

**Town of Montville**  
**Finance Committee Special Meeting Minutes**  
**Thursday, January 30, 2025**  
**Council Chambers 6:00 PM**

1. Call to Order - Chairman May called the meeting to order at 6:05 p.m.
2. Pledge of Allegiance
3. In Attendance: Tim May, Chairman, Joe Jaskiewicz, Councilor, Patrick Wall, Treasurer, Cindy Breton Executive Assistant to the Mayor
4. Remarks from the Public relating to matters on the agenda with a three-minute limit: None
5. Motion made by Councilor Jaskiewicz seconded by Chairman May to approve the minutes from the November 26, 2024 Special Meeting Minutes. No discussion: All in favor.
6. Discussion and Remarks of current Year-to-Date Budget Report as follows:
  - A. Overspent statuses and explanation by Treasurer Wall:
    1. **10310 - 53008** Mayor's Advertising – \$84.00 over budget due to the HR Director posting the Tax Collector position. Transfer is being made from 53049 Town Publications and will be finalized. Chairman May questioned whether there was enough for future job postings and Treasurer confirmed there should be based on history of this account
    2. **10410 - 51100** Finance Overtime –\$1,243.31 was overspent due to preapproved OT by the Mayor for the Tax and Assessor's Offices. Payroll Clerk also needed extra time due to tax year, contracts being approved, and retro payments from insurance. Things were happening all at once and an interdepartmental transfer will take care of it once things settle down
    3. **10425 – 52024** Other Insurance – \$69,000 overage that is consistently over budget due to additional insurance premiums that weren't expected. An additional \$828 charge was due to bonding requirements for new Tax Collector and Assistant Tax Collector who need to be bonded by law. In addition, another \$25,000 plus will be added to it due to pollution liability coverage on 14 Bridge St. This is a renewed three-year policy. Chairman May stated that we have no control over these additional expenses and that insurance premiums are increasing in other towns as well. Treasurer Wall mentioned that raised budgets were done in anticipation of inflation but costs far exceeded our expectations. Chairman May discussed reasons for increased level of insurance for 14 Bridge St with the Mayor. The building is not occupied but Treasurer spoke with insurance company and the good news is, if we should no longer need that policy then the money will be prorated back
    4. **10450 – 52111** Lease Purchase - \$.14 rounding error from previous Treasurer; transfer has been put in from 10460 – 52113
    5. **10450 – 52196** 2024 Bus Lease - \$.41 rounding error off set by \$.41 from account 10460 - 52196
    6. **10460 – 52111** 2017 Lease Purchase - \$812.32 was only budgeted for one payment by the previous Treasurer and this is ready for contingency if the committee is ready. There are no further payments for this year and this can be sent to Town Council
    7. **10480 – 52047** Litigation/Settlements - \$5,728.54 is a new overage amount from our last meeting. This cost is driven by additional premiums from Travelers Ins. Company that covers litigations and settlements by what happens throughout the year. Discussion about the account name (litigation) came up but it doesn't necessarily mean that it's for litigations or legal action. The recommendation is to take from Contingency via interdepartmental transfer
    8. **10720 – 51100** Overtime - \$153.73 due to demands from Social Services. SS Director is aware and has plans to cover the overage within her department
    9. **10730 – 53053** Fair Oaks/Camp Oak Refunds - \$537.50 overage. This account is used to expense anything that is refunded for rental deposits and is usually on budget. The amount is

determined by the number of rentals and deposit refunds. Revenue goes into General Fund and we will wait until end of year to amend

10. **10820 – 51100** Police Protection OT currently not overspent but by end of year it is projected to go over budget
11. **10840 – 51041** Police Private Duty - \$12,904.62 Discussion that overage was due to new rates, tree trimming, and a drastic amount of private duty. The more we put into expense the more the revenue comes in. Recommendation was to do an end of year transfer
12. **10870 – 51100** Dispatch OT - \$27.58 is slightly over budget but is expected to go over more due to sick time accumulation. This account was underbudgeted for the past few years. There's been some discussion on how hiring more staff would reduce this and the trend will continue to be monitored through quarter three
13. **10880 – 51100** Fire Fighter Overtime – \$99,821.91 Fire Fighter OT is tapering off as expected. Hiring and training of another FF was delayed and we will revisit this again at end of quarter three or quarter four when additional Fire Fighters are on board
14. **10890 – 52011** Public Safety Building Maintenance - \$720.00 overage driven by dumpster, pest control, and water cooler rentals. Councilor May recommended to send to Town Council with Contingency
15. **10910 – 52009** Eversource Energy Loan – \$222.24; the cost for this is \$537.04 per month and this was underbudgeted at \$3,000; Eversource did some upgrades in LED lighting but it was supposed to save a lot of money on the electrical side. For some reason the PD section of this loan was put into its own line item rather than the main electrical account by the Finance Director. It's possible an interdepartmental transfer can be done. The remainder may need to go to Council if the funds need to come from Contingency. Councilor May recommended putting the line item where it needs to go then resolve any overages
16. **10910 – 53044** Guardrails - \$52.21 this was a single invoice for \$10,000 that was split between equipment and guardrails costs. Cost of guardrails went over by \$52.21. Public Works Director is taking care of the interdepartmental transfer
17. **10930 – 51060** Deputy Building Official - \$6,597.50 overage; \$38,850 was encumbered via purchase order by SCCOG Building Official Colter. Some discussion as to why we are paying for training and salary combined to bring a new employee on board came up but the problem will be looked into.
18. **10940 – 53068** Transfer Station - \$5,345.78 overage for water testing through transfer station and for certain homes. Some discussion about it being an ongoing problem and Public Works Director is looking into resolving it internally. Chairman May recommended reviewing the contract and mentioned possibly sending it out to bid
19. **10960 – 54006** Police Car Replacement – 32,074.74 overage; approval was for three cars but Finance Director only budgeted for one. Need to look into LoCip to fund the third vehicle
20. **10960 – 54202** Dispatch Radio Upgrade - \$.03 just a rounding issue; Treasurer recommended rounding up for next year instead of rounding down

