

TOWN OF SCOTLAND BOARD OF SELECTMEN



ScotlandTown Hall9 Devotion Road, P.O. Box 288Scotland, CT 06264
(860) 456-7797 x 101

BOARD OF SELECTMEN January 13, 2021- 7:00 PM

Meeting Audio Link:

<https://transcripts.gotomeeting.com/#/s/a5d43207d26901e9bd4037f41cf76c5dd4d7576495deb01ee27e224daa14e03a>

MEETING MINUTES

- I. Meeting was called to order 7:02pm
 - Gary Greenberg, First Selectman stated this is a virtual meeting of the Board of Selectmen. Present on screen is Selectman Wendy Sears, Selectman Rob Keator, Treasurer MaryAnn Fitzsimmons and Wendy O'Connor, Administrative Assistant. And members of the public that will be able to join chat when it is Audience for Citizens.
- II. Additions to Agenda:
 - **MOTION:** Wendy Sears made a motion to add to agenda the Appointment of Library Board Member and the appropriation from Capital Non-Recurring Fund for the Transfer Station, seconded by Rob Keator. Motion carries unanimously.
- III. Approval of December 9th, 2020 Meeting Minutes
 - **MOTION:** Wendy Sears made a motion to approve the December 9th, 2020 Meeting Minutes, seconded by Rob Keator. Motion carries unanimously.
- IV. Approval of New Cemetery Fees:
 - **MOTION:** Wendy Sears made a motion to approve the New Cemetery Fee Schedule, seconded by Rob Keator. Motion carries unanimously. Fee schedule attached to minutes.
- V. Treasurers Report: Treasurers report attached to minutes. MaryAnn will also post Treasurer's Report and P&L for the month to the town website under the Finance Departments page.
- VI. Tax Refund – Heather & Justin O'Connor \$6.04
 - **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of \$6.04 to Heather & Justin O'Connor, seconded by Rob Keator. Motion carries unanimously.
- VII. Appointment of Library Board Member: Heather Blanchard has resigned from the Library Board; term expires November 16th, 2021. Vacancy needs to be filled.
 - **MOTION:** Wendy Sears made a motion to appoint Leahbeth Scandura to the Library Board, seconded by Rob Keator. Motion carries unanimously.
- VIII. Appropriation from Capital Non-Recurring Fund for the Transfer Station for new container.
 - **MOTION:** Wendy Sears made a motion for the appropriation of up to \$10,000 for the Transfer Station new container, second by Rob Keator. Motion carries unanimously.

