

BOARD OF FINANCE MEETING
7:00 P.M., TUESDAY, AUGUST 12, 2025
DURHAM TOWN HALL 3rd FLOOR AND REMOTELY VIA ZOOM TELECONFERENCE

Zoom Recording

<https://us02web.zoom.us/rec/share/n7TlRtw48OSdOdcGvXHVR-32c7WXL8mUVWPBDDvEIk9dpHcJMWxclvsi8pk14vw.PiEz1hLehlVLo-UR?startTime=1755039649000>

Passcode: 1d^^Q9UM

Meeting Minutes

1. Call to order

Called to order at 7:00pm

Roll call

BOF: Jim Martinelli, Bob Guynn, Molly Nolan, Chuck Stengel, Nancy Cuomo, Eileen Buckheit (arrived late)

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

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

2. Approval of Agenda

- a. MOTION BY BOB GUYNN SECONDED BY NANCY CUOMO TO APPROVE THE AUGUST 12, 2025 MEETING AGENDA AS PRESENTED

3. Public Comment

- a. Richard Parmelee made a public comment suggesting that the contracts and budget referenced in item 6 should be posted online publicly

4. Approval of Meeting Minutes

- a. June 18, 2025, Budget Meeting
 - i. Chuck Stengel noted that the date should read “Wednesday” rather than “Tuesday”
 - ii. MOTION BY CHUCK STENGEL, SECONDED BY BOB GUYNN TO APPROVE THE MINUTES OF THE JUNE 18, 2025 MEETING AS CORRECTED. ALL AYE, MOTION PASSED
- b. July 8, 2025 Regular Meeting
 - i. MOTION BY BOB GUYNN, SECONDED BY CHUCK STENGEL TO APPROVE THE MINUTES OF THE JULY 8, 2025 MEETING AS PRESENTED. ALL AYE, MOTION PASSED

5. Invoices

- a. MOTION BY BOB GUYNN, SECONDED BY CHUCK STENGEL TO APPROVE INVOICE #052 FOR NICOLE CHAREST FOR RECORDING SECRETARY SERVICES IN THE MONTH OF JULY 2025 IN THE AMOUNT OF \$62.50. ALL AYE, MOTION PASSED.
6. Request to Transfer Funds from Contingency for Union Negotiations and Contingency to fiscal year 2025-2026 salary lines
 - a. MOTION BY CHUCK STENGEL, SECONDED BY BOB GUYNN TO TRANSFER THE FUNDS FROM CONTINGENCY #980015-569 and CONTINGENCY #980020-569 to FY25-26 SALARY LINES. ALL AYE, MOTION PASSED
 - b. Nancy Cuomo asked why social security was under, Beth replied that she is reviewing it
 - c. Commission members questioned amount for Animal Control boarding. Beth replied that the animal was not claimed or adopted, and the town incurred a large cost due to the new owners of the kennel. The town is reviewing processes to prevent this issue in the future
 - d. Noted that information technology was over due to consulting, new subscription for zoom phones from previous administration that was not cancelled on time, town is also working on phone and computer upgrades
 - e. MOTION BY BOB GUYNN, SECONDED BY JIM MARTINELLI TO APPROVE FY24-25 YEAR END TRANSFERS END OF YEAR TRANSFERS. ALL AYE, MOTION PASSED
 - f. See end of minutes for details

7. Fiscal Year 2024-2025 Budget Transfers

MOTION BY CHUCK STENGEL, SECONDED BY MOLLY NOLAN TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO TRANSFER \$153,402.36 FROM THE FOLLOWING LINES IN FY24-25

| | | |
|---------------|-------------------------------|-------------------|
| 434005 | Tree Warden | 104,180.04 |
| 420102 | Police Services | 24,341.08 |
| 430305 | Highways & Streets | 14,841.47 |
| 431306 | Vehicle Fuel | 7,289.21 |
| 430314 | Chip Sealing | 2,750.56 |
| | | <hr/> |
| | | 153,402.36 |

TO THE FOLLOWING LINES IN FY25-26

| | | | |
|---------------|------------------------------|-------------------|------------------------------|
| 430705 | Snow and Ice Removal | 65,473.83 | Salt & PR Expense |
| 431305 | Vehicle Maintenance | 21,711.73 | Unanticipated Repairs |
| 520068 | Facilities Management | 66,216.80 | Unanticipated Repairs |
| | | <hr/> | |
| | | 153,402.36 | |

