

## Town of Pittsford SELECT BOARD MEETING – April 19, 2023

MEMBERS PRESENT: W. Joseph Gagnon, David Mills, Alicia Malay, Mark Winslow and Thomas Hooker. OTHERS PRESENT: Bill Powers, Tom Browe, Bev Browe, Rich Bowman, Barry Griffith, David Atherton – Town Manager, Kelly Giard – Recording Secretary.

The Select Board was called to order at 6:30 PM by Chair Malay.

Chair Malay stated that there was a need for Executive Session for Personnel. Motion D. Mills and seconded by T. Hooker to enter into Executive Session for Personnel. Motion passed unanimously 5– 0.

Chair Malay stated that there was a need to amend the agenda to add the discussion of a gear box replacement and the appointment of a OCCUD representative. Motion by D. Mills and seconded by T. Hooker to accept the agenda as amended. Motion passed unanimously 5 – 0.

### **MINUTES:**

The March 28, 2023, April 5, 2023 regular meeting minutes and the Liquor Board minutes of April 5, 2023 were signed with no corrections.

### **TOWN MANAGER REPORT:**

Town Manager Atherton reported the following:

- VTRANS Class 2 road grant was applied for the proposed project at Oxbow/Ager Road.
- Met with VTRANS and engineers from Fusson and O’Neil regarding the Route 7 segments.
- Attended the VLCT Commissioners meeting on April 7, 2023.
- Participated in the Senate Committee hearing for infrastructure.
- Met with Wilk Paving regarding the sidewalk project and it was decided to remove the asphalt and pave once school is out for the summer.
- Attended the Chittenden Dam meeting on April 12, 2023. There will be a siren testing on May 9, 2023. Green Mountain Power will notify the residents and will include the Otter Creek residents on the north end of Pittsford.
- Ann Reed attended a Capitol Planning Forum with the bond bank, VLCT, etc. sponsoring and focusing on Planning Grants.
- Spoke with USDA representatives regarding moving forward on the Route 7 infrastructure
- OCCUD meeting minutes were in the packets for information
- VTRANS has posted emergency vehicle weight limits on bridges
- The Mosquito District will be discussing the use of adulticide, which will now be requiring a state permit, which is new as this was waived in the past.

D. Mills inquired the timing of the CUDD and the possibility of 2024. Mr. Atherton was not sure as the Pittsford representative is resigning. Mr. Atherton will inquire the timing at a future meeting.

**SELECTBOARD MEMBER REMARKS:**

Chair Malay stated that she was contacted by Rep. Shaw praising the presentation that was made by the Town Manager regarding the infrastructure hearing.

D. Mills stated that the Select Board agreed to look at the Old Hubbardton Road situation for Mr. Moradi and that they should do this next week. D. Mills also expressed concerns regarding the West Creek Road/Kendall Hill Road intersection as vehicles are encountering near accidents.

M. Winslow stated that he, Chair Malay, and the Town Manager attended the Outback Acres Solar project site visit. There were 20 people in attendance, of which 8 were attorneys. T. Hooker stated that he has heard from 1 resident who is strongly against the project. Mr. Atherton stated that he spoke with the PUC because the Town was not showing as Party Status. The Party Status has now been corrected.

**PUBLIC COMMENT:**

A resident asked for clarification on the weight restrictions, especially on the bridge on Fire Hill. Mr. Atherton stated that there should not be any vehicles on the road that are overweight. The resident was not sure if there was a posted weight on this road, however, he is aware that there are trucks moving logging equipment on this road. Mr. Atherton will discuss this matter with Police Chief Warfle.

**OLD BUSINESS**

***Policies Review and Consideration of Approval:***

- Special Appropriations Policy – no changes to the draft
- Purchasing Policy – change the Town Manager limit to \$10,000
- Personnel Policy – include call time and call-in time
- Trustees of Public Funds Policy – no changes to the draft
- Investment Policy – no changes to the draft
- Fraud Prevention Policy – no changes to the draft.

Motion by D. Mills and seconded by T. Hooker to approve the policies as presented, and with the minor changes. Motion passed unanimously 5 – 0.

***Rules of Procedure for Select Board Review and Consideration of Approval:***

Motion by D. Mills and seconded by T. Hooker to adopt the Rules of Procedure as presented. Motion passed unanimously 5 – 0.

