

Town of Montville Finance Committee

Regular Meeting Minutes for

December 29, 2020

5:00 PM

Room 203

The Town of Montville will be utilizing a virtual GoToWebinar service for this meeting.

Please register to attend the meeting at:

<https://attendee.gotowebinar.com/register/6002392712297531408>

or by **telephone** or **VoIP**: 1 (562)-247-8321 at the time of the meeting

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On March 14, 2020 Governor Ned Lamont issued an Executive Order 7B suspending in-person open meeting requirements, and to hold such meetings or proceedings remotely by conference call, videoconference or other technology.

Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf>

For all publicly broadcasted meetings, public comment on agenda items or topics in accordance with the Town Charter may be submitted in writing in advance or by live audio via GoToWebinar.

Written comments must be emailed to the Town Clerk at townclerk@montville-ct.org at least

1 working day in advance (if the meeting is on a Monday the questions must be submitted by close of business the previous Friday).

Written comments may not be read in their entirety, but rather similar messages may be aggregated or paraphrased for submission to the Mayor and Council.

Live audio comments may be made via GoToWebinar by registering at the web address or calling from your telephone or computer mic & speakers (VoIP) noted above.

Comments will only be accepted at times designated for public comment by the Chair of the meeting. The Montville Town Council Rules of Procedure, decorum, timeliness and suitability shall be followed and enforced in the same manner as if the meeting were held in person.

**Town of Montville Finance Committee
Regular Meeting Minutes for
December 29, 2020 - 5:00 PM- Room 203**

Councilor Jaskiewicz called the meeting to order at 5:00 PM. Present were Councilor Rogulski and Councilor May (remote) and Finance Director Hart.

Remarks from the public - None

Councilor Rogulski moved, second by Councilor May, to approve the minutes of the 10/27/20 meeting. Motion passed.

Hart reviewed the 2020 Audit with the committee. This was the first year the audit was prepared by Blum Shapiro. They reported that the pension liability in the 2019 audit was overstated and an adjustment needed to be made. They also stated that the Town must update its procurement policy to include new uniform guidance for receiving and using grant funds. They made recommendations for the Town, Board of Education and WPCA to improve accounting controls. These include developing an accounting procedure manual, approving bank reconciliations and formally reviewing and approving journal entries.

Hart said she received an email from Blum Shapiro stating that they spent more time on the Town and WPCA audit then they anticipated and therefore would like to charge additional fees. At this time, a formal invoice has not been received.

Hart informed the committee that she spoke to the Town Attorney regarding the volunteer firefighters participating in the Town's 457 plan. He explained that the volunteers would have to be considered employees to have contributions be tax deferred. They are not employees so the Town would have to report these contributions as income and send a 1099.

Remarks from the public – Carol Burgess, 28 New Hampshire Lane, suggested the Town add language in the Audit RFP stating that there must be advance notification if costs are going to exceed the bid amount.

The meeting was adjourned at 5:25 PM.

Theresa Hart, Director of Finance