

Received 7/11/25  
11:41 AM Jodi Moore, ATC

BOARD OF FINANCE MEETING  
7:00 P.M., TUESDAY JULY 8, 2025  
DURHAM TOWN HALL 3<sup>rd</sup> FLOOR AND REMOTELY VIA ZOOM TELECONFERENCE

Zoom Recording

<https://us02web.zoom.us/rec/share/koQSQVTIEzj2ArUEcds5l5Y8yNUBFTVVFYWDBw6YGcw-SnklNW1tU1IZU3BjMkeZ.8n5jSy35pso9bupd?startTime=1752015620000>

Passcode: cm\$4Lph!

Meeting Minutes

1. Call to order

Called to order at 7:00pm

Roll call

BOF: Jim Martinelli, Bob Guynn, Eileen Buckheit, Molly Nolan, Chuck Stengel

Absent: Nancy Cuomo

Staff: Beth Moncata, Finance Director; Brendan Rea, First Selectman; Martin French, Tax Collector

Others in attendance: Rick Parmelee, Roger Kleeman, other members of the public

2. Approval of Agenda

- a. MOTION BY BOB GUYNN SECONDED BY EILEEN BUCKHEIT TO APPROVE THE JULY 8, 2025 MEETING AGENDA AS PRESENTED

3. Public Comment

- a. Rick Parmelee suggested the town look for another accounting firm besides Seward and Monde

4. Approval of Meeting Minutes

a. April 29, 2025, Budget Meeting

- i. MOTION BY BOB GUYNN, SECONDED BY JIM MARTINELLI TO APPROVE THE MINUTES OF THE APRIL 29, 2025 MEETING AS PRESENTED. ALL AYE, MOTION PASSED

b. May 13, 2025 Regular Meeting

- i. MOTION BY MOLLY NOLAN, SECONDED BY JIM MARTINELLI TO APPROVE THE MINUTES OF THE MAY 13, 2025 MEETING AS PRESENTED. ALL AYE, MOTION PASSED

5. Invoices

- a. MOTION BY BOB GUYNN, SECONDED BY JIM MARTINELLI TO APPROVE INVOICE #049 FOR NICOLE CHAREST FOR RECORDING SECRETARY SERVICES IN THE MONTH OF APRIL 2025 IN THE AMOUNT OF \$200. ALL AYE, MOTION PASSED.
  - b. MOTION BY BOB GUYNN, SECONDED BY JIM MARTINELLI TO APPROVE INVOICE #050 FOR NICOLE CHAREST FOR RECORDING SECRETARY SERVICES IN THE MONTH OF MAY 2025 IN THE AMOUNT OF \$125. ALL AYE, MOTION PASSED.
  - c. MOTION BY BOB GUYNN, SECONDED BY JIM MARTINELLI TO APPROVE INVOICE #051 FOR NICOLE CHAREST FOR RECORDING SECRETARY SERVICES IN THE MONTH OF JUNE 2025 IN THE AMOUNT OF \$12.50. ALL AYE, MOTION PASSED.
6. Authorization of Seward and Monde Engagement Letter
  - a. Bob Guynn noted it is difficult to find other auditors
  - b. MOTION BY BOB GUYNN, SECONDED BY EILEEN BUCKHEIT TO AUTHORIZE THE SEWARD AND MONDE ENGAGEMENT LETTER. ALL AYE, MOTION PASSED.
7. Discussion Regarding DMIAAB Fiscal year 2025-2026 Budget – Dom DelVecchio
  - a. Increase in overall budget of \$4,500 compared to last year. Reduction in Tip Fee for MSW reduced from \$327,500 to \$239,732. MSW will go to Bristol burn facility, paper will be sold on open market, and bottles and cans will incur disposal expense
  - b. Noted that MIRA accepted opt out June 30<sup>th</sup>, Durham has 5 years of waste disposal secured with Bristol. Discussed need to develop new plan with RiverCOG in the next 5 years
  - c. Eileen expressed concern for purchasing new truck with the current uncertainty around waste disposal situation in the state. Dom DelVecchio discussed options other towns have implemented and noted that Durham's option is relatively low cost. Board acknowledged the need for a potential sticker fee increase
  - d. It was suggested that Board of Finance and DMIAAB meet in October to discuss long-term plans
  - e. The Board discussed concerns about cash transactions at the transfer station, suggesting a credit card system be implemented to improve accountability and eliminate cash handling. Registration verification for stickers was suggested. Discussed eliminating cash transactions entirely across departments
8. Request to transfer from Reserve: Assessor, Revaluation
  - a. Town went out to bid, received one bid from Equality Evaluation services. This revaluation is a hybrid due to 2020 full list revaluation not being completed due to COVID. Current reserve funding is \$150,000, \$107,000 of which was allocated to this year's reval before knowing it would be a full reval. Requesting approximately \$36,000

of that allocation to cover the unanticipated expense. Next revaluation in 2029 is estimated to be up to \$175,000 which the Board will need to plan for.

