

TOWN OF SCOTLAND BOARD OF SELECTMEN



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

SPECIAL BOARD OF SELECTMEN MEETING December 30th, 2025 - 7:00pm

**Location: Scotland Volunteer Community Hall
47 Brook Road**

Meeting Minutes

1. The meeting was called to order at 7:00pm by First Selectman Dana Barrow Jr. Present: Selectman John Aldrich; Selectman Michael Gurnack; Treasurer David Zito; Executive Administrator Wendy O'Connor
2. Additions to Agenda: None
3. Audience with Citizens: None
4. Approval of previous BOS Meeting Minutes
 - **MOTION:** Motion made by Michael Gurnack to approve the minutes of the November 25th, 2025 Board of Selectmen meeting, seconded by John Aldrich. Motion carried.
5. Treasurer's Report: Treasurer David Zito presented the treasurer's report. (attached to minutes)
6. Discussion and possible action on the Revised Town of Scotland Employee Handbook: Treasurer David Zito updated the BOS on the changes made to the handbook. The handbook is now in compliance with the State of Connecticut requirements. Discussion was held.
 - **MOTION:** Motion made by Mike Gurnack to approve the revised Town of Scotland Employee Handbook with continuous review in order to comply with State of Connecticut requirements, seconded by John Aldrich. Motion carried.
7. Approval of 2026 Holiday Schedule: BOS reviewed the 2026 Holiday Schedule that follows federal holidays.
 - **MOTION:** Motion made by Mike Gurnack to approve the 2026 Holiday Schedule, seconded by John Aldrich. Motion carried.
8. Discussion and possible action on Certified Resolution of Applicant Small Cities Grant: This is the result of a meeting that was held with Miquel Rivera of the Department of Housing. The block grant needs to be used by July 26, 2026. That is not possible. In the meeting with Miguel, basically we give up that grant money and he's going to give it to a new grant process. The only slight hang with the new grant process is it has to be made in the United States, according to the Build America, Buy America Act (BABA). Discussion was held.
 - **MOTION:** Motion made by Mike Gurnack to approve and adopt the Certified Resolution of Applicant Small Cities Grant, seconded by John Aldrich. Motion carried.
9. Steap Grant Application: Discussion was held on applying for the upcoming Steap Grant. There are various projects in town that the grant could be used for.
 - **MOTION:** Motion made by Mike Gurnack to apply to upcoming Steap Grant, seconded by John Aldrich. Motion carried.

10. Appointment of William Syme for a term of 1/1/2026 – 12/31/2029 and Alan McLevy for a term of 1/1/2026 – 12/31/2028 to Inland Wetlands Watercourse Commission:
 - **MOTION:** Motion made by Mike Gurnack to appoint William Syme for a term of 1/1/2026 – 12/31/2029 and Alan McLevy for a term of 1/1/2026 – 12/31/2028 to Inland Wetlands Watercourse Commission, seconded by John Aldrich. Motion carried.

11. Appointment of Michael Garrison to Planning & Zoning Commission for a term of 11/18/2025 – 11/20/2027
 - **MOTION:** Motion made by Mike Gurnack to appoint Michael Garrison to Planning & Zoning Commission for a term of 11/18/2025 – 11/20/2027, seconded by John Aldrich. Motion carried.

12. Audience with Citizens: John Beck, Emergency Management Director, ran into an issue with the hall being rented this past weekend and needing the hall as our emergency shelter. The last storm that we had come through, the hall was rented Friday night, and Saturday and we had people needing the community center to keep warm. We need to come up with a policy should this happen again. Discussion was held.

13. Selectmen's Report
 - Budget: Besides the expected major increase in the PHHS budget we will need to add additional money into our Transfer Station budget for repairs to equipment that is needed. The Town is exploring other avenues with the Town of Hampton.
 - State Mandates: No new mandates this month
 - Zip Code Issues: I contacted Senator Murphy Office; he plans on asking Representative Joe Courtney to reintroduce the Bill in the House and he promises to introduce the Bill in the Senate in 2026.
 - NECCOG: Received funds from the passage of HB 8002 for regional affordable housing Planning. The bill requires each town or Council of Town to develop a plan to achieve the 10% affordable housing or face major cutbacks in State funding through the School Appropriations and STEAP Grants.
 - Council of Small Towns [COST]. The Majority of small towns opposes HB 8002 for a number of reasons for a vast number of reasons. Loss of local control, one size fits all, local zoning rules mandated from Hartford, No requirements for Parking, As of right Commercial property to residential property etc.
 - Connecticut Conference of Municipalities [CCM]: I attended the CCM annual conference at Mohegan Sun. I attended classes on Grant Writing. Gov. Lamont was the guest, Speaker.
 - The Town Hall Renovation Project: We received back the Town Hall Renovation and Site work cost back. The cost is significantly higher than the available funds. The Town applied for additional round 8 CIF funds. I want to Thank Wendy O'Connor, Kim Martin, John Aldrich, Robin Newton, and Sara Nelson for the hard work they put in getting the updated information in on time for the Grant. In addition, the Town will be applying for funds from the 2026 STEAP Grant Program for the Town Hall renovation project, Repair or replace the Town Gazabo and upgrades to the Public Safety Complex.
 - Roads / Public Works. The Public Works Department has been out plowing and salt/sanding the roads for the past few weeks. The Town wants to thank Bill, D'Appollonio and Mark Gale for spending their evenings and early morning ensuring the roads are safe to travel on. We should be receiving our 3rd load of salt today.
 - Bridges: The town received proposals from four Banks for loaning the Town money for the Bridges, Town Hall and Public Works construction programs. The town has decided to go with what we feel is the best deal that offered by M & T Bank. The written contract is in the process of development. The Town has advertised in the Hartford Courant for the Consulting Engineering Firm to be hired for both Brook Rd. Bridges. Deadline for Applications is January 16th, 2026.
 - Fire Department: The annual "Breakfast with Santa" on Sunday December 14th went very well. The Department wants to thank everyone for their support. The Fire Department was very active this month with Fires, Ambulance calls and Road closure due to Power Lines and Trees down. The Fire Department responded to 5 Fire Calls, 26 EMS incidents, 1 Motor Vehicle Accident, 1 Hazardous Material Incident and 5 Service / Investigation. The Town thanks the Volunteer Fire Department for their work in inclement weather conditions.