Briefly Discussed overages in Facilities Management and Vehicle Maintenance for Unanticipated Repairs

ALL AYE, MOTION PASSED

8. Fiscal Year 2024-2025 Carryover Requests

MOTION BY CHUCK STENGEL, SECONDED BY MOLLY NOLAN TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO APPROVE THE FOLLOWING CARRYOVERS FROM FISCAL YEAR 2024-2025 INTO THE 2025-2026 FISCAL YEAR.

| | | | |
|----------------|--|----------------|---|
| 411105 | 53010 Office of the First Selectman | 16,500 | Consultant/Water Sampling |
| 9418605 | 57401 CIP Sustainable Durham | 27,778 | Bike/Pedestrian Project |
| 9420305 | 57500 CIP Volunteer Fire Company | 12,213 | Fire Ponds |
| 9422110 | 57397 CIP Communications | 49,424 | Emergency Operations Console |
| 9430305 | 57402 CIP Sidewalk Repair | 23,583 | Engineering Phase 2 |
| 9430305 | 57422 CIP Guire Road Culvert | 72,385 | Engineering Phase 1 |
| 9430305 | 57432 CIP Shady Lane | 353,881 | Extension of Road/3 lot subdiv |
| 9430305 | 57502 CIP Major Culvert Repair | 117,522 | Bear Rock Project |
| 9520068 | 57200 CIP Facilities Management | 93,533 | Library Exterior Lights, Masonry |
| | | <hr/> | |
| | | 766,819 | |

Beth Moncata spoke to several line items. First Selectman Item is funds from Rosa DeLauro which have not yet been accepted, letters for water sampling went out last week. Sustainable Durham funds went towards new signage and markings on Main Street. Sidewalk repair includes engineering of Phase 2 of north side of Main Street sidewalks. Received STEAP Grant for Shady Lane, currently waiting on contract. Will be going out to bid for Major Culvert Repair

9. Finance Director Report

- a. Beth Moncata stated that computer upgrades to windows 11 started last week and will be completed next week
- b. ARPA funds: \$2.265 million total includes \$145,000 in interest. \$1,988,000 has been spent to date. \$277,000 remaining. Current outstanding projects include Community Center Generator, Pickett Lane Sidewalks, IT Upgrades, Economic Development project pending
- c. Beth will be taking virtual training in September for the new budget software. All the information has been added to the software. Noted that all users will need to be trained

10. Any Other Business

- a. Eileen Buckheit requested a list of projects from the Board of Selectmen to discuss in relation to bonding. Expressed concern that the board will not have any new information for the upcoming budget season. The Board discussed coordinating a workshop with the Board of Selectmen

11. Public Comment

- a. Richard Parmelee made a public comment noting that the Fire Chief attended a planning and zoning meeting and the Facilities Manager and Town Road Foreman did not attend. Made other public comments about the qualifications of the assessors and building staff and expressed concern about the hiring of employees

12. Adjournment

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

The meeting adjourned at 7:51pm

Respectfully submitted,

Nicole Charest

FY24-25 End of Year Transfers

Motion to approve the following transfers from:

| | | |
|--------|-------------------------|------------|
| 980020 | Contingency | 74,550.00 |
| 413105 | Assessor Department | 1,504.91 |
| 414306 | Computer Equipment | 3,563.10 |
| 415205 | Planning & Zoning Legal | 9,190.00 |
| 415307 | Blight | 3,609.00 |
| 415310 | Town Engineering | 15,593.56 |
| 416505 | Conservation Commission | 6,077.44 |
| 420102 | Police Services | 9,622.74 |
| 430314 | Chip Sealing | 4,405.73 |
| 441305 | Human Services Programs | 3,280.00 |
| 450325 | Community Center | 9,613.80 |
| 490030 | Highway Projects | 1,783.20 |
| | | <hr/> |
| | | 142,793.48 |

