



TOWN OF SCOTLAND BOARD OF SELECTMEN

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

MEETING & PUBLIC HEARING MINUTES TO BE APPROVED AT JUNE 1, 2023 BOS SPECIAL MEETING & PUBLIC HEARING

BOARD OF SELECTMEN SPECIAL MEETING May 18th, 2023 - 7:00 PM

Meeting Audio Link:

https://scotlandct-my.sharepoint.com/personal/adminassist_scotlandct_org/_layouts/15/stream.aspx?id=%2Fpersonal%2Fadminassist%5Fscotlandct%5Forg%2FDocuments%2FDesktop%2FMay%2018%20Public%20Hearing%2Emp3&ga=1

MEETING MINUTES

1. The meeting was called to order by First Selectman Gary Greenberg. Present are Selectman Chris Demorit; Selectman Wendy Sears; Town Clerk Sharon George; Administrative Assistant Wendy O'Connor; Julie Savin, Eastern Connecticut Housing Opportunities and members of the public.
2. Approval April 26th, 2023 Meeting Minutes: Motion made by Wendy Sears to approve the minutes of the April 26th, 2023 with the following amendments: Item 8, change done to down. Seconded by Chris Demorit. Motion carries.
3. Approval of Suspense List: Motion made by Wendy Sears to approve the suspense list, seconded by Chris Demorit. Motion carries.
4. Winter Burial Fee Increase - \$1,000.00 increased to \$1,050.00. Motion made by Chris Demorit to approve the increase in winter burial fees from \$1000 to \$1,050, seconded by Wendy Sears. Motion carries.
5. Discussion of Renovations to Fire House – Wendy Sears made a motion to table discussion on renovations to fire house, seconded by Chris Demorit, motion carries.
6. Report of Selectmen:
 - Gary, Bill D'Appollonio and Charlie Elias met with the State to discuss the deterioration of the Gager Hill Road Bridge. The bridge has been rated poor. Good news is due to the infrastructure act, the state is providing 100% financing for these projects and the bad news is it will take 2 years before they have a plan. Discussion was held.
 - Bass Road Bridge was awarded to Suchocki and Sons, Inc. Their bid was \$269,842. They plan to start around June 1. Going to try and limit the bridge closure to 60 days.
 - Have hired a DPW employee and he will start on May 21st.
7. Set Special Meeting for June 1st, 2023: Motion made by Wendy Sears to set a special meeting and public hearing on the budget for June 1st at 7pm, seconded by Chris Demorit. Motion carries.
8. Motion made by Chris Demorit to adjourn to a Public Hearing for the Town Hall Renovation Project Community Development Block Grant at 7:13pm, seconded by Wendy Sears. Motion carries. Town Clerk Sharon George will be taking the minutes for the public hearing. Attached to minutes.
9. Motion to close the public hearing at 8:19pm made by Wendy Sears, seconded by Chris Demorit. Motion Carries.
10. Motion made by Wendy Sears to approve an Authorizing Resolution to apply for the Community Development Block Grant, seconded by Chris Demorit. Motion carries.
11. Motion to adjourn at 8.21pm made by Chris Demorit, seconded by Wendy Sears. Motion carries.

PUBLIC HEARING MINUTES

Town Hall Renovation Project Community Development Block Grant

This public hearing was called to order at 7:13 pm by First Selectman, Gary Greenberg. Board Members present were Gary Greenberg, First Selectman, Wendy Sears, Selectman, Chris Demorit, Selectman, Wendy O'Connor, Administrative Assistant, and Sharon George, Town Clerk. There were also 24 members total in the audience (in person and via Zoom). The purpose of this public hearing was to open the discussion on the Community Development Block Grant. This \$1,000,000.00 grant will be used to rehab the town's current Town Hall building located at 9 Devotion Road.

First Selectman, Gary Greenberg began the meeting with a PowerPoint presentation (attached to these minutes) that highlighted the history of the Town Hall building and brought awareness to the issues that are currently being dealt with. These include assorted code violations, barriers to access, no access to the second floor other than stairs, lack of functionality, lack of privacy, infrastructure, handicapped accessible bathrooms and a ramp that is currently built on state property. Gary showed several slides with mark-ups of what the improvements could look like with two different budgets and where that funding would come from as well as the costs already spent.

