

**NEWTOWN VOLUNTEER AMBULANCE ASSOCIATION, INC.**

**6 WASHINGTON SQUARE – P.O. BOX 344**

**NEWTOWN, CT 06470**

**THESE MEETING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES**

**MEETING MINUTES OF JUNE 8, 2021**

The Board of Trustees of the Newtown Volunteer Ambulance Association held their regular meeting at the ambulance building on Tuesday, June 8, 2021.

**Present:** Malcolm McLachlan (President), Harry Waterbury (Treasurer), Dana Demand (Vice President), John Kortze (Vice President), Pat Llodra (Secretary), Nancy McLachlan and Chief Liz Cain.

**Absent:** Dr. Robert Soltis and Patrick Simms.

**Staff Present:** Maureen Crick Owen (Office Administrator).

**Call to Order:** The NVAA Board of Trustees meeting was called to order at 7:30 p.m. by Mr. McLachlan.

**Public Participation:** None.

**Treasurer's Report:** Mr. Waterbury referred to the April report he previously provided to the Trustees. He also referred to the May reports. He said that the ambulance recovery has been underestimated and will be adjusted when the new budget is prepared. Mrs. Llodra made a motion to approve the Treasurer's report for April and May 2021, seconded by Mr. Demand and unanimously approved.

**Acceptance of Minutes:** Mrs. Llodra made a motion to approve the minutes of the April 13, 2021 meeting, seconded by Mr. Waterbury and unanimously approved.

**Chief's Report:** Chief Cain reported that St. Rose had a vaccine clinic that day as well as the day before. She also reported that NVAC will be working with Exceptional Sidekick in teaching comfort dogs about ambulances. These dogs are for younger people affected by trauma. They will be doing their second in-person training meeting tomorrow evening.

**President's Report:** Mr. McLachlan informed the board that Jack O'Byrne had passed away and that back in the 1970-1980's he was a board member of NVAA, served as Treasurer and provided tax services to the organization. His family stated in his obituaries that donations could be made to NVAA.

Mr. McLachlan said that he has talked with Tom Hanlon regarding the boiler and that it is still not straightened out. He has asked Mr. Hanlon to set up a meeting with NVAA's

vendor, manufacturer's rep and Mr. Demand to discuss this matter. To date \$22,000 has been spent on repairs not including the cost of the maintenance contract.

Mr. McLachlan explained that OEMS has issued rates with regard to "treat and release" effective June 1, 2021. As of right now, Medicare is not on board with the treat and release costs. NVAA will gather statistics and make a determination at a future date as to including this cost in NVAA's billing process.

Mr. McLachlan said that the State raised the tax abatement for first responders. The Town approved this just recently. One change made was that a volunteer in good standing could qualify for the abatement after two years of service instead of three.

#### **OLD BUSINESS:**

1. Collections – Mr. McLachlan said that there was no money collected in May as of yet but anticipated receiving updated information in a few days. To date, \$246,201 has been sent for collections of which \$13,510 has been received by NVAA.

#### **NEW BUSINESS:**

1. Mortgage Reduction: Mr. McLachlan stated the additional principal payments that have been made on the mortgage (in addition to the regular monthly payment) to date. Given the monies in the money market, checking and Stifel, Mr. McLachlan recommended that NVAA pay \$165,000 additional principal (which includes the \$10,000 already budgeted for) this month and pay an additional \$10,000 principal for the months of July, August and September. He said with those additional principal payments made the principal balance of the mortgage on October 1, 2021 would be \$290,000. Mr. Demand asked about reserves should it be necessary to replace the HVAC system. Mr. McLachlan said when they have the details regarding this matter, they can then make a decision. And, he also said that ambulance revenue continues to come in. Mr. Kortze made the motion to \$165,000 additional principal (which includes the \$10,000 already budgeted for) this month and pay an additional \$10,000 principal for the months of July, August and September on the mortgage. The motion was seconded by Mrs. Llodra and unanimously approved.

**Executive Session:** A motion was made by Mrs. Llodra to go into executive session for the purposes of (a) personnel matters and (b) fundraising matters. The motion was seconded by Mr. Kortze and unanimously approved. The trustees entered into executive session at 8:15 p.m. They came out of executive session at 8:45 p.m.

Mrs. Llodra made a motion to authorize the Chair of the Board to spend up to \$10,000 for services and support for the billing processes. Mr. Kortze seconded the motion and it was unanimously approved.

**Communications/Announcements:** None

Adjournment: Mrs. Llodra moved to adjourn the meeting, seconded by Mrs. McLachlan and unanimously approved.

Respectfully submitted,

Pat Llodra, Secretary  
Newtown Volunteer Ambulance Association Inc.

