

Received 8/6/26

3:12 PM Jodi Moore, ATC

Town of Durham

Charter Revision Commission

Wednesday, August 5, 2026 7:00pm

Community Center Gym, and Remote via Zoom

Special Meeting Minutes

TWO RECORDINGS

https://us02web.zoom.us/rec/share/vY6_4cORRUDlSftm7PF2Ehk4QMCT9azZWSoTSYwhozDQEKvB6z6MxfUV4jT1l4Yt.9T-1tL9Z-OvgeeWF

Passcode: @6K5&TT.

https://us02web.zoom.us/rec/share/EYL3xbqQ2Bjc2ilVTCXxKF4P5ntE_DEciVDTNPJJOLNWdqIhGUXOicn1msVzu-s5.Vmq6NIZBrQ1dZdvK

Passcode: W#p.=gN1

Call to order

Co-chair Laura Francis called the Charter Revision Commission meeting of Wednesday, August 5, 2026 to order at 7:04 pm

Also present: Matt LaFayette, John Bugai, Christian Godbout, Eileen Buckheit, Al DiVincentis, Martin Anderson, Nick Charest: Town Clerk and Recording Secretary

Absent:

Other members of the public present: Richard Parmelee, Roger Kleeman, Thomas Peters, David Mastroianni, other members of the public

1. Pledge of Allegiance
2. Approval of Agenda
 - a. **MOTION BY MARTIN ANDERSON, SECONDED BY AL DIVINCENTIS TO APPROVE THE AGENDA FOR THE AUGUST 5, 2026 MEETING AS PRESENTED. ALL AYE, MOTION PASSED**
3. Approval of Minutes
 - a. June 17, 2026
 - i. **MOTION BY MARTIN ANDERSON, SECONDED BY CHRISTIAN GODBOUT TO APPROVE THE MINUTES OF THE JUNE 17, 2026 MEETING AS PRESENTED. ALL AYE, MOTION PASSED.**
 - b. June 23, 2026
 - i. **MOTION BY CHRISTIAN GODBOUT, SECONDED BY JOHN BUGAI TO APPROVE THE MINUTES OF THE JUNE 23, 2026 MEETING AS AMENDED. ALL AYE, MOTION PASSED**
 1. John Bugai name typo in attendance

4. Approval of Invoices

- a. Nicole Charest dated 5/30/26 \$225.00 Secretarial Services
 - i. **MOTION BY MARTIN ANDERSON, SECONDED BY AL DIVINCENTIS TO APPROVE AN INVOICE FOR NICOLE CHAREST FOR RECORDING SECRETARY SERVICES IN THE MONTH OF MAY IN THE AMOUNT OF \$225.00. ALL AYE, MOTION PASSED**
- b. Nicole Charest dated 6/30/26 \$525.00 Secretarial Services
 - i. **MOTION BY MARTIN ANDERSON SECONDED BY CHRISTIAN GODBOUT TO APPROVE AN INVOICE FOR NICOLE CHAREST FOR RECORDING SECRETARY SERVICES IN THE MONTH OF JUNE IN THE AMOUNT OF \$525.00. ALL AYE, MOTION PASSED**
- c. Halloran and Sage dated 7/14/26 \$405.00 Legal Services
 - i. **MOTION BY MARTIN ANDERSON SECONDED BY MATT LAFAYETTE TO APPROVE AN INVOICE FOR HALLORAN AND SAGE FOR LEGAL SERVICES DATED 7/14/26 IN THE AMOUNT OF \$405.00. ALL AYE, AL DIVINCENTIS ABSTAIN. MOTION PASSED**

5. Correspondence

- a. Received emails from Richard Parmelee expressing opposition to the town administrator, appointed town clerk, tax collector, and treasurer, and the removal of compensation review. Also noted that the redline edits to the charter do not include the \$40,000 dollar amount to trigger a town meeting. Also expressed support for the Fire Company
- b. Letter stating that the draft sent to the Board of Selectmen addresses the library's concerns
- c. Emails from Janet Morganti questioning the supervision of the responsibilities of the town administrator with respect to hiring. Also suggested a term limit for the town administrator. Also posed questions concerning training for boards, commissions, and committee members. It was noted that her questions were largely responded to by Martin Anderson and Laura Francis

