

Received 12/16/25
2:00 PM Jodi Moore, ATC

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

Zoom Recording

https://us02web.zoom.us/rec/share/-YA85yjers5SIUyeJqiw3P6RYTclUEzqD_fn5amZHMGI08S_eSskR9WiIUoHYjTC.hHJ3kGNCXwiHFC-

Passcode: SNq!d6F=

Meeting Minutes

1. Call to order

Called to order at 7:00pm

Roll call

BOF: William Castro, Jim Martinelli, Phil Muzio, Nancy Cuomo, Eileen Buckheit, Molly Nolan

Absent:

Staff: Beth Moncata, Finance Director

Others in attendance: other members of the public

2. Approval of Agenda.

- a. MOTION BY NANCY CUOMO SECONDED BY EILEEN BUCKHEIT TO APPROVE THE DECEMBER 9, 2025 MEETING AGENDA AS PRESENTED. ALL AYE, MOTION PASSED

3. Public Comment

- a. none

4. Election of Officers

a. Chairman

- i. NANCY CUOMO NOMINATED JIM MARTINELLI, NO SECOND
- ii. PHIL MUZIO NOMINATED EILEEN BUCKHEIT, SECONDED BY WILLIAM CASTRO. BY SHOW OF HANDS VOTE WITH ALL IN FAVOR JIM MARTINELLI DECLARED EILEEN BUCKHEIT THE CHAIR

b. Vice Chairman

- i. WILLIAM CASTRO NOMINATED PHIL MUZIO, SECONDED BY EILEEN BUCKHEIT. ALL AYE, MOTION PASSED. EILEEN BUCKHEIT DECLARED PHIL MUZIO VICE CHAIR

c. Clerk/Secretary

- i. EILEEN BUCKHEIT NOMINATED WILL CASTRO, SECONDED BY PHIL MUZIO. ALL AYE, MOTION PASSED. EILEEN BUCKHEIT DECLARED WILLIAM CASTRO AS CLERK.

1. Nancy Cuomo asked for clarification on whether Nicole Charest is the Board Secretary. It was clarified that Nicole Charest is the recording secretary. Noted that Clerk position handles correspondence and used to bring minutes to town clerk when physical copies were required

- ii. Eileen Buckheit thanked the board for electing her as chair and thanked the new members for volunteering and Chuck Stengel and Bob Guynn for their service on the board.

5. Appointment of (1) one member to serve a (2) two-year term on the Administering Board for Property Tax Relief for EMS Volunteers

- a. MOTION BY PHIL MUZIO TO NOMINATE WILL CASTRO, SECONDED BY EILEEN BUCKHEIT. ALL AYE, MOTION PASSED

6. Approval of Meeting Minutes

a. November 13, 2025

- i. MOTION BY MOLLY NOLAN, SECONDED NANCY CUOMO TO APPROVE THE MINUTES OF THE NOVEMBER 13, 2025 MEETING AS PRESENTED. MOLLY NOLAN, NANCY CUOMO, JIM MARTINELLI: AYE, EILEEN BUCKHEIT, PHIL MUZIO, WILL CASTRO: ABSTAINED. MOTION PASSED

7. Invoices

- a. none

8. Review and Approval of 2026 Meeting Schedule

- a. Board discussed draft meeting schedule. Added March 31, 2026
- b. MOTION BY NANCY CUOMO SECONDED BY MOLLY NOLAN TO ACCEPT THE 2026 MEETING SCHEDULE AS PRESENTED WITH THE ADDITION OF MARCH 31ST. ALL AYE, MOTION PASSED

9. Finance Director Report

- a. Beth Moncata noted that budgets are due December 19th
- b. Town is in the process of implementing a new town-wide phone system which is expected to save thousands of dollars in the next budget. Solar array added to Johnson Lane, town makes benefit and solar rebates. Community Center converted from oil to gas, expected to be extremely cost effective
- c. Fire Company requested \$11,000 for repair of General 4 (truck?), Beth will monitor that line item and report back. Ethics Commission had a complaint this year, currently at

\$8,300 in legal expenses, expecting approx. \$12,000 total. Overage in animal control of \$9,500 due to cost of boarding an animal at Larkin's Run during shelter ownership change

- d. Draft for audit will be sent to board members this week in preparation for December audit meeting

10. Any Other Business

- a. Discussed using new budget software and how the board will be reviewing budgets during budget season. Budget books will no longer be printed

11. Public Comment

- a. none

12. Adjournment

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

The meeting adjourned at 7:59pm

Respectfully submitted,

Nicole Charest