



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
May 30, 2019
9:00 AM

SPECIAL MEETING MINUTES

The meeting was called to order at 9:05 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. Review and Amend Minutes of 5-22-2019 Regular Meeting: Selectmen noted item IV.a. (setting the bill rate for 2019-20) was missing from the minutes. Minutes already received by the town clerk may not be removed from the vault, so corrections, as amendments to filed minutes, can be submitted. Selectmen also discussed the protocol of bill rate bills for the next fiscal year if the town moves forward with moving tax collections to Windham, and who would generate and mail such bills. Selectmen will meet with Windham on June 6 to discuss specifics of a contract for services, and any agreement will need approval of the town before entered into. After continued discussion of bill rate protocol, **Clare D'Appollonio moved to amend the minutes of the 5-22-2019 meeting to include the motion as follows: "Rod Perry moved to set a bill rate of 39.43 mills for RE/PP taxes and 32.75 mills for MV taxes. Clare D'Appollonio seconded the motion, and it passed unanimously."** Rod Perry seconded the motion to amend the minutes of the 5-22-2019 meeting, and it passed unanimously.

III. Review Job Description with Compensation of Town Clerk & Administrative Assistant:

First Selectman Syme was concerned the Town Clerk's job description included tax collector work that would cease to exist if the agreement with Windham moved forward. Since it is compensated as a separate line item in the budget, that line item would necessarily need to be removed from the budget proposal for FY19-20, and the budget would need to be adjusted to show the expense if the agreement is accepted. The job description will remain as an item of the selectmen's agenda until tax collection duties are formalized.

The selectmen also discussed the Administrative Assistant job description and changes that would be made going forward since Assistant Town Clerk duties were added. Selectmen discussed adding an additional hourly compensation of up to \$1/hour to reflect additional duties, and will also keep this item on the selectmen's agenda for formal action.

Clare D'Appollonio moved to adjourn at 9:40 AM. Rod Perry seconded the motion, and it passed unanimously.

Respectfully submitted,
Jennifer Nelson, Administrative Assistant