

Town of Montville
Finance Committee Meeting Minutes
Tuesday, July 29, 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. Roll Call

Present were Chairman Tim May and Councilor Joe Jaskiewicz. Absent was Councilor Kevin Lathrop. Also present was Finance Director Julie Chapman, Mayor Leonard G. Bunnell, Sr., and Board of Education Chair Wills Pike.

4. Remarks from the Public regarding items on the agenda with a three-minute limit - *none*

5. To Consider and Act on a Motion to Approve:

- a. The Regular Finance Committee Minutes of May 27, 2025

Motion made by Chairman May to approve and seconded by Councilor Jaskiewicz All in favor
2-0

6. Request from the Director of Finance and Operations of Montville Public Schools to approve an appropriation transfer of unanticipated State aid in the amount of \$405,211 – Chairman May led off discussion with additional Special Education funds that came in and were discussed during the budget process. Councilor Jaskiewicz agreed it should go to Town Council and reiterated that it was not additional money. BOE Chair Pike stated that it was just a pass-through, through the town. It was funds not accounted for during budget time. Chairman May made a motion to send to Town Council to approve a resolution of the appropriation transfer of unanticipated State aid in the amount of \$405,211. Councilor Jaskiewicz seconded. All in favor, 2-0

7. Discussion / approve invoice/quote from CliftonLarsonAllen LLP (CLA) auditors for fiscal year 2025 – Finance Director stated that audit for Fiscal Year 2024 should be complete by the end of August 2025 and this quote is for Fiscal Year 2025; typically, 2025 would have started already but due to staff turnover, fiscal year 24 started very late. Finance Director recommended that we approve this quote to keep continuity with the firm who is already doing the audit. Also, it's a little late to go out to bid for other companies. For the town there is \$50,000 budgeted for audit and accounting services and the town portion of the audit is \$29,000. Councilor May made a motion to approve the invoice for CliftonLarsonAllen LLP (CLA) auditors for 2025, seconded by Councilor Jaskiewicz. All in favor, 2-0

8. Remarks from Councilors – Chairman May brought up how an unexpected special audit was requested due to some discrepancies during transfers. Chairman May hopes they can do it as soon as possible. Finance Director mentioned that that is her goal. Auditors are limited to choose from.

9. Updates from the Finance Director – Finance Department is working on year-end closing for fiscal year 25. This is being done simultaneously with training new staff members. Our new Accounts Payable staff member started working for us since our last Finance Committee meeting and she is getting acclimated. She is also training to be a backup for Payroll. Tyler Content Manager was installed on Friday, July 25th, so training and Purchase Order implementation will be scheduled soon. Hoping to have everyone up and running in the next couple of months regarding purchase orders. Chairman May also asked if the procedures are being followed by the recommendations from the

special auditors and she confirmed they are. Some recommendations have already been implemented such as two people looking over journal entries. Chairman May also explained the ease of converting a document to pdf and how they can be uploaded to the system within seconds. He went on to praise the Finance Department for successfully closing out the old year and bringing us into the new year. Finance Director is going to email the Chairman with the status of the recent tax collection rate.

10. Remarks from the Public regarding items on the agenda with a three-minute limit - None

11. Adjournment 6:25pm

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