

Town of Montville
Town Council
Regular Meeting Minutes
July 13, 2026, 7:00 p.m.
Montville Town Hall – Town Council Chambers

1. Call to Order
Chairperson May called the meeting to order at 7:00 p.m.
2. Pledge of Allegiance followed by a moment of silence in honor of our military
3. Roll Call
Present were Councilors Brian Baker, Joseph Jaskiewicz, Tim May, Rachael Novak, Nicholas Sabilia, and Kate Southard. Absent was Councilor Billy Caron. Also present was Mayor Leonard Bunnell, Sr.
4. Special Recognitions/Presentations
 - a. Presentation by Land Use & Development Director Dennis Goderre regarding flood hazard updates to the Flood Insurance Rate Map and the Flood Insurance Study Report.
Land Use & Development Director Goderre provided a brief presentation regarding FEMA's (Federal Emergency Management Agency) preliminary draft of the Town's Flood Insurance Rate Map and Flood Insurance Study. A copy was circulated to the staff, Town Council, boards/commissions, and is available online for public viewing (<https://www.townofmontville.org/departments-services/planning-department/fema-new-draft-mapping-update/>). The new maps are expected to be finalized and active within 10 to 12 months.

Chairman May encouraged residents to review their property cards, which should indicate whether the property is located within a flood zone, as the updated maps may affect their insurance rates and permitting requirements.
5. Alterations to the Agenda
Motion made by Councilor Jaskiewicz, seconded by Councilor Southard, to add the following item to the Agenda:

16(i) **THE TOWN OF MONTVILLE HEREBY RESOLVES**, pursuant to CGS Sec 7-339ee & ff, to refer the following draft Tax Increment Financing district documents to the Planning and Zoning Commission for review and report: Draft TIF District Policy dated July 13, 2026, Draft Town Center TIF District Master Plan, dated July 13, 2026, and Draft Gateway North TIF District Master Plan dated July 13, 2026.

Discussion: None. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Baker, Jaskiewicz, Novak, Sabilia, Southard, and May. Voting in Opposition None. Motion carried.
6. To Consider and Act on a Motion to Approve:
 - a. The Public Hearing Meeting Minutes of June 8, 2026, 6:00 p.m. (ATV Ordinance)
 - b. The Public Hearing Meeting Minutes of June 8, 2026, 6:30 p.m. (Permanent Building Committee)
 - c. The Regular Meeting Minutes of June 8, 2026
 - d. The Special Meeting Minutes of July 1, 2026 (Montville Fire Fighters Local 3386 IAFF Agreement)

Motion made by Councilor Jaskiewicz, seconded by Councilor Baker, to approve the June 8, 2026, 6:00 p.m., Public Hearing Meeting Minutes, June 8, 2026, 6:30 p.m., Public

Hearing Meeting Minutes, June 8, 2026, Regular Meeting Minutes, and July 1, 2026, Special Meeting Minutes. Discussion: None. Voice vote, 6-0, all in favor. Motion carried.

7. Executive Session

- a. To Consider and Act on a Motion to enter into Executive Session for the purpose of interviewing a candidate for the Farmers Market Committee, Housing Authority, and Permanent Building Committee. Discussions to include members of the Town Council and Mayor Leonard Bunnell, Sr.

Motion made by Councilor Sabilia, seconded by Councilor Baker. Discussion: None. Voice vote, 6-0, all in favor. Invited parties exited Town Council Chambers for Executive Session at 7:10 p.m. Chairman May resumed the meeting at 7:42 p.m. No votes were taken during Executive Session.

8. Remarks from the public relating to matters on the agenda with a three-minute limit

Water Pollution Control Authority (WPCA) Administrator Ron McDaniel stated the WPCA's support for item 16(f) regarding the USDA Water & Waste Disposal Predevelopment Planning Grant for the Leffingwell Road property. The Grant would help fund a preliminary engineering review and conduct planning studies that would assist them in moving forward. He also informed the Councilors of a vacancy on the Water & Sewer Commission.

