TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

BOARD OF SELECTMEN
July 28th, 2021
7:00pm

Scotland Volunteer Community Hall
47 Brook Road
Scotland, CT

AGENDA

I. Call to Order

II. Additions to Agenda

III. Approval June 23rd , 2021 BOS Meeting Minutes

IV. Treasurer's Report

V. Approval of Tax Refunds
- Robert Keator - $17.57
- Charlene Levesque - $79.53

VI. Appointment of Susan Powers to the Eastern Highlands Health District Board of Directors

VII. Appointment of Members to the AdHoc Committee For Interdistrict Educational Cost Share
- Clare D'Appollonio
- Angela Maschka
- Tom McAvoy

VIII. Report of Selectmen

IX. Audience for Citizens

X. Adjournment

Action Anticipated On Agenda Items

RECEIVED
JUL 27 2021

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

BOARD OF SELECTMEN

July 28th, 2021
7:00pm

Scotland Volunteer Community Hall
47 Brook Road
Scotland, CT

MEETING MINUTES

I. The meeting was called to order 7:03pm:
- Gary Greenberg, First Selectman stated this is an in person meeting of the Board of Selectmen. Present is Selectman Wendy Sears, Selectman Rob Keator and Wendy O'Connor, Administrative Assistant and emergency management director John Beck.

II. Additions to Agenda: None

III. Approval June 23rd, 2021 Meeting Minutes:
- **MOTION**: Robert Keator made a motion to approve the June 23rd, 2021 Meeting Minutes, seconded Wendy Sears, motion carries unanimously.

IV. Treasurer's Report: Attached to minutes

V. Approval of Tax Refunds
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $17.57 to Robert Keator and tax refund in the amount of $79.53 to Charlene Levesque, seconded by Gary Greenberg. Motion passed unanimously.

VI. Appointment of Susan Powers to the Eastern Highlands Health District Board of Directors
- **MOTION:** Robert Keator made a motion to appoint Susan Powers to the Eastern Highlands Health District Board of Directors, seconded by Wendy Sears. Motion passed unanimously
- The Board of Selectmen would like to thank Barbara Syme for her time and commitment to the Eastern Highland Health District Board of Directors.

VII. Appointment of Members to the AdHoc Committee For Interdistrict Educational Cost Share
- **MOTION:** Robert Keator made a motion to appoint Clare D'Appollonio, Angela Maschka and Tom McAvoy to the AdHoc Committee for Interdistrict Educational Cost Share, seconded by Wendy Sears. Motion passed unanimously.

VIII. Report of Selectmen
- Meeting tomorrow of AdHoc Committee for Interdistrict Educational Cost Share at 5pm. Would like to establish calendar for meetings to happen at least once a month. Committee will be divided into 2 sub committees; one to look at governance issues and one to look at the

programming issues. The overall purpose of the committee is to figure out the best way to do this and will provide the information to the school boards.

- 3 major projects underway. Will be receiving a proposal from Towne Engineering for site survey for DPW garage addition. Would like to add 3-4 bays and a salt shed. Has had meetings about bridges, has a proposal from CHA Engineering for a to do a hydraulic analysis and surveying work. There are five bridges they are looking at. Will be giving us a price for each individual bridge and which ones need to be a priority. Town Hall project – we have the promise of $700,000 which can be used for this as well as $500,000 from ARPA. Would like to use some of the ARPA money to install a well and septic system at Bowers Park. Have about $1.2 million dollars for the town hall project. Gary has talked to architect to develop preliminary plan for town hall.
- There is a meeting on August 4th meeting on how to administer the ARPA money. NECOGG is proposing hiring a person to administer the ARPA money for all of the towns.
- Ryan Beaumont and Nate Hall have been hired to replace Jim Naumec as building maintainers.
- Kemp Road washed out. Bill and Connor have repaired.

IX. Audience for Citizens: None

X. Wendy Sears made a motion to adjourn at 7:42pm, seconded by Rob Keator. Motion carries unanimously

RECEIVED
AUG - 3 2021

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

BOARD OF SELECTMEN
August 11th, 2021
7:00pm

Scotland Volunteer Community Hall
47 Brook Road
Scotland, CT

AGENDA

MEETING CANCELED

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

This will be a Virtual Meeting

BOARD OF SELECTMEN
August 25th, 2021
7:00pm

Please join the meeting from your computer, tablet or smartphone.
https://us02web.zoom.us/j/81921407634?pwd=aFh4dFNSc05vbG43eXFhU2FiNDNuZz09.

AGENDA

I. Call to Order

II. Additions to Agenda

III. Approval July 28th, 2021 BOS Meeting Minutes

IV. Treasurer's Report

V. Additional Appropriations and Line Item Transfers

VI. Hiring a new Wetlands Enforcement Officer

VII. Resolution to accept the grant for Affordable Housing

VIII. Report of Selectmen

IX. Audience for Citizens

X. Adjournment

Action Anticipated On Agenda Items

RECEIVED
AUG 24 2021

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

RECEIVED
AUG 26 2021

BOARD OF SELECTMEN
August 25th, 2021
7:00pm

Meeting Audio Link:
https://drive.google.com/file/d/1Cw-Y94WxfnlOorCt9hMXP6dskjT6ouXY/view?usp=sharing

MEETING MINUTES

I. The meeting was called to order 7:02pm:
- Gary Greenberg, First Selectman stated this is a virtual meeting of the Board of Selectmen. Present is Selectman Wendy Sears, Selectman Rob Keator, MaryAnn Fitzsimmons and Wendy O'Connor, Administrative Assistant, Kylie Dostie, special assistant to the First Selectman and members of the public.

II. Additions to Agenda: None

III. Approval July 28th, 2021 BIS Meeting Minutes:
- **MOTION**: Robert Keator made a motion to approve the July 28th, 2021 Meeting Minutes, seconded Wendy Sears, motion carries unanimously.

IV. Treasurer's Report: Treasurer MaryAnn Fitzsimmons presented her report. Discussion was held. Report is attached to minutes.

