



# 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 June 10, 2019 1:00 PM

### SPECIAL MEETING MINUTES

The meeting was called to order at 1:00 PM by First Selectman Dan Syme. Board members present were Clare D'Appollonio and Rod Perry. Also present were members of the public and Jennifer Nelson, Administrative Assistant.

- II. Approve Special Town Meeting Agenda:** The state has passed a budget, and the town will hold a special town meeting to pass town budget items tabled at the annual town meeting. The town will also consider and act on whether to engage Windham in tax collection services. **Clare D'Appollonio moved to approve the agenda for the special town meeting. Rod Perry seconded the motion, and it passed unanimously.**
- III. Review Job Description of Administrative Assistant with Compensation:** Selectmen expanded the agenda item to discuss cost of living increases for all town employees, including paid EMS staff. The selectmen also discussed performance evaluation instruments, timelines, whether or not they would be used for merit increases, completed by the end of March to include in any budget proposals, any impact on job descriptions, and any policy for performance evaluations should be included in the personnel handbook. First Selectman Syme will contact CIRMA to follow up on performance evaluation instruments. The selectmen will also adjust the job description to include language regarding performance evaluations. Selectman D'Appollonio recommended there should be no adjustment to salary for additional assistant town clerk duties since job duties from bookkeeper job description were fulfilled by administrative assistant, and are no longer expected. Adjustments to financial policies will be reviewed at the next selectmen meeting, as well.

**Clare D'Appollonio moved to adjourn at 1:40 PM. Rod Perry seconded the motion, and it passed unanimously.**

Respectfully submitted,

Jennifer Nelson, Administrative Assistant