9. Communications

- a. Copy of the legal bills from Halloran & Sage for the month of May 2026
- b. Copy of the legal bills from Suisman-Shapiro for the month of May 2026
- c. Copy of an e-mail from Land Use & Development Director regarding the estimated tax revenue impact of the TIF (Tax Increment Financing) District for Gateway North (north end of RT 32)

10. Report from the Town Attorney on Matters Referred

Mayor Bunnell reported that the Town Attorney is drafting an access agreement for the expansion of the upper parking lot to the fishing pier, which will allow access to the boating ramp.

11. Remarks from the Mayor and/or Administrative Department Heads to include Matters Referred

Mayor Bunnell introduced newly appointed Building Official Mark Tebbets, who provided a brief report, which included an update on staffing, blight enforcement, housing complaints, fees, vehicles, and goals. He proposed adopting a Property Maintenance Code Ordinance, which would improve their ability to enforce housing complaints. He also proposed increasing the permit application fees, which are lower than those of surrounding towns, which would help decrease the residents' tax burden, and decreasing the minimum fee amount. In addition, he proposed purchasing an additional vehicle(s) for the staff, stating that four (4) of the employees are currently sharing one vehicle. He is also exploring the possibility of instituting a simpler, more user-friendly permitting system. He also presented the Blight Officer's Report, which included the blight process, properties in the process of being abated, and success stories.

Mayor Bunnell, who commended the Building Department and Blight Officer for their hard work and effort, informed the Town Council that the Ordinance has been drafted and will be sent to the relevant parties for review, including the Town Attorney.

Finance Director Julie Chapman reported that the department has been working on finalizing the fiscal year-end and has gone live with an electronic purchase ordering system, increasing efficiency and eliminating carbon paper copies. The department

continues to make improvements, as recommended in the FY2024 Audit. On this evening's agenda is approval to initiate an electronic timekeeping system, which will also improve efficiency and eliminate the need for manual input.

Chairman May thanked the Finance Director for forwarding the demonstration video of the electronic timekeeping system, which will be an invaluable tool.

Montville Police Department Lt. David Radford reported that, after one-and-a-half months in the new K-9 Barrett Memorial Animal Control Facility, some minor adjustments are being made to the Facility, including the addition of a doorbell to alert employees when a guest enters the Facility. Currently, the Facility is housing nine (9) dogs. The WPCA generator was used during the recent storm with no issues; the new generator continues to be pending. He also reported that the Police Department's newest recruit, Jack Perkins, officially started at the Police Academy today.

Public Works Director John Carlson reported that the Community Center Bathrooms Project is progressing. Some termite damage was encountered and dealt with; the walls are being completed, most of the plumbing is complete, and a valve in the basement is being replaced. While slowed down by the weather, the fishing pier docks are open, the railings are being installed, and the Large Pavilion Drainage Improvements are in progress. Upcoming bid openings include the pickleball/tennis courts parking lot, Camp Oakdale parking lot, and the remaining section of Maple Avenue. The previous phase of the Maple Avenue paving project continues to be in progress and is scheduled for completion in the fall. While work on Butlertown Road was delayed due to inclement weather, some of the trees were removed, and side-grading was conducted.

In response to Chairman May, who questioned the slope of the ramp at the fishing pier, Public Works Director Carlson stated that he will confirm that the ramp was installed according to plan.

Mayor Bunnell reported that he continues to attend as many board/commission/committee meetings and events as possible, including the Farmers' Market Opening Day event and Tyl Middle School and Montville High School Graduation Ceremonies. A tour of the new Animal Control Facility was provided to Governor Ned Lamont before the Grand Opening event. He expressed his appreciation to and commended Lt. Radford for organizing a successful event. He reported the retirement of IT Director Bill O'Neil; after interviewing several applicants, an offer was extended to one of the candidates. He thanked the America250 Committee members for organizing several events to celebrate the anniversary, including the Ringing of the Bell, the Reading of the Declaration of Independence, and hosting events at the Library. The Committee also received a Grant to help fund the banners that are posted throughout the Town. They have also begun the interviewing process for the Assessor Clerk position.