V. Additional Appropriations and Line Item Transfers
- MaryAnn Fitzsimmons discussed the line item transfers; supporting documents have been posted on the Towns website. These are transfers; all shortfalls will be covered by other savings in other line items. No increase in total budget. Discussion was held.
- **MOTION**: Robert Keator made a motion to approve the additional appropriations and line item transfers as presented, seconded by Wendy Sears. The motion passed unanimously.

VI. Hiring a new Wetlands Enforcement Officer, Isabelle Kisluk:
- **MOTION**: Rob Keator made a motion to table hiring of Wetlands Enforcement Officer, seconded by Wendy Sears. The motion carries unanimously.

VII. Resolution to accept the Grant for Affordable Housing:
- **MOTION**: Rob Keator made a motion to approve the Resolution to accept the Grant for Affordable Housing and authorize First Selectman Gary Greenberg to sign grant, seconded by Wendy Sears. The motion passed unanimously.

VIII. Report of Selectmen
- Wendy Sears attended the NECOGG special meeting regarding ARPA funds. The administration of ARPA funds was discussed. John Filchak spoke about the reporting requirements and how onerous they are and to ensure that you have met all the proper agreements and procurement regulations that have been put in place by the Federal Government and to make sure your contracts have been reviewed by your legal team. Discussion was held.

- Kylie Dostie, special assistant to the First Selectman has started and is working on several projects.
- Hampton Scotland Adhoc Interdistrict Committee met yesterday. Looking at hiring an attorney to help with creating a blueprint to present to the towns. Committee will be meeting the second and fourth Tuesday of the month.
- Fire Department has proposed increasing day staff pay rate to be competitive with other towns. Area departments are paying higher rates. Discussion was held.
- Tropical Storm Henri – John Beck did a great job manning the storm. Eversource has a new way to report outages and downed trees, seems to be working well.
- Subsurface has been completed on Kemp Road. Next step is to get a paving company.
- Town has purchased a used sweeper for $7,000
- Working on getting our cyber security insurance in place.
- Teachers contract negotiations starts this year. Gary is meeting with BOE attorney tomorrow.

IX. Audience for Citizens: None

X. Motion to adjourn at 8:21 made by Wendy Sears. Seconded by Rob Keator. Motion carries unanimously.

Respectfully submitted,

Wendy O'Connor, Administrative Assistant

August 25, 2021 BOS meeting
June 2021 Financials-UNAUDITED

- General Fund remained open until August 23 to allow for all June invoices to be processed, but we believe all bills have now been received and paid. Bank statements and tax revenues have been reconciled. Most other funds are complete and the QuickBooks files have been sent to the auditors (including Town Aid Roads). The only open fund is the Declared Emergency Fund (needs to be set up in QuickBooks and all activity recorded). We have an open question for the auditors about how cash proceeds will be treated (Revenue vs. Deferred Revenue) and how to book the "lost revenue" component allowed under ARPA.
- FY21 revenues include the return of previous surpluses from RD11, but not the return of the Tech Park funds (the agreement wasn't signed by all parties until early July).
- The BOE/SES reconciliation is ongoing as they are in the process of finalizing their books in time for the September 1 filings due to the State. We do have a difference in Q4 of ~$15k (previous quarters all balanced), which could change our numbers (decrease to total expenditures) - likely this is due to shifting expenses from General Fund to grants which haven't been recorded on our side.
- General Government expenditures totaled $1,447k and all year-end entries, with the exception of the BOE/SES reconciliation are complete. We do need to do one more budgetary transfer at this month's meeting (next agenda topic).
- Overall, our P&L currently reflects a surplus in the range of $161k, vs. a budgeted deficit of $106k (and an estimate from last month's report of $150-170k). The positive variance vs. budget is driven by the RD11 surplus return, BOE/SES surplus and savings throughout departments in the General Government.
- Once the Board has acted on the proposed budgetary transfers and the BOE/SES reconciliation is complete, I will distribute unaudited reporting to the Board via email and post to the Finance page on the Town's website.
- The auditors will book entries to "true-up" the balance sheet accounts related to Tax Revenues, which will likely change our P&L. On an pre-audited basis, our year end fund balance currently stands at $953k, of which $432k is reserved to balance the FY22 budget and another $18k reserved for various town clerk and town recording fees. The undesignated fund balance is $502k.
- **CAPITAL**: No June spend from CNR funds, current balance $113.5k. Final invoicing was received and posted this week for spring paving projects, TAR fund finished with $130.3k in expenses vs. revenues of $153k with a total balance available for future projects of $87.2k. No spend from the BOE CNR account this year, balance stands at $96.6k. The Board will need to make a decision about the BOE CNR funding based on the school's final surplus later this fall (which will get booked back into FY21 financials).

FY2021 Audit

- Auditors have provided their list of materials needed for fieldwork and we have begun uploading materials to their secure portal.
- Field work for the audit will happen in the weeks of September 6 and 13th

July 2021 financials

- July's financials are incomplete as focus has been on finalizing June for the auditors. I anticipate that we will review both July and August at next month's meeting.

Other Key activities

- Tropical Storm Isaias expenses - FEMA has denied the claim for debris removal due to lack of burn permit at the Transfer Station, but we anticipate receiving funds for emergency protective measures in the amount of approximately $8k.
- P-card program is well underway, especially by Public Works Department, with cards being used in place of many items that previously required paper invoices and checks to be cut

Upcoming due dates and activities

- State UCOA reporting for the year ended June 30, 2020 has been extended again (until August/September) due to implementation of new FHMS system at the state
- Final correcting entry to clean-up BOE balance sheet in Accufund

- Attempts to resolve ongoing "account ownership" issues with Intuit have been unsuccessful, and introduces risk in the payroll process. Will be exploring other options for payroll processing as a result.
- Update to Financial Processes document has been postponed, but hope to use UCONN intern to help with this document over the coming year. The plan is to include detailed information about each of the Town's Funds as well.