- b. MOTION BY BOB GUYNN, SECONDED BY EILEEN BUCKHEIT TO RECOMMEND THE BOARD OF SELECTMEN CALL A TOWN MEETING TO REQUEST A TRANSFER OF \$143,000 FROM #8413105-57602 REVALUATION RESERVE TO #9413105-57602 CIP ASSESSOR REVALUATION FOR THE 2025 REVALUATION. ALL AYE, MOTION PASSED.

9. Request for transfer from Reserve: Planning & Zoning, Plan of Conservation & Development

- a. Requesting transfer in the amount of \$32,000 from Plan of Conservation and Development Reserve to enter into an extra work authorization agreement with Tyche planning and policy group to assist in a comprehensive revision and update of the Plan of Conservation and Development. POCD update is mandated every 10 years. Current reserve funding is \$50,000. Did not go out to bid, Tyche is the company Robin Newton, the current Town Planner, works for. Eileen Buckheit questioned why the commission did not go out to bid
- b. MOTION BY BOB GUYNN, SECONDED BY EILEEN BUCKHEIT RECOMMEND THE BOARD OF SELECTMEN CALL A TOWN MEETING TO REQUEST A TRANSFER OF \$32,000 FROM #8415305-53010 PLANNING & ZONING, PLAN OF CONSERVATION AND DEVELOPMENT RESERVE TO #9415305-57600 CIP PLANNING & ZONING, PLAN OF CONSERVATION AND DEVELOPMENT TO ENTER INTO AN AGREEMENT WITH TYCHE PLANNING AND POLICY GROUP TO ASSIST IN A COMPREHENSIVE REVISION AND UPDATE. ALL AYE, CHUCK STENGEL ABSTAINED. MOTION PASSED.

10. Discussion on Resource Lighting and Energy, Community Center Chiller Replacement

- a. Agreement through Eversource to replace lighting in community center with energy efficient fixtures. Energy savings would offset expenditure for fixtures. Current chiller uses 22 refrigerant which is being discontinued by the federal government. Discussed replacing windows. Program offers 0% interest if the town applies within one year

11. Fiscal Year 2025-2026 Salaries

- a. union contract negotiations finished in early June. 3 year contract with 3% raises across the board except for the Selectman's Executive Assistant who will receive a step increase. Completed 3 salary services. Mechanic Maintainer and Crew leader received step increases. Increase in health insurance costs
- b. MOTION BY JIM MARTINELLI, SECONDED BY BOB GUYNN TO APPROVE FISCAL YEAR 2025-2026 SALARIES. ALL AYE, MOTION PASSED

12. Finance Director Report

- a. Effective July 1<sup>st</sup> ClearGov budget software is in use, currently working on setup. Beth noted she expects it to be ready in August. Will require training
- b. FY24-25 preliminary audit began this week

- c. As of June 30, 2025 incomplete ARPA projects include boiler replacement at community center and sidewalks on Pickett Lane. Shady Lane and Bear Rock Road must be completed before Fall
- d. Currently working on year end close and retroactive pay due to change in salaries
- e. It was noted that the school district is responsible for snow plowing and maintenance of new side walks

13. Any Other Business

- a. none

14. Public Comment

- a. Roger Kleeman made a public comment regarding salaries, questioned whether fringe benefits were considered. Also made a public comment agreeing that Planning and Zoning should have gone out to bid for their Plan of Conservation and Development. Asked who is overseeing the library step rebuilding project
- b. Richard Parmelee made a public comment requesting that the salary increases be included as part of the minutes. Also made a public comment stating that more information should have been provided at the Annual Budget Hearing. Asked about solar credits from RSD13
- c. A member of the public thanked the board for the bonding broker presentation and asked if the salary increases are within the current budget. Beth Moncata replied that the increases are within contingency for union negotiations
- d. Martin French made a public comment on salary negotiations, there is a gap in communication for non union employees, changes in salary and insurance are not explained due to lack of HR department
- e. Kristen Kleeman gave an update on the Firehouse renovation project. Finished ARPA projects
- f. Roger Kleeman asked if the union contract would be posted online

15. Adjournment

- a. MOTION BY BOB GUYNN, SECONDED BY SEVERAL TO ADJOURN. ALL AYE, MOTION PASSED.

The meeting adjourned at 8:31pm

Respectfully submitted,

Nicole Charest