

Town of Montville  
Finance Committee Meeting Minutes  
Tuesday, March 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** Chairperson Tim May, Councilor Kate Southard (filling in for Councilor Joe Jaskiewicz), Councilor Kevin Lathrop (via phone). Also, in attendance Councilor Billy Caron, Mayor Leonard Bunnell, Sr., Finance Director Julie Chapman and Treasurer Patrick Wall.

**4. Remarks from the Public** relating to matters on the agenda with a three-minute limit: None

**5. Approval of the Minutes from the February 25, 2025 Meeting** Motion made by Chairman May to approve the minutes seconded by Councilor Kevin Lathrop. No discussion. 3-0 All in favor.

**6. Old Business 24-25 Year-To-Date Budget Discussion**

Finance Director recommended waiting toward the end of the year to address deficits regarding overtime to get a better projection of what is needed to cover them.

Line item 10910 – 51110 snow plow overtime that could possibly be reconciled sooner. Line item 10910 – 53018 Sand and Salt has a deficit of \$96,276. Chairperson May recommended that deficits such as salt and sand should be brought to the Finance Committee before more purchases are made. Councilor Lathrop suggested better budget monitoring of the account in the future will help to minimize reoccurring overages.

Chairperson May inquired about current tax line item 10100 – 41000 and Finance Director indicated that \$11,377,000 to collect for the year and that we've collected seventy-five percent. Tax revenue is still coming in. Chairperson May inquired whether it's normal to be behind right now and Finance Director was optimistic that we should be fine by year end. Councilor Billy Caron weighed in to confirm the deficit for the Public Works Solid Waste Meeting on 3/26/25.

Chairman May inquired whether there was enough salt and sand to carry over for next year. Mayor Bunnell stated that we have a good supply but it's not full. Councilor Caron Mentioned that the timing of the storms contributed to the deficit in overtime (evenings, weekends and Holidays). Councilor May said we can't predict the need and cost but it's better to budget some overtime than to levy taxes against something that is unforeseen.

**General Fund Accounts:**

10100 – 43000 Investments Chairperson May inquired whether they have come in yet. Finance Director stated that there are some postings that need to be done to record those. Treasurer stated that it is doing well and that he makes use of that highest interest-bearing account as little as possible.

10100 – 44005 Parks and Rec – Chairperson May inquired whether this account has been balanced out. He said all revenue comes in to fund balance and not general fund. Finance Director assumed that this would involve summer camp enrollments in May and June and that most of it will be coming in, in the next couple of months.

10100 – 45000 ECS Grant Treasurer and Finance Director agreed that they've received two payments of the three. Chairman May explained how the Grant doesn't come in until May and we are trying to have a budget resolved when they are trying to levy taxes

10100 – 45023 MRSA State Revenue and Finance Director is uncertain at this time if we can expect that from the state or not.

10100 – 47005 MUN PRJ in the -\$528,644.00 Allocated from the state grant and the Finance Director is confident that this one will come in and it's allocated for Fiscal Year 2026, Chairman May noted that they will take a through look into these accounts at a later date.

## **7. New Business**

**Budget Schedule for FY 25-26** Finance Director stated that the Budget is due to the Town Council 75 days before June 30<sup>th</sup> which falls on Wednesday, April 16<sup>th</sup> and the next Town Council meeting is on April 14<sup>th</sup>. Mayor asked about the number of budget books that were generated last year for the proposal and the determined amount was around 12. Once the Mayor finalizes his budget it goes to Town Council for approval but the Mayor and the Finance Director work together on the budgets.

**LOCIP Discussion** Boat Launch and Pier Construction Project came in over budget by approximately \$40,000. When reviewing both state programs, they have the old entitlement program as well as the new allocation program. The state wants municipalities to spend their entitlement money as soon as possible. There is \$132,000 available that is not allocated to any projects. Finance Director made a recommendation to allocate \$40,000 to the Boat Launch and Pier Project from the LOCIP entitlement funds. Chairman May explained that the Town Council needs to authorize the spending of it.

**Motion** made by Chairman May and seconded by Councilor Lathrop to send \$40,000 in LOCIP money toward the Boat Launch and Pier Project; Discussion: None; Vote, 3-0, all in favor.

Mayor inquired of how long they have to spend the remaining LOCIP and the Finance Director said as soon as possible because the State wants to phase out that entitlement program. She said the way it works now is that they give us a grant money every year with spending guidelines and then they will come back and audit us. The old way required approval for the project first, now you don't have to.

## **8. Tyler Implementation discussion**

Finance Director mentioned that we use Munis as our Financial Program and she believe it was a goal of the town to implement other modules within the Tyler Technologies program. The next module recommended is the implementation of the Tyler Content Manager. This is to reduce paper as items are scanned into the system. This puts us on track to begin creating purchase orders electronically. The quote is a one-time fee of \$10,840.00 and then recurring yearly fees are \$1,463.00. The total to move this project along is a total of \$12,303.00. According to our Munis Rep. they can begin this implementation within 60-90 days of the signed quote.

**Motion** made by Chairman May and Councilor Lathrop, seconded by Councilor Southard to send to Town Council approval of the signing of the contract to purchase the Tyler Content Manager Module in the amount of \$12,303.00 and for the funds to be taken from Contingency; Discussion: Chairman May referred to the Operational Assessment and how it brought out how so much paper caused more work for the Finance Department; Vote, 3-0, all in favor.

Treasurer and the Mayor's Executive Assistant have used Tyler Content Manager in the past and it's a very simple and efficient system to use. Treasurer does not foresee anyone who won't be able to use this system. Finance Director indicated that many of the Admin Assistants will be utilizing the uploads. Chairman May is looking forward to the Payroll Module and Finance Director will be discussing that more in the future because that will be a huge undertaking.

**9. Department Report**

Finance Director indicated that the first couple of weeks here has been good so far. Everyone has been welcoming. We are beginning the FY24 audit officially next month but we are running almost a year behind. Audits will not interfere with budgets. There may be questions as to why the FY24 audit is late when we go out for bonding although it's not uncommon for municipalities to experience delayed audits. Chairman May indicated we have a great bond rating according to Sandra Dawson. (Audio ended).

**10. Remarks from the Public with a three-minute limit**

**11. Remarks from Councilors:** Councilor Caron inquired about the LOCIP grant that needs to be used up because it can be used for needs in other departments such as Community Center, Public Works and Senior Center. He also thanked everyone for working together in everything.

**12. Adjournment 6:55 pm.**

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