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

BOARD OF SELECTMEN
September 8th, 2021 - 7:00 PM

AGENDA

MEETING HAS BEEN CANCELED

RECEIVED
SEP - 7 2021

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

This will be a Virtual Meeting

BOARD OF SELECTMEN
September 22, 2021
7:00pm

Please join the meeting from your computer, tablet or smartphone.
https://us02web.zoom.us/j/83958157484?pwd=TIpkc0w1VHZkaXJoNUFDaDR2VTRYUT09

AGENDA

I. Call to Order

II. Additions to Agenda

III. Approval August 25th, 2021 BOS Meeting Minutes

IV. Treasurer's Report

V. Hiring of New Wetlands Enforcement Officer – Isabelle Kisluk

VI. Highway Use Permit for 11/21/2021 Annual Scotland Scoot Race

VII. Tax Refund
- Milton & Jacquelyn Moffitt - $53.85
- Bertrand & Suzette Cyr - $47.39

VIII. Report of Selectmen

IX. Audience for Citizens

X. Adjournment

Action Anticipated On Agenda Items

RECEIVED
SEP 21 2021

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

BOARD OF SELECTMEN
September 22, 2021
7:00pm

Meeting Audio Link:
https://drive.google.com/file/d/1uXGS3cloLlAPrlFVqdN7TUOyqXPsD5q0/view?usp=sharing

MEETING MINUTES

I. The meeting was called to order 7:00pm
- Gary Greenberg, First Selectman stated this is a virtual meeting of the Board of Selectmen. Present is Selectman Wendy Sears, Selectman Rob Keator, Wendy O'Connor, Administrative Assistant, John Beck, Emergency Management Director and members of the public.

II. Additions to Agenda:
- Gary would like to add John Beck regarding Emergency Notifications.
- **MOTION**: Robert Keator made a motion to add John Beck, Emergency Management Director regarding emergency notification systems, seconded Wendy Sears, motion carries unanimously.
- **MOTION**: Wendy Sears made a motion to discuss adding the Pledge of Allegiance to Board of Selectman meetings, seconding by Rob Keator, motion carries unanimously.

III. Approval August 25th, 2021 BOS Meeting Minutes:
- **MOTION**: Robert Keator made a motion to approve the August 25th, 2021 Meeting Minutes, seconded Wendy Sears, motion carries unanimously.

IV. Treasurer's Report: First Selectman Gary Greenberg gave the treasurer's report. Discussion was held. Treasurer's Report can be found on here:

https://municipal-documents.s3.amazonaws.com/uploads/scotland-ct/finance-department/documents/reports/32414/Treasurer%27s%20Report%20-%209-22-21.pdf

V. Hiring of New Wetlands Enforcement Officer – Isabelle Kisluk. John Valente is retiring by the end of the year. She is an earth scientist; Inland Wetlands Commission has recommended hiring Isabelle. John will continue to work with Isabelle until the end of the year. Gary would like to hire Isabelle as Assistant Wetlands Officer at the salary of the Inland Wetlands Officer that is in the budget, at the end of the year when John retires promoting Isabelle to Inland Wetlands Officer. We will be paying 2 salaries until the end of the year, which will cost roughly $1,200.
- **MOTION:** Robert Keator made a motion to hire Isabelle Kisluk as the new assistant Wetlands Officer, seconded by Wendy Sears. Motion passed unanimously.

VI. Highway Use Permit for 11/21/2021 Annual Scotland Scoot Race
- **MOTION**: Rob Keator made a motion to approve the highway use permit for the Scotland Scoot, seconded by Wendy Sears. Motion passed unanimously.

VII. Approval of Tax Refunds
- **MOTION:** Robert Keator made a motion to approve tax refund in the amount of $53.85 to Milton & Jacquelyn Moffitt, seconded by Wendy Sears. Motion passed unanimously.
- **MOTION:** Robert Keator made a motion to approve tax refund in the amount of $47.39 to Bertrand & Suzette Cyr, seconded by Wendy Sears. Motion passed unanimously.

VIII. John Beck, Emergency Management Director

- John Beck did some research on burning brush after storm damage. John contacted DEEP to see if we can take to our DPW garage instead, DEEP has stated that no this is not possible, it is only allowed at certain facilities. Hampton has obtained a permit to burn brush legally at the landfill.
- Mass Emergency Notification Systems – web based program that you sign up and pay for. Notifications can go out via household phones, cell phones, texts, emails, social media and town website. John is meeting with 4 vendors, has talked to two and has meetings with 2 others. Discussion was held.

IX. Pledge of Allegiance

- Wendy Sears would like to see the Pledge of Allegiance recited before Board of Selectmen Meetings. Wendy feels strongly this should be done, Robert Keator is in agreement. Discussion was held.

X. Report of Selectmen

- Fire Chief Jason Beaumont's mother, Joyce Beaumont passed away last week, calling hours will be Friday from 5-7pm at Potter's Funeral Home and graveside service will be at 10am on Saturday.
- MaryAnn's husband is very sick and she will not be able to work as much as she has been. Kylee will be helping with taking on some of MaryAnn's responsibilities.
- Affordable Housing Plan – We have a contract with John Guszkowski to carry this out and PZC have met with him. Project is underway. PZC will be forming a subcommittee; looking for at large members of the community to join, Rueben Manning will be heading this.
- Received 2 proposals from architects for town hall renovations. Need to decide scope of work and what cost will be. Gary will evaluate and meet with architects to discuss what needs to be done to make the town hall a functional building. Discussion was held.
- Hampton/Scotland Adhoc Committees met. On the Governance side, we have a lawyer who is available to work for us. Hiring a lawyer is going to be discussed at the next meeting. The committee will be asking the towns to pay for the lawyer. A lawyer is needed to help ask the questions, find out what we are after and how to make it work. There is no conflict with this law firm with the towns and Regional District 11.
- Programming Subcommittee had a productive meeting. Going to look at current school staffing of the 2 schools and how that would work if we become 1 school. In addition have been provided with other studies that have been done to look at combining schools. Gary has been told there are deep concerns among mostly residents of Hampton that this investigation is the latest in a series of attempts to close down Hampton Elementary School. It is very important to be aware that this committee is not deciding which school would be closed, but rather seeing if we could operate as one school.
- Gary attended the first negotiation meeting last night regarding the new teacher's contract. The negotiations may or not be affected by the combining of schools. It may affect the length of the contract. Discussion was held.
- Chief Beaumont met with Gary to discuss an increase in pay for the paid staff program. They are having problems retaining employees. Surrounding towns are paying more. Would like to increase pay rate effective immediately to $18.00/hour with an ultimate increase to $22.00/hour. MaryAnn and Gary met with the Fire Departments Board of Director's last week. This cannot happen without a town meeting, the numbers are just too high. There was no way the town could agree to do this indefinitely into the future. Gary strongly suggested that they work with other towns in the region to develop a regional approach to this. If this is a crisis the Town can provide some money toward an increase but the fire department has to put some money in. This is only a temporary solution and will be revisited in the spring. We need a systematic solution to this problem. The Fire Department agreed to pay half the cost of the increase to $18.00/hour which would have been $8,000-9,000 each for the rest of the year. ARPA money we have in the bank can be used for premium pay for emergency personnel for this temporary situation.

