

Town of Montville
Finance Committee Regular Meeting
Thursday, August 6, 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

Present were Councilors Tim May, Brian Baker, and Kate Southard. Also present were Finance Director Julie Chapman and Mayor Leonard G. Bunnell, Sr and Councilor Rachel Novak.

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

5. Unfinished Business - none

6. New Business

The Finance Director initiated the discussion by addressing a letter received from the Office of Policy and Management regarding the Fiscal Year 2025 audit. She emphasized that the letter does not indicate any financial distress or raise concerns regarding the Town's financial stability. Instead, the letter was issued because the 2025 audit was not completed within the statutory deadline, even after all allowable extensions were exhausted. This delay occurred because the 2024 audit began within a month of its statutory deadline, which sequentially delayed the start of the 2025 audit. Additionally, the delay was compounded by significant staff turnover over the past two years, including transitions within the Town's Finance Department, the Board of Education, and the WPCA. Chairperson May noted that while information regarding the delayed audit had been circulated on social media, the statements were inaccurate, as the delay was not caused by financial hardship. The audit is expected to be completed in September 2026.

The Finance Director then reviewed the initial Year-to-Date budget report for Fiscal Year 2027, which has been entered into the system. She reported few major updates at this stage, noting that most non-profit organizations have already received their contributions.

In response to Chairperson May's inquiry regarding the status of the timekeeping system, the Finance Director stated that the quote has been signed and the request is currently in the vendor's development queue. She noted that once the development team is ready, the initial implementation session will take only a couple of weeks to complete.

The Finance Director reported that she has begun updating the Purchasing Policy but would like input on key revisions before presenting it to the Town Administrative Rules and Procedures (TARP) Committee. She requested authorization to forward the policy to TARP for review. Proposed modifications include updating the threshold amounts for verbal quotes and formal bidding requirements, removing obsolete sections related to paper purchase orders, and streamlining workflow details that are now handled electronically. Additionally, mandatory language regarding suspended and debarred vendors must be incorporated to comply with federal grant requirements.

A motion was made by Councilor Baker and seconded by Councilor Southard to refer the following item to the Town Administrative Rules and Procedures Committee:

a) Purchasing Policy

Voice vote: 3-0, all in favor. Motion carried.

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

Remarks from Councilors - none

Adjournment – 6:00:03pm

Detailed Regular Meeting Minutes can be accessed through the Meeting Recordings dated 08/06/2026.

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