



TOWN OF SCOTLAND BOARD OF SELECTMEN

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(860) 456-7797 x 1

BOARD OF SELECTMEN MEETING

July 24, 2019

7:00 PM

MINUTES

The meeting was called to order at 7:00 PM by First Selectman Daniel Syme. Board members present were Clare D'Appollonio and Rod Perry. Also present was treasurer Cheryl Miller, members of the public, and Jennifer Nelson, Administrative Assistant.

II. Additions to Agenda: None

III. Audience for Citizens: Kevin Benito asked about the additional appropriation for social security taxes, the additional appropriation noted on medical insurance, and electricity in public safety. Mr. Benito also sought clarification on statements made that unspent funds from the 18-19FY will offset any additional appropriations necessary to balance the budget. The board responded the additional social security taxes were for the daytime EMS service, and additional appropriations were necessary for health insurance because of a legal settlement reached with a former employee. The loan payments associated with the upgrade to LED lighting in the PSC accounted for increased charges. The town will also realize an offset of the additional appropriations since various departments did not expend 100% of their appropriations, so those funds will be automatically returned to fund balance.

Jeff Jakubowski asked who the assessor reports to, and how should he submit bills for tax payments he makes, but doesn't owe. The selectmen explored the nature of his predicament regarding motor vehicle tax payments for cars he hasn't owned for over a year, but has submitted all appropriate paperwork to the assessor. Selectman Syme responded he did not have the expertise to respond immediately, and will work to meet with him and the assessor to address the issue.

Wendy Sears wanted to know if there was a process/procedure she could access to ask questions and get answers on the elementary school budget. Specifically, she is seeking information on 5 years worth of financial information in the form of budget v actual documents and other questions specific to expenses (i.e. tuition charges) at the elementary school. She commented Mr. Smith was out last week, and was told to present her requests to Dr. Baran. The selectmen responded the financial records for the elementary school are all under their control, and will be sure to speak with school personnel to secure the information Mrs. Sears seeks.

Kim Martin suggested perhaps a policy/procedure for questions could be explored by the school board and any interested party could be made aware of the process.

Mrs. Sears also commented that Mr. Smith leaves the BOE meeting after his report is completed, and is not available at second audience for citizens, and this may create obstacles, as well.

IV. Written Communications: None

V. Approval of Minutes: Clare D'Appollonio moved to approve the minutes of 7/10/19. Rod Perry seconded the motion. The minutes should be amended to include the motion of June 19, 2019 as

answer to Ms. Nelson's question in Audience for Citizens regarding dual job responsibilities in job descriptions. **The minutes, as amended, passed unanimously.**

VI. Old Business:

a) Driver/Laborer Job Description: **Clare D'Appollonio moved to approve the Driver/Laborer job description with noted modifications.** The modifications include an annual review will be performed annually by the Road Foreman and reviewed by Board of Selectmen, and a class "A" license will be obtained within 1 year of the completion of the probation period. **Rod Perry seconded the motion, and it passed with the following vote:**
YES: D. Syme, R. Perry
ABSTAIN: C. D'Appollonio

b) Treasurer Job Description: **Rod Perry moved to approve the Treasurer job description. Clare D'Appollonio seconded the motion.** The job description should include the following updates:
Under Job Duties:
#19 when requested shall be added to end of sentence;
#20 under job duties shall include presentation at Public Town Hearing;
Under Supervision Given:
To Bookkeeper; Perform annual evaluation of Bookkeeper;
Under Supervision Received:
#3 Evaluation done by First Selectman, and reviewed by Board of Selectmen prior to reappointment.
The motion to approve the job description, as updated, passed unanimously.

c) Bookkeeper Job Description: **Clare D'Appollonio moved to approve the bookkeeper job description. Rod Perry seconded the motion.** The job description should be modified, as follows:
Under Job Duties:
#2 should be removed;
#5 Balance and reconcile accounts should be removed, produce budget to actual report after each biweekly a/p and p/r run. Give to First Selectman for final review;
#13 & #16 should be removed.
Under supervision received:
3. Evaluation by treasurer, reviewed by Board of Selectmen & approve reappointment to 2-year term.
The motion to approve the job description, as updated, passed unanimously.

d) Financial Procedures: The board and treasurer discussed current financial procedures. The treasurer will amend language in document to reflect best practices, as performed, and updates to tax collection will be amended to reflect new tax collection practices. The procedures will also be updated to reflect returned check practices, fees, and recording practices of department checks.