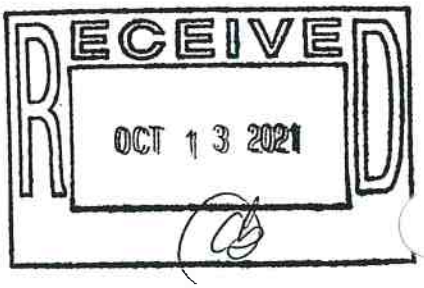
- Gary has met with contractors, another engineer, John and Isabelle on best alternatives for the bridges. Working toward establishing priorities and perimeters for addressing the bridges as much as we can this year.

XI. Audience for Citizens

- Jeffrey Jakubowski asked if we are looking at dissolving the school system, have we looked at marketing our school or has Hampton looked at this. Gary said the nature of a cooperative agreement is nothing gets dissolved; we would still have 2 Boards of Educations for each school if we combined the schools. Jeff also asked if we could make part of the elementary school the town Hall. Gary stated putting the town hall into the school is very complicated. Discussion was held.
- Wendy Sears asked about the property on Ziegler Road. The person who was interested has not contacted him. Gary stated this property is not on the market, it is not a usable piece and has no access.

XII. Motion to adjourn at 8:26pm made by Wendy Sears, seconded by Rob Keator. Motion carries unanimously.

Respectfully submitted,
Wendy O'Connor
Administrative Assistant



TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

This will be a Virtual Meeting

BOARD OF SELECTMEN
October 13, 2021
7:00pm

Please join the meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/551969765

You can also dial in using your phone.
United States: +1 (571) 317-3112
Access Code: 551-969-765

AGENDA

I. Call to Order

II. Additions to Agenda

III. Approval September 22nd, 2021 BOS Meeting Minutes

IV. Treasurer's Report

V. Additional Appropriations and Line Item Transfers

VI. Approval of Tax Refunds

VII. Approval of Appointment to the ERTD

VIII. Report of the Fire Chief

IX. Report of Selectmen

X. Audience for Citizens

XI. Adjournment

Action Anticipated On Agenda Items

RECEIVED
OCT 12 2021

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

BOARD OF SELECTMEN
October 13, 2021 - 7:00pm

Meeting Audio Link:
https://transcripts.gotomeeting.com/#/s/81ac994c545334534327074 6fa6c3f5f098dbd31624e3e87e554d65b3382f3ea

MEETING MINUTES

I. The meeting was called to order 7:04pm
- Gary Greenberg, First Selectman stated this is a virtual meeting of the Board of Selectmen. Present is Selectman Wendy Sears, Selectman Rob Keator, Wendy O'Connor, Administrative Assistant, John Beck, Emergency Management Director and representatives of the fire department.

II. Pledge of Allegiance

III. Additions to Agenda: None

IV. Approval September 22nd, 2021 BOS Meeting Minutes:
- **MOTION**: Wendy Sears made a motion to approve the September 22nd, 2021 Meeting Minutes, Robert Keator seconded, with an amendment to the selectman's report, change perimeters to parameters, motion carries unanimously.

V. Treasurer's Report: No Report

VI. Additional Appropriations and Line Item Transfers: Pay increases for DPW employees. Pay increase for Day Staff at the Fire Department of $2.32/hour raising the hourly rate to $18.00/hour.
- **MOTION**: Wendy Sears made a motion to approve the additional appropriation to the public works foremen's salary of $6,500, seconded Wendy Sears, motion carries unanimously.
- **MOTION**: Wendy Sears made a motion to approve the additional appropriation to the public works road assistant salary of $9,500, seconded Wendy Sears, motion carries unanimously.
- Fire Department pay increases tabled until next meeting due to a calculation error.

VII. Approval of Tax Refunds
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $67.11 to Alain S. Bourassa, seconded by Robert Keator. Motion passed unanimously.
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $530.71 to Robert F. & Lucille M. Brautigam, seconded by Robert Keator. Motion passed unanimously.
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $134.22 to Christopher C. Clark, seconded by Robert Keator. Motion passed unanimously.
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $19.48 to Alan P. & Debora R. Dubina, seconded by Robert Keator. Motion passed unanimously.
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $60.99 to Catherine Grow, seconded by Robert Keator. Motion passed unanimously.
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $22.99 to Martin C. Huff, seconded by Robert Keator. Motion passed unanimously.
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $29.60 to Richard J. McAvoy, seconded by Robert Keator. Motion passed unanimously.
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $5.92 to Mark B. Mills, seconded by Robert Keator. Motion passed unanimously.

- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $715.39 to Guy F. & Pauline M. Passarello, seconded by Robert Keator. Motion passed unanimously.
- **MOTION:** Robert Keator made a motion to approve tax refund in the amount of $21.00 to Joel A. Powers, seconded by Wendy Sears. Motion passed unanimously.
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $152.65 to Joel A. Powers, seconded by Robert Keator. Motion passed unanimously.
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $95.89 to Susan M. Powers, seconded by Robert Keator. Motion passed unanimously.
- **MOTION:** Wendy Sears made a motion to approve tax refund in the amount of $245.70 to Sharon Hanjian Rondeau, seconded by Robert Keator. Motion passed unanimously.

VIII. Approval of Appointment to the Eastern Regional Tourism District (ERTD): Jill St. Clair has volunteered to represent Scotland. Wendy Sears would like to request that a Jill let us know when meetings take place.

- **MOTION:** Wendy Sears made a motion to appointment Jill St Clair to the ERTD, seconded by Robert Keator. Motion passed unanimously.

IX. Report of the Fire Chief:

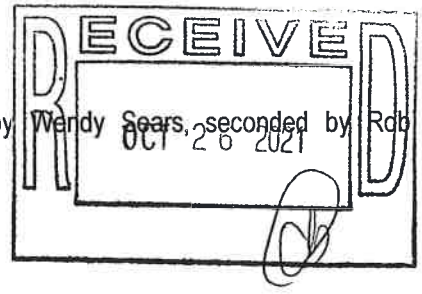
- Ambulance has been out of service for 3 weeks. Having issues with engine power lose and sent it to dealer. Expect it to be back in service by end of business week. Have been working with mutual aid partner in Canterbury, dual responses for in town and helping cover Canterbury. We were denied the grant of ambulance replacement. Discussion was held.
- Chief Beaumont would like to address the rumors concerning the ambulance or the fire department. Would like the BOS to help by directing people who have any questions or concerns to his office so he can address them before the rumors get out of hand. Discussion was held.

X. Report of Selectmen

- Hampton/Scotland Adhoc Committee have had 2 meetings on 09/29 and 10/06. Have made good headway on gathering information and putting data together. Looked at what the approach would be for number of students per class, how many specials per grade there should be and how long they should go. Looked at putting enrollment figures together with number of students per grade. 10/6 meeting was a work session. Talked about what needs to be accomplished by next meeting. Looked at all staffing requirements. Discussion followed.
- The Adhoc Governance Committee has retained an attorney. It is going to cost the Town around $1500.00 - 2500.00. In the process of drafting a preliminary shared services agreement for the schools. Have been meeting in Executive Session and has caused some concern. The reason being is until we can find an agreement that is satisfactory and will work, to have plans out there in public that won't work can cause issues. As soon as there is an agreement that is satisfactory, discussions will be public. Hoping to create a shared services agreement wherein the towns together form a body/committee comprised of members from both towns Boards of Education that runs the school, and will function to give contracts, etc. Both towns Boards of Education will remain important, viable and quite involved on the operating committee.
- Have contracted with an architect for town hall renovations. Cost will be $12,000. Will be at town hall on Tuesday to talk with staff.
- Met with engineer in regards to bridges. Will be focusing on the Kemp Road and Bass Road Bridges.
- DPW job is posted. Have many interested people in town who are qualified.
- Kylee is working on organizing and digitizing all our ordinances so they can be put online and be easily searchable.
- Hampton/Scotland Adhoc Interdistrict Committee now has its own website and we are hoping to go live soon.

XI. Audience for Citizens: None

XII. Motion to adjourn at 7:51pm made by Wendy Sears, seconded by Rob Keator. Motion carries unanimously.



Respectfully submitted,
Wendy O'Connor
Administrative Assistant

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

This will be a Virtual Meeting
BOARD OF SELECTMEN
October 27, 2021
7:00pm

Please join the meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/771792797

You can also dial in using your phone.
United States: +1 (408) 650-3123

Access Code: 771-792-797

AGENDA

I. Call to Order

II. Pledge of Allegiance

III. Additions to Agenda

IV. Approval October 13th, 2021 BOS Meeting Minutes

V. Request for CNR funds from the Board of Education

VI. Appropriation for Public Safety Department (pay increase for day staff)

VII. Approval of Tax Refund for David & Janice Benedict - $6.96

VIII. Appointment of Hearing Officer for Zoning Enforcement Citations

IX. Report of Selectmen

X. Audience for Citizens

XI. Adjournment

Action Anticipated On Agenda Items

RECEIVED
OCT 26 2021

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

BOARD OF SELECTMEN
October 27, 2021
7:00pm

Meeting Audio Link:
https://transcripts.gotomeeting.com/#/s/072a517559252a614837f3f48f9961b56f917f809528fab6cba6e8dfc2d74d70

MEETING MINUTES

I. The meeting was Called to Order at 7:04pm
- Gary Greenberg, First Selectman stated this is a virtual meeting of the Board of Selectmen. Present is Selectman Wendy Sears, Selectman Rob Keator, MaryAnn Fitzsimmons, Treasurer, John Beck, Emergency Management Director, Wendy O'Connor, Administrative Assistant, Valerie Bruneau, SES Superintendent, and representatives of the fire department.

II. Pledge of Allegiance

III. Additions to Agenda – Appointment of a representative from the Board of Selectmen to Affordable Housing Plan Subcommittee of the Planning and Zoning Commission
- **MOTION**: Wendy Sears made a motion to add the Appointment of a representative from the Board of Selectmen to Affordable Housing Plan Subcommittee of the Planning and Zoning Commission, Robert Keator seconded, motion carries unanimously.

IV. Approval October 13th, 2021 BOS Meeting Minutes
- **MOTION**: Wendy Sears made a motion to approve the October 13th, 2021 Meeting Minutes, with the following amendments, Robert Keator seconded, motion carries unanimously.
- **Changes**: Wendy Sears: Under appropriations on line item transfers, minutes say Wendy Sears made the motion and seconded. Rob Keator seconded the motions.
- Gary Greenberg under Report of Selection regarding AdHoc Governance, should be Cooperative Agreement not Shared Services.

