

Town of Montville Finance Committee

Special Meeting Minutes for

October 29, 2024

Council Chambers

6:00 PM

1. The meeting was called to order at 6:00 PM by Chairman Tim May with the pledge of allegiance. Present were Chairman Tim May, Councilors Joe Jaskiewicz and Kevin Lathrop. Absent was Finance Director Barbara Griffin. Also present were Treasurer Patrick Wall and Mayor Leonard Bunnell, Sr.
2. Remarks from the Public relating to matters on the agenda with a three-minute limit: none
3. Motion by Councilor Jaskiewicz seconded by Chairman May to approve the minutes:

Minutes:

- a. Approval of the 9/24/2024 Regular Meeting Minutes 3-0 in favor
 - b. Approval of 7/30/2024 Regular Meeting Minutes 2-1 in favor; Chairman Tim May voted against
4. No alterations to the agenda (standard for Special Meeting)
 5. Discussion of current Year-to-Date Budget Report as follows:

Overspent statuses; several assets flagged, Treasurer went over the following:
 1. **10880 – 51100** Fire Protection, Overtime -\$14,169.62
 2. **10340 – 52046** Legal Services, Labor -\$891.00 Purchase Order was not fully liquidated but \$4,128.75 was encumbered; Finance is going to look into it and correct it
 3. **10425 – 52024** General Fund, Other Insurance -\$69,869.80 Auto, Property and Liability Ins, the biggest cost \$437,269.80 brought us over budget due to higher cost than anticipated; contingency status or further on in the year possibly transfer over from accounts underspent
 4. **10440 – 52055** Information Technology, Maintenance Agreements -913.75 This was a fluke in Munis (Financial System); Treasurer printed reports for the committee at the same time that A/P was working on the encumbrance so this account is actually underspent by \$1,732.25; correct in Munis and was not necessary to print reports all over again for the committee
 5. **10450 – 52111** Debt Principal, 2017 Lease Purchase -.14; just a rounding issue
 6. **10460 – 52111** Debt Interest, 2017 Lease Purchase -\$812.32; \$1,625.32 was paid correctly. This bond wasn't recorded properly on the previous Treasurer's schedule and therefore was budgeted at a low amount; could be a contingency status or possible refurbish from accounts underspent
 7. **10820 – 51100** Police Protection, Overtime Only .25 way into the fiscal year and 48.5% expended already; pay attention to OT; Mayor discussed with Chief and will be a work in progress; not from road coverage as road coverage was from private duty; new weapons and certifications were possibly the cause but it will level out

8. **10870 – 51070** Dispatch, PT Dispatcher's Salary already at 74.4% possibly due to summertime and vacations but it needs to be looked into and resolved
9. **10870 – 51100** Dispatch, OT already at 52.5% also possibly due to summertime and vacations and needs to be looked at and resolved
10. **10880 – 51100** Fire Protection, Overtime New Contract required new staffing levels; Chairman commented that they initially asked for 3 new fire fighters but it would have been more expensive to pay fulltime overtime; public safety said they would hire one and then another one in May of 2025; the hiring and training of the first one took time to get him up to speed; we were forced with that OT early on; we need to get a plan and supplement this line item; we need to get the other fire fighter hired as soon as possible; this was decided on back in July of 2024
11. **10890 – 52011** Public Safety Building, Building Maintenance over by -\$720.00; an additional purchase order for Griggs & Browne pest control was added to this account in early September; other encumbrances can be used to accommodate this unexpected cost; will find out from John

6. Comments/Discussion from Chairman and Councilors:

- Councilor Jaskiewicz inquired about **10350 – 52137** Probate District and reiterated that the amount we budgeted is our share, that is our account to send over to East Lyme.
 - Chairman May inquired about SEAT bus getting resolved and Mayor Bunnell announced that we are just waiting on the check to come from the Tribe for a little over \$11,000.
 - Chairman May inquired about Private Duty for Police and stated that what we see is strictly salary; he questioned if we've received revenue that has equaled that amount; Treasurer mentioned that accounts receivables are tracked; May reiterated that the number we see is what we physically paid in salaries meaning that there are other things tied into that fee such as use of the car that's not reflected in that number; May would like to see the total revenue on that so that he can subtract the other fees from it, Treasurer will provide that information
 - Chairman May commented on **10890 - 52000** Public Safety Building electricity usage of what is budgeted; we've already spent close to \$10,000 of a \$50,000 budget possibly due to A/C usage; Treasurer indicated that we are a little under 50% and that it should settle down throughout the year
 - Chairman May is reviewing accounts that exceed 25% a quarter of the way through the year to make sure that nothing is going exceedingly higher than our expectations
 - Chairman May wants to monitor diesel fuel, gasoline and fuel oil budgets to prevent unexpected overages as in past years
7. Chairman May Inquired which ARPA funds have money that has not been spent; HR has \$220 which has not been spent, Sr. Services virtual tour has \$140 which has not been spent; several accounts are in the red however, Finance Director inadvertently told the Treasurer that she is hoping that some of the accounts in 'black' will be able to cover some of the negative balances in 'red'; Treasurer stated that the Board of Ed has 2 accounts overspent as well that will be directly reimbursed most likely by check; Chairman May commented that the repair for Camp Oakdale Pavilion has got \$7,700; Turn-out gear for Fire Departments have asked for \$95,000 and still have \$1,594 left over after receiving their fire equipment; to renovate Town Hall, still \$5,700 left, Camp Oakdale Handicap Playground has funds left over.

8. Chairman May has asked who is working with each of these groups to see if they are done DONE? Treasurer said that is left up to Barbara, Finance Director; Councilor Lathrop said he is on that Committee also and Barbara is working with them and she's said there is going to be a handful of them that had some money left over at the end and there are some of them that are billed out quarterly so there's a few of them that have money left that is going to get paid out. Chairman May said it looks like some have money left over, they just haven't spent it all; Affordable Housing \$200; Chairman recommended they have a meeting as soon as possible to get these wrapped up either this week or next week; his concern is to make sure that people know that they have money that needs to be spent; Councilor Lathrop said that they've talked to most of the people and they know they've got it; pretty much everyone is aware; Councilor Jaskiewicz and Councilor Lathrop reassured Chairman that there is time and that November is next week; Chairman inquired who is handling SafeFutures from 2023; SCBA washer \$40,000 and there is \$3,600 left over so they have to use it for a washer or they have to give it back; Councilor Jaskiewicz reiterated they will know they have to use it or give it back; Chairman wants to know what the District A/C study was for and asking if it's been paid and why it's \$5,000 over; Treasurer will look into it; they were budgeted \$48,000 and we paid \$53,000 so this doesn't work; find out all of the overspent, whether they took it out of another account – it should be apples to apples (6) accounts are over-spent; Meeting soon on ARPA Funds, maybe more than \$50,000 left over
9. Finance Director was unavailable
10. Public Remarks 3-minute limit: Linda Tomaszek, PO Box 407 Montville, CT had a question as to how much money is exactly left out of ARPA for the Animal Shelter
11. Remarks from the Councilors: thanks to Mayor's Assistant for recording the meeting and a welcoming aboard by Councilor Jaskiewicz
12. Meeting adjourned: 6:38 p.m.

Cindy J. Breton, Executive Assistant to Mayor Leonard G. Bunnell, Sr.