

Town of Montville

Finance Committee Meeting Minutes

Tuesday, February 25, 2025

ROOM 203 6:00 PM

1. Call to Order

Chairman May called the meeting to order at 6:00 p.m.

2. Pledge of Allegiance

3. In Attendance: Tim May, Chairman, Joe Jaskiewicz, Councilor, Patrick Wall, Treasurer, Leonard Bunnell, Sr. Mayor, 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 Chairman May seconded by Councilor Jaskiewicz to approve the minutes from the January 30, 2025 Special Meeting. No discussion: 2-0 All in favor.

6. Discussion and Remarks on End of Year Transfers for Fiscal Year 2024. Treasurer discussed the attachments on the agenda; Attachment 'A' is a listing of every account of the Fiscal Year 2024 end of the year inter-departmental transfers dispersed and fund balance transfers required to close out 2024 year's budget. This will be submitted to Town Council for Resolution for approval of transfers. Transfer totals come to \$635,000. The remaining deficit cannot be offset by surplus accounts and will need to be covered by fund balance which totals \$596,296.84. The majority of this deficit is due to overtime. Attachment 'B' is simplified by department total and is for reference only. Attachment 'C' is a direct year-to-date report from Munis and is also for reference only.

Vote: Recommendation to send End of Year Transfers for FY 2024 to Council by Chairman May, seconded by Councilor Jaskiewicz. 2-0 All in favor.

7. Discussion and Remarks Year to Date Budget Status report for 2024-2025 accounts that were over budget. Some were repeat overages from the last Finance Committee Meeting and some overages were due to weather conditions. Fire Fighter overtime overages are more noticeably leveling off.

8. Discussion on the Non-Profit Budget Questionnaire form that is sent out to the Non-Profit Organizations before they submit their yearly budget. A letter is sent out with the questionnaire at the request of the Finance Committee. Chairman May recommended that the Non-Profit Organizations file a copy of their By-Laws with the Town Clerk and submit a completed Non-Profit Budget Questionnaire before they are funded.

Vote: Recommendation is to add the language to the existing form that the By-Laws must be filed with the Town Clerk's office in order for funds to be dispersed. **Vote:** by Chairman May and seconded by Councilor Jaskiewicz. 2-0 All in favor

9. Discussion on building department projected expenditures are not overspent yet but regarding the account for the Deputy Building Official there is a purchase order that has been zeroed out. It is the reimbursement for SCCOG Building Official Trainee's training and salary. A small amount was transferred to cover the PO from the Building Official's Salary. As the Building Official Trainee becomes certified he will be taking on more of the workload which will lessen the need for the Deputy Building Official and the Building Official Contractor.

10. Discussion to fund legal bill overages for Labor in the amount of \$15,297.92 and General in the amount of \$1,391.72. Recommendation by Chairman May to send to Town Council the transfer of \$30,000.00 from Contingency to supplement Legal fee overages for both line items. Seconded by Councilor Jaskiewicz. **Vote** to send to Town Council 2-0 All in favor
11. Discussion of Department of Labor bill in the amount of \$4,470.00 was due to some unexpected unemployment claims for employees who no longer work here, which we continue to pay for. The bill is expected to accumulate for a few more weeks. Chairman May made a motion to send to Town Council to take \$4,470.00 from Contingency fund to pay the DOL. Seconded by Jaskiewicz 2-0 All in favor
12. Remarks from the Treasurer: Treasurer mentioned that he is just glad to be closing out FY 2024
13. Public Remarks 3-minute limit: None
 - A. Remarks from the Councilors: Chairman May thanked Treasurer for doing an outstanding job and providing this information. Councilor Jaskiewicz and the Mayor again thanked the Treasurer and Executive Assistant for their work on preparing for the Finance Committee meetings in the absence of a Finance Director.
 - B. Meeting adjourned: 6:40 p.m.

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