

Town of Montville Finance Committee

Special Meeting Minutes for

April 6, 2022

4:30 PM

Room 203

The meeting was called to order at 4:30 PM. Present were Councilors McNally, Mandler and May. Finance Director Terry Hart and IT Director Bill O'Neill were also present.

Councilor May moved, second by Councilor Mandler, to approve the minutes of the 3/29/22 meeting. Motion carried.

The committee discussed the 2022-23 Information Technology Budget. O'Neill gave an overview of his budget explaining that he begins getting quotes in October through December to ensure the most accurate budget. Hart gave the committee the most updated figures. There was discussion regarding the part-time clerical line. The committee was disappointed that the position had not been advertised. O'Neill explained he was concerned about hiring a person now and then not have funding in next year's budget. The committee would like the position advertised to see if there is interest. If there is, they want to be notified before anyone is hired. There was also discussion regarding the scanner at the Transfer Station not working. O'Neill was not aware of an issue and will follow-up on this.

The committee reviewed the Park & Recreation budget with Director Pete Bushway and Chairman Kate Southard. There was discussion regarding the PT Recreation programs and PT Camp Oakdale. Spending was down in 2021 due to Covid. Hart will find out what was expended in 2020 for comparison. Bushway explained the increase in equipment was for recycled picnic tables. The committee recommends reducing advertising, printing and signage/banners.

Mandler asked the committee to consider adding funding for a Human Resource Director. The committee feels they would need to allocate \$100,000 for the position. May suggested finding out if this can be outsourced.

The committee discussed the Tax Collector's request to have an Ordinance to waive taxes due that are less than \$5. The State Statute allows up to \$25 to be waived. The committee would like to know why she is not recommending the \$25 allowed by the State. This item will be sent to TARP.

Hart explained that the rate for Police Private Duty needs to be increased. Right now the Town charges a 29% administrative fee. This is barely covering the cost of the pension and fica/medc costs. She recommends including these in with the hourly rate and adding an additional 10% administrative fee. The car charge is currently \$15/hr. Hart stated that some Towns charge \$20 to

\$25/hour for the car. There was discussion about the amount the BOE and the WPCA were charged for Private Duty. Hart will research this and report back.

Hart discussed the State revenue for the current fiscal year. At the time the 2022 budget was passed by the Town Council, the State had approved funding to Montville because it is considered a distressed municipality. They later removed this funding and allocated MRSA funds and increased the PILOT funds. There will still be a shortfall in revenue but there are capital projects that are being funded through ARPA which should offset this loss.

Hart has received the Animal Control Facility RFP from the Town Engineer. She has reviewed it with the ACO. She plans to meet with the Town Planner to get her input and then it will be posted.

The Town is looking at using the Gordian Group for bidding. The Mayor wants to confirm that the Town can still chose to go out to RFP and not be obligated to only use Gordian.

The meeting was adjourned at 5:45 PM.

Theresa Hart, Director of Finance