12. Reports from Standing Committees
 - a. Town Administration/Rules of Procedure – *Item(s) included on this evening's agenda*
 - b. Finance – *no meeting; see Finance Director's Report (item 11)*
 - c. Public Works/Solid Waste Disposal – *see Public Works Director's Report (item 11)*
13. Reports from Special Committees and Liaison Councilors
 - a. Councilor Baker: Public Safety Commission

Positive correspondence was received for Montville Police Department Officer Byron Morra. One of the police cruisers suffered damage due to a collision with a deer; the Officer driving the vehicle was uninjured. This summer, CT DEEP (Department of Energy & Environmental Protection) is patrolling Gardner Lake. The Calls for Service for the month of June were reported as follows:

	Calls for Service	Per Day Average
Fire Department	292	9.73
Police Department	1,039	34.63

- b. Councilor Caron: Commission on Aging, Non-Profit Organizations, Social Services – *not present; no report*
 - b. Councilor Jaskiewicz: Planning & Zoning Commission
Multiple sections of the Town’s Zoning Regulations were approved by the Commission to comply with Public Act 25-1. The Commission also conducted §8-24 Reviews for the USDA Grant Application for the Meadows Apartments (90-91 Leffingwell Road) planning study and the redevelopment and future sale of a portion of 911 Route 32. To date, 46 new zoning permits have been issued, and 25 zoning permits have been closed. The Land Use & Development Director provided an extensive update regarding the Plan of Conservation & Development, TIF (Tax Increment Financing), the submission of the CIF (Community Investment Fund) Grant Round 9 Grant, and DECD (Department of Economic and Community Development) Greyfield Opportunity Grant for 350 Route 32 to the Commission during their last meeting.
 - c. Councilor Novak: Economic Development Commission, Volunteer Firefighters’ Relief Fund
Economic Development Commission – *see Land Use & Development Director’s Report (item 11)*
The Volunteer Firefighters’ Relief Fund will hold its quarterly meeting on July 27, 2026.
 - d. Councilor Sabilia: Conservation Commission, Water Pollution Control Authority, Youth Services Bureau and Advisory Board
The Conservation Commission attended the Montville Farmers Market event to advertise the Town’s trails and connect with the public.
The Water Pollution Control Authority reported that the main influent pump needs replacement.
Youth Services Bureau – The Mobile Health Van continues to serve the residents on the second and fourth Wednesday of the month at the Mohegan Firehouse, from 11:00 a.m. to 1:00 p.m.; National Night Out will be held at the Fair Oaks Community Center on Tuesday, August 4, from 5:00 to 8:45 p.m., and will feature the make-up fireworks show; the Summer Program is full with 37 children, and; a reminder to check in on your friends (*You Good, Bro?* Campaign).
 - e. Councilor Southard: Board of Education, Farmers Market Committee, Library Committee, Parks & Recreation Commission
Farmers Market Committee – Regardless of the rain, a well-attended Farmers Market Opening Day with an America250 Celebration was held. Upcoming Farmers Markets include Kids’ Night, Car Cruise, and Christmas in July.
Parks & Recreation Commission – *see Public Works Director’s Report (item 11)*.
While the hours were decreased, this year’s Carnival was as successful as in years past. Summer Camp began with outdoor programs at Camp Oakdale and will be moved to Murphy Elementary School. The CIF Grant Round 9 Grant application for \$2.66 million was submitted by the Parks & Recreation Director.
14. Appointments and Resignations – *none*
15. Unfinished Business – *none*

16. New Business

- a. **Resolution #2026-50. THE TOWN OF MONTVILLE HEREBY RESOLVES** to refund taxes due to overpayments and corrections in the amount of \$2,148.94 (two thousand one hundred forty-eight dollars and ninety-four cents) as requested by the Tax Collector. (Councilor May)

Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: None. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Baker, Jaskiewicz, Novak, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