VIII. New Business:

a) Treasurer's Report: Ms. Miller reported the town has received all FY18-19 revenue from the state, and we have started to receive funds from Windham tax collection. She is still getting reports from Windham, and has not yet had feedback from the auditors regarding an exit audit for the tax office. She is awaiting final collection reports from Windham, and will reconcile once received. Ms. St. Louis is also sending batch reports to the treasurer.

i) Approval of 18-19 Additional Appropriations: Vendors can submit bills until July 31st for payment from the 18-19 fiscal year, but such invoices are dwindling quickly. The school has until August 31st, since the ED001 report is due September 1st. Ms. Miller has moved funds within specific departments in the approved 18-19 budget, and has developed a list of additional appropriations that will be needed to balance specific line items. These additions automatically come from the undesignated fund, and this is a

potential amount of unspent department funds that will be returned to the UDF and offset additional appropriations. **Rod Perry moved to approve additional appropriations, as recommended of \$30,283 from the UDF. Clare D'Appollonio seconded the motion, and it passed unanimously.**

b) Reappointment of EDC member: Monica Lindsay, chair of the Scotland Economic Development Commission recommended reappointing member Laura Reardon to a new 3-year term. **Clare D'Appollonio moved to reappoint Laura Reardon to the Scotland Economic Development commission. Rod Perry seconded the motion, and it passed unanimously.**

c) Tax Refunds: Two tax refunds were requested by the previous tax collector, and due to the timing of the transition, are part of the former department's final actions. Conversation with the Windham tax office has outlined the procedure to follow so these refunds are accurately reflected in tax accounts. **Rod Perry moved to approve a tax refund of an excess payment of \$55.25 for Kyle Muenzner, and a refund of an excess payment of \$33.38 for Gerald Bard. Clare D'Appollonio seconded the motion, and it passed unanimously.**

IX. First Selectman's Report: First Selectman Syme shared the following:

- ❖ Khourie Road will be paved on Monday, and bids to pave Ziegler Road will be reviewed at the next meeting;
- ❖ Jim Naumec is stepping down from acting as building maintenance supervisor. First Selectman Syme noted Mr. Naumec has been instrumental reviewing maintenance work necessary in town buildings, and has been genuinely knowledgeable of town needs and resources available to complete maintenance tasks. Mr. Naumec will continue to monitor the functioning of school systems from his computer at home, but will not perform day-to-day services any longer;
- ❖ The A/C unit #3 is burned out beyond repair at the Public Safety Complex. Units within the building are on their last legs, as it's now been 20 years since it was built. New units will be installed next week, there will be a maintenance expense, and additional duct work will be necessary. Other A/C units are also showing signs of wear and tear;
- ❖ First Selectman Syme, the treasurer, and representatives from neighboring towns went to OPM in Hartford to discuss financial matters with state representatives. They were sympathetic to the plight of the small towns, but noted we are not in danger of triggering any financial oversight from the state, and although our use of the undesignated fund was criticized, the only recommendation they could offer was to raise taxes higher.

X. Second Audience for Citizens:

Sue Gluck sought clarity regarding the format of the job descriptions.

Kevin Benito confirmed unspent funds from various departments from the 18-19 fiscal year could be used to offset the request for additional appropriations. Specifically, he questioned the unspent funds of the ambulance service, and ambulance equipment line for personal protective equipment (PPE). The treasurer responded that theoretically that was true, but she didn't know final numbers until the month comes to a close. It was noted the program was started after the start of the fiscal year, so there will be unspent funds.

Sue Gluck questioned whether or not the additional appropriation would need a town meeting since it was over \$20,000. The treasurer responded no, since that threshold (\$20,000) applied if overages impacted one line item only.

Wendy Sears asked about expenses for the elementary school. Since they have until September 1st to finalize expenses, and a separate accounting department, it will be the school board that provides that information.

Rod Perry asked how the ambulance stipend for the Fire Department would be accounted, and what IRS requirements will be followed. Selectman Syme responded the fire department will monitor that stipend, and is hopeful it will be successful since Scotland has missed 2 ambulance calls already.

Kim Martin asked if the loan for LED lighting is part of the electric bill, and can that loan be moved out of that budget line for transparency. First Selectman Syme responded no, because it's figured right into the Eversource bill that is received each month. Scotland has already paid 2 years worth of the 4 year loan, and it was anticipated in next year's budget.

Rod Perry asked if any conversation had occurred between Mr. LaBelle and Brian Hathaway to reconcile technology questions regarding gmail accounts. They have been made aware of each other's questions, but since Mr. LaBelle wasn't at the meeting, he couldn't respond if he's gotten any answers.

Wendy Sears asked about the driver/laborer subjected to aggressive verbal behavior? Selectmen responded that roadside activity (snow plowing) may result in residential conflict, and anyone driving vehicles must be able to respond if addressed.

Kevin Benito asked what positions warrant needing the Class A license? Selectmen responded trucks may have to pull trailers. Mr. Benito commented there was nothing in the handbook if requirements of job descriptions aren't fulfilled.

Ms. D'Appollonio is currently working with the fire department on ambulance (EMT) work policies.

Rod Perry moved to adjourn at 9:00 PM. Clare D'Appollonio seconded the motion, and it passed unanimously.

Respectfully submitted,

Jennifer Nelson, Administrative Assistant

All minutes submitted are draft minutes until approved by the board of selectmen.