

Received 8/24/26  
3:01 PM Jodi Moore, ATC

BOARD OF FINANCE MEETING  
7:00 P.M., TUESDAY, AUGUST 11, 2026  
DURHAM TOWN HALL 2<sup>nd</sup> FLOOR AND REMOTELY VIA ZOOM TELECONFERENCE

Zoom Recording

<https://us02web.zoom.us/rec/share/0GRG1c9r7t1FUnIUn-3K4qDFrFdYASNwTJNmDbE-MqQmj8FDQpUw7FX2FCCkAn8V.ABc-cb37cuVEAyj8>

Passcode: @0F\*?qZq

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: Beth Moncata; Finance Director, Brendan Rea; First Selectman

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 AUGUST 11, 2026 MEETING AS PRESENTED. ALL AYE, MOTION PASSED**

3. Public Comment

- a. Roger Kleeman made a public comment noting the inclusion of Executive Session on the agenda to discuss the Finance Director. Referenced CGS126A which states a public agency may enter into executive session to discuss personnel matters of an employee only if they have direct managerial control over that employee. The Board of Finance replied that the executive session was cleared by the town attorney and the First Selectman will be present as an ex-officio member. Roger Kleeman stated that the meeting is not a joint meeting and therefore is illegal.

4. Approval of Meeting Minutes

- a. July 21, 2026

**A. MOTION BY PHIL MUZIO, SECONDED BY WILL CASTRO TO APPROVE THE JULY 21 2026 MEEETING MINUTES AS PRESENTED. ALL AYE, MOTION PASSED**

5. Invoice Approvals

- a. Inv #063, 7/31/2026, Secretarial Services, \$62.50

**A. MOTION BY NANCY CUOMO, SECONDED BY JIM MARTINELLI  
TO APPROVE AN INVOICE FOR NICOLE CHAREST FOR  
SECRETARY SERVICES IN THE MONTH OF JULY IN THE  
AMOUNT OF \$62.50. ALL AYE, MOTION PASSED**

6. Correspondence

- a. Letter from Heather Parenti about Camp Nerden, states that Middlefield has no participants this year and therefore does not owe any funding

7. Fiscal Year 2025-2026 Budget Transfers

- a. Reviewed budget transfers and discussed significant amounts

**b. 415310 Town Engineering**

- A. Transfers in Consultants, MS4 Permit, and Public Works ISW firm. Discussed overage in MS4 Permit likely due to intensity of storms this year \$10,526

**c. 418505 Ethics Commission**

- A. Overage in legal services due to hearing this year \$10,933

**d. 420102 Police Services**

- A. Over in salaries, noted that this is the first time the amount was not the budgeted number due to a contract negotiation: \$22,093

**e. 420305 Volunteer Fire Company**

- A. Over in Vehicle Maintenance and Parts in addition to unanticipated repair \$11,181

**f. 421505 Animal Control Dept**

- A. Over in Rental of Land and Buildings, town was charged for housing of animal; \$9,524

**g. 11452 Public Works Department**

- A. Beth Moncata noted that she is working on separating out which amounts were for Vehicle Maintenance. She indicated that the budget will be on target for FY27-28

**h. 431306 Vehicle Fuel**

- A. Over \$4,338 in unleaded fuel. Beth Moncata explained that she procured state contract pricing for fuel for this Fiscal Year which should bring the price down

**i. 450301 Recreation Wages**

- A. Over, noted that amount is offset with revenue

**j. 510015 Retirement Plan**

- A. Overage of \$19,693, new employee was not enrolled in 401 plan when hired, includes contribution and interest that should have been paid out to the participant

**k. 510025 Health Benefits**

- A. Over \$5,617, Beth Moncata explained that the reason was likely due to participants coming on and off the plan

**l. 520005 Town Hall General Expenses**

- A. Over \$5,662 under Phone, Cable, and Internet due to contract with new vendor which required purchasing of equipment up front. Noted significant savings on electricity

**m. 520068 Facilities Management**

- A. Beth Moncata noted that the Town has increased number of grounds with the addition of the Community Center
- B. Discussed boiler services, multiple smaller services at Library, Public Works building, and Community Center. Also discussed increase in maintenance at Allyn Brook park as a result of the increase in activities