- The Town of Scotland: The Town of Scotland applied for a \$ 174,000.00 Grant from the DEEP for Recreational Trails. The Grant will develop a Trail from the Scotland Elementary School to the Public Safety Complex onto the Library Nature walk area and end up at the Huntington Homestead. The trail will wind around the fields and cross over some small brooks and over Merrick Brook. The Towns will need to contribute a 20% match in Funds if we receive the Grant. The Grant was from the work of the Invasive Plant working group headed by former Selectman Bart Laws. Thank you goes out to Bart and his group.
- Town Hall: A new Septic tank was installed at the Town Hall, A new pipe from the Rest rooms to the new 4-inch drainpipe to the Septic will be replaced next week.
- Grants: Community Center maintenance Grant: the Low Bidders were approved and awarded. We are in the process of writing the Construction Contracts for Each section of construction.
- Grange Hall: Farmers' Market is closed for the season.
- Solar Project: Siting Council will render a decision by January 21st.
- Cell Tower: They will be installing a cell tower on Bass Rd in Windham next to the Scotland Town line on Kemp Rd. Please write any opposition to the Siting Council.
- Landfill Permit: Sticker are available for purchase at a cost of \$ 25.00 per household from the Town Clerk Monday and Thursday from 9-3 PM and Wednesday from 1-7 PM.
- *Scotland residents: My door is always open to discuss anything, and the BOS meets on the 4th Wednesdays, I encourage all residents to come to the meetings.*

14. Motion to adjourn at 8:16pm made by Mike Gurnack, seconded by John Aldrich. Motion carried.

**Town of Scotland, Treasurer's Report
December 30, 2025 Board of Selectmen Meeting**

November 2025 Financials

- The month end closing is complete for General Fund for November. Tonight's report includes the preliminary General Fund P&L through November 30, 2025. November bank statements and interfund reconciliations have been completed. Tax revenue/collections and BOE expenses have been reconciled for November.
- Total Current Year Tax Revenue Collections through November 30, 2025 totaled \$2.7M, which is 56.2% of the full year's budget. Back tax collections total \$24.3k. Current year interest totaled \$5.5K and interest on back taxes was \$4.9k. Total collections for the month of November totaled \$39.3K.
- General Revenues totaled \$30.3K, 61.1% of the full year's budget. Departmental Revenues totaled \$28.7K, 53.1% of the full year's budget.
- State Grant revenues totaled \$353K, 26.1% of the full year budget.
- Total Revenues total \$3.1M, 49.7% of the full year's budget.
- General Government expenditures totaled \$1M, 44.3% of the full year's budget. This includes FY 26 CNR contributions for the year, the lease payment on the fire truck and 2 quarterly interest payments on the note payable to Berkshire.
- Scotland Elementary School expenses totaled \$864K, 35.1% of the full year budget. RD11 District School expenses totaled \$575K, 36% of the full year budget (4 of 11 payments are reflected).
- General Fund cash on November 30, 2025 totaled \$1.1M of which \$433k was held in the STIF investment account. There was another \$705K held in a STIF account for investment and other funds (including CNR funds). Between the two STIF accounts, the Town earned interest totaling \$19.1K in FY 2026.

FY26 Capital Expenditures

FY 26 Capital Expenditures have been incurred through November 30, 2025, as follows:

- Kemp Road Bridge Fund - \$32.6K (Engineering Costs).
- Town Hall Renovation Fund – \$18.9K (FY 26). Through November 30, 2025, we have incurred \$284K in costs from the start of the project and \$241K has been received in reimbursements.
- Town Aid Road - \$95.9K (Paving Kemp Road)
- STEAP Public Safety Complex - \$1.9K
- CNR Public Works - \$124K (Pick Up Truck & Tractor)
- CNR Fire - \$64K (Extrication Tool)
- There is \$336K available to spend in CNR funds as of November 30, 2025.

Other Activities

- RFP was sent to Connecticut Banks on 11-20-25 soliciting financing offers by December 12, 2025. The town received bids from 4 banks. The bid from M&T Bank was accepted since the cost of acquisition plus anticipated interest expense was the least cost to the town. The Town has selected a 2 year \$5M Line of Credit. Closing is expected in early January.
- Personnel Manual – Been updated and ready to present. Vacation and holiday policy clarified and sick policy updated to conform with Connecticut paid sick leave law effective 2025.
- Health Plan Reporting has been completed and filed with the State of Connecticut Comptroller.
- The Town has received a \$5,000 deposit from the Nature Conservancy for the sale of the Bass Road Temp Bridge.
- The draft audit report has been received by Mahoney & Sabol. There are no findings this year that will require a corrective action plan. An extension has been filed with OPM as the review of the auditors adjusting entries are still under review.