

Received 6/16/26  
1:22 PM Jodi Moore, ATC

BOARD OF FINANCE MEETING  
6:30 P.M., TUESDAY, May 12, 2026  
DURHAM TOWN HALL 3<sup>rd</sup> FLOOR AND REMOTELY VIA ZOOM TELECONFERENCE

Zoom Recording

[https://us02web.zoom.us/rec/share/lvQwGJkP-CbJBS2FRfzvzWh-hef3XDs08tVXExH\\_f5eXV7wYKzr3gGXm4Bdi6b5i.m2tX40CB0HkvmC94?startTime=177862502500](https://us02web.zoom.us/rec/share/lvQwGJkP-CbJBS2FRfzvzWh-hef3XDs08tVXExH_f5eXV7wYKzr3gGXm4Bdi6b5i.m2tX40CB0HkvmC94?startTime=177862502500)  
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REVISED Meeting Minutes

1. Call to order

Called to order at 6:35pm

Roll call

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

Absent: Molly Nolan

Staff: Beth Moncata: Finance Director

Others in attendance: Janet Morganti, Roger Kleeman, other members of the public

2. Approval of the Agenda

a. Noted that the April 23<sup>rd</sup> meeting should be the April 28<sup>th</sup> meeting

**b. MOTION BY PHIL MUZIO, SECONDED BY JIM MARTINELLI TO APPROVE THE MAY 12, 2026 MEETING AGENDA AS CORRECTED. ALL AYE, MOTION PASSED**

3. Public Comment

a. none

4. Approval of Meeting Minutes

a. April 7, 2026 Budget Meeting

A. Nancy noted under the road audit section, 9% increase is not correct. Agreed to strike the sentence which states “noted that adding \$100,000 to budget for road study would increase overall net budget by 9%”

**B. MOTION BY PHIL MUZIO SECONDED BY NANCY CUOMO TO APPROVE THE MINUTES OF THE APRIL 7, 2026 MEETING AS AMENDED. ALL AYE**

b. April 20, 2026 Special Meeting

**A. MOTION BY NANCY CUOMO, SECONDED BY PHIL MUZIO TO APPROVE THE MINUTES OF THE APRIL 20, 2026 MEETING AS PRESENTED. ALL AYE, MOTION PASSED**

c. April 28, 2026 Meeting

A. Phil Muzio noted under section 2A typo, should read “she” not “he”

**B. MOTION BY PHIL MUZIO SECONDED BY NANCY CUOMO TO APPROVE THE MINUTES OF THE APRIL 28, 2026 MEETING AS AMENDED. ALL AYE, MOTION PASSED**

C. Nancy Cuomo noted that under section 2A the number of businesses is correct, the additional revenue is \$40,150, not \$358,294

5. Invoices

a. Nicole Charest, Recording Secretary - \$437.50 for April

**A. MOTION BY PHIL MUZIO SECONDED BY NANCY CUOMO TO APPROVE AN INVOICE FOR NICOLE CHAREST FOR RECORDING SECRETARY SERVICES IN THE AMOUNT OF \$437.50 FOR THE MONTH OF APRIL. ALL AYE, MOTION PASSED**

6. Correspondence

a. Letter from Chuck Stengel: Per the CT Mirror, Durham will receive approximately \$157,000 in supplemental revenue due to recent state budget changes. Rather than applying these dollars to lower the mill rate, I suggest that these dollars be used to augment the reserve account for future projects

b. It was noted that the funds are for education funding and must be applied to the budget as such. The Casino revenue will be allocated into the 27-28 budget

7. Request from Computer Reserve: Server- Town Hall

a. \$21,500 for replacement of the town server. Jack Trifilo, emergency management director, working in conjunction with Advanced Office Systems to replace the server, backup, and migration of data. June 2026 the server will reach its end of support. Total cost is \$32,857, \$16,270 will be allocated from ARPA

**b. MOTION BY PHIL MUZIO SECONDED BY WILL CASTRO TO RECOMMEND THE BOARD OF SELECTMEN CALL A TOWN MEETING TO TRANSFER \$21,500 FROM ACCOUNT #8414035-57340 COMPUTERS SERVERS BACKUP TO ACCOUNT #9414305-57340 INFORMATION TECHNOLOGY FOR THE PURCHASE OF A DELL POWEREDGE R470 SERVER.**

A. Clarified that threshold for town meeting is \$20,000. Phil Muzio asked whether the money would be spent this current Fiscal Year. Beth Moncata replied the funds are in the current budget and can be carried over.