B. Discussion of Montville Community Booklet – Revenue and Expense Status: (Youth Services, Senior Ctr. and Parks & Rec) Youth Services Director explained that in 2018 Council was asked to support the Community Booklet. Resolution #2018-59 Town Council resolved to appropriate \$13,000 for the printing of four publications (one each quarter). At that time a Revenue Account was created, Resolution #2018-60 for the ad revenue which was collected from anyone who placed an ad in the booklet. Several businesses had contributed to the booklet and not necessarily generating revenue for the town. At some point in 2020 during Covid that line item was cut by \$3,000 bringing it down to \$10,000. This wasn't discovered until we started going into a deficit when we received the bill and there weren't enough funds to cover the production of the booklet. For example, the Winter/Spring 2025 Booklet we generated \$3,700 worth of ads which went directly into the General Fund and this has been happening since 2018 reaching around \$20,000 which we thought was helping us offset the cost of the booklet but was going into the General Fund instead. Just the booklet was \$3,700. We are down to just three Booklets. No booklets were

done when COVID hit, one booklet in 2021 and back to three in 2022 when the programs starting to come back. Chairman May discussed a spike in publishing during Covid when trying to reduce the mailing costs which brought it down to three. The total cost for a whole year to do 3 booklets is about \$18,000. Chairman May questioned whether we need to mail out the booklet to every household in Montville now that we are developing a Mobile App and possibly print less. Councilman Jaskiewicz brought up about getting a break on the mail. The booklet goes out to 7,200 residents and it is well loved by the residents and new people coming to town. We asked every department in the town place ads as Public Works and WPCA did and they paid \$600 each for theirs. Chairman May said it needs to get straightened out, just like with Private Duty which looks like there is a deficit but it has \$400,000 coming in and taxes won't be levied against that because it looks like it's going negative but it's not, it's just a pass through. I think we can resolve that but I would like to know why we are not pushing the digital to cut down on some of the publication costs. Youth Services Director mentioned how it might be difficult for some of the Seniors at the Center to download an app and navigate the program. She said the booklet has real people in town who are in the booklet and that makes it special. With the correct appropriation of the ads, we wouldn't need to be here tonight. Chairman is not saying get rid of the paper but maybe just reduce it to two per year. The money for the ads to offset the cost of the booklets was not being applied to the booklets. Treasurer ran a revenue report but there were questions about how the revenue had been handled in the past. More ways to create revenue will be explored.

C. Update on CLA Assessment:

We received the draft but we are waiting on the final. CLA pointed out that payroll and time and attendance would be useful for us because we are still processing paper and it's causing a problem. We are not fully utilizing Munis. Discussion about whether procedures were being followed and that purchase orders need to be processed before any purchases take place. Councilor May mentioned that too much paper was being transferred from one desk to another causing errors. This is something that will be fixed moving forward. Treasurer has already tended to some of the action items in the report

D. Remarks from the Treasurer:

Our audit extension request was approved and confirmed to the end of February by the state yesterday. Chairman May and Councilor Jaskiewicz thanked the Treasurer for stepping up and keeping the Finance Department afloat

E. Discussion of Public Works request of \$40,000 in additional funds for Public Safety AC Repair unit. Chairman May explained to Councilor Jaskiewicz that the AC unit had been installed before the building was complete so to replace or repair the unit will require removing some of the wall. Three quotes from Public Works are being considered. Councilor Caron expressed his deep appreciation for the Treasurer and Mayor's Executive Assistant for stepping up and providing information that they wouldn't normally have to provide. Regarding the AC unit: the coils in the big room will require some work including a lift to remove it. The lowest bid was rounded to \$40,000 and Chairman May Motioned to bring to Town Council to transfer \$40,000 to fund balance to repair the AC unit. Council Jaskiewicz seconded the Motion.

F. Public Remarks 3-minute limit: None

G. Remarks from the Councilors: Chairman May and Councilor Jaskiewicz expressed their gratitude to the Treasurer and Executive Assistant for working together and making things come together

H. Meeting adjourned: 7:35 p.m.

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