

**Town of Montville**  
**Finance Committee Special Meeting Minutes**  
**Tuesday, December 02, 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 Kate Southard and Councilor Brian Baker. Also present were Finance Director Julie Chapman and Mayor Leonard G. Bunnell, Sr.

**4. Remarks from the Public** *None*

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

- a. Motion made by the Chairman to approve the minutes of September 4, 2025, seconded by Councilor Southard. All in favor, 3-0. Motion carried.

**6. Unfinished Business from last meeting:** *None*

**7. New Business:**

- a. Finance Committee Appointment of Officers: Motion made by Chairman May, seconded by Councilor Southard, to nominate and appoint Chairman May as Chairman. All in favor 3-0.
- b. Motion made by Chairman May, seconded by Councilor Baker, to nominate Councilor Southard as Vice-Chair. All in favor 3-0.
- c. Motion made to approve the Finance Committee Meeting dates for 2026:  
January 8, February 5, March 5, April 2, May 7, June 4, July 2, August 6, September 3, October 1, November 5 and December 3, 2026.  
Meetings will be held on the first Thursday of the month with the exception of January, when the meeting will be held on the second Thursday due to the holiday on January 1, 2026.

**8. Updates from the Finance Director on the Budget:**

- The budget report covers the current fiscal year, July through November. For recurring costs, expenditures should be at 42%; overall spending is at 36.4%, which is favorable. Land Use is well below expected levels for this time of year due to the position being vacant. Police and Fire expenses should continue to be monitored. The Fire Marshal's Office is at 28.3% due to the Fire Marshal vacancy and the Deputy position now also being vacant. Dispatch is at 41.6%. For further details, please refer to the meeting recording.
- **Department Update:** In the last month, the official statement for the Town's credit rating from S&P was completed. The Town was at risk of losing its credit rating due to the incomplete 2024 audit; however, the Finance Director facilitated completion of the FY24 audit report, and the credit rating presentation with S&P was held last week. Finance, Planning, Assessment, and the Board of Education contributed to the Town retaining a strong "AA" rating. This positively impacted the bond sale held today. The Town secured \$6.5 million for previously approved projects, including track and field and road improvements, at a total interest cost of 2.99%. Other Connecticut towns have recently bonded at 3.5% or higher.
- There was discussion regarding tracking Fire Department overtime to improve budgeting for next year. Mayor Bunnell stated that the Town is in a better position this year than in the past. Councilor Baker noted that the candidate pool for additional firefighters was not strong. The

department is currently down one firefighter, and overtime is caused by covering call-outs and vacancies.

- Procedural update: Finance Director will provide this to Chairman May.
- Chairman May raised concerns regarding timekeeping costs and implementation. He indicated that manual entry of timesheets is time-consuming and labor-intensive. He noted that the policies and procedures for timekeeping will go through the appropriate approval processes.
- Tracking Special Revenue procedures will be reviewed by the Finance Director.
- Discussion was held regarding implementing payroll software, noting that it can be a year-long process. There is time to determine which program to use and establish a timeline.
- Mayor Bunnell will be work with the Fire Marshal to monitor firefighter overtime.

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

**10. Remarks from Councilors** – Chairman May stated that during budget season, departments will be prepared to review their budgets and that he expects this budget cycle to proceed more smoothly than in previous years.

**11. Adjournment:** The meeting adjourned at 5:46 pm

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