- B. Nancy Cuomo noted that the request states there is a fixed labor fee, and then it is billed hourly. It was clarified that the fee is an estimate, there is an allowance of \$5,500. Actual amount will be billed based on hours.
- C. Monthly \$630 cost built into operating under Information Technology

**c. ALL AYE, MOTION PASSED**

8. Request from Building Maintenance Reserve: Chiller – Community Center

- a. Facilities Director is requesting a transfer from Building Maintenance Reserve in the amount of \$150,000 for the replacement of the chiller at the Community Center.
  - A. TRANE Chiller at \$115,581, including second and fifth year compressor ports and first year labor refrigerant warranty.
  - B. Current lead time is 12-13 weeks and price increases July 1<sup>st</sup>. Town will be going out to bid in May for the removal of the existing chiller, the installation of a new chiller, and wire re-piping/associated work, estimated at approximately \$60,000.
  - C. Controls will be purchased from SNE Building systems, the current vendor for Town Facilities. Estimated at approx. \$25,000

**b. MOTION BY WILL CASTRO SECONDED BY JIM MARTINELLI TO RECOMMEND THE BOARD OF SELECTMEN CALL A TOWN MEETING TO TRANSFER \$150,000 FROM #8520068-54300 BUILDING MAINTENANCE RESERVE TO #9520068-57209 CIP FACILITIES – BUILDING COMMUNITY CENTER FOR THE PURCHASE OF A TRANE CHILLER. THE BALANCE OF THE RESERVE FUNDS ARE TO BE USED TO OFFSET THE COSTS ASSOCIATED WITH THE REMOVAL, INSTALLATION AND REQUIRED ASSOCIATED WORK AFTER GOING OUT TO BID.**

- A. Beth noted the following three procurement requirements:
  - 1. OMNIA Cooperative Purchasing: Federal Contract ID#OMNIA Racing #3341
  - 2. Competitive Sealed Bid in May with mandatory walkthrough
  - 3. Simple negotiations with legitimate suppliers (current vendor). Board of Selectmen approval
- B. It was also explained that to avoid the July price increase, Beth has an approval to issue a purchase order for the \$115,000 once the \$150,000 is approved. Then, once the town goes out to bid additional funds can be pulled. Item C (see above) must have Board of Selectmen approval to use the current vendor

**c. ALL AYE, MOTION PASSED**

9. Request from Conservation Barn Maintenance: Deerfield Farm

- a. Transfer from Conservation Barn Maintenance Reserve in the amount of \$1,700 for the repair and replacement of light fixtures in the hay loft of Deerfield Farm Barn. AWS Electric replaced after the roof replacement November 6, 2025
- b. **MOTION BY NANCY CUOMO SECONDED BY PHIL MUZIO TO RECOMMEND THE BOARD OF SELECTMEN CALL A TOWN MEETING TO TRANSFER \$1,700 FROM #8416505-57101 CONSERVATION BARN MAINTENANCE RESERVE TO #9416505-57202 CIP CONSERVATION BUILDINGS FOR THE EXPENSE RELATED TO THE REPAIR OF LIGHTING IN THE HAY LOFT NOVEMBER 6, 2025.**
  - A. Noted that rental income goes into reserve. Removing four existing floodlight fixtures over each set of doors in the loft, installing new round blank covers on the original boxes. Will Castro asked if there would be a late fee since the invoice was from November of last year. Beth Moncata replied that invoice was paid from general fund and is being reimbursed through this transfer
- c. **ALL AYE, MOTION PASSED**

10. Review and Approval of Tax Suspension List

- a. Read letter from Martin French, Tax Collector, into the record. Noted recommendation that the town not consider these outstanding bills as assets of the Town. During the current fiscal year through May 1<sup>st</sup>, 2026 \$14,522.79 was collected in previously suspended taxes
- b. **MOTION BY NANCY CUOMO, SECONDED BY PHIL MUZIO TO APPROVE THE TAX SUSPENSION LIST AS PRESENTED BY MARTIN FRENCH, TAX COLLECTOR AS OF MAY 12, 2026 IN THE AMOUNT OF \$45,134.78.**
  - A. Noted that majority of remaining amount is from solar company which declared bankruptcy. Tax collector is currently pursuing trustee. Remainder is for motor vehicles
- c. **ALL AYE, MOTION PASSED**

11. Appointment of Auditor, July 2025- June 30, 2026

- a. It was noted that the town went out to bid this year
- b. **MOTION BY PHIL MUZIO SECONDED BY NANCY CUOMO TO APPOINT SEWARD AND MONDE AS THE AUDITOR FOR JULY 1 2025 TO JUNE 30 2026. ALL AYE MOTION PASSED**

12. Set Mil Rate

- a. Need to wait for second RSD13 referendum
- b. Board generally agreed to cancel the June 2<sup>nd</sup> meeting and consolidate discussions into a June 3<sup>rd</sup> meeting. Location to be determined

13. Finance Director Report

- a. Ambulance Corps over in vehicle maintenance in parts by approx. \$23,000. Of that amount, \$11,600 was for emergency repair. They requested to take from reserve, Beth Moncata suggested the amount could potentially be covered with funds from over and under. Briefly discussed options

14. Public Comment

- a. Roger Kleeman asked the board to repeat the amount which will be paid back to the general fund for the barn. Also clarified that when the board had stated in a previous meeting that he requested a road study, he had asked for a safety improvement project. Asked how recording secretary is paid, either under W2 or 1099. Board replied that if the person is a regular employee it is under W2, private contractors under 1099

15. Adjournment

- a. Jim Martinelli noted negative comments on salaries at the Budget Meeting, expressed that all salaries should be included. It was noted that all the salaries are included on ClearGov. Discussed transparency and options for presenting the budget, noted that charter dictates how the budget sheet is laid out, elected officials are specified and employees are lumped into department salaries.

**b. MOTION BY JIM MARTINELLI, SECONDED BY SEVERAL TO ADJOURN**

The meeting adjourned at 7:48pm

Respectfully submitted,

Nicole Charest