V. Request for CNR funds from the Board of Education: Valerie Bruneau, SES Superintendent discussed the possibility of adding air conditioning into the main classrooms of the building. The Board of Education is in favor of this. Part of the last grant that they were eligible for, she did write into the grant for the air conditioning. There is a big push to add air conditioning to meet ventilation. Adding A/C allows for not having to cut down on instructional time due to cancellation of school due to heat. Received a report from Nathan Hall and Ryan Beaumont, SES Building Maintainers, stating that additional air conditioning is needed for areas and they move forward with Crest Mechanical for services. Maximum amount would be $27,000. Discussion was held.

VI. Appropriation for Public Safety Department (pay increase for day staff)

- **MOTION**: Wendy Sears made a motion to approve the additional appropriation of $15,200 to increase the Day Staff at the Fire Department raising the hourly rate to $18.00/hour (increase of $2.32/hour), Robert Keator seconded, motion carries unanimously.

VII. Approval of Tax Refund for David & Janice Benedict - $6.96

- **MOTION:** Robert Keator made a motion to approve tax refund in the amount of $6.96 to David & Janice Benedict, seconded by Wendy Sears. Motion passed unanimously.

VIII. Appointment of Hearing Officer for Zoning Enforcement Citations

- **MOTION:** Robert Keator made a motion to appoint Michael Savino as Hearing Officer for Zoning Enforcement Citations, seconded by Wendy Sears. Motion passed unanimously.

IX. Appointment of a representative from the Board of Selectmen to Affordable Housing Plan Subcommittee of the Planning and Zoning Commission

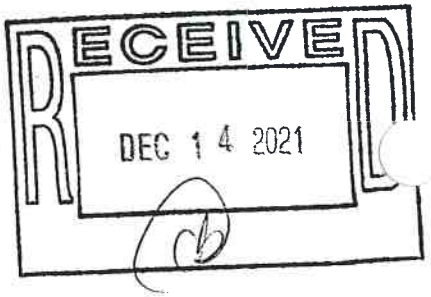
- **MOTION:** Wendy Sears made a motion to appoint Robert Keator as the representative from the Board of Selectmen to the Affordable Housing Plan Subcommittee of the Planning and Zoning Commission, Robert Keator seconded, motion carries unanimously.

X. Report of Selectmen

- Have hired a new DPW assistant, Michael Savino, starting on November 8th.
- Wendy Sears – the AdHoc Committee have put together number of students for classrooms and are still gathering information from respective schools. Working on staff, salaries, hourly rates, special education program and services required. Still in process of putting all the information together. Will be meeting on November 3rd. Working on administrative staffing. Next step will be to review all information and start looking at what the costs would be.
- Governance Committee has been meeting in executive session, because they are trying to negotiate a contract. Making progress towards a mechanism where two towns can operate a school together without creating a regional school district. Hoping to have more information for our December meeting.
- The town weathered the recent storm very well without any real problems.
- Wendy Sears and John Beck have been taking G191 course about emergency operation centers and incident command systems. Discussion followed.
- The new plow truck is here.
- The architect came to the town hall and started her work, beginning to come up with broad conceptual plans and estimates.
- Wendy Sears asked Jason Beaumont is something has happened with the tower truck. Jason stated it has been sold to Kevin Barrow, it failed its inspection and cannot be used. Discussion followed. Ambulance is back in service and running well.

XI. Audience for Citizens: None

XII. Motion to adjourn at 8:04pm made by Rob Keator, seconded by Wendy Sears. Motion carries unanimously.

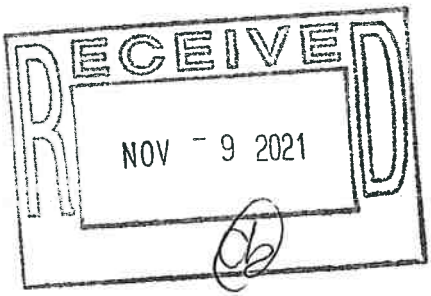


TOWN OF SCOTLAND
BOARD OF SELECTMEN

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

BOARD OF SELECTMEN
November 10th, 2021- 7:00 PM

THE NOVEMBER 10TH BOARD OF SELECTMEN MEETING HAS BEEN CANCELED



AGENDA

SPECIAL MEETING

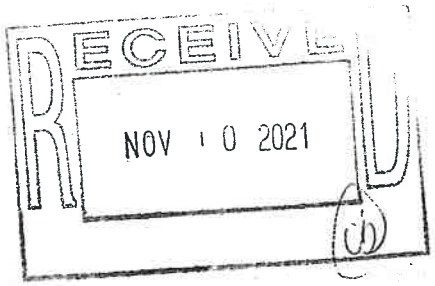
Scotland Board of Selectmen
Friday, November 12, 2021
10:00 AM

This is a virtual meeting
https://global.gotomeeting.com/join/472212429

You can also dial in using your phone.
United States: +1 (408) 650-3123

Access Code: 472-212-429

1. Call to Order
2. Appointment of Citation Hearing Officer
3. Appointment to fill vacancy on the Library Board
4. Adjournment



Scotland Board of Selectmen
Special Meeting Minutes
November 12, 2021

Recording Link:
https://transcripts.gotomeeting.com/#/s/a99224f97f3e9c3929430f34568d5e915db3febdb67d874462706da0a8a09211

Call to Order: Meeting called to order at 10:04 AM. Present were Selectmen Wendy Sears, Rob Keator, and Gary Greenberg

Appointment of Hearing Officer: MOTION by Wendy Sears, second by Rob Keator to appoint Bart Laws a Citation Hearing Officer. Discussion followed. Motion carried unanimously

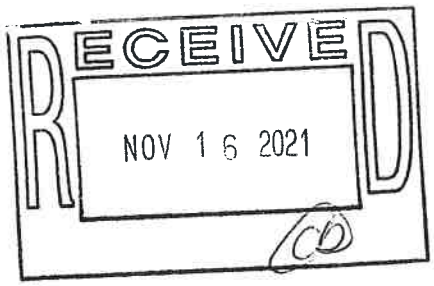
Appointment of Library Board Member: MOTION by Wendy Sears, second by Rob Keator, to appoint Charlotte McLevy to fill a Library Board vacancy, effective November 16, as recommended by the Library Board. Motion carried unanimously.