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of May 31, 2021

May 31, 21

ASSETS

Current Assets

Checking/Savings

1010 NSB CHECKINGMAIN#200300569	69,424.17
1110 NSB PETTY CASH#200300577	958.57
1111 NSB MMDA#200313896	135,206.85

Total Checking/Savings 205,589.59

Other Current Assets 1,653,365.35

Total Current Assets 1,858,954.94

Fixed Assets 6,149,915.97

Other Assets -1,758,668.43

TOTAL ASSETS 6,250,202.48

LIABILITIES & EQUITY

Liabilities 883,659.96

Equity

2998 PERM RESTRICTED NET ASSET 95,757.19

2999 UNRESTRICTED NET ASSETS 5,093,242.15

Net Income 177,543.18

Total Equity 5,366,542.52

TOTAL LIABILITIES & EQUITY 6,250,202.48

CASH BALANCES at 6/4/21

1010 NSB CHECKING MAIN	80,760.13
1110 NSB PETTY CASH	958.57
1111 NSB Money Market	135,206.85

Investments @ 5/31/21

1666A Stifel 4803 Prestige	171,362.33
1666B Stifel 4728 Horizon Acct	400,974.87
1666C Stifel 7063 Bahl&Gaynor	381,359.61
1666D Stifel 2223 Cinn Managed	265,831.64

# **NEWTOWN VOL. AMBULANCE** **Profit & Loss Budget Performance**

	May 2021						
	May 2021	Oct 2020 - May 2021	YTD Budget	\$ Variance	% of Budget Attained	FYTD May 2020	Annual Budget
Income							
3000 FUND DRIVE	0.00	59,061.17	49,692.00	9,369.17	118.85%	55,025.56	55,000.00
3100 DONATIONS	1,233.38	2,805.88	1,667.00	1,138.88	168.32%	6,210.24	2,500.00
3300 GRANTS	0.00	40,000.00	40,000.00	0.00	100.0%	24,481.77	40,000.00
3350 Income EMT Classes	0.00	15,035.00	7,750.00	7,285.00	194.0%	15,409.80	15,500.00
3700 Ambulance Revenue Recovery	112,791.07	697,591.58	501,606.61	195,984.97	139.07%	500,904.03	840,000.00
Total Income	114,024.45	814,493.63	600,715.61	213,778.02	135.59%	602,031.40	953,000.00
Expense							
4000 ACCOUNTING/(Auditor&Bookkeeping)	1,102.00	16,785.50	18,600.00	-1,814.50	90.25%	15,140.50	22,500.00 (2 mos)
4100 ADVERTISING	0.00	0.00	2,000.00	-2,000.00	0.0%	-	3,000.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	4,989.89	10,125.32	14,667.00	-4,541.68	69.04%	11,606.16	22,000.00
4303 Equipment Repairs	0.00	814.13	3,336.00	-2,521.87	24.4%	100.94	5,000.00
4303A Equip Service Contracts	3,672.74	3,672.74	0.00	3,672.74	100.0%	-	3,673.00 Lucas mnt
Total 4300 AMBULANCE	8,662.63	14,612.19	18,003.00	-3,390.81	81.17%	11,707.10	30,673.00
5000 BANK CHARGES	192.32	2,127.28	936.00	1,191.28	227.27%	1,029.80	1,400.00
5500 COMMUNICATIONS	173.00	338.00	2,000.00	-1,662.00	16.9%	305.66	3,000.00
5700 TRAINING MEMBERS	92.00	536.06	6,378.00	-5,841.94	8.41%	4,242.10	7,700.00
5750 TRAINING OTHER	0.00	0.00	640.00	-640.00	0.0%	-	1,000.00
5770 TRAINING COMMUNITY	1,922.35	18,743.10	11,750.00	6,993.10	159.52%	14,510.74	15,000.00
5790 UNIFORMS	0.00	2,284.87	3,180.00	-895.13	71.85%	2,410.59	5,000.00
5800 CORPS BENEFIT	3,186.36	18,905.47	29,043.00	-10,137.53	65.1%	27,264.74	39,400.00
6000 HEALTH & WELLNESS	0.00	0.00	3,000.00	-3,000.00	0.0%	-	3,000.00
7000 INSURANCE	13,168.00	41,856.00	39,750.00	2,106.00	105.3%	41,693.00	53,000.00 timing
7100 LICENSE & REG	0.00	118.00	600.00	-482.00	19.67%	571.40	600.00
7200 MEDICAL SUPPLIES	1,197.87	10,154.97	20,000.00	-9,845.03	50.78%	14,505.43	30,000.00

