

Town of Montville
Finance Committee Special Meeting
June 4, 2026
5:30 P.M. Room 203

1. Call to Order

Chairperson May called the meeting to order at 5:30 pm.

2. Pledge of Allegiance

3. Roll Call

Chairperson May and Councilor Baker were in attendance. Also present were Councilor Caron, Mayor Leonard G. Bunnell, Sr., Finance Director Julie Chapman, Chief Wilfred Blanchette, Executive Assistant to Mayor Cindy Breton, and several members of the Board of Education (BOE).

4. Remarks from the Public pertaining to matters on the agenda with a three-minute limit – *none*

5. Unfinished Business

Chairperson May opened the discussion regarding timekeeping and its current status. The Finance Director explained that her department has been exploring various timekeeping options. However, with the retirement of the IT Director and the close of the fiscal year, she has been hesitant to move forward because IT plays an integral role in implementing a new system. She is also uncertain how long it will take to fill the vacant IT Director position.

The Finance Department has been consulting with several municipalities that also use Munis to gather feedback on their experiences with different timekeeping systems. They are currently evaluating two options—Employee Self-Service and ExecuTime—to determine which system would best meet the Town's needs.

Chairperson May suggested reaching out to the Board of Education's IT employee to consult with the Finance Department during the evaluation process.

6. New Business

The Finance Director reported that the Town is approximately 92 percent through the fiscal year. A significant amount of time this month was spent preparing and submitting the required paperwork for the Animal Control Facility reimbursement through the Department of Economic and Community Development (DECD). The Town received a quick turnaround on its first reimbursement, and on June 2, 2026, received \$1.8 million from the State. The remaining \$200,000 will be requested during the final project closeout.

The Accounts Payable Department has updated more than 6,000 vendors in Munis.

Payroll staff will be busy entering the new pay rates that become effective July 1.

Open enrollment for health insurance began today.

Training on the electronic purchase order system will begin shortly, with the system scheduled to go live on July 1. Paper purchase orders will be eliminated, and an electronic approval process will be implemented for all purchases.

Updates to the Purchasing Policy will be presented to TARP in the near future.

Discussion on Hauler Fees and Private Duty Fees

The Finance Director explained that she reviewed records dating back to July 2025 and retroactively applied the administrative fees. Those outstanding administrative fees have now been paid in full. Currently, the Town charges an administrative fee of \$5 per ton. The Finance Director proposed increasing that fee to \$8 per ton.

Discussion on the WPCA

The committee discussed the Water Pollution Control Authority (WPCA) and its operational independence from the Town. The Town processes the WPCA's payroll and pays its sewer and water bills; however, the WPCA processes its own purchase orders because it operates on its own Munis system.

The Finance Director suggested that the WPCA use the Town's Munis system, which could result in savings on IT-related costs.

7. Remarks from the Public with a three-minute limit – *none*
8. Remarks from Councilors - *none*
9. Adjournment – *5:58:51pm*

Detailed Special Meeting Minutes can be found in the *Meeting Recordings dated 06/04/2026*

Respectfully submitted by Cindy Breton, Executive Assistant to Mayor Leonard G. Bunnell, Sr.