- b. **Resolution #2026-51. THE TOWN OF MONTVILLE HEREBY RESOLVES** to accept the Warranty Deed for Open Space to be conveyed to the Town of Montville, for 47 Sharp Hill Road, as required per Planning & Zoning Commission Application Number 25 SUB 7 and 25 SP 1, approved on November 18, 2025, in accordance with a plan entitled “Resubdivision Plans, 23-lot Residential Resubdivision, 47 Sharp Hill Road, Montville, Connecticut 06382, Prepared for MT Kineo Builders, LLC, dated July 10, 2025, Revised March 31, 2026”. (Councilor Jaskiewicz)

Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: The 8.63-acre property includes a walking trail to be maintained by the Town; the Conservation Commission will be notified of the conveyance of the property. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Baker, Jaskiewicz, Novak, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

- c. **Resolution #2026-52. THE TOWN OF MONTVILLE HEREBY RESOLVES** to join the Connecticut Municipal Development Authority (the CMDA), as a Member Municipality and whose function and purpose is outlined below, and authorizes Mayor Leonard Bunnell to take or cause to be taken such actions, including, but not limited to, the negotiation and execution of any memorandum of agreement on behalf of the Town of Montville with the CMDA and any other agreements, instruments and documents, that such official deems necessary, appropriate or desirable to implement the terms of any such memorandum of agreement and consummate the intention of this and the resolution.

The Connecticut Municipal Development Authority (the “Authority”), a body politic and corporate, constituting a public instrumentality and political subdivision of the State of Connecticut has been established pursuant to section 8-169ii of the Connecticut General Statutes (the “General Statutes”); and

WHEREAS, the Authority was created for the performance of an essential public and governmental function, including for the purposes set forth in section 8-169jj of the General Statutes to: (1) Stimulate economic and transit-oriented development, as defined in section 13b-79kk of the General Statutes, within Connecticut Municipal Development Authority development districts; (2) encourage residential housing development within development districts; (3) manage facilities through contractual agreement or other legal instrument; (4) stimulate new investment within development districts and provide support for the creation of vibrant, multidimensional downtowns; (5) upon request of the legislative body of a member municipality, or the legislative bodies of the municipalities constituting a joint member entity, as applicable, in which a development district is located, work with such municipality or municipalities to assist in development and redevelopment efforts to stimulate the economy of such municipality or municipalities; (6) upon request of the Secretary of the Office of Policy and Management and with the approval of the chief executive officer of a member municipality, or the chief executive officers of the municipalities constituting a joint member entity, as applicable, in which a development district is located, enter into an agreement to facilitate development or redevelopment within

such development district; (7) encourage development and redevelopment of property within development districts; (8) engage residents of member municipalities, or municipalities constituting a joint member entity, as applicable, and other stakeholders in development and redevelopment efforts; (9) market and develop development districts as vibrant and multidimensional; and (10) provide financial support and technical assistance to municipalities to develop housing growth zones; and

WHEREAS, under the General Statutes, the types of projects for which Authority assistance is authorized includes the following: (A) the design and construction of transit-oriented development, as defined in section 13b-79kk of the General Statutes; (B) the creation of housing units through rehabilitation or new construction; (C) the demolition or redevelopment of vacant buildings; and (D) development and redevelopment; and

WHEREAS, according to Section 8-169ll of the General Statutes, a municipality may, by certified resolution of the legislative body of the municipality, or by the board of selectmen in a municipality where the legislative body is the town meeting, opt to join the Authority as a member municipality, provided such municipality holds a public hearing or otherwise provides for public comment prior to any vote on such certified resolution. (Councilor Jaskiewicz)

Motion made by Councilor Jaskiewicz, seconded by Councilor Sabilia. Discussion: None. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Baker, Jaskiewicz, Novak, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

