

TOWN OF SCOTLAND

BOARD OF SELECTMEN



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

BOARD OF SELECTMEN MEETING

October 28th, 2026 - 7:00pm

Location: Scotland Volunteer Community Hall
47 Brook Road

Meeting Minutes

1. The meeting was called to order at 7:06pm by First Selectman Dana Barrow Jr. Present: Selectman John Aldrich; Selectman Michael Gurnack; Treasurer David Zito; Executive Administrator Wendy O'Connor and members of the audience.
2. Additions to Agenda: None
3. Audience with Citizens:

Recreation Trails Grant

Bart Laws presented an overview of the Town of Scotland's \$139,000 Recreational Trails Grant award and discussed the proposed improvements, matching funds, fundraising needs, and long-term maintenance responsibilities.

Grant Award and Proposed Improvements

The grant will support the restoration and expansion of the town's recreational trail system, including projects identified in the Town's Plan of Conservation and Development.

Proposed improvements include:

- Scotland Elementary School: Restore the deteriorated trail behind the school leading to the outdoor education area, remove invasive species, and improve access.
- Library Trail System: Repair deteriorating boardwalks and address invasive species and other safety concerns. A fallen tree blocking one of the boardwalks was also identified as a safety issue requiring attention. Will notify Bill at DPW to please take care of.
- Huntington Trust: Restore the existing trail network, which has deteriorated and become overgrown.
- Trail connections: Construct a footbridge over Merrick Brook to connect the library trails with the Huntington Trust trails and museum.
- Future expansion: Explore additional trails on town-owned properties for walking, jogging, and biking.

An important goal is to establish a safe evacuation route from Scotland Elementary School toward the firehouse and library area in the event of an emergency. The trails would also provide recreational opportunities for students and residents.

Matching Funds and Fundraising

The grant requires a 20% match, which may include volunteer labor and cash contributions. Additional fundraising will be necessary because the grant and matching contributions may not cover the full cost of the project. Estimates were obtained approximately a year ago, and construction costs may have increased.

Sustainable Connecticut has offered to:

- Match qualifying cash donations up to \$6,000.
- Help establish an online fundraising campaign.

- Provide opportunities to pursue additional matching funds in future years, subject to eligibility and available funding.

The town would need to establish an account to receive donations. Discussion was held on offering commemorative plaques as a fundraising opportunity, like the memorials previously placed along the library boardwalks.

Project Committee and Next Steps

The Board discussed establishing a committee to oversee the project, coordinate fundraising, prioritize improvements, and make recommendations to the Board of Selectmen.

- A nine-member committee was proposed and approved.
- Bart Laws was suggested as chair, but the committee may decide on its own leadership.
- Additional members may be considered if needed.
- The committee will help determine which projects should be completed first, including prioritizing the school evacuation route.
- The town must address grant requirements, including providing an official letter accepting the award and an insurance certificate.
- The grant allows approximately four years for completion, and an extension may be requested if necessary.
- The committee will investigate whether volunteer time, town equipment, and other project-related costs can count toward the required match. Work hours and expenses must be documented carefully.

Long-Term Maintenance and Safety

Board members emphasized that maintaining the trails after construction will be a significant ongoing responsibility.

Concerns included:

- Snow and ice removal, particularly along the school evacuation route.
- Clearing fallen branches and leaves from boardwalks and trails.
- Preventing further deterioration of wooden structures.
- Continued removal of invasive species.
- Ensuring the trails remain safe and accessible throughout the year.

The Board noted that the original library trail system deteriorated partly because sufficient funding and planning for ongoing maintenance were not established. Potential solutions included designing the school route wide enough for pickup-truck access, exploring whether snow removal could be incorporated into an existing town maintenance contract, and establishing a dedicated source of funding for future upkeep.

Funding Opportunities and Project Phasing

The Board discussed completing the work in phases, depending on available funding and public safety priorities. The school evacuation route was identified as a particularly important consideration.

Additional grants may be available for specific components, such as invasive species removal. The town may also be able to pursue further matching funds through Sustainable Connecticut in future years.

Overall Summary

The Board supported moving forward with the recreational trails project and establishing a nine-member committee to oversee implementation. The immediate priorities are to organize the committee, establish a donation account, meet the grant's administrative requirements, determine the project's costs, and identify funding sources. The Board also stressed the importance of developing a sustainable maintenance plan so that the restored trails remain safe and usable for residents and students for years to come.

MOTION: Motion made by Selectman Gurnack to form a 9-member committee for the recreational trails grant with Bart Laws serving as chairperson, and to authorize Treasurer to open an account for the grant, seconded by John Aldrich. Motion carries.

