Received 8/6/26
10:27 AM Jodi Moore, ATC

BOARD OF FINANCE SPECIAL MEETING
7:00 P.M., MONDAY, July 21, 2026
DURHAM TOWN HALL 2nd FLOOR AND REMOTELY VIA ZOOM TELECONFERENCE

Zoom Recording

https://us02web.zoom.us/rec/share/8f_W1d7RpdLWjD0QHx-ia_3f-KTESRUNKWXOLuDmzrXS8z_wX_Qlc_WRMv4G06dG.9n_89_k9oSodAq_Y

Passcode: MF^3fmQZ

REVISED Meeting Minutes

1. Call to order

   Called to order at 7:00pm

   Roll call

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

   Absent: Molly Nolan,

   Staff:

   Others: Richard Parmelee, Roger Kleeman, other members of the public

2. Approval of the agenda

   a. **MOTION BY NANCY CUOMO SECONDED BY WILL CASTRO TO APPROVE THE AGENDA FOR THE JULY 21, 2026 MEETING AS PRESENTED. ALL AYE, MOTION PASSED**

3. Public Comment

   a. Richard Parmelee made a public comment on the budget approval process stating that the budget was always reviewed line by line and that staff salaries should be listed

4. Approval of Meeting Minutes

   a. May 12, 2026 (revised)

      A. Noted minor spelling errors

      **B. MOTION BY JIM MARTINELLI, SECONDED BY PHIL MUZIO TO APPROVE THE MAY 12, 2026 MEEETING MINUTES AS CORRECTED. ALL AYE, MOTION PASSED**

   b. June 22, 2026

A. **MOTION BY PHIL MUZIO, SECONDED BY JIM MARTINELLI TO APPROVE THE JUNE 22, 2026 MEETING MINUTES AS PRESENTED. ALL AYE, NANCY CUOMO ABSTAIN. MOTION PASSED**

5. <u>Invoice Approvals</u>

   a. Inv #061, 5/30/2026, Secretarial Services, $112.50

      A. **MOTION BY NANCY CUOMO, SECONDED BY JIM MARTINELLI TO APPROVE AN INVOICE FOR NICOLE CHAREST FOR SECRETARY SERVICES IN THE MONTH OF MAY IN THE AMOUNT OF $112.50. ALL AYE, MOTION PASSED**

   b. Inv # 062, 6/30/2026, Secretarial Services, $37.50

      A. **MOTION BY NANCY CUOMO SECONDED BY WILL CASTRO TO APPROVE AN INVOICE FOR NICOLE CHAREST FOR SECRETARY SERVICES IN THE MONTH OF JUNE IN THE AMOUNT OF $37.50. ALL AYE, MOTION PASSED**

6. <u>Correspondence</u>

   a. Received letter from Heather Parenti inquiring how much was included in this year's budget for Camp Nerden.

      A. Discussed Durham and Middlefield's responsibility for funding the camp

7. <u>Authorization of Seward & Monde Engagement Letter</u>

   a. Briefly discussed audit

   **b. MOTION BY JIM MARTINELLI, SECONDED BY PHIL MUZIO TO APPROVE THE AUTHORIZATION OF SEWARD AND MONDE ENGAGEMENT LETTER. ALL AYE, MOTION PASSED**

8. <u>Discussion and review of the FY2026-2027 budget process and preliminary planning for the FY 2027-2028 budget</u>

   a. Phil Muzio presented information on the budget process. It was noted that the mil rate was set at 27.72 but rounded to 28 because previously the Board had assumed a 100% collection rate in taxes. There have been carryovers of delinquent taxes from previous years, but now the majority of delinquent bills have been collected. Explained that the 2025 Revaluation, Net Town Budget, and RSD13 Net Cost are all factors which impacted the tax bills. Noted 46% increase in Grand List due to increase in Real Estate values, which increases tax burden on homeowners

   b. Eilen Buckheit proposed a 0% budget increase, not including salaries or healthcare. Clarified goal to reduce expenses and provide transparency with where increases are

9. <u>Public Comment</u>

   a. Richard Parmelee made a public comment suggesting the town implement a method of tracking employee time. Supports referendum for decisions on RSD13 budget. Also stated that the Compensation Review Board is not properly utilized.

b. Roger Kleeman made a public comment noting that at the July 20th Board of Selectmen meeting, questions were asked about the method used for tracking employee time. Eileen Buckheit replied that manual timesheets are used. Roger Kleeman suggested an electronic system.

10. Adjournment

**a. MOTION BY JIM MARTINELLI SECONDED BY NANCY CUOMO TO ADJOURN. ALL AYE, MOTION PASSED**

The meeting adjourned at 8:08pm

Respectfully submitted,

Nick Charest