- d. **Resolution #2026-53. THE TOWN OF MONTVILLE HEREBY RESOLVES** to consider and act on a motion to introduce and set the date for a public hearing for an ordinance titled “An Ordinance to Amend Ordinance No. 2017-01, “Ordinance Regarding Land Use Application Processing Fees” on August 10, 2026, at 6:45 p.m. The Public Hearing will be held at Montville Town Hall in the Town Council Chambers. (Councilor Jaskiewicz)

Motion made by Councilor Jaskiewicz, seconded by Councilor Sabilia. Discussion: It was noted that the only amendment to the Ordinance is the fees. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Baker, Jaskiewicz, Novak, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

- e. **Resolution #2026-54. THE TOWN OF MONTVILLE HEREBY RESOLVES** to authorize Mayor Leonard Bunnell to make application for a State of Connecticut Department of Economic and Community Development Greyfield Revitalization Program grant in the amount of two hundred twenty-two thousand five hundred dollars (\$222,500) to fund the existing conditions assessment associated 350 Route 32 which includes, but is not limited to, site surveys, building conditions assessment, appraisals, cost estimating, environment materials evaluation, and intersection studies, and is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative. (Councilor Jaskiewicz)

Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: Mayor Bunnell stated that the property, which is a greyfield, is currently uninhabitable; the assessment will provide the Town with available options for the property. Land Use & Development Director Goderre added that the newly enacted Federal Housing Bill

includes opportunities for greyfields (a.k.a. infields) development and will complement TIF and services and opportunities from the Town's CMDA membership. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Baker, Jaskiewicz, Novak, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

f. **Resolution #2026-55. THE TOWN OF MONTVILLE HEREBY**

RESOLVES to authorize Mayor Leonard Bunnell to make application for a United States Department of Agriculture (USDA) Water & Waste Disposal Predevelopment Planning Grant in the amount of \$60,000 (sixty thousand dollars), which said grant requires a match of \$20,000 (twenty thousand dollars) which shall be paid by the owner of 90 and 91 Leffingwell Road for a total project amount of \$80,000 (eighty thousand dollars) to fund the preliminary engineering review of 90 and 91 Leffingwell Road for on-site sanitary feasibility study, an associated sanitary force main, and conduct planning studies to understand capacity and expansion of the Town's water pollution control facility; Mayor Bunnell is directed to execute and file such application with the USDA, to provide such additional information, to execute such other documents as may be required, to execute agreements with the USDA, and to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative. (Councilor Jaskiewicz)

Motion made by Councilor Jaskiewicz, seconded by Councilor Sabilia. Discussion: It was clarified that part of the Grant includes the future expansion of the WPCA to ensure sufficient capacity to move forward with this and future projects. Ongoing discussions with the Property Owner include the possibility of deed restricting some of the units, infilling some of the greenspace with additional (affordable) housing, and upgrading the current facility. The Grant is also related to the Town's Housing Plan and may open additional funding opportunities. The Town is currently at 4.5% of the state's 10% affordable housing goal. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Baker, Jaskiewicz, Novak, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

g. **Resolution #2026-56. THE TOWN OF MONTVILLE HEREBY RESOLVES** to approve wages for Part-time employees, to become effective upon 7/1/26, as indicated in Schedule A. (Councilor May)

Motion made by Councilor Jaskiewicz, seconded by Councilor Baker. Discussion: None. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Baker, Jaskiewicz, Novak, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

h. **Resolution #2026-57. THE TOWN OF MONTVILLE HEREBY RESOLVES** to authorize the use of up to \$42,798.00 (forty-two thousand seven hundred ninety-eight dollars) from account 10480-52164, Contingency for the purchase and implementation of Time and Attendance. (Councilor May)

Motion made by Councilor Jaskiewicz, seconded by Councilor Southard. Discussion: The annual fee includes the annual software maintenance fee, regular backups, help desk support, etc. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Baker, Jaskiewicz, Novak, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

i. **Resolution #2026-58. THE TOWN OF MONTVILLE HEREBY RESOLVES**, pursuant to CGS Sec 7-339ee & ff, to refer the following draft Tax Increment Financing district documents to the Planning and Zoning Commission for review and report: Draft TIF District Policy dated July 13, 2026, Draft Town Center TIF District Master Plan, dated July 13, 2026, and Draft Gateway North TIF District Master Plan dated July 13, 2026. (Councilor May)

