

TOWN OF SCOTLAND  
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264  
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9-17-19  
RCVD SEPT 18 2019

**BOARD OF SELECTMEN MEETING**  
**September 17th, 2019**  
**9:00 AM**  
**Special Meeting**  
**MINUTES**

The meeting was called to order at 9:00 AM by First Selectman Dan Syme. Board members present were Clare D'Appollonio and Rod Perry.

**I. Reconciliation of Tax Credits as Requested by Auditor:** A review of the letter from Michael VanDeventer, Senior Auditor for Mahoney and Sabol, regarding the close out of the Town's Tax Office for the year ending June 30<sup>th</sup>, 2019. Mr. VanDeventer recommended two actions for the Selectmen to take that would properly address the closing out of the Tax Office.

**Clare D'Appollonio motioned to "Authorize that for all credit balances on a taxpayer's account for which the taxpayer has no outstanding balances, such credits be transferred as deemed necessary by the Windham Tax Collector to a miscellaneous account for tracking purposes and for the purpose of being able to manage each taxpayer's account going forward." Rod Perry seconded the motion and it passed unanimously.**

Mr. VanDeventer also identified four taxpayer accounts where credits on the accounts have previously been refunded by the town. He verified that the checks issued cleared the Town's bank account. It is recommended that the Board of Selectmen authorize the Windham Tax Collector to process the refunds on these four taxpayer accounts within the QDS Tax System.

**Rod Perry motioned that the Windham Tax Collector be authorize to process the refunds on these four taxpayer accounts within the QDS Tax System. Clare D'Appollonio second the motion and it passed unanimously.**

**II. Review of Paid Public Safety Employee Handbook:**

A review of the current Town Employee Handbook and the creation of a "DRAFT" Public Safety Employee handbook was undertaken.

**III. Adjournment: Clare D'Appollonio motioned to adjourn, second by Rod Perry, motion passed at 10:25 Am.**