- n. Public Works wages under \$33,000. One employee retired and a replacement hired at a lower rate. Charter Commission completed their charge and was disbanded so no further budget is needed

**o. Total Transfers: \$181,417**

**p. MOTION BY PHIL MUZIO, SECONDED BY JIM MARTINELLI TO APPROVE THE FOLLOWING TRANSFERS FROM THE LINES PRESENTED TO THE LINES PRESENTED INTO THE FY25-26 BUDGET IN THE AMOUNT OF \$181,417. ALL AYE, MOTION PASSED**

**Motion to approve the following transfers from:**

|                                  |        |         |
|----------------------------------|--------|---------|
| 431305 Assessor Department       | 6,170  |         |
| 413705 Treasurer Department      | 8,097  |         |
| 414905 Election Department Wages | 22,928 |         |
| 418105 Charter Review Commission | 29,599 |         |
| 430102 Public Works Wages        | 32,368 |         |
| 431305 Vehicle Maintenance       | 10,355 |         |
| 490030 Highway Projects          | 21,832 |         |
| 450305 Recreation Department     | 20,114 |         |
| 980020 Contingency               | 29,954 |         |
|                                  |        | 181,417 |

**To the following lines in the 2025-2026 fiscal year:**

|                           |         |
|---------------------------|---------|
| 411101 Selectmen's Wages  | (2)     |
| 411905 Finance Department | (1,907) |

|                                |           |
|--------------------------------|-----------|
| 413502 Tax Collector's Staff W | (1,275)   |
| 414702 Town Clerk Staff Wages  | (7,597)   |
| 414705 Town Clerk Department   | (1,489)   |
| 415310 Town Engineering        | (19,133)  |
| 416110 Probate Court           | (1,196)   |
| 416305 Inland Wetlands         | (1,989)   |
| 418505 Ethics Commission       | (10,487)  |
| 420102 Police Services         | (11,329)  |
| 420105 Police Department       | (865)     |
| 420305 Volunteer Fire Company  | (15,737)  |
| 420325 Fire Company Trustees   | (2,955)   |
| 421502 Animal Control Wages    | (1)       |
| 421505 Animal Control Dept.    | (8,930)   |
| 422105 Public Safety Data Syst | (4,724)   |
| 430105 Public Works Department | (11,452)  |
| 430316 Highway Sweeping        | (899)     |
| 431306 Vehicle Fuel            | (4,111)   |
| 431905 Household Hazardous Was | (2,404)   |
| 441905 Youth Services          | (530)     |
| 442745 Senior Citizens Board   | (1,903)   |
| 450301 Recreation Wages        | (14,108)  |
| 510015 Retirement Plan         | (19,693)  |
| 510020 Liability-Auto-Property | (6,135)   |
| 510025 Health Benefits         | (5,617)   |
| 520005 Town Hall General Expen | (5,662)   |
| 520062 Municipal Heating Fuel  | (4,032)   |
| 520063 Municipal Custodial Ser | (131)     |
| 520068 Facilities Management   | (15,124)  |
|                                | (181,417) |

- a. Beth Moncata explained that in early June it was found that the tax revenue was not going to be enough to cover the Town until the end of the fiscal year. Some Town departments were asked to hold spending until the end of the fiscal year due to the reduced tax flow
- b. Discussed payroll budgeting for situations such as overtime for snow removal and increase in summer camp personnel
- c. **MOTION BY PHIL MUZIO, SECONDED BY NANCY CUOMO TO RECOMMEND THE BOARD OF SELECTMEN CALL A TOWN MEETING TO TRANSFER \$226,676 FROM THE ACCOUNT LINES AS PRESENTED in FY25-26 TO THE LINES AS PRESENTED IN THE SAME FISCAL YEAR. ALL AYE MOTION PASSED**

|                          |        |
|--------------------------|--------|
| 434005 Tree Warden       | 99,203 |
| 430305 Highway & Streets | 20,364 |
| 431705 DMIAAB            | 47,941 |
| 9520068 CIP Facilities   | 59,168 |

