

**Town of Montville  
Finance Committee Meeting Minutes  
Thursday, January 8, 2026  
Room 203 5:30 PM**

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## **1. Call to Order**

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

## **2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

## **3. Roll Call**

**Present:** Chairman Tim May, Councilor Kate Southard, Councilor Brian Baker  
**Also Present:** Finance Director Julie Chapman, 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 Chairman May to approve the minutes of the **December 2, 2025 Special Meeting**, seconded by Councilor Southard.

**Vote:** All in favor, **3-0**. Motion carried.

## **6. Unfinished Business from Last Meeting**

### **a. Finance Report:**

The Finance Director led the discussion with the expense report. At the halfway point of the fiscal year, expenses are at **48.3 percent**, and overall spending remains on track. Combined electricity costs are projected to be over budget by approximately **\$36,000** due to increased utility rates. Savings from vacant positions are expected to offset these costs.

### **b. Police Department:**

Overtime expenditures have used most of the department's full allocation. Overtime is primarily being used to cover vacant shifts and staffing shortages. Chairman May noted the need to bring overtime spending under control.

### **c. Fire Protection:**

The overtime budget is over by approximately **\$33,000** due to a lack of manpower. The Mayor reported that several applicants are currently being screened. The firefighter contract remains

under negotiation, and retroactive pay will need to be considered within this year's budget. A vote is anticipated at the next meeting.

**d. Public Works:**

It was noted that, hopefully, there will be no additional snowstorms occurring on weekends or during holidays.

**7. New Business – Finance Director's Update on the Budget**

- Budget planning for **FY 2026–2027** began on **January 8, 2026**. Department budget request packets will be distributed next week, with meetings with Department Heads beginning the first week of February.
- **FY 2024–2025 Audit:** Auditors will be on site beginning **January 26, 2026**.
- The Payroll Department is working to distribute **W-2 forms** by the end of the month.
- Accounts Payable is preparing **1099 forms**.
- **Electronic Purchase Orders:** Implementation training is scheduled to begin on **January 20, 2026**, consisting of three days of training. Next steps and rollout scheduling will be determined following training, with anticipated implementation by **April or May**.
- **Time-Keeping System:** The Finance Director contacted the Munis representative to review software options compatible with Munis. Scheduling implementation took approximately six weeks. Options are limited to Munis-approved vendors. Compatibility verification is ongoing. Police scheduling will require a separate setup due to departmental needs, depending on the selected software.
- **Special Revenue Tracking:** Chairman May requested enhanced tracking of Special Revenue funds. The Finance Director confirmed these funds will be added to reports alongside the General Fund, while remaining clearly separated. Accounts reviewed include Parks & Recreation, Youth Services, and the Senior Center.
- **Purchasing Policy:** Chairman May emphasized the importance of adherence to the Purchasing Policy. The Finance Director noted that most vendors utilized do not meet the threshold requiring formal procurement procedures and are typically associated with program-based departments such as the Senior Center and Youth Services.

**8. Remarks from the Public (Three-Minute Limit)**

None.

**9. Remarks from Councilors**

- **Councilor Southard** expressed appreciation for the updates and wished the team success in managing overtime and electricity costs.
- **Councilor Baker** thanked the Finance Director, stating the reports are thorough, helpful, and easy to understand.
- **Chairman May** stated he would like to meet with the Board of Education regarding their budget as soon as possible.

- **Mayor Bunnell** reported that he has contacted the School Superintendent to request preliminary budget projections and noted the town is awaiting further information regarding impact aid.

## **10. Adjournment**

The meeting adjourned at **6:10 p.m.**

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