Adjournment: MOTION by Wendy Sears, second by Rob Keator to adjourn. Motion carried unanimously.

Meeting adjourned at 10:08 am.

Respectfully submitted,

Gary Greenberg, Acting Recording Clerk



TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

This will be a Virtual Meeting
BOARD OF SELECTMEN
December 15, 2021
7:00pm

Please join the meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/127585997

AGENDA

I. Call to Order

II. Additions to Agenda

III. Approval October 27th, 2021 BOS Meeting Minutes and the November 12th, 2021 Special BOS Meeting Minutes

IV. Approval of Meeting dates & Observed Holidays for 2022

V. Treasurer's Report

VI. Resolution on Disposition of Unexpended Education Budget Funds

VII. Appropriation of unexpended budget funds to capital account of $27,750.00

VIII. Board of Education request for $20,000 in capital funds for HVAC improvements

IX. Appointment of Robert Lawlor to fill a constable vacancy - Term 11/16/2021 – 11/07/2023

X. Discussion of solar farm proposals

XI. Selectmen report

XII. Audience of citizens

Action Anticipated On Agenda Items

RECEIVED
DEC 14 2021

TOWN OF SCOTLAND
BOARD OF SELECTMEN

Scotland Town Hall 9 Devotion Road, P.O. Box 288 Scotland, CT 06264
(860) 456-7797 x 101

BOARD OF SELECTMEN
December 15, 2021
7:00pm

Meeting Audio Link:
https://transcripts.gotomeeting.com/#/s/9340b1d6c615b92bd01d28cf82c7b93a1dcee3474648a500f2b287f0e334ebd0

MEETING MINUTES

I. The meeting was Called to Order at 7:06pm
- Gary Greenberg, First Selectman stated this is a virtual meeting of the Board of Selectmen. Present is Selectman Wendy Sears, Selectman Rob Keator, MaryAnn Fitzsimmons, Treasurer, John Beck, Emergency Management Director, Wendy O'Connor, Administrative Assistant and Cassidy Martin, BOE Chairperson

II. Additions to Agenda: Authorization of a resolution for Department of Emergency Management and Homeland Security.
- **MOTION**: Robert Keator made a motion to add authorization of a resolution for Department of Emergency Management and Homeland, seconded by Wendy Sears, motion carries unanimously.

III. Approval October 27th, 2021 BOS Meeting Minutes and the November 12th, 2021 Special BOS Meeting Minutes
- **MOTION**: Robert Keator made a motion to approve the October 27th, 2021 Meeting Minutes, Robert Keator seconded, motion carries unanimously.
- **Correction/Amendment - Appropriation for Public Safety Department was made with the intention of using ARPA money to fund increase and the decision on whether to keep it will be made during the upcoming budget proceedings in the spring. It will be paid as a bonus on a quarterly basis based on hours worked at $2.32/hour.**
- **MOTION**: Robert Keator made a motion to approve the November 12th Special Meeting Minutes, Wendy Sears seconded, motion carries unanimously.

IV. Approval of Meeting dates & Observed Holidays for 2022
- **MOTION**: Rob Keator made a motion to approve Meeting dates & Observed Holidays for 2022 as amended, Wendy Sears seconded, motion carries unanimously. Discussion was held on paid holidays when they fall on weekends. Christmas and New Year's Holidays will be amended to be observed on Monday 12/26/2022 and Monday 1/2/2022. January 12, 2022 will be a special meeting as it will not be noticed in time.

V. Treasurer's Report (attached to minutes)

VI. Resolution on Disposition of Unexpended Education Budget Funds: First Selectman Greenberg gave an overview. The state authorized towns to return a percentage of any education budget surplus back over to the Boards of Education up to 2% of the overall BOE budget and was to be put into a non-lapsing fund that would be used at the BOE discretion. What has been done over the last few years has been to put the money into a Capital non-recurring fund. If it's in a CNR fund it's up to the BOS discretion, if it's in a non-lapsing fund according to the statute, it's up to the BOE discretion. In consultation with the superintendent, town treasurer and an attorney we have determined the best way to do this is to adopt the guidelines of the law to go with the 2% of the overall budget but to keep that money in a capital non-recurring fund for the benefit of the school. We also want to have a ceiling on what can be kept in that account of up to $150,000. We will limit the contribution will not exceed 50% of the amount of the surplus that was generated. Discussion was held.

- **MOTION**: Robert Keator made a motion to adopt the Resolution on Disposition of Unexpended Education Budget Funds, Wendy Sears seconded, motion carries unanimously.

VII. Appropriation of unexpended budget funds to capital account of $27,750.00

- **MOTION**: Wendy Sears made a motion to use unexpended funds in Scotland Elementary School budget line from the 2020-2021 fiscal year to make a contribution to the BOE Capital Non-Recurring account in the amount of $27,750., Robert Keator seconded, motion carries unanimously.

VIII. Request for CNR funds from the Board of Education - Board of Education has requested $20,000 in capital funds for HVAC air conditioning project. Board of Education Chairperson Cassidy Martin stated that BOE feels this is a very important project for their students and teachers.

- **MOTION**: Wendy Sears made a motion to approve $20,000 in capital funds for HVAC air conditioning project., Robert Keator seconded, motion carries unanimously.

IX. Appointment of Robert Lawlor to fill a constable vacancy - Term 11/16/2021 – 11/07/2023

- **MOTION**: Robert Keator made a motion to approve the appointment of Robert Lawlor to fill a constable vacancy for the term for the term of 11/16/2021 – 11/07/2023, Wendy Sears seconded, motion carries unanimously.

