

Received 9/17/25
8:39 AM Jodi Moore, ATC

BOARD OF FINANCE MEETING
7:00 P.M., TUESDAY, SEPTEMBER 9, 2025
DURHAM TOWN HALL 3rd FLOOR AND REMOTELY VIA ZOOM TELECONFERENCE

Zoom Recording

<https://us02web.zoom.us/rec/share/91s2uan-WJfwQXQmgK6Ay8AqoPGvsaVLSZsqChMzvMpKNagApLWl0gav2suVwcxE.mXlFtC0XIjxeI75X?startTime=1757458800000>

Passcode: nF!+25SC

Meeting Minutes

1. Call to order

Called to order at 7:00pm

Roll call

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

Absent: Eileen Buckheit,

Staff: Beth Moncata, Finance Director; Lauren Redfield, Library Director

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

2. Approval of Agenda

- a. MOTION BY CHUCK STENGEL, SECONDED BY JIM MARTINELLI TO MODIFY THE AGENDA TO INSERT REQUEST FROM RESERVE: LIBRARY AS ITEM 4 AFTER ITEM 3, MAKING APPROVAL OF MINUTES ITEM 5 AND INVOICES ITEM 6. ALL AYE, MOTION PASSED.

- b. MOTION BY NANCY CUOMO SECONDED BY JIM MARTINELLI TO AMEND THE AGENDA TO INCLUDE THE FOLLOWING ITEMS FOR DISCUSSION:

- i. ANIMAL CONTROL
- ii. SOCIAL SECURITY
- iii. FACILITIES MANAGEMENT
- iv. VEHICLE MAINTENANCE

PRECEEDING ITEM 8. ALL AYE. MOTION PASSED.

- c. MOTION BY BOB GUYNN SECONDED BY CHUCK STENGEL TO APPROVE THE SEPTEMBER 9, 2025 MEETING AGENDA AS AMENDED. ALL AYE, MOTION PASSED

3. Public Comment

- a. None

4. Request from Reserve: Library

- a. Lauren Redfield, Library Director, was present to discuss
- b. The library is requesting \$38,646 from reserve to paint the ceiling and the walls of the children's room, carpeting, and moving items downstairs so they are still accessible while the work is being done. Currently have \$48,254 in reserve, would like to leave remaining amount in reserve to finish other projects.
- c. MOTION BY CHUCK STENGEL TO RECOMMEND THE BOARD OF SELECTMEN CALL A TOWN MEETING TO REQUEST A TRANSFER OF \$38,646 FROM #8450105-57206 LIBRARY RESERVE TO #9450105-57206 LIBRARY CIP FOR THE MOVING OF FURNITURE, NEW FIXTURES, NEW CARPETING, AND PAINTING IN THE CHILDRENS ROOM. ALL AYE, MOTION PASSED

5. Approval of Meeting Minutes

- a. August 12, 2025, Regular Meeting
 - i. MOTION BY BOB GUYNN, SECONDED BY JIM MARTINELLI TO APPROVE THE MINUTES OF THE AUGUST 12, 2025 MEETING AS PRESENTED.
 - ii. TABLED

6. 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.
- b. Secretary's Note: This invoice was already approved during the August 12, 2025 meeting

7. Request for Charter Revision Budget

- a. Budget process over, there is no budget for Charter Revision. Expenditures from 2006 Charter Revision was approx. \$22,000. Cost will include legal notices and printing. Agreed to discuss during October meeting
- b. MOTION BY CHUCK STENGEL, SECONDED BY NANCY CUOMO TO TABLE ITEM 7. ALL AYE, MOTION PASSED

8. Discussion

- a. Animal Control
 - i. Amount came in as two large bills covering separate periods. Larkin's Run changed ownership to larger corporation
- b. Social Security
 - i. Discussed calculation of Social Security amount for budget, noted winter snow removal overtime labor costs impact
- c. Facilities Management

- i. Discussed repairs and maintenance, noted hiring of facilities manager. Included bat removal from town hall, garage lighting, fire safety updates, Library dishwasher water replacement and water damage. Noted process change for facilities budget requests. Prior to community center and facilities director, requests from reserve for large projects would be made to the Board of Finance. Facilities Director completes smaller maintenance tasks that cannot be taken from reserve as they are not a whole project
 - d. Vehicle Maintenance
 - i. Noted no equipment is included in the line. Suggested asking Road Foreman John Jenkins to be present at a future meeting
9. Finance Director Report
- a. Beth Moncata sent out a fiscal analysis to the Board
 - b. Noted several projects still outstanding, including: Sidewalks from Main Street to Allyn Brook, generator installation. Discussed Economic Development Commission \$30,000 allocation. Suggested requesting a document which explains what was accomplished with the funds. Briefly discussed ARPA funds process
 - c. Waiting for Shady Lane Contract, Bear Rock Road contract came in
 - d. Discussed need for long term budget planning
10. Any other business
- a. Briefly discussed revaluation and potential budget impacts
11. Public Comment
- a. Richard Parmelee made a public comment suggesting that the town should follow local ARPA standards. Questioned the hours of the facilities manager
 - b. John Szewczyk made a public comment suggesting that the planning and zoning commission should have gone out to bid for the Plan of Conservation and Development. Also made a public comment stating that elected and appointed officials should not have the same standards applied to them. Suggested that the Town collective bargaining contract be made available online. Urged the town to look to regionalization for the ACO
12. Adjournment
- a. MOTION BY BOB GUYNN, SECONDED BY CHUCK STENGEL TO ADJOURN. ALL AYE, MOTION PASSED.

The meeting adjourned at 8:29pm

Respectfully submitted,

Nicole Charest