



# TOWN OF SCOTLAND BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264  
(860) 456-7797 x 1

## BOARD OF SELECTMEN MEETING

Sept 25, 2019

7:00 PM

## MINUTES

The meeting was called to order at 7:00 PM by First Selectman Dan Syme. Board members present were Clare D'Appollonio and Rod Perry. Also present was Fire Chief Jason Beaumont, Captain Mike Gurnack, Treasurer Cheryl Miller, members of the public, and Jennifer Nelson, Administrative Assistant.

**II. Additions to the Agenda:** None

**III. Audience for Citizens:** None

**IV. Written Communications:** A letter of resignation was received from Jennifer Nelson, Administrative Assistant. **Clare D'Appollonio moved to accept the resignation of Jennifer Nelson. Rod Perry seconded the motion, and it passed unanimously.**

**V. Approval of Minutes:** **Clare D'Appollonio moved to approve the minutes of September 11, 2019. Rod Perry seconded the motion.** Ms. D'Appollonio would like the referendum question—"Shall the town of Scotland appropriate funds and use lease financing up to 15 years to purchase an Engine Tanker Fire Apparatus in the amount of \$400,000?" included under Item VIII.b. **The motion to approve the minutes, as amended, passed unanimously.**

**Rod Perry moved to approve the minutes of September 17, 2019. Clare D'Appollonio seconded the motion.** The minutes should reflect they were submitted by Clare D'Appollonio. **The minutes, as amended, passed unanimously.**

### VI. Old Business:

**a) Financial Procedures:** Treasurer Miller discussed any updates she had made to the document with selectmen, including updates to tax collector language since taxes are now collected in Windham, protocol for any checks and fees collected by departments, and reconciliation process with the town clerk's office. After a review of the document, **Clare D'Appollonio moved to approve the Financial Procedures. Rod Perry seconded the motion, and it passed unanimously.**

### VII. New Business:

**a) Treasurer's Report:** The auditor has received all documentation, as requested, and the school and treasurer reconciled all their records. No changes can be made to the system without auditor approval, they are done with their testing and they are compiling the information. The final audit will not be completed until the administration has changed in November. Ms. Miller has also met with the branch manager at Savings Institute to discuss the transition of the bank services and accounts due to their merger

with Berkshire Hathaway. It is her intent the town is held harmless regarding any new forms, checks, deposit slips, or registers they must purchase due to the bank conversion. The bank is currently in a test period to make sure everything has been moved correctly, and one completed, all vendors need to be notified of any changes that must be implemented. No deposits can be made to the new accounts before Oct. 7<sup>th</sup>, so timely will be critical. Since the state does not release any funds until Oct. 31<sup>st</sup>, there should be time to adjust.

**b) Authorization for SVFD to hire new EMS paid staff:**

Chief Beaumont explained two staff members have accepted employment with other places, and one staff member took a leave of absence, and has not returned. **Clare D'Appollonio moved to authorize the SVFD to seek new EMS/FF paid staff members. Rod Perry seconded the motion, and it passed unanimously.**

**Clare D'Appollonio moved to terminate the employment of Donald Allen as EMS/FF. Rod Perry seconded the motion, and it passed unanimously.**

**c) Tax Refunds:** Windham has submitted 6 tax refunds to process. **Rod Perry moved to approve the following tax refunds due to overpayment of taxes (Sec 12-129):**

<b>Joseph C. Savino</b>	<b>\$ 7.41</b>
<b>Joseph C. Savino</b>	<b>\$ 14.90</b>
<b>Joseph C. Savino</b>	<b>\$173.74</b>
<b>Phillipe Doucet</b>	<b>\$ 17.40</b>
<b>Primitivo Viveros</b>	<b>\$169.57</b>
<b>Suzanne and Steven Gluck:</b>	<b>\$ 34.54</b>

**Clare D'Appollonio seconded the motion, and it passed unanimously.**

**VIII. First Selectman's Report:** First Selectman Syme reported the following:

He has received 5 applications for the treasurer vacancy and has secured 3 financial professionals to conduct initial interviews next week;

First Selectman Syme seeks authorization to advertise the administrative assistant vacancy.

**Clare D'Appollonio moved to approve advertising for an interim assistant. Rod Perry seconded the motion, and it passed unanimously;**

The referendum to enter into a lease/purchase agreement for a new fire tanker was successful, and a meeting will be held next week with the incoming board of selectmen to discuss and choose financing options. CIRMA is responding to insurance questions/issues and the town attorney is reviewing the lease purchase agreement;

The auditors worked with Ms. Miller to do extra testing and review for the change in tax collector. There will be slight increase in the cost for this service, but they do not recommend an exit audit at this time. Recommended action was taken at the September 17<sup>th</sup> meeting, and no further action is needed;

First Selectman Syme will meet with representatives of the Putnam Industrial Park next week to get any updates that may be available. Selectman candidate Wendy Sears will also attend;

Stickers for the transfer station have arrived, and First Selectman Syme would like authorization to hire someone to sell stickers on Wednesdays at the transfer station in October. **Rod Perry moved to authorize the First Selectman to hire someone to sell transfer station tickets on Wednesdays at the transfer station. Clare D'Appollonio seconded the motion, and it passed unanimously.**

**IX. Second Audience for Citizens:**

Gary Greenberg asked questions about the administrative assistant/assistant town clerk vacancy, and he will have the authority to adjust any positions he chooses when he assumes office within the confines of the budget;

Maryann Orlowski had questions about the financial procedures, and where records are stored, and for how long. Ms. Orlowski also questioned if demand letters are considered for any invoices that may be generated by the Town, and what the process was to alert a department head if a line item has been overspent. The treasurer responded while line items may be overspent, as long as the bottom line is not overspent, transfers can be made within the department to cover those expenses.

Wendy Sears asked if there was any discussion regarding the lease of the old fire house, and is there any consideration of selling the building. The selectmen responded the attorney is reviewing a new lease, and the property shares a well with the church and is not free of encumbrances to sell.

Maryann Orlowski questioned if the town is paying for the upgrades that were made by the tenants, and receiving \$200/month in rent, isn't it running at a loss?

Gary Greenberg contributed the town was forgiving the \$16,000 investment in the property done by the tenants, but he questioned if they cannot continue to lease the building, do we owe them any money for the upgrades already done, and the policy for leasing of town owned property needed to be included and consulted in any lease agreements that may be offered.

**Clare D'Appollonio moved to adjourn at 8:05 PM. Rod Perry seconded the motion, and it passed unanimously.**

Respectfully submitted,

Jennifer Nelson, Administrative Assistant