

Town of Montville
Finance Committee Meeting Minutes
Thursday, March 5, 2026
Room 203 – 5:30 PM

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. Public Remarks

None.

5. Approval of Minutes

Motion by Chairman May to approve the February 5, 2026 regular meeting minutes.

Vote: 3–0, all in favor. Motion carried.

6. Unfinished Business

None.

7. New Business

a. Revenue Report

The Finance Director reported General Fund revenues at 78.2% collected. Current year tax collections are at 92.7%, and supplemental taxes have exceeded budget (105% of \$450,000). Lien fee revenue remains low, with liens scheduled for May. The tax fee policy adopted in January has generated \$653.50.

The Montville Housing Authority remains delinquent, with no payments since 2023 and an outstanding balance of approximately \$90,000 for FY2024–FY2026. Chairman May recommended formal correspondence to the Authority and its management company.

ECS funding (final 50% of \$12.6 million) is anticipated at the end of April. Telephone access fees are expected in late March/early April. The Pequot Grant is at 33%, with remaining payments pending. Revenues are tracking favorably overall.

b. Expenditures

Expenditures total 57% through eight months. Salaries and medical insurance are within budget. Social Security (73.5%) and pension costs are trending over budget due to overtime.

Overtime, driven primarily by winter operations, is projected at \$166,880—nearly double budget. Chairman May noted staffing increases may stabilize costs.

Fire Department staffing has returned to 16 personnel. Police staffing challenges continue due to training timelines. One officer is expected to complete field training mid-March; additional vacancies

remain. Recruitment efforts include both entry-level and certified candidates. The Mayor recommended prioritizing certified hires while maintaining flexibility.

c. 1099 Filings

Forms for tax years 2023–2025 have been submitted and accepted by the IRS. Potential penalties for prior late filings are undetermined.

d. Budget

FY2027 budget preparation is in progress. The Mayor’s proposed budget is expected at the April Council meeting. Department Head reviews will follow on a compressed schedule.

The Finance Committee will meet with Public Works, Police, IT, and Fire Departments regarding capital requests. Youth Services requests remain unchanged; the Senior Center has requested additional hours for a position. No significant changes are anticipated for Parks and Recreation.

Councilor Baker recommended revising the Fire Capital Improvement Plan to include annual apparatus replacement due to aging equipment.

e. Investments

Investment earnings are below projections due to declining interest rates and reduced available funds. Year-to-date earnings total \$262,576. Estimated year-end earnings are approximately \$550,000, though a shortfall is anticipated.

f. Other Business

Discussion was held regarding EPA emission standards and the transition to electric school buses. The projected cost is approximately \$600,000 per bus, with a statewide goal of full electrification by 2030.

Chairman May raised concerns regarding Board of Education compliance with statutory quarterly financial reporting requirements. It was recommended that the Mayor and Finance Director issue formal correspondence to the Board of Education, requesting compliance and public posting of reports.

8. Public Remarks

Billy Caron addressed the Committee regarding the Montville Housing Authority, recommending formal correspondence to new management to address outstanding payments and request financial reporting, including rent structures and revenue projections. Chairman May concurred.

9. Councilor Remarks

Councilors Baker and Southard expressed appreciation to the Finance Director and noted that they are looing forward to the upcoming budget season.

10. Adjournment – 7:03pm

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