4. Approval of the previous BOS Meeting Minutes
MOTION: Motion made by Mike Gurnack to approve the minutes for the following meetings: August 18th, 2026; September 9th, 2026; September 30th, 2026 and October 8th, 2026, seconded by John Aldrich. Motion carried.
5. Treasurer's Report: Treasurer David Zito presented the treasurer's report (attached to minutes)
6. Approval of Tax Refunds
MOTION: Motion made by Mike Gurnack to approve the following refunds: Justin Kunak - \$17.89; Danielle Cusson - \$41.68; Cory Ouillette - \$627.94; Clarence Basenback - \$91.93 and Michael Blasko - \$55.94, seconded by John Aldrich. Motion carried.
7. Audience with Citizens: None
8. Selectmen's Report
 - Budget: No new items except for the Appropriations and Transfers spoken about by the Treasurer
 - State Mandates: No new mandates this month.
 - Zip Code Issues: Wendy has given the US accountability Office the issues with the Zip Code problems in Town. They will be submitting a report on their findings to USPS
 - Public Works. The New Freightliner plow truck will be Delivered tomorrow at 1:00 PM. Pothole patching is now underway. Clearing of trees and bushes is also being done.
 - Bridges: The Bridges are well under way; the Coffe Dams are in place. Money has been sent to the contractors. We need confirmation from the vender before we can put it in for re-imbursement.
 - Recreation Trails Grant: The town has received \$ 139,000.00 to build a trail from SES to the Fire Department, Library and the Hunting House. This will include repairing and/or replacing the Bridges in the nature trails in front of the Library and a Bridge across the Merrick Brook to the Huntington House.
 - NECCOG: All of the Towns got together and made a resolution opposing the Trash Plant. The Trash Plant is on hold for the time being. We are pretty sure they will be back with an updated plan.
 - Fire Department: The Scotland Ambulance is out of Service for a unknown period of time due to fuel injection pump issues. The Lisbon Fire Department has agreed to lend us their spare Ambulance until ours is repaired.
 - Community Center: The Hall floors are scheduled to be polished and new paint on the walls and the Entrance hallway.
 - STEAP Grant: Final numbers are in the process of being put into the system.
 - Grange Hall: The Farmers Market is Closed until next year
 - Solar Project: Construction is continuing.
 - Cemetery: Tree removal by our Public Works crew is going on at the Old Cemetery.
 - Transfer Station 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. New Stickers are due by November.
 - *Scotland residents: My door is always open to discuss anything, and the BOS meets on the 3rd Tuesdays, I encourage all residents to come to the meetings.*
9. Motion to Adjourn at 7:39PM made by Mike Gurnack, seconded by John Aldrich. Motion carried.

Town of Scotland, Treasurer's Report
October 28, 2026 Board of Selectmen Meeting

September 2026 Financials

- The month end close is partially complete for General Fund and complete for all other Funds for September. Tonight's report includes the preliminary General Fund P&L through September 30, 2026, along with the Combined P&L and BS for all Funds for the 1st Quarter ending September 30, 2026. All but a couple of September bank statements have been reconciled. Interfund reconciliations have been completed. Tax Revenue Collections and BOE expenses have not been reconciled for July, August and September.
- Total Current Year Tax Revenue Collections for the 3 months ended September 30, 2026, totaled \$2.85M, which is 56.18% of the full year's budget. Back tax collections total \$24k. Interest on taxes totaled \$9.3K. Total collections for the month of September totaled \$40.5K.
- General Revenues totaled \$10.9K, 19.2% of the full year's budget. Departmental Revenues totaled \$12.9K, 22.9% of the full year's budget.
- State Grant revenues totaled \$65.7K, 4.4% of the full year budget.
- Total Revenues total \$2.94, 43.6% of the full year's budget.
- General Government expenditures totaled \$534K, 25.5% of the full year's budget. This includes FY 27 CNR contributions for the year, the lease payment on the DPW Plow Truck, lease payment on fire truck and 1 quarterly interest payment on the note payable to Beacon.
- Scotland Elementary School expenses totaled \$451K, 17.5% of the full year budget. RD11 District School expenses totaled \$382, 17.3% of the full year budget (2 of 11 payments are reflected).
- General Fund cash on September 30, 2026 totaled \$1.99M of which \$441k was held in the STIF investment account. There was another \$725 held in a STIF account for the investment and other funds (including CNR funds). Between the two STIF accounts, the Town earned interest totaling \$11.1K in FY 2026.

FY27 Capital Expenditures

FY 27 Capital Expenditures have been incurred through September 30, 2026 as follows:

- Kemp Road Bridge Fund - \$7,250 (Engineering Costs).
- Town Hall Renovation Fund – \$10K (FY 27). Through September 30, 2026, we have incurred \$335K in costs from the start of the project and \$261K has been received in reimbursements. .
- Town Aid Road - \$95.9K (Paving Kemp Road)
- STEAP Public Safety Complex - \$3.5K for FY 27. In total, the project cost \$301K and we anticipate to receive \$248K. The invoices have been submitted for reimbursement.
- Town CNR - \$2,500 Fire Department storage container
- There is \$390K available in the CNR accounts.

Miscellaneous:

- Form DE-2017 reporting for OPM Administered Grants (LoCIP) has been filed for FY 26.
- Worker's Comp Audit for FY 25 has been completed and submitted to CIRMA.
- Muni financing application with documentation for plow truck has been submitted. Loan should close tomorrow and our first payment was made.
- Sam registration renewal has been completed
- Town aid road report for FY 26 has been completed and filed with DOT.
- 2026 miniature alcohol beverage container survey has been completed and filed.
- Mahoney Sabol was onsite on 9-29 to continue their fieldwork on the FY 26 audit. The Finance Department continues to respond to requests for information.

- We have started receiving invoices for work being done on the Bass Road bridge and the Southern Brook Road bridges. The invoices should increase in amount, and we anticipate to start drawing on our line of credit while we await reimbursement.
- Tax revenues have not been reconciled for FY 27. There has been a lot of time spent on the new reports and ironing the bugs out. We still have some outstanding questions to the Canterbury Tax Collector and hope to resolve any differences we have in the coming weeks.