

Received 11/21/25
1:13 PM Jodi Moore, ATC

BOARD OF FINANCE MEETING
7:00 P.M., TUESDAY, NOVEMBER 13, 2025
DURHAM TOWN HALL 3rd FLOOR AND REMOTELY VIA ZOOM TELECONFERENCE

Zoom Recording
<https://us02web.zoom.us/rec/share/M94lYZzyAhKIO8RBX8yjnEkfh3NOzPJixDcc4v-Ttv6CiimXhtJvsi8RjCsa4GLS.G34Z1SXDh8P-SLZn?startTime=1763078412000>

Passcode: u8.Y.*c2

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

Absent: Eileen Buckheit

Staff: Beth Moncata, Finance Director

Others in attendance: other members of the public

2. Approval of Agenda.

- a. MOTION BY BOHB GUYNN SECONDED BY CHUCK STENGEL TO APPROVE THE NOVEMBER 13, 2025 MEETING AGENDA AS AMENDED. ALL AYE, MOTION PASSED

3. Public Comment

- a. Richard Parmelee made a public comment regarding the Zoning Enforcement officer invoicing

4. Approval of Meeting Minutes

- a. October 14, 2025, Regular Meeting
 - i. MOTION BY MOLLY NOLAN, SECONDED BY BOB GUYNN TO APPROVE THE MINUTES OF THE OCTOBER 14, 2025 MEETING AS PRESENTED. ALL AYE MOTION PASSED

5. Invoices

- a. MOTION BY NANCY CUOMO, SECONDED BY JIM MARTINELLI TO APPROVE INVOICE #055 FOR NICOLE CHAREST FOR RECORDING SECRETARY SERVICES IN THE MONTH OF OCTOBER 2025 IN THE AMOUNT OF \$62.50. ALL AYE, MOTION PASSED.

6. Correspondence

- a. nones

7. Review and Request for Funding of Charter Review FY25-26 Budget

- a. Includes estimate for legal fees, public outreach, and advertising. It was suggested to fund from contingency
- b. MOTION BY CHUCK STENGEL, SECONDED BY JIM MARTINELLI TO RECOMMEND THE SELECTMEN CALL A TOWN MEETING TO FUND THE CHARTER REVISION COMMISSION IN THE AMOUNT OF \$35,500 FROM CONTINGENCY FUNDS. ALL AYE, MOTION PASSED

8. Review of Draft 2026 Meeting Schedule

- a. B. Moncata indicated the schedule is similar to 2025, has also been sent to newly elected members. Final decision will be made in December
- b. It was noted that a joint meeting with DMIAAB needs to be scheduled early in the year, added DMIAAB to December 9th agenda. Will discuss cashless transactions and diesel surcharge

9. September 2026 Fiscal Analysis

- a. Public Safety data systems is over by approx. \$4,700. Fire company and fire marshal software reached end of support on July 31st
- b. No appropriations made to undesignated funds
- c. Facilities
 - i. New boilers will be installed in Fire House, found crack, needs new liner and masonry work. Chimneys need to be cleaned.
 - ii. Library oil tanks are weeping and must be replaced on an emergency basis. Can only go to town meeting once per department per year. B. Moncata indicated she is working on determining the process to fund these projects. Briefly discussed future options for budgeting ongoing maintenance projects
 - iii. Dishwasher in Community Center fixed. Noted only ServSafe certified people can use the dishwasher due to chemical and steam risks
- d. Bear Rock Road project started, Shady Lane grant award signed.
- e. Crosswalks need to be redone, working on redesign, planning to be done in Spring. Waiting on connectivity grant
- f. \$167,000 of ARPA funds needs to be expended

10. Finance Director Report

- a. Working on first part of Audit
- b. First round of budget inquiries will go out next week to staff, using new software. Will do Capital budget using old budget sheet method, operating will be on new software

11. Any Other Business

- a. B. Moncata thanked Bob Guynn and Chuck Stengel for their work on the Board

12. Public Comment

- a. Richard Parmelee made a public comment regarding hiring practices and volunteers in town. Also made a public comment on the treatment of the Fire Department, expressing support for their work and their budget requests. Made a public comment expressing that employees should not be working from home

13. Adjournment

- a. MOTION BY NANCY CUOMO, SECONDED BY SEVERAL TO ADJOURN. ALL AYE, MOTION PASSED.

The meeting adjourned at 7:49pm

Respectfully submitted,

Nicole Charest