



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 MEETING December 14th, 2022

1. Call to Order: First Selectman Greenberg called the meeting to order at 7:06 pm. Present: Greenberg; Wendy Sears, Selectman; Chris Demorit, Selectman; Mary Ann Fitzsimmons, Treasurer (online). Absent: Recording Clerk Wendy O'Connor. Greenberg performed her duties
2. Audience of Citizens: No citizens present
3. Additions to the Agenda: None
4. Approval of Minutes of 11/9/22 meeting: MOTION to table by Sears, SECOND by Demorit. Discussion: Due to absence of O'Connor (illness), 11/9/22 minutes were unavailable. VOTE: motion to table passes unanimously. Minutes will be approved at January meeting
5. Treasurer's Report: Fitzsimmons presented a report, including P&L through October. Report is part of the record of the meeting, included in Minutes.
6. Procurement Manual: MOTION to approve by Sears, Seconded by Demorit. Discussion: Greenberg reported that he and Fitzsimmons attended a workshop on procurement policies in April 2022 and were given a model manual, prepared by Shipman and Goodwin, a law firm. With a few minor changes, he recommended the manual be adopted and that it include in its appendices contracts and bid notices prepared by the State Commission on Human Rights and Opportunities that comply with state statutes regarding award of contracts to small and minority- and women-owned businesses. These should be included as appropriate in requests for bids and quotes, and in contracts. Fitzsimmons questioned the lack of a Code of Conduct, as called for in the manual, and Greenberg clarified that the town has one, and will research whether it has been approved by selectmen. If not, it will be brought before the Board next meeting. Fitzsimmons pointed out some typographical errors. Sears amended her motion to approve the manual, subject to further proofreading. VOTE: Motion carried unanimously.
7. Scotland School CNR Resolution: MOTION by Demorit to amend the Resolution Concerning the Disposition of Unexpended Educational Funds. Seconded by Sears. Discussion: Greenberg summarized the Board of Education request presented at the last meeting to review this Resolution. He attended a BOE meeting that clarified the BOE's concern that the Resolution referred to Section 10-248 of the Connecticut General Statutes, which authorizes towns to create a non-lapsing account funded by a percentage of a BOE budget surplus. However, the Resolution does not create such an account; it creates a Capital Non-Recurring Fund, and the BOE was concerned that this would create the impression that the Resolution was implementing Section 10-248. Greenberg suggested language to clarify that the Board of Selectmen was not implementing the Section, but rather using it as a guide to use of surpluses to fund capital expenditures, and that the reason it was not implementing the Section was that a non-lapsing account did not provide sufficient Town or Board oversight of those funds. To this end, he recommended that the reference to the statute be maintained in the Resolution, and that language be added clarifying that the Selectmen had considered the non-lapsing fund and rejected it and explaining why. VOTE: Motion carried unanimously.

8. Approval of Tax Warrant: No action. Greenberg explained that the Board did not need to approve the Tax Warrant. It only requires First Selectman signature.
9. Tax Refund: MOTION by Sears, Second by Demorit, to refund \$220.60 to Justin Jalbert. No discussion. VOTE: Motion carried unanimously.
10. Appointment of Town Clerk: MOTION by Demorit, Second by Sears to appoint Sharon George as the Town Clerk. Discussion: Greenberg recommended the appointment based on George's performance as a trainee town clerk for the last six weeks. VOTE: Motion carried unanimously.
11. Appointment of Assistant Town Clerk: MOTION by Demorit, Second by Sears, to appoint Barbara McKinney as Assistant Town Clerk, to be employed when the Town Clerk is unavailable. Discussion: Greenberg explained that McKinney had been Acting Town Clerk until December 1, and was highly qualified. She agreed to work on an hourly, as-needed basis. VOTE: Motion carried unanimously. The Board wishes to thank McKinney for her hard work at a difficult time.
12. Approval of 2023 meeting dates: MOTION by Demorit, Second by Sears, to approve the meeting dates from January 11, 2023 through January 10, 2024. Discussion: Greenberg explained that January 11, 2023 will be a special meeting because it is less than 30 days from approval to the meeting, and that including January 10, 2024 will make it unnecessary to have a special meeting in 2024. VOTE: Motion carried unanimously
13. Approval of 2023 Town Hall Holidays: MOTION by Demorit, Second by Sears, to approve a list of eleven paid holidays for Town staff. No discussion. VOTE: Motion carried unanimously.
14. Report of Selectmen:
 - Greenberg showed conceptual plans for Town Hall renovations, updated to reflect concerns about the overall cost of the project. This plan does not require an addition for an elevator, but incorporates it into the existing double staircase. The budget goal is \$1.4 million. Estimator will have probable costs in January.
 - Greenberg reported that the salt shed foundation is in place and that the components have been delivered, but that one of the cloth coverings arrived damaged. DPW crew will assemble as much as they can while awaiting arrival of replacement cover.
 - Greenberg reported that the new ambulance is in service and that the discussions with Canterbury regarding combining on emergency services will continue in January. He is hopeful for a resolution soon that will result in 24/7 coverage for both towns by dual certified (EMS/Firefighter) personnel, and expects the costs to be similar to the amount currently paid for 12/7 coverage.
15. Adjournment: MOTION by Sears, Second by Demorit to adjourn the meeting. No discussion. VOTE: Motion carried unanimously. Meeting adjourned at 8:12.

Respectfully submitted,

Gary Greenberg
Acting Recording Clerk