X. Discussion of solar farm proposals: We have been approached by two companies for solar and could possibly receive more. The State has reinstated virtual metering at its legislative session in the spring. The utility company will be forced to allow a certain number of projects, amounting to a certain number of megawatt and they will have to buy that power back. Municipalities have been put first in line to effectively be the developers of this project. This means then town can host a solar project on its property and that power the town doesn't use can be used in other towns, so long as the developer can show they can sell all the power being generated on the installation they can build a much bigger facility then they would to just supply the town. We have 2 parcels in town that they are interested in, on Pinch Street and Brook Road. Discussion was held.

XI. Selectmen report

- Programming Committee- have met 2 times, looked over numbers for facility capacities, SES salaries and wages. Discussed how to look at the number of teachers that would be needed and how to determine what that number would be. Discussion was held.
- Site plan is done for addition to DPW Garage. Encountered some difficulties regarding the ownership of the site, we own all the land but 2 pieces of land that were supposed to be combined by deed never were. Working on changing property lines so that it is all one piece of land. Should have a site plan and be ready to start taking bids.
- Had a very good meeting with chief Beaumont and deputy chief Gurnack about the ambulance. For about 2 months, we had a de facto cooperative arrangement with the Town of Canterbury, a trial run to see if we could combine the 2 services. Emphasized to fire department that we really need a sustainable solution to the ambulance situation. Gary's Hope is to create a

regional service with Canterbury. Canterbury First Selectman is on board with this. Discussion was held.

- Engineering underway for the bass road bridge to see about making abutments permanent. There will be core drilling to see what that soil is.
- There was a hearing for zoning citation, $500 fine was assessed.
- Affordable housing plan is underway.

XII. Authorization of a resolution for Department of Emergency Management and Homeland Security

- **MOTION**: Robert Keator made a motion to adopt the Resolution for Department of Emergency Management and Homeland Security., Wendy Sears seconded, motion carries unanimously.
- Wendy Sears would like to thank John Beck for the great job he is doing as Emergency Management Director,

XIII. Audience of citizens: None

XIV. Motion to adjourn at 8:19pm made by Rob Keator, seconded by Wendy Sears. Motion carries unanimously

Respectfully submitted,
Wendy O'Connor
Administrative Assistant

December 15, 2021 Board of Selectmen Meeting
November 2021 financials

- Monthly financials for November are complete, bank statements and tax accounts reconciled. The BOE reconciliation is underway. QuickBooks for the General Fund as well as CNR and Library Activities funds have been updated. Department heads will receive their reports this week.
- Tax collections totaled $35.5k for the month, $2.53M year to date. This is within $118k of the same period last year, with Current Levy collections running below by $146k (due to lower mill rate), but the collection percentage on the billing against the current levy (only ½ of the real estate taxes) is very high (nearly 99%). Back Tax collections remain very strong, and through November we've already exceeded our budget for the year by nearly two-fold. Interest on the current levy is at about ½ of the budget, but interest on back taxes has nearly met the full year budget already.
- General Revenues have already exceeded budget due to the receipt of $80k reimbursement from the Tech Park and a larger than expected CIRMA Equity Distribution. Excluding the unbudgeted Tech Park item, remaining revenues are at 57% of budget. Departmental revenues are at 115% of budget, driven by strong starts in Building Fees and Conveyances, both of which have exceeded their full year budgets.
- No State revenues came in during November, the next ECS payment will be received at the end of January
- General Government expenditures have totaled $632k year to date, including the FY22 CNR contributions/transfers totaling $93k.
- School expenditures totaled $626.7k for SES (26.5% of budget) and $972k for RD11 and related transportation costs (44% of budget)
- At November 30, the Town General Fund had $2.17M in cash, $1.8M of which was held in interest-bearing accounts. The amount held in non-interest bearing accounts was slightly higher than normal due to payroll and accounts payable check runs on the 1st and 2nd of December.
- **CAPITAL**: There was very little November CNR spent, but FY22 contributions were transferred on November 1, so month end balance totaled $187k. No TAR activity in November, fund balance remains at $153.3k (including first FY22 payment). No spend from the BOE CNR account this year, balance stands at $96.7k. The Board has an agenda topic regarding a BOE CNR contribution based on the school's final FY21 surplus (which will get booked back into FY21 financials)

Other Key activities

- Bookkeeper has submitted her resignation effective at the end of the year. She will handle the last payroll and AP runs for the year, and I will handle her responsibilities again until we get someone new on board.
- All data has been submitted to the auditor working on our annual Workers Compensation audit. No follow-up questions to date.
- Submitted State UCOA filing for the year ended June 30, 2020 in advance of Dec 15 due date. This submission was completed in the State's new FHMS system, and requires financial information for the Town in a level of detail not included in the audit report, as well information about the town's pension and Other Post-Employment Benefits expenses (both BOE related). The submission is extensive, but went smoothly.
- Received an FOIA request from a reporter at the CT Mirror for records related to spend under the state's Municipal CRF program. The request was acknowledged within 4 business days as required, and we proposed a refinement to the records requested in order to be able to provide them in a more timely/efficient manner. That proposal was acceptable to him so we've provided an electronic record of the spend (an excel spreadsheet used in our October submission to the State), and will await any follow-up as to whether he'd like copies of specific invoices/checks. He is aware

that there will be a charge for paper copies, and he's asked that any fees be waived since he's reporting for the public good. I explained that I can't waive those fees, but if the need for paper copies arises, that I would bring his request to the Board for action.

Upcoming due dates and activities

- Once the audit is complete and issued (after final BOE CNR contribution decision), we will have a number of annual filings that will need to be completed including the Continuing Disclosure Report for our bonding and the UCOA filing for FY21.
- After attending an info session regarding the Freedom of Information Act and obtaining copies of the Records Retention policy, I believe that we need to carefully review the financial records that have been stored by the Town. The Finance Department will undertake that effort in the coming months.
- Final correcting entry to clean-up BOE balance sheet in Accufund
- Attempts to resolve ongoing "account ownership" issues with Intuit have been unsuccessful, and introduces risk in the payroll process. Will be exploring other options for payroll processing as a result.
- Update to Financial Processes document has been postponed, but hope to use UCONN intern to help with this document over the coming year. The plan is to include detailed information about each of the Town's Funds as well.