

**Town of Montville**  
**Finance Committee Meeting Minutes**  
**Tuesday, October 28, 2025**  
**Room 203 5:30 PM**

**1. Call to Order**

Chairman May called the meeting to order at 5:30 p.m.

**2. Pledge of Allegiance**

**3. Roll Call**

Present were Chairman Tim May and Councilor Joe Jaskiewicz. Kevin Lathrop was not present. Also present were Finance Director Julie Chapman and Mayor Leonard G. Bunnell, Sr.

**4. Remarks from the Public** regarding items on the agenda with a three-minute limit – Linda Tomaszek, PO Box 407 Montville, CT – Question regarding Animal Control Facility that is being built as to when the contract was awarded and was it possible that there were things taken out of the contract. Chairman stated that there was a committee with stakeholders and there were two staff meetings to get the numbers down to keep them within budget. Tomaszek asked if the amount that was awarded was the same amount that we are still working with. Chairman said they were getting the price down before it was ever awarded. He said the goal was to get the price within budget before it went out to bid.

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

- a. Motion made by Chairman to approve the Minutes of September 4, 2025, seconded by Councilor Jaskiewicz 2-0, all in favor. Motion carried.

**6. Updates from Finance Director:** Finance Director led off discussion with commenting that we are one-fourth of the way through the year now at thirty-three percent and most departments are on track. The expense report includes encumbrances in the percentages shown so some percentages may look higher than what has actually been spent.

- There will be some savings in the Fire Marshal and Town Planner salary lines since these were vacant for the first quarter of the year.
- The Town Planner position was filled last week. Mayor chimed in to say that we will soon announce a Fire Marshal.
- Overtime has been on our radar; Police are currently at 58.1 %, Fire is at 89.2% and Dispatch is at 51.3%. These are trending much higher than our 33% for this time of year.
- Chairman May was talking with Chief about making some changes and they are trying to remedy the OT situation.
- The overall general fund is 28.8% expended which is below the 33% for this time of year.
- Capital fund and the Capital non-recurring funds and those hadn't been updated in the Financial system in the last couple of years. This brought projects to light that the town can continue working on and gives us a cushion to work with and not having to use fund balance or contingency if any non-budgeted capital expenses occur throughout the year.
- Our Capital Fund we are still working through the projects but after the authorizations we have \$53,800 available.
- In the Capital non-recurring fund \$308,666.
- It's very likely we will have the Fiscal Year 24 audit in on Friday. Auditors are waiting on one piece of information from the Board of Education before they can send it to printing.

- Chairman said that last month and the month before they were waiting on the BOE but our Finance Director is going to follow-up with their business office.
- Once we receive the audit the Finance Director can reach back out to bond council to get the bond process started. It was previously delayed because they need the audit.
- Without the audit soon, we may need to delay the projects.
- Chairman was concerned about an influx of purchase orders coming in but Finance Director had indicated that she hasn't received any invoices except for the legal ads so she is unaware whether there are any lingering invoices or not. There were a couple from the track back in May or June but that was it.
- We start Tyler Content Manager implementation next Monday. They scheduled so far out that November was the first available time to meet with them. They train the Finance Director and the Treasurer first and then they will relay all of the information to the other staff.
- Chairman mentioned that whether or not he is still here, he would like to see the Time Keeping module implemented.

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

8. **Remarks from Councilors** Chairman mentioned that he and Councilman Jaskiewicz may or may not be here next round but whatever the case may be, they enjoyed working with the Finance Department. May went on to mention that it could be potentially the last meeting with this Finance Committee and they got a pretty good handle on the circumstances and challenges that they had faced. Chairman went on to commend the Finance Director on how good of a job she has done to help them out when they were struggling. Our new Finance Director had only been with us since March of 2025 but the Chairman said it felt as though she had been doing this for ten years. Councilor Jaskiewicz thanked the Finance Director and the Mayor's Executive Assistant. Meeting came to a heartfelt close.

9. **Adjournment** 5:46 pm

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