

Town of Montville Finance Committee

Minutes of Special Meeting November 20, 2023 5:00 PM Room 102

1. The meeting was called to order at 5:00 PM with the pledge of allegiance. Joe Jaskiewicz, Kevin Lathrop, Tim May were present.
2. Election of Chair. Jaskiewicz moved, seconded by Lathrop, to elect Time May Finance Committee Chair. Voice vote all in favor.
3. Chairman May asked if there were any comments from the public. Superintendent Pallin wanted to talk about Palmer skylights in ARPA account. This will be taken up under 5. B
4. Approval of minutes from 8/29/2023. This will be taken up at meeting to be held 11/28/2023
5. Agenda Items as follows:
 - A. Discussion of LoCIP – Griffin reported that there are five projects approved by Town Council. \$300,000 for Basketball Court Reconstruction; \$25,000 for Desjardins Park upgrades; \$400,000 for new building at Camp Oakdale; \$350,000 for State Radio System; \$60,000 for Camp Oakdale Large Pavilion (intended to supplement \$55,000 in ARPA). To initiate a LoCIP request, projects must be in a Town’s CIP and be approved by the Legislative Body. Only \$400,000 Camp Oakdale was requested in the FY2024 CIP so that project may move forward. The other will need to go into the FY 2025 CIP if they are to move forward next year.
 - B. Discussion of ARPA – councilors reviewed project list. Griffin highlighted projects that are presently being worked on. Superintendent Pallin discussed the \$60,000 allocated for skylights. The skylight are leaking and to replace them would cost more than the allocated \$60,000 – now over \$100,000. BOE is considering roofing over instead of replacing. This may cost closer to \$40,000. Pallin will investigate further and report back to the Finance Committee. Councilor May asked that the ARPA report be sorted by Department and provided for the next meeting.
 - C. Discussion of NIPS – Griffin reported that there is collected revenue is \$58,433. The program for litter clean up was to be modeled after the Adopt-a Road program. However numerous forms used for that program needed extensive editing and attorney input in order to be used for NIPS clean up program. This was completed and program is operational. The approved uses of NIPS funds will be provided for next meeting. Cannabis revenue was reported at \$195,000 billed to parent company of dispensary. First 200,000 is going to BOE. After that, revenue will accrue in a fund for use to be determined. Approved uses will be provided at next meeting.

Councilor May mentioned adults, police, YSB. OPIOID revenue (\$55,924) was turned over to Youth Services department as will future revenue.

- D. Outstanding Purchase Orders – Griffin reported that all purchase orders carried over from FY 2023 were reviewed at the end of the fiscal year 2023. Department Heads were contacted to verify that these PO's corresponded to invoices for good services to be received. A thorough review of PO's from prior years will be undertaken.
 - E. Discussion of Year-to-date spending and Fund Balance – Griffin reported that PD OT was 70% used. Councilor May stated that OT was cut at budget time with the anticipation that more funding would be needed. This account will be allowed to run negative till closer to end of year. The FD OT is at 83% spent partly attributable to being down three firefighters. This will also be allowed to run negative. YTD spending and FB will be discussed further at next meeting.
 - F. The 2024 meeting schedule was approved as presented (last Tuesday of each month) with exception of December. Because last Tuesday is New Year's Eve, the meeting will be scheduled for December 30 2024.
- 6. Update from Finance Director. Nothing further than what was already discussed except to remind members that the next regularly scheduled meeting is Tuesday, November 28, 2023
 - 7. Remarks from the Public with a three-minute limit – no comments
 - 8. Remarks from councilors. Councilor May reiterated request for revised ARPA list. Jaskiewicz stated that he will be organizing a meeting of the ARPA committee.

Motion by May, seconded by Jaskiewicz, to adjourn the meeting at 6:10 P.M. Voice vote all in favor.

Barbara Griffin, Director of Finance