

Received 4/10/26
1:50 PM Jodi Moore, ATC

BOARD OF FINANCE BUDGET MEETING
6:30 P.M., THURSDAY MARCH 19, 2026
DURHAM TOWN HALL 3rd FLOOR AND REMOTELY VIA ZOOM TELECONFERENCE

Zoom Recording

<https://us02web.zoom.us/rec/share/XDsmbYSnrjqfRa1kaf94Drgz0SD194NxqvvgZWG3eOKXJyNfsM68GvYjVPgHtqsf.TG1FHVsGixaWNa02>

Passcode: M3N8R&X*

Meeting Minutes

1. Call to order

Called to order at 6:30pm

Roll call

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

Absent: Molly Nolan

Staff: Beth Moncata: Finance Director

Others in attendance:

2. Approval of the Agenda

- a. MOTION BY NANCY CUOMO, SECONDED BY PHIL MUZIO TO APPROVE THE MARCH 19, 2026 MEETING AGENDA AS PRESENTED. ALL AYE, MOTION PASSED

3. Public Comment

- a. Roger Kleeman made a public comment on the funding for garage doors for Public Works, expressing that surrounding contractors are not effectively made aware of bid opportunities in Durham and that at least two bids should have been obtained
- b. Richard Parmelee made a public comment agreeing that more than one bid should have been obtained. Suggested that Public Works oversee the project. Stated that the people involved in the removal of the library oil tanks should be properly licensed and soil samples should be taken to ensure there is not any contaminated soil

4. Request from Reserve

- a. Library – Emergency Removal of Oil Tanks
 - i. MOTION BY NANCY CUOMO, SECONDED BY PHIL MUZIO TO RECOMMEND THE BOARD OF SELECTMEN CALL A TOWN MEETING TO TRANSFER \$6,400 FROM ACCOUNT #8520068-54300 BUILDING

REPAIR UNANTICIPATED TO ACCOUNT #9520068-5720206 CIP
FACILITIES BUILDING MAINTENANCE AND REPAIR LIBRARY
BUILDING FOR THE EMERGENCY REMOVAL OF TWO OIL TANKS AT
THE DURHAM PUBLIC LIBRARY.

1. Emergency replacement due to leakage. There is already a new system in place

ALL AYE MOTION PASSED.

b. Public Works – Overhead Doors

- i. MOTION BY SECONDED BY WILL CASTRO TO RECOMMEND THE BOARD OF SELECTMEN CALL A TOWN MEETING TO TRANSFER \$34,520 FROM ACCOUNT #8520068-54300 BUILDING MAINTENANCE RESERVE TO ACCOUNT #9520068-57208 CIP FACILITIES BUILDING MAINTENANCE AND REPAIR, PUBLIC WORKS BUILDING FOR THE INSTALLATION OF OVERHEAD DOORS AND REMOVAL OF EXISTING DOORS AT THE PUBLIC WORKS GARAGE BUILDING B

1. Discussed situation of only having one bid. Eileen Buckheit indicated that Brendan Rea did outreach, the project was publicly bid, and followed procurement policy. She noted that there are many reasons for companies not to bid.
2. Beth Moncata noted that the bid was advertised on websites for municipal bids where another project received 20 bids. This vendor provided a quote for the project back in 2019

ALL AYE MOTION PASSED

5. FY26/27 Budget Workshop

a. Capital and Reserve

- i. Communications: Firefighter radios reduced to \$40,000, requesting 4 radios instead of 10. Radio replacement plan is in reserve. 90 pagers were purchased in 2019 for a total of \$48,000. Planning to rotate out in quantities of 10 for \$800 per pager, or \$8,000, annually. Preference for pagers over cellphone system. Replaced 22 portable radios in 2019 for a total of \$98,000
- ii. Conservation Commission: Beth Moncata spoke to Phil Augur, chair of Conservation, he requested \$1,000 in capital for acquisition and \$3,000 in operating for mowing
- iii. Emergency Management, AEDs: Beth Moncata stated that 10 AEDs were replaced in 2022 for \$2,100 each. Typical lifespan is 8-10 years. Current reserve is \$19,800. \$1019 per year in reserve until 2033
- iv. Engineering: last allocation for engineering of North end sidewalks, Guire Road culvert. Guire Road request lowered to \$89,504. Sidewalk construction is paid through grant, engineering and planning must be paid by town
- v. Items removed by BOS

1. Library break room kitchenette \$30,000 removed
 2. Catch basin containment \$400,000 removed
 3. Community Center Parking lot upgrade \$200,000 removed
 4. Community Center Chiller \$250,000 removed
 5. Town hall exterior maintenance removed
- b. Beth Moncata explained that these items are still included in the plan. There is \$426,625 in Building Repairs. Emergency Oil tank replacement and upcoming Library Boiler replacement will take approx. \$200,000 from that fund. Discussed taking Allyn Brook bathrooms, Library Staff Bathrooms, and Pickleball lights from Facilities Reserve. After removals of higher cost projects, total to fund is \$362,000.
- c. Phil Muzio suggested bonding for the Public Works building.
- d. Firehouse CIP:
- i. BOS reduced Firehouse expansion from \$125,000 to \$0 because there is currently no building plan.
 - ii. Discussed funding replacement of fallen poles through contingency.
 - iii. Discussed Fire House renovation and roof replacement projects.
 - iv. Allocated to have interior painting done this year.
 - v. Discussed using Firehouse Expansion Reserve for roof repair, with plan to replace roof during expansion project
- e. Library CIP:
- i. Library Staff Bathroom Update moved to Facilities line in the amount of \$2,500.
 - ii. Moveable wall put in building maintenance plan.
 - iii. Furniture and shelving in the amount of \$2,500 moved to Facilities.
 - iv. Beth Moncata indicated that the total costs can be taken out of ARPA funds or ARPA interest
- f. Recreation Equipment:
- i. Tree fell on old playscape equipment, insurance claim filed.
 - ii. Planning to allocate \$200,000 over 5 years for future equipment replacement
- g. Public Works:
- i. BOS reduced vehicle plan from \$478,000 to 0.
 - ii. BOS reduced equipment replacement plan to 0.
 - iii. Major culvert in at \$106,000.
 - iv. Will be purchasing a sweeper using NIP revenue.
 - v. Beth Moncata will follow up on guardrails amount.

vi. Chip seal at \$590,000. Need pavement replacement assessment. Discussed timeline for road repaving and potential options for alternate paving methods

h. Revenue:

- i. Decrease in investment income
- ii. Increase in building permits

6. Adjournment

- a. Discussed meeting schedule and budget timeline
- b. MOTION BY NANCY CUOMO, SECONDED BY SEVERAL TO ADJOURN. ALL AYE, MOTION PASSED.

The meeting adjourned at 8:48pm

Respectfully submitted,

Nicole Charest