IX. Report of Selectmen

- Rob Keator asked for updates on ongoing lawsuit with owner of building in town, Putnam Tech Park, fire truck and meeting schedule. Possibly having 1 BOS a month for cost saving instead of 2.
- Meeting Schedule - Gary stated we will decide a week or so before the meeting if we have enough business to make it worth our while. Discussion followed.
- Driveway Bonds –We are going to charge for driveway bonds based on the last official voted and acted on fee schedule, that's the only legal way to do it.
- We received a proposed amendment to the inter-local agreement that guides the tech park, which will give us our money back if all three towns, Scotland, Pomfret and Brooklyn vote yes. The Town of Putnam also has to vote yes, which Gary has been assured they will. Scotland has a lot more at stake than either of the other two towns as we paid our \$80,000 upfront. Our attorney is going over the document and will then present changes to Pomfret and Brooklyn and if they are agreeable, we will then present to the Town of Putnam. This vote requires a town meeting, given the difficulties of having one during the pandemic; the timeframe on this is the annual town meeting.
- The fire truck is at the dealer in Rhode Island. Lettering is being done and dealer is putting toolboxes and tools on truck. We have the license plates so it's all set to go when it arrives.
- Mail Delivery – It looks like the Post Office is planning to allow people to address envelopes to Scotland, Connecticut and use whatever zip code you get your mail from. This will help the statistics that the state generates about Covid-19, unemployment and taxes, which are based on town names.
- Rob Keator asked for an update concerning the zoning issue we've had with the owner of a building in town. Gary stated that it is very close to a resolution. There's a stipulated judgement being negotiated, Gary expects that to be finished maybe this week, and when it is, the details will be public.
- The town purchased a wood chipper for \$7200.
- Memorandum of Understanding for the Fire Department - Almost complete, update to what we actually do and to make some changes with the way the Community Hall is run. It includes new financial reporting requests, in addition to an accountant's report of their income and expenses, copies of their tax return, an accounting of the ambulance service, how much money the ambulance brought in and a statement of their current cash positions with respect to their bank accounts are.
- Memorandum of Understanding for the Fire Truck to facilitate the insurance situation. The Town owns the truck, Fire Department is insuring the truck. When we finish paying lease on the truck, at the end, we have bought the truck, lease is for 12 years. At that point, truck gets appraisal and it is turned over to the fire department. If the fire department sells the truck, they'll be responsible for up to the amount of money that the truck was appraised for.
- Capital Plan, Jason Nowosad is doing the analysis for the buildings, hope to have something to us by the end of the month. Same with the bridges, the bridges have been analyzed, the work is being done. We should have our road situation figured out, along with our equipment situation for DPW. When it comes to budgeting time, we will have a much clearer idea of how we need to plan for the next five or so years. Jason stated we're in pretty good shape with the exception of town hall.
- At Gary's request, he had a meeting with the head of the Board of Education of Scotland and Hampton, the Superintendent from Hampton and Scotland, the first selectman of Hampton, Alan Cahill and their Board of Finance Chair, Kathy Donahue, to discuss the fact that there are 88 students enrolled in the Scotland Elementary School and 57 enrolled in the Hampton Elementary School. Bottom line, we're paying about 4.4 million dollars to educate 145 students in the elementary schools in the two towns which is unsustainable. There is an ad hoc committee that will be officially formed to look at ways to save money by combining services. Discussion followed
- We are using some of our Covid money to purchase laptop computers for the Town Hall, in case employees need to work from home due to town hall closure.
- We have purchased new phones for \$1800. The new service that comes with the phones will save us money over what we're currently paying spectrum on a monthly basis.

- We have made some more repairs to the old firehouse. Put in a couple of doors.
- Covid vaccine rollout - Eastern Highlands Health District has asked municipal officials to ask residents to stop calling them, they don't know anything. Hartford Hospital posted that they were going to start making appointments for people over 75 to get the vaccine. Gary has reached out to our senior citizens to try and help them out as much as we can to get online, and if they want to get a vaccine to get an appointment. Phase one B will include some of the town employees, however, we're not expecting any kind of update on that until tomorrow night.
- Building department has been reinvented. We now have a new zoning enforcement officer and Melissa Gil. She's currently the ZEO and Canterbury. That transition has fully taken place. Pauline has resigned as our building clerk, finished at end of December. Her duties have been taken over by Wendy O'Connor. John Berard will be leaving as building inspector when his term is up on January 31, 2021. The new building inspector will be Jason Nowosad, who is the building inspector in Columbia and Lebanon. The goal is to have a building department that runs through the first selectman's office and will, at any given time, be able to process building permits and update people on the status of their building permits.

X. Audience for Citizens:

- Zayne Ring wanted to reciprocate the kudos to MaryAnn, out of all the four finance departments that we work with she is the best top notch and so great and easy to work with.
- Zayne asked about the post office discussion and the zip code issue, is that going to affect the DMV in terms of taxes? Gary believes what they're going to do is make it so that you'll still have wherever you get your mail from will be your zip code but if you put Scotland, Connecticut and your mailing zip code you will get your mail. Zayne's concern is that people are being taxed in the wrong town and the town is losing tax money. Discussion followed.
- Zayne asked about the hall committee and the fire department has there been any discussion on that? Gary stated that he will be in touch with Zayne and Bill when we're closer to having this figured out from the fire department side.
- Jeff Jakubowski asked why are we having a in person tax collection day next week for taxes that have been delayed to March? Why don't we move to stay closer to the due date or have them come back a second time? Zayne Ring our tax collector stated this date was set when we wrote the flyer in May or June, and when it went out with the tax bills, the executive order didn't get signed into effect until December 16th, so we're going to go with the date that we have. People can mail in their payments, pay online and drop them in the Dropbox at the Windham Town Hall.
- Jeff wants to know about why he gets called every year for jury duty, we only have 300 people in our jury pool due to our address issue. Gary stated that not only are our addresses skewing the jury call but people with Baltic addresses are getting called in new London County and other people are getting called in Windham County. This is one of the things he would like to talk with the post office about and hopefully this can be fixed with the new address solution,
- MaryAnn Fitzsimmons will not be working in the office for at least the next six weeks. She will be working from home, will be available by email and will be happy to set up phone calls with if anyone needs to speak with her directly.