226,676

430705 Snow and Ice Removal (167,121)

510005 Social Security (29,971)

980010 Tax Refunds (29,584)

(226,676)

8. Fiscal Year 2025-2026 Carryover Requests

|                                       |         |                                         |
|---------------------------------------|---------|-----------------------------------------|
| 411105 OFS Prof Consulting            | 21,500  | Clean Water Grant Consultation          |
| 418705 Agriculture Commission         | 1,300   | Ag Enhancement Grant Town cost share    |
| 420305 Volunteer Fire Department      | 2,500   | Consulting Services / Grant Writer      |
| 9415305 CIP Planning & Zoning         | 5,000   | Plan of Conservation & Dev              |
| 9418605 CIP Complete Streets          | 27,778  | Bike Pedestrian Project                 |
| 9420305 CIP Volunteer Fire Department | 23,095  | Fire Ponds                              |
| 9420325 CIP Bldgs Volunteer Fire Dept | 24,500  | Kitchen upgrades                        |
| 9422110 CIP Communications            | 57,424  | Console Programming/Maint., Radios      |
| 9430305 Guire Road Culvert            | 146,305 | Engineering                             |
| 9430305 Shady Lane                    | 287,231 | STEAP Grant Town cost share             |
| 9430305 Major Culvert Repair          | 70,178  | Balance of Bear Rock Road               |
| 9430305 Pavement Preservation         | 122,765 | Balance of last years projects/held     |
| 9520068 CIP Facilities                | 87,689  | Historic Stairs/Building Maint & Repair |
| TOTAL: 877,265                        |         |                                         |

- a. Beth Moncata reviewed items in operating which are not typically carried over, but exceptions were made to accommodate grant timelines and special circumstances
  - A. Clean Water Grant in progress, agreement not signed yet
  - B. Agriculture Commission portion of cost share grant
  - C. Volunteer Fire Department \$2,500 for consulting. They budgeted the incorrect amount one year and then were shorted in the next year. Carried over so it would not have to be budgeted
- b. Discussed whether to carry over Major Culvert Repair in the same line item or to move to reserve for better flexibility
- c. **MOTION BY PHIL MUZIO, SECONDED BY NANCY CUOMO TO RECOMMEND THE BOARD OF SELECTMEN CALL ATOWN MEETING TO APPROVE THE FOLLOWING CARRYOVERS AS PRESENTED FROM FY25-26 INTO FY26-27 IN THE TOTAL AMOUNT OF \$877,265. ALL AYE, MOTION PASSED**

9. Finance Director Report

- a. Beth Moncata reported that accounts payable has been closed, books are not yet closed. First part of audit is complete
- b. Discussed health insurance, town is currently on year 2 of a 3 year contract. Beth Moncata noted that finding an equivalent or better plan is difficult. It was suggested that the town switch brokers. Also clarified that the broker is part of a state partnership and is also the broker for Middlefield and the school district. Previously attempted to go out to bid, current company was the only one who bid.

10. Any Other Business

- a. Phil Muzio researched whether older houses in town appreciated to a greater degree than the newer houses in Town. Found that there was approximately a 6% difference between the appreciation of modern homes versus those built in 1950 and earlier

11. Public Comment

- a. Roger Kleeman made a public comment asking why the board did not share the screen to show the line items which were discussed. Asked why ClearGov does not show ongoing budgets and expenses. The board replied that expenditures are public information and a report of purchases can be requested at any time. Roger Kleeman also asked if the town will be using an electronic timesheet system
- b. Richard Parmelee made a public comment agreeing that the town should use electronic timesheets for accountability and transparency

12. Executive Session: Personnel Discussion Finance Director

- a. Brendan Rea suggested confirming the legality of the executive session prior to a discussion

- b. Current finance director's contract ends July 1<sup>st</sup>, 2027. Haddam posted salary range of \$90,000 to \$120,000. Brendan Rea explained to the board that the position is difficult and expensive to fill, citing several examples of job postings in surrounding towns offering between \$110,000 to \$190,000. Also noted that the Town should consider Human Resources services as well
- c. Briefly discussed contract terms length and potential timeline with overlap for training

13. Adjournment

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

The meeting adjourned at 8:36pm

Respectfully submitted,

Nick Charest