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CENTRAL MASSACHUSETTS VETERANS' SERVICES DISTRICT

11/14/2023 10:00am Meeting Minutes

CENTRAL MASSACHUSETTS VETERANS SERVICE
DISTRICT BOARD MEETING

Remote Meeting

Roll Call: Diane Wackell (Northborough), Kimberly Foster (Westborough), Jeff Farrell (CMVSD), Justin Dobson (Shrewsbury), William Blake (Grafton) & Ashley Gerstel (CMVSD)

Meeting called to Order at 10:02 by Kimberly Foster. Diane Wackell read the Governors order allowing remote meetings and Zoom link was included on Posted agenda allowing the public to attend the meeting in real time.

Meeting minutes from 10-12-23 meeting were approved, Diane Wackell (Aye), Kimberly Foster (Aye), Justin Dobson (Aye) William Blake (Aye).

Discussion: FY23 Previous year bill. Northborough did not encumber funds to cover larger bill than expected. Previous year bill will be added as a warrant article at Northborough's spring town meeting. Westborough has encumbered funds to cover expenses.

Discussion: FY25 district Budget. Kimberly Foster moved to approve the FY25 Budget, William Blake Seconded, FY25 budget was approved with a total amount of \$169,153.00. Please see attached copy for breakdown of each line of the budget. Approval was 4-0, Diane Wackell (Aye), Kimberly Foster (Aye), Justin Dobson (Aye) & William Blake (Aye).

Discussion: CMVSD Website. Website will go live 11/16/2023. Main pages have been organized and updated with current links. Ashley & Jeff's contact info will be moved onto the home screen to make information more accessible. A link to the new website will be shared with all district members to preview the new site before live date.

Motion to Adjourn, Diane (Aye) Kimberly (Aye), Justin (Aye) & William (Aye).

Meeting adjourned at 10:42 am
Approved 12/12/2023

Personnel Budget Breakout for CMVSD						CMVSD Proposed FY25 Budget	
Expense	FY21	FY22	FY23	FY24	FY2025 Adopted		
District Director Salary	\$ 63,000	\$ 66,150	\$ 69,000	\$ 74,816	\$ 72,381		
FTE Agent				\$ 46,168	\$ 48,084		
19 Hr Position (formerly 12hr/wk)	\$ 13,098	\$ 13,361	\$ 21,582				
19 Hr Position	\$ 20,739	\$ 21,155	\$ 21,582				
Total Salaries	\$ 96,837	\$ 100,666	\$ 112,163	\$ 120,984	\$ 120,465		
Health Insurance	\$ 16,000	\$ 16,000	\$ 16,000	\$ 37,782	\$ 38,538		
District Operating Budget	\$ 10,150	\$ 9,950	\$ 9,950	\$ 10,650	\$ 10,450		
Total FY District Expense	\$ 122,987	\$ 126,616	\$ 138,113	\$ 169,416	\$ 169,453		

2010 Census Total District Expense Allocated to Towns				
Percentage	Town	FY20	FY21	FY22
21	Grafton	\$ 25,827	\$ 26,589	\$ 29,004
16	Northborough	\$ 19,678	\$ 20,239	\$ 22,098
42	Shrewsbury	\$ 51,654	\$ 53,179	\$ 58,008
21	Westborough	\$ 25,827	\$ 26,589	\$ 29,004
Total Expenses:		\$ 122,987	\$ 126,616	\$ 138,113

District Operating Budget Line Item Breakout						Proposed FY25	
Item	FY21	FY22	FY23	FY24			
5300 Professional/Technical	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,950	\$ 2,950		
Veritaspec	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
Verizon Cellphone	\$ 650	\$ 650	\$ 650	\$ 1,200	\$ 1,200		
Cumulus Global (Google)	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750		
5330 Conf/Seminars	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
5420 Office Supplies	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200		
5730 Travel	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
5730 Dues	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500		
5740 Liability Insurance	\$ 2,850	\$ 2,850	\$ 2,850	\$ 3,000	\$ 3,000		
5880 New Equipment	\$ 1,200	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
NEW Laptop	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		
NEW Printer	\$ -	\$ -	\$ -	\$ -	\$ -		
Accessories/Peripherals	\$ 200	\$ -	\$ -	\$ -	\$ -		
Total	\$ 20,150	\$ 9,950	\$ 9,950	\$ 10,650	\$ 10,450		

2020 Census Changes to Total District Expense Allocated to Towns				
Percentage	Town	FY23	FY24	FY25
20	Grafton	\$ 27,623	\$ 33,883	\$ 33,891
17	Northborough	\$ 23,479	\$ 28,801	\$ 28,756
40	Shrewsbury	\$ 55,245	\$ 67,766	\$ 67,661
23	Westborough	\$ 31,766	\$ 38,966	\$ 38,905
Total District Expenses		\$ 138,113	\$ 169,416	\$ 169,153

* Approved by unanimous vote @ CMVSD Board Meeting 11/14/2023