XI. Motion to adjourn at 8:06pm made by Rob Keator, seconded by Wendy Sears. Motion carries unanimously.

January 13, 2021 BOS meeting

December 2020 Financials

- Monthly financials are complete, bank statements reconciled and Quickbooks for the General Fund updated. All other funds are updated quarterly and I expect them to be complete this week. A consolidated statement for all funds will be sent to Selectmen and posted on Finance Department website when complete. Department heads will receive their reports this week.
- Tax collections totaled \$521k for the month, \$3.17M year to date. We are slightly behind our total collections for the same period last year, driven entirely by collections on back levies. Revenue from the current levy is ahead of last year at this time by nearly \$80k. We have already exceeded the budget in back tax collections for this year, and we are definitely on track to meet or exceed our budgeted revenue. The tax deferral program that was in effect for the July 1 payments this year was re-instituted for the January payments as well, so I expect we may see collections spread out a bit, and may not meet our budget in Interest on Current Levy, but I expect any shortfalls to be offset by back collections.
- General Revenues are at 23% of full year budget and will continue to remain low all year due to the RD11 fuel reimbursement issue previously discussed. Excluding this budget error, revenues would be at 43% of corrected budget. Departmental revenues are at 131% of budget, driven by very strong revenues in Building Fees, Conveyances and Pistol Permits.
- We received approximately \$30k of state monies in December, mainly COVID reimbursement funds (\$23k). Our next large ECS funding will come at the end of January (25% of budget).
- General Government expenditures have totaled \$680k year to date, with most departments in good shape relative to budget. We are keeping an eye on the Transfer Station department, as well as several line items within Building Maintenance. The Emergency expenses department will require additional appropriations, which will be offset by unbudgeted revenues received from the State.
- At December 31, the Town had \$1.5M in cash, \$1.3M of which was held in interest-bearing accounts.
- Capital: December spend includes \$20k to SVFD for air bottles, current balance at \$126.6k in CNR funds. TAR expenses include \$1,600 for tree removal, with balance at 12/31 at \$132k. Bonding commission approved second round of funding, and Town received \$77k this week, bringing balance to \$209k. No spend from the BOE CNR account as yet, balance stands at \$96.6k

Other Key activities

- Ongoing training of new bookkeeper
- Analysis of outstanding balances shown as Driveway bonds on the balance sheet
- Completion of monthly and quarterly Bureau of Labor Statistics reporting completed

Upcoming due dates and activities

- Quarterly state and federal payroll tax returns due January 31
- W-2's and 1099s to be distributed to employees and contractors by January 31
- State UCOA reporting due end January 31
- Municipal Spending Cap report due February 11
- Transmission of W-2s and 1099s to IRS by February 28
- Continuing Disclosure report due February 28 (all data gathered and charts complete, will be assembling and filing report next week)
- Development and submission of a Corrective Action Plan for audit finding related to BOE accounting system
- Update to Financial Processes document has been postponed as we work to evaluate changes that will result for the bookkeeper role. I hope to get back to this in early 2021



TOWN OF SCOTLAND

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CEMETERY FEE INCREASES

Plot Fee:

Resident	\$	500.00
Non-Resident.....	\$	650.00
Regular Burial Fee:.....	\$	900.00
*Winter Burial Fee:	\$	1,000.00
Cremation Fee	\$	600.00
Disinterment Fee	\$	2,000.00

The sexton shall be consulted on the placement of all stones and monuments for a fee of \$50.00.

*Winter burial is November 15th through April 15th. Frost may result in a surcharge fee of \$50.00

Approved at 01/13/2021 Board of Selectmen Meeting