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To the following lines in the 2024-2025 fiscal year:

| | | | | |
|---------|-------|--------------------------------|------------|--|
| 411502 | 51610 | Selectmen's Office Staff Wages | 2,109.96 | Selectmans Assistant Wages |
| 411905 | 53200 | Finance Department | 2,507.19 | PR Fees/under Finance review |
| 413101 | 51620 | Assessor Department Wages | 8,790.74 | Asst to Asst Assessor Wages |
| 413502 | 51610 | Tax Collector Staff Wages | 1,966.33 | Unanticipated coverage |
| 413505 | 55301 | Tax Collector Department | 137.70 | Printing, Mileage |
| 413910 | 53020 | Town Counsel | 4,878.90 | Unanticipated |
| 414305 | 53522 | Information Technology | 13,634.51 | Prof.Consulting, RecDesk, Website, ZOOM Sub |
| 415101 | 51605 | Building Official Salary | 310.40 | ZEO Officer, Legal Notices |
| 415105 | 53510 | Land Use Department | 5,499.92 | Vacation coverage, Data Proc, Fees to other Org |
| 415305 | 51610 | Planning & Zoning | 624.82 | WEO Salary unanticipated |
| 418605 | 53900 | Sustainable Durham | 1,676.00 | EV Charger Maintenance |
| 420325 | 55300 | Fire Company Trustees | 1,650.80 | Waste Removal, Phone/Cable/Int, Electricity |
| 420705 | 55300 | Emergency Medical Services | 1,293.79 | Phone/Cable/Int |
| 420710 | 53540 | Middlesex Paramedics | 56.00 | Yearly Contract |
| 421505 | 54410 | Animal Control Dept | 17,563.42 | Boarding |
| 421902 | 51623 | Fire Marshal Wages | 346.43 | PR error/reviewing to recoup fy25/26 |
| 430105 | 54120 | Public Works Dept | 2,412.18 | Training, Wood disp,Tools, Lubricants, Equip Maint, Propan |
| 430110 | 56220 | Highway Garage Maint | 3,227.62 | Phone/Cable/Int, electricity |
| 430312 | 54930 | Catch Basin Cleaning & Repair | 459.00 | Repairs/Unanticipated |
| 430316 | 54920 | Highway Sweeping | 5,032.02 | Repairs/Unanticipated |
| 431105 | 56220 | Street Lighting | 7,260.84 | Unanticipated increase in delivery charges |
| 431905 | 54101 | Household Hazardous Waste | 2,331.59 | Unanticipated |
| 441905 | 56910 | Youth Services | 1,624.65 | Opioid revenue offset |
| 442701 | 51610 | Human Services Wages | 2,616.46 | Unanticipated (coverage outside of normal hours) |
| 442705 | 55800 | Human Services Dept | 7.04 | Travel Reimbursement |
| 450103 | 56220 | Library Building & Grounds | 3,667.38 | Electricity/unanticipated increase in delivery charges |
| 450107 | 54400 | Library Information Tech | 41.94 | Service Contracts |
| 510005 | 52200 | Social Security | 14,559.83 | PR increases/under review Finance Director |
| 510015 | 53010 | Retirement Plan | 3,218.49 | GASB 75 (OPEB) Post Retirement Plan |
| 510025 | 52800 | Health Benefits | 3,273.50 | Increase in census |
| 510050 | 53060 | Employment Testing | 596.00 | Increase in census |
| 520005 | 56040 | Town Hall General Expenses | 10,171.42 | Phone/Cable/Int, Custodial Supplies, Electricity |
| 520062 | 56240 | Municipal Heating Fuel | 3,074.78 | Market purchases outside contract dates |
| 520063 | 54200 | Municipal Custodial Services | 85.91 | Increase in cost/town hall mats |
| 9450105 | 57206 | CIP Library Expenses | 226.41 | Overage in project/flooring/painting |
| 980010 | 56900 | Tax Refunds | 15,859.51 | Unanticipated |
| | | | <hr/> | |
| | | | 142,793.48 | |

**Motion to recommend the Selectmen call a Town Meeting to Transfer \$153,402.36
from the following lines in fiscal year 2024-2025:**

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| 520068 | Facilities Management | 66,216.80 | Unanticipated repairs |
| | | <u>153,402.36</u> | - |

**Motion to recommend the Selectmen call a Town Meeting to approve the following
carryovers from fiscal year 2024-2025 into the 2025-2026 fiscal year:**

| | | | |
|---------|-------------------------------------|-------------------|-----------------------------------|
| 411105 | 53010 Office of the First Selectman | 16,500.00 | Consultant / Water Sampling |
| 9418605 | 57401 CIP Sustainable Durham | 27,778.00 | Bike/Pedestrian Project |
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| | | <u>766,819.00</u> | |