

Town of Montville
Finance Committee Meeting Minutes
Thursday, February 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. 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 regular minutes of the January 8, 2026 meeting. Motion made by Councilor Southard. Seconded by Brian Baker.

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

6. Unfinished Business from Last Meeting

a. Finance Report

The Finance Director referred to the Munis report and indicated that the Town is into its seventh month of the fiscal year, which brings spending to about 58% for recurring items. The advertising line under Finance is over budget by \$1,600 due to bid advertising. There was discussion about rolling the bid advertising cost into the project. Dispatch overtime is \$3,600 over budget. The Town does not dispatch for other towns. By the end of the year, the deficit could be as much as \$200,000. Looking back at previous years, totals have been as high as \$250,000 or \$280,000. The Fire Marshal projection will have a savings of \$14,100. Current bills for Public Works sand and salt will be about negative \$52,000. Salt and sand are usually finalized at year end. Overall, for the General Fund budget, spending is at 53.1%.

b. Special Revenue Funds

Each page in the report shows the balances of each fund, including revenues and expenses from last year and to date this year. Chairman May confirmed that this was money that had accumulated in accounts over years, for example the Recreation account, and the Finance Director confirmed. Chairman May mentioned that per Town Resolution, departments are supposed to state what the money is to be used for. The Finance Director stated she believes departments use the funds for the programs they put on, such as the Recreation Carnival. The Mayor added that some funds are used for electrical installations in the Recreation shed.

Chairman May stated that the Resolution is very specific and that the Finance Director and the Mayor should receive the forms so they can see what the money is intended for. The Finance Director explained that Special Revenue Funds are raised through fundraising and donations, and in many cases, particularly Social Services, are where grant funds are deposited. In other towns, Recreation has its own special revenue fund rather than being lumped into the General Fund as it is here. The goal is for programs to break even, with the General Fund contributing to salaries or similar expenses if needed.

Chairman May indicated he is looking at the process and questioned who departments seek permission from if they want to spend \$25,000. If other expenditures arise, permission would be sought; however, Recreation expenses are mostly related to the Carnival. Chairman May reiterated that the 2018 Resolution specifies how funds are to be spent and emphasized that it must be followed.

Mayor Bunnell stated that departments would go through the Finance Department for use of funds and questioned whether that should be directed elsewhere. Chairman May stated that a request is supposed to be sent to the Mayor outlining the budget and notification. Mayor Bunnell clarified that for better accountability and transparency, departments should notify the Mayor, who would authorize Finance to proceed. The Mayor will send communication to the three departments to ensure awareness.

The Finance Director added that Special Revenue Funds are structured to carry forward year to year. For example, if Parks and Recreation wanted to purchase a slide but lacked funds in their operating budget, they could request funding from the Special Revenue account.

c. Animal Control

A breakdown of the Animal Control Facility was attached. The project currently reflects a \$40,000 deficit. A Resolution appropriated ~~\$250,000~~ \$350,000 from fund balance, which was never reflected in the records. The project is not yet fully completed, and total overages amount to \$158,000. The Mayor stated that by March the Town should be able to return to the Town Council with a finalized bottom line. Inspection has been completed, and the Town is awaiting the Certificate of Occupancy.

d. Time Keeping

The Finance Director opened discussion regarding the need to meet with IT to determine the direction for electronic time-keeping. Options include time clocks, geofencing, or computer

check-in. Considerations include Public Works and placement of time clocks, as well as WPCA employees who are paid by the Town but are not connected to the Town network. IT has outlined various pros and cons for each option.

Chairman May noted that the Board of Education uses badges and logs employee time electronically. He suggested that Public Works' Supervisor could physically enter employee time. The Finance Director stated that electronic purchase orders must be completed before Finance can focus on payroll. The Town is in the final phase of implementing electronic purchase orders, with one training session remaining, after which IT will set up workflows.

Chairman May recommended including Kristi Kelly in future time-keeping discussions. The Finance Director added that the Payroll Clerk should also participate due to her familiarity with union contracts. Time-keeping implementation will run concurrently with electronic purchase orders. The Town may begin exploring time-keeping in early May 2026. Chairman May is looking to schedule budget discussions.

7. New Business

Chairman May anticipates reviewing the new fiscal year budget by mid-March and meeting with department heads regarding their budgets.

8. Remarks from the Public

None.

9. Remarks from Councilors

Councilor Southard thanked the Finance Director and expressed hope for a smooth budget season. Councilor Baker also thanked the Finance Director for her thoroughness and for keeping the committee informed of the Town's financial standing.

The Committee acknowledged the excellent work of the Tax Collector in assisting the public and explaining matters clearly. Compliments were also extended to the Assistant Tax Collector.

10. Adjournment – 6:35

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

Original Minutes filed: March 3, 2026 at 4:17PM w/ Town Clerk

Amendment filed: April 20, 2026