# **NEWTOWN VOL. AMBULANCE** **Profit & Loss Budget Performance**

	May 2021	Oct 2020 - May 2021	YTD Budget	\$ Variance	% of Budget Attained	FYTD May 2020	Annual Budget
7300 Office Expense & Supplies	739.42	5,878.99	4,068.00	1,810.99	144.52%	3,017.97	5,900.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	3,035.13	3,050.00	-14.87	99.51%	3,035.13	6,100.00
7503 CLEANING	1,310.00	8,062.00	11,732.00	-3,670.00	68.72%	14,245.75	17,600.00
7505 Maintenance Contracts	774.21	16,264.03	20,676.60	-4,412.57	78.66%	15,190.17	30,125.00
7509 Misc Building Costs& Exp	1,548.40	38,508.18	36,668.00	1,840.18	105.02%	10,875.32	55,000.00
7610 GARBAGE	86.00	602.00	736.00	-134.00	81.79%	602.00	1,100.00
7700 UTILITIES							
7702 Electric Washington Sq	2,689.86	17,741.99	20,380.40	-2,638.41	87.05%	16,217.41	34,500.00
7703 CABLE	316.50	2,155.50	2,266.68	-111.18	95.1%	2,149.70	3,400.00
7704A WATER/SEWER USE& TAX	926.33	2,702.04	2,745.00	-42.96	98.44%	2,745.00	3,700.00
7706 GAS	1,377.62	9,435.24	11,258.31	-1,823.07	83.81%	8,875.02	13,000.00
7708 Telephone/Elevator	202.94	1,974.41	2,800.00	-825.59	70.52%	2,940.28	4,200.00
Total 7700 UTILITIES	5,513.25	34,009.18	39,450.39	-5,441.21	86.21%	32,927.49	58,800.00
Total 7500 6 WASHINGTON Maint/Costs	9,231.86	100,480.52	112,312.99	-11,832.47	89.47%	78,875.86	168,725.00
7600 TECHNOLOGY							
7601 CELLULAR TELEPHONE	191.70	1,346.47	2,000.00	-653.53	67.32%	1,077.41	3,000.00
7602 DATA	95.32	2,299.32	2,666.68	-367.36	86.22%	6,127.45	4,000.00
7603 -ResponderTech Equip/Softw	0.00	712.50	1,000.00	-287.50	71.25%	712.50	1,000.00
7600 TECHNOLOGY - Other	0.00	1,012.76	410.00	602.76	247.02%	78.32	550.00
Total 7600 TECHNOLOGY	287.02	5,371.05	6,076.68	-705.63	88.39%	7,995.68	8,550.00
7610 Landscape Main/Washington	0.00	0.00	2,000.00	-2,000.00	0.0%	200.00	2,000.00
7901 Mortgage 6 Washington Sq							
7901 Extra Principal Mortgage	10,000.00	280,000.00	66,666.68	213,333.32	420.0%	60,000.00	100,000.00
7901 Mortgage 6 Washington Sq -	10,224.33	81,794.64	82,000.00	-205.36	99.75%	85,912.67	123,000.00
Total 7901 Mortgage 6 Washington Sq	20,224.33	361,794.64	148,666.68	213,127.96	243.36%	145,912.67	223,000.00

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**May 2021**

	May 2021	Oct 2020 - May 2021	YTD Budget	\$ Variance	% of Budget Attained	FYTD May 2020	Annual Budget
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	-	6,000.00
8602 Danbury EMS back up	750.00	8,500.00	11,336.00	-2,836.00	74.98%	12,000.00	17,000.00
8700 DANBURY PARAMEDIC FEE	30,522.00	105,742.00	105,769.00	-27.00	99.97%	126,798.00	136,300.00
8900 Office Administrator	2,128.00	17,106.50	16,000.00	1,106.50	106.92%	13,043.50	23,000.00
9000 PAYROLL	0.00	7,480.17	19,938.72	-12,458.55	37.52%	19,473.28	28,900.00
9100 REFUND INSURANCE PAYMENT	50.00	753.44	2,000.00	-1,246.56	37.67%	1,028.98	3,000.00
9200 CAG ADMIN FEE	4,616.24	33,669.85	27,336.00	6,333.85	123.17%	24,469.17	41,000.00
Total Expense	98,245.40	773,238.60	611,384.07	161,854.53	126.47%	587,880.32	878,648.00
Net Ordinary Income	15,779.05	41,255.03	-10,668.46	51,923.49	-386.7%	42,094.19	74,352.00
Other Expense							
9700 Trustee expense							
9701 Covid Response Recognition	0.00	7,000.00	0.00	7,000.00	100.0%	-	0.00
9701 Holiday recognition	0.00	16,652.50	6,000.00	10,652.50	277.54%	5,300.00	6,000.00
9702 Stipends	1,500.00	12,000.00	12,000.00	0.00	100.0%	12,000.00	18,000.00
9703 Scholarships	0.00	3,000.00	4,000.00	-1,000.00	75.0%	5,000.00	4,000.00
9704 Legal Expenses	160.00	768.00	6,668.00	-5,900.00	11.52%	6,740.00	10,000.00
9705 Other Trustee Expenses	93.57	1,934.37	3,000.00	-1,065.63	64.48%	3,118.78	4,500.00
Total 9700 Trustee expense	1,753.57	41,354.87	31,668.00	9,686.87	628.54%	32,158.78	42,500.00
Net Income	14,025.48	-99.84	-42,336.46	42,236.62	0.24%	9,935.41	31,852.00
3501 INTEREST AND DIVIDENDS	2,021.18	22,074.20					
3600 INVESTMENT GAINS	10,639.55	155,568.82					

## **Capital Expenditures**

**1720 BUILDING IMPROVEMENTS (LRM)**

concrete/paving in front of bays

28,000