers asked where the physical copies of the bank statements were kept and was told that there is not a dedicated area with the financial records. The treasurer and accountant work fully remotely and do not come into the office. Ms. Rogers asked if there was space for them and was told there is not available space at the moment.

The committee expressed frustration that they are rehashing the same items at every meeting and things are not moving forward. The majority of the finance board will not approve the FY23 budget until policies are implemented and they have confidence in the financial process. Mr. Parow suggested a workshop to set those policies and procedures and the committee agreed that was a good idea. Ms. Poland asked the committee to send her a list of concerns that they would like addressed at the workshop.

The committee reviewed the FY22 current financials. A refund was received for overpayment of unemployment compensation posted to uncategorized income. HR expenses were overspent due to the search for a new director. The committee was made aware that there might be retro pay owed for FY22.

There are no proposals for FY23 yet.

The next meeting is scheduled for December 1, 2021 at 9:00 a.m.

Meeting adjourned at 10:04 a.m.