## **NEW BUSINESS**

### **Crown Point Road Association/Pittsford Historical Society - Dedication:**

Barry Griffith from the Crown Point Road Association was present to discuss the relocation of the historic marker that was formerly on Depot Road to the property that is currently owned by Liz Willis and Joshua Towne. There will be a dedication ceremony at the site on May 7, 2023 at 1:00 PM with representatives from the DAR and Pittsford Historical Society participating. Bill Powers was also present and stated that there would be approximately 20 chairs in the field away from the monument. Tom Browe inquired if there should be traffic monitors in the area, which can be handled between the groups. The consensus of the board was to allow this function. Mr. Atherton will communicate this with Chief Warfle.

### **Outsourcing of Payroll Services – ADP vs Stearns:**

Mr. Atherton and Mrs. Reed have been researching payroll outsourcing options. There were quotes in the packet for review. J. Gagnon inquired the amount spent on this service. Mr. Atherton stated that while there is a cost for the service, it will allow employees more time to focus on other work. There was discussion concerning the acceptance of this at the Union level and the timing of the transition, as well as moving to a bi-weekly format. Motion by M. Winslow and seconded by T. Hooker to move to an outside payroll service, with the vendor to be determined at a later date. J. Gagnon stated that saving money is a concern. Mr. Atherton stated that he will present more information at the next meeting. Motion passed unanimously 5 – 0.

### **Website and Email Conversion Proposal:**

Ann Reed has been researching other website options and found information, which was included in the packets for review. The initial cost is approximately \$3,000 to start up, email and domain fees are annual fees. Once approved, the initial start-up will take about 1 – 2 month, then changes can be made on-site, which is not possible now. During the research, there were email addresses that some were outdated and still being charged fees. Motion by D. Mills and seconded by T. Hooker to proceed with the initial quote that was presented. Motion passed unanimously 5 – 0.

### **RFP Auditor Services (3 years):**

Motion by T. Hooker and seconded by D. Mills to put the annual auditing services out to bid for a 3 year contract. Motion passed unanimously 5 – 0.

### **RFP Fuel Bid (3 years):**

There was discussion on moving from a 1 year fuel bid to a 3 year bid. Mr. Atherton stated that the fuel distributors are moving to a 3 year term on bids as it is easier for them and they know that they have a 3 year commitment and it is easier for towns to budget by using a high – low range in pricing. Motion by D. Mills and seconded by T. Hooker to move to a 3 year fuel bid format. Motion passed unanimously 5 – 0.

### **Painting of Municipal Building:**

Mr. Atherton stated that there were 2 bids received for the painting of the interior offices of the Municipal building. Motion by T. Hooker and seconded by D. Mills to award the bid to Brian Coolidge for \$6,750. Motion passed unanimously and Mr. Atherton stated that Mr. Coolidge has already submitted his Liability Insurance information.

**Consider Poles and Base Options for the Route 7 Bridge Project:**

Based on information that was included in the packet, a motion was made by T. Hooker and seconded by M. Winslow to choose the 4200 SB for the bridge project. Motion passed unanimously 5 – 0.

**RRPC Appointment for Regional Board of Commissioners Signatures:**

Motion by T. Hooker and seconded by M. Winslow to make the annual appointment of David Mills and Alternate Donna Wilson to the RRPC. Motion passed unanimously 5 – 0.

**RRPC Appointment for Regional Transportation Advisory Committee Signatures:**

Motion by T. Hooker and seconded by M. Winslow to appoint the Town Manager to the RRPC Regional Transportation Advisory Committee. Motion passed unanimously 5 – 0.

**Paving Bid Results:**

Mr. Atherton reported that Wilk Paving submitted a bid in the amount of \$76.92 per ton and Pike Industries submitted a bid in the amount of \$75.40 per ton. Motion by D. Mills and seconded by T. Hooker to award the bid to Pike Industries in the amount of \$75.40 per ton and that Whipple Hollow Road will only be paved upon receipt of a Class 2 Paving Grant from VTRANS. Motion passed unanimously 5 – 0.

**Preferred Solar Site Planning:**

Mr. Atherton reported that the Rutland Regional Planning Commission has solar siting information. M. Winslow stated that he believes that Pittsford is maxed out per State requirements. There was discussion regarding prime ag soil vs. prime ag land. Motion by T. Hooker and seconded by M. Winslow to divert this topic to the Planning Commission. Motion passed unanimously 5 – 0.

**Gear Box Replacement:**

Mr. Atherton reported that the