Following the Power Point presentation, Julie Savin, President/CEO and Andrew Woodstock, Director, Real Estate Development, (via Zoom) both from Eastern Connecticut Housing Opportunities, Inc (ECHO) gave a presentation on what ECHO was and how the town would qualify for this grant. CDBG is a federally funded annual program under HUD and the town of Scotland would qualify under the Small Cities Program (less than 50,000 residents). The CDBG receives and distributes over thirteen million dollars each year. Julie then went on to describe the process that is taken to apply for these funds and gave information that covered the time frame. The town would most likely not have an answer until late summer or early fall 2023. Julie explained that if the town did not have our application accepted this year, she would request a debrief and then resubmit it in 2024 at no charge*.

At this point the hearing was opened to the public for questions.

Q: **Jennifer Nelson**- inquired if the revenue stream could be cut after approval

A: **Julie Savin** – Not once approved, it would be a guaranteed revenue stream

A: **Gary Greenberg** – Additional information: (*This is a correction to what Julie stated above) ECHO is cutting the cost of the application in half in the likelihood that the grant won't be awarded the first year. If it is, we make out but if it isn't, then next year we pay the remainder of it. The town is in line for \$250,000.00 from the state for Historic Preservation and currently has \$50,000.00 so by mid-summer we could begin Phase I utilizing the \$1.5 million.

Q: **Jennifer Nelson** – Will the \$1.5 million be enough to cover the costs of keeping the building open?

A: **Gary Greenberg** – Yes, all these costs have been figured into the budget and will be done under local building authority. This will be phased in so that when the project we can afford is finished, there will be a building. There may be a period when the town offices are housed in trailers.

A: **Andrew Woodstock** – Typically an award would occur in October, the remainder of the year is spent closing on the documentation of the grant and the funding is available the following year.

Q: **Charles Lasch** – Are there any strings attached to this funding? Such as the number of parking spaces required, electric charging stations etc.

A: **Gary Greenberg** – There are several different sources of income for this project. For example, the Historic Preservation Grant will want some say in items like the look of the windows and any alterations to the exterior of the building. The HUD grant \$700,000.00 comes with "strings" such as prevailing wage requirements.

Julie stated that the CDGB grant would require Davis Bacon wages. The other items would be building/zoning requirements, not set by the grant. Electric charging stations would come with incentives but

not required. Mr. Lasch stated that if there was going to be an electric charging station, then he wanted a free gas pump.

Q: **Mary Ann Orlowski** – In terms of the phasing of the contracting, you're not prepared to go out until you have this money in your hand?

A: **Gary Greenberg** - We must know we have the money. Just to get the construction documents to do a job this size, we would need a few hundred thousand dollars just to get to a point where it gets to bid. We should have a really good idea by the middle of the summer what we can start with money wise. This grant might take longer to receive. The first phase would be in process as we wait for the funding for Phase II.

Q: **Mary Ann Orlowski** – As a previous contracting officer for the federal government, would we be able to keep the contractors during this extended timeframe?

A: **Gary Greenberg** – We would hope to have a contractor who would want to stay with it. It will be phased in such a way that each phase could be independent.

A: **Julie Savin** – Andrew would do that. He would create the bid documents to fit that phase.

Q: **Wendy Sears** – Is there a time constraint of two years from award to completion?

A: **Julie Savin** – You cannot apply for more CDGB until you spend a certain amount of what was awarded. Then you could apply again. Once the award is received, you have two years to complete the project.

Q: **Kim Martin** – Asked a question on Zoom that was answered by Andrew Woodstock

Gary Greenberg stated that the fee to apply for this grant is \$9,000.00. The town has currently spent more than that already on architect fees, hazardous materials, radon (which is present) and plastics (which was not previously required).

Q: **Wendy Sears** – Confirmed that the consulting fees for ECHO are included in the grant and so no other fees will be due?

A: **Julie Savin** – No, just what was outlined in the contract.