Motion made by Councilor Jaskiewicz, seconded by Councilor Sabilia. Discussion: Councilor Baker suggested scheduling a Special Meeting to discuss the item in-depth. Mayor Bunnell also recommended the Councilors attend the Planning & Zoning Commission meeting(s) to gain a better understanding of the Policy. Land Use & Development Director Goderre added that discussions between himself and the Assessor and Finance Departments will also take place to further refine the Plan. Because there are many nuances, benefits, and opportunities related to the plan, he concurred with Councilor Baker's suggestion to hold a Special Meeting, allowing for a more extensive discussion. Per the timeline, the vote to approve the document may take place on or after mid-October. Chairman May added that the goal is to finalize and approve the document before the year's end. Councilor Baker also recommended speaking with those towns that have already formed TIF Districts for additional input. Roll Call vote, 6-0, all in favor. Voting in Favor: Councilors Baker, Jaskiewicz, Novak, Sabilia, Southard, and May. Voting in Opposition: None. Resolution passed.

17. Remarks from the Public with a three-minute limit – *none*

18. Remarks from the Councilors and the Mayor

Councilor Jaskiewicz also welcomed and thanked the Building Official for his report, as well as the Land Use & Development Director, who is engaged in several projects, helping the Town move forward positively.

Councilor Sabilia echoed Councilor Southard's comments. He was pleased to have an active Building Department. He encouraged everyone to attend the upcoming Farmers Market events, summer concerts, and National Night Out event. He also reminded and encouraged everyone to attend the proposed discontinuance of PTA Lane and obtain the correct information regarding the proposal, citing the misinformation circulating on social media channels.

Councilor Baker also welcomed the Building Official and thanked the Public Safety Responders and Public Works Department for all of their hard work and efforts during the recent storm.

Councilor Novak also thanked everyone for attending this evening's meeting and echoed Councilor Baker's comments, adding her appreciation to the Public Works crew for working over another holiday weekend. She also welcomed the Building Official and hopes everyone had a nice Fourth of July holiday, despite the weather.

Chairman May acknowledged the hard work and efforts being made by the Land Use & Development Department that will prove advantageous to the Town by continuing to grow its economy and building its tax base. The proposed projects, including the proposed discontinuance of PTA Lane, have been reviewed by the relevant town departments, boards, and commissions and presented to the public over the past several months. Additionally, the public is invited to view the records on file regarding this and other projects. He thanked everyone for their support for their past projects, which, in turn, support the Town and its residents.

19. Adjournment

Motion made by Councilor Jaskiewicz, seconded by Councilor Baker, to adjourn the meeting at 9:05 p.m. Discussion: None. Voice vote, 7-0, all in favor. Meeting adjourned.

Respectfully Submitted by: Agnes T. Miyuki, Recording Secretary for the Town of Montville

**AN AUDIO RECORD OF THE MEETING CAN BE FOUND ON THE TOWN'S
WEBSITE LOCATED UNDER RESOURCES – MEETING RECORDINGS**

SCHEDULE A

Position	Current rate	Proposed 7/1/2026
Asst Dog Warden	19.80	21.00
Minutes Clerk	26.00	26.65
IT Admin Asst	25.27	25.90
Kitchen Server*	16.35	16.76
Police Secretary	16.69	17.35
Youth Program Asst I	20.00	21.00
Youth Program Asst II	19.50	20.50
Sr. Seasonal PW	17.69	18.13
Sr. Landfill	19.18	19.68
Landfill (3)	16.69	17.11
Sr Social Program Coordinator	25.00	25.63
Blight Inspector	25.00	30.00
Building Inspector	40.14	44.05
Town hall admin	24.66	25.28

*State of CT minimum wage 16.35/hr
1/1/25 and 1/1/26