6. Review Recommended Changes from the Board of Selectmen

- a. Removal of proposed Town Administrator position
 - i. Discussed the position, noted that town may not be ready for the change but the introduction of the idea could help it be more familiar which would allow it to be implemented in the future. Commission generally agreed that the issue should be voted on by the town. Reiterated that the position has no policy making power and is administrative only, compared position to finance director
 - ii. **MOTION BY AL DIVINCENTIS SECONDED BY EILEEN BUCKHEIT THAT THE COMMISSION RETAIN THE RECOMMENDATION FOR A TOWN ADMINISTRATOR IN THEIR FINAL REPORT TO THE BOARD OF SELECTMEN. ALL AYE, MOTION PASSED**
- b. Removal of two additional Selectmen positions
 - i. Noted that change is not related to the removal of the Town Administrator. Discussed

- ii. **MOTION BY MATT LAFAYETTE, SECONDED BY MARTIN ANDERSON TO RETAIN THE TWO ADDITIONAL SELECTMEN POSITIONS IN THE FINAL REPORT TO THE BOARD OF SELECTMEN. ALL AYE, MOTION PASSED**

c. Section 8.2 Fire Protection Services

i. **Proposed language**

The Town shall provide fire protection and emergency response services in accordance with the General Statutes. The Durham Volunteer Fire Company, Inc. is hereby designated as the Town's volunteer fire department and shall provide such services on behalf of the Town.

The Board of Selectmen is authorized to enter into agreements with the Durham Volunteer Fire Company, Inc. governing the provision of fire protection and emergency response services, including the custody, maintenance, and use of Town-owned real property, fire apparatus, equipment, and other assets.

Nothing herein shall be construed to diminish the Town's responsibility under the General Statutes to ensure that adequate fire protection services are available to its residents, nor to interfere with the Durham Volunteer Fire Company, Inc.'s operational authority and management of fire protection services, except as otherwise provided by law or by agreement between the Town and the Durham Volunteer Fire Company, Inc.

- ii. **MOTION BY MARTIN ANDERSON SECONDED BY CHRISTIAN GODBOUT TO APPROVE SECTION 8.2 FIRE PROTECTION SERVICES LANGUAGE AS PROPOSED. ALL AYE, MOTION PASSED.**

d. Miscellaneous

- i. Section 3.9 Actions Requiring Referendum: added "net" budget
- ii. Section 2.1 sub 6, noted that Town Treasurer and Town Clerk terms take effect in January and vacancies are filled first
- iii. Removed investment responsibilities from Finance Director section and restored them to the Treasurer position.

1. Proposed Language:

The Treasurer shall be the custodian of Town funds, shall disburse funds only upon lawful authorization, shall invest funds as authorized by law and by policies adopted by the Board of Finance, shall maintain custody of securities and investments, and shall perform such additional duties as prescribed by this Charter, ordinance, or the General Statutes. The Treasurer's term of office shall be as set forth in Section 2.1 of this Charter.

2. MOTION BY LAURA FRANCIS SECONDED BY MARTIN ANDERSON TO MAKE CHANGES AS REQUESTED BY THE BOARD OF SELECTMEN. ALL AYE MOTION PASSED

e. Definitions

- i. Reviewed definitions section and made edits to better align with state statute.
- ii. **MOTION BY MARTIN ANDERSON SECONDED BY CHRISTIAN GODBOUT TO ADOPT DEFINITIONS AND ASSOCIATED NECESSARY CHANGES. ALL AYE, MOTION PASSED**

7. Preparation and approval of final report

a. Martin Anderson will prepare report

8. Adjourn

MOTION BY MARTIN ANDERSON SECONDED BY SEVERAL TO ADJOURN. ALL AYE

Meeting adjourned at 9:01pm,
Respectfully submitted,
Nick Charest