A: **Andrew Woodstock** (via Zoom) – Clarified that the above statement. CDBG does not pay fund expenses that occurred prior to the award. Money paid to apply for the grant is not part of the grant. The original application fee comes from town money.

Q: **Diane Lasch** – What is the total amount spent and where did the money come from?

A: **Gary Greenberg** – (Noted that the PowerPoint slide with the accurate information was not working, so would provide estimated amounts from memory.) \$2,200.00 Hazardous Materials Analysis, \$12,500 to update the conditions assessment done in 2009 with conceptual plans, \$9,000.00 in total to get the HUD grant. No legal fees have been incurred yet. The sources of the money are from the original COVID money or allotment from ARPA funds. This will all be at the budget hearing as it was in last years. ARPA funding has paid for most of the funds used on this project, either as a direct source of revenue or by offsetting other expenses, which allowed general fund revenue to be used for these costs. We received \$495,000.00. This was used for salary increases related to COVID especially in EMS, some was spent on equipment for the fire department and on this project. The amount of revenue available for this project will not be known until next week when the treasurer returns. All this information will be in the budget hearing.

Q: **Diane Lasch** – Mentioned several concerns regarding small expenses adding up ie: fees for grant, doing things in stages, trailers, portable restrooms, etc.

A: **Gary Greenberg** –I have a very detailed expense report that lists the larger project at \$2,560,000.00 for Option A and \$1,700,000.00 for Option C. I have all the documents and would be happy to share them with you.

Q: **Diane Lasch** – Do you have a cushion in the capitol fund for emergencies such as replacing a dump truck or in the event of a tornado or are all the funds going into this project?

A: **Gary Greenberg** – The undesignated funds for this town are about \$500,000.00. The money spent on this project will be from allocated funds.

Q: **Henry Bowers** – To be clear on the costs, 95% of this is covered by state government or federal government?

A: **Gary Greenberg** – It depends on how you look at it. We used ARPA money to offset expenses that we would otherwise have had to pay for out of revenue. That means that there is that much more money available. We are using town money but not part of our operating costs. Most of it will come from state and federal money via CDBG.

Gary stated that this will be a long process, probably difficult in some ways, but we will be careful and safe with the town's money. We need a Town Hall, and either way it's going to take a couple of million dollars to make that happen. It's a beautiful historic building that can be used as a town hall and needs to function for the town and currently it is not.

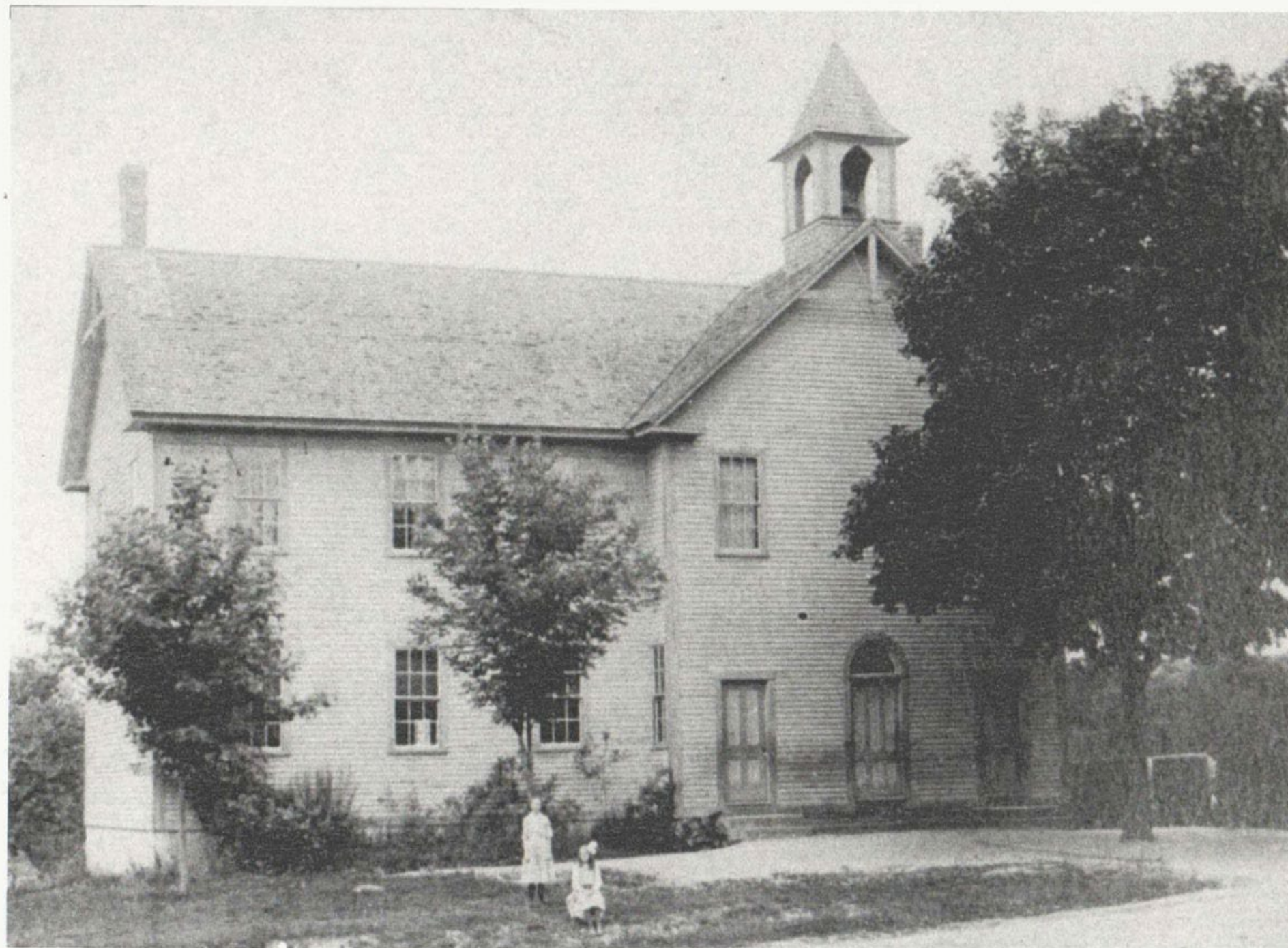
Per Andrew (Zoom): The HUD \$700,000.00 will pay for planning and construction documents and will get us far, ECHO will help us find contractors, and more if we sign on with them as administrators. But this is a very detailed process. For example, the Town Clerk must do the minutes, they require an affidavit of published notices, etc.

First Selectman Gary Greenberg asked if there were any further questions from the audience, being as there were none, Selectman Wendy Sears made a motion to close the public hearing at 8:19pm, seconded by Selectman Chris Demorit. Motion approved.

Respectfully submitted by
Sharon George
Town Clerk, Scotland

Scotland Town Hall Renovation Project

MAY 2023



History

- 1840: Center District School
- 1896: Scotland Consolidated School
- 1963: Town Hall & Library
- 1980: Front ramp & vault

Current Deficiencies



- Barriers to Access
- Functionality
- Structure/Infrastructure

Deficiencies

Barriers to Access

- *Miscellaneous Code violations*
- *No access to 2nd floor*
- *Handicap ramp not on Town property*
- *Parking unsafe, in State right-of-way*
- *Inadequate restrooms*
- *No automatic doors*
- *Lighting, HVAC*

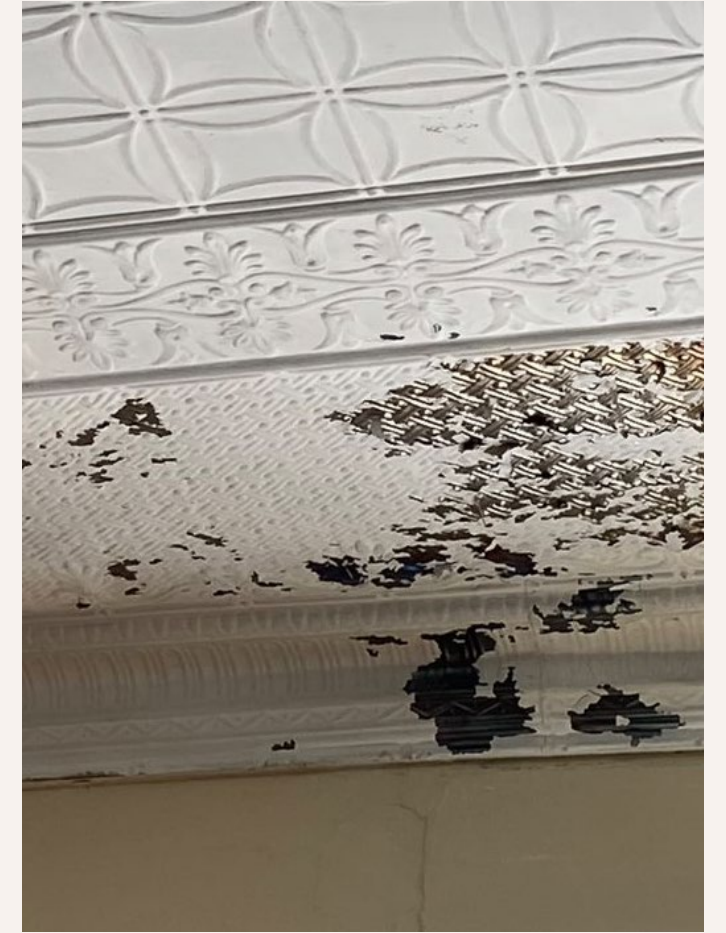
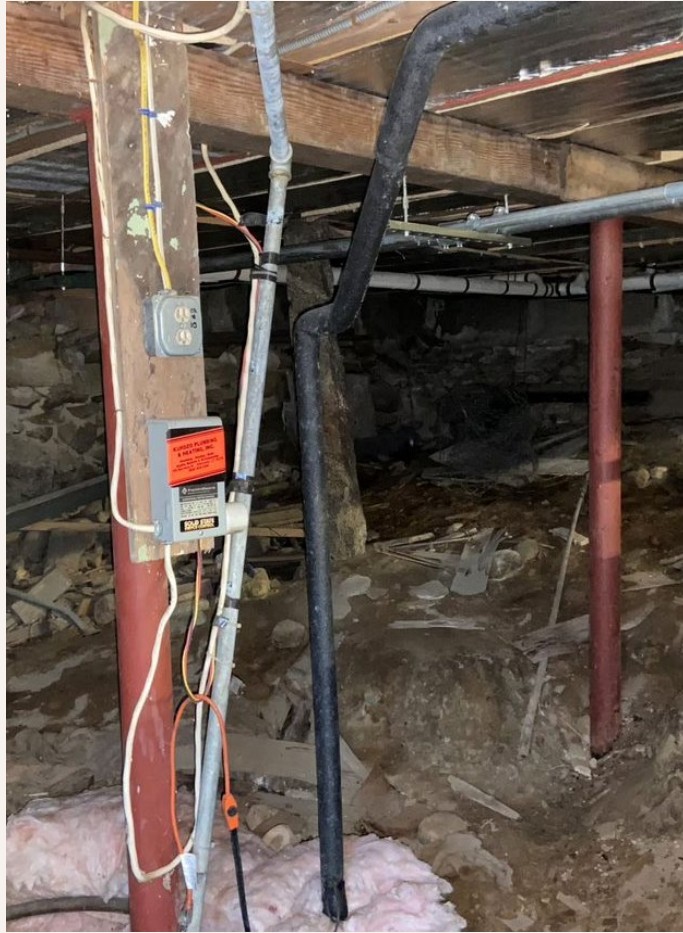


Deficiencies

Functionality

- No private offices
- Limited public spaces
- Security concerns
- Limited Storage
- Inefficient use of space





Structure & Infrastructure

Areas of Concern

- Foundation defects
- Vinyl siding installed over wood—rot hazard
- Leaky windows, poor insulation, outmoded HVAC
- Energy inefficiency/carbon footprint
- Well/Septic inadequate
- Fire escape deterioration

Work To Date



Emergency roof repairs

1997: Conditions and hazardous materials study

- No Action

2009: Conditions assessment identified foundation, infrastructure, accessibility issues

- Emergency repairs to roof over first selectman office
- Door replacement

2021-2023: Full-scale renovation design

- Removal of Barriers to Access:
 - Elevator
 - Removal of handicap ramp from state highway
 - Relocation of parking lot
- Functionality:
 - Private, secure offices
 - Public meeting space
- Structure/Infrastructure
 - Foundation
 - HVAC, electric, IT infrastructure
 - well & septic
 - Windows, doors, insulation,
- Aesthetic:
 - Removal/reconfiguration of ramp
 - Removal of fire escapes
 - Removal of vinyl siding

Goals

Top to bottom renovation/rehabilitation

- Remove barriers to access
- Private meeting rooms for sensitive discussion
- Public space for meetings and programs
- Safe parking on Town-owned property
- Reduced carbon footprint/increased energy efficiency
- Safe and functional working environment for employees



Proposed Design



Existing

A COMPARISON STUDY: Scotland Town Hall East (front) facade

Design Option A



SCOTLAND TOWN HALL - OPTION 'A' FROM LOWER PARKING AREA

Design Options

Option A

- Addition for elevator and emergency exits
- Parking on lower level
- Replacement of cedar siding on 3 walls
- Window, door, insulation upgrades
- Mechanical/electrical upgrades
- Reconfiguration of interior space



Design Option C

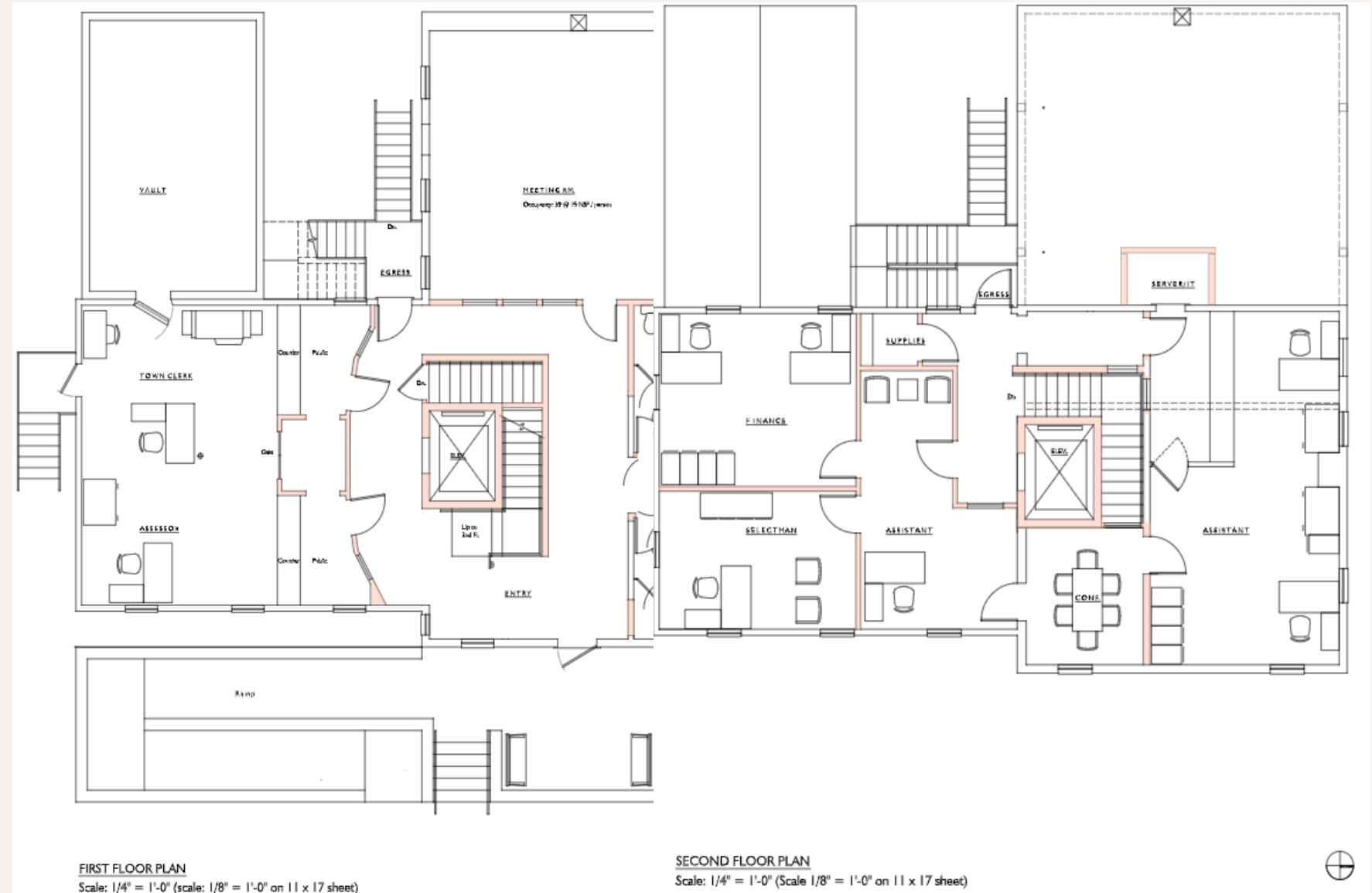


SCOTLAND TOWN HALL - OPTION 'C' FROM DEVOTION ROAD

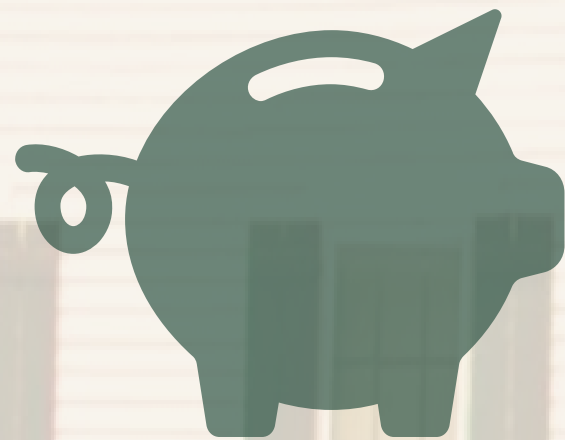
Design Options

Option C

- Elevator in interior
- Exterior envelope over existing walls, with exterior insulation
- Window and doors
- Reconfiguration of interior space, new emergency exits



Cost & Funding



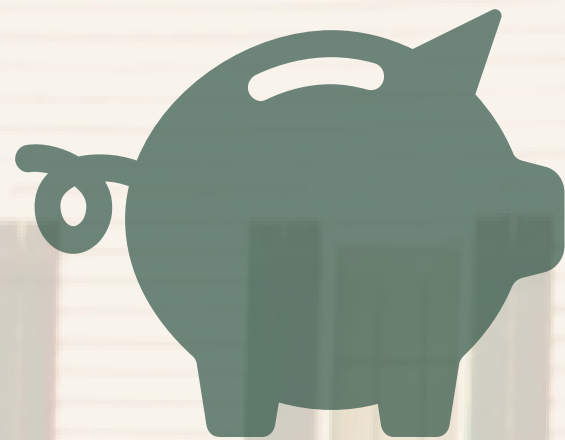
Estimated Costs:

- Option A: \$2.5 million
- Option C: \$1.7 million
- Construction of new Town Hall: \$2 million

Sources Confirmed:

- \$700,000 Federal Community Project Fund grant (congressional earmark)
- \$50,000 SHPO grant for survey and planning
- \$100,000 already set aside in Capital Non-Recurring Fund
- \$380,000 from savings due to ARPA funding

Cost & Funding



Potential Sources:

- SHPO: \$50,000 for second S&P grant, \$200,000 for Historic Restoration
- Community Investment Fund \$750,000
- Potential Appropriation from State Legislature \$500,000-\$1,000,000
- CDBG: \$1,000,000, will cost town \$9,000 to apply

Costs to Date:

- Administration for CPF: \$12,000
- Architecture and Engineering: \$17,000 s



A renovated Town Hall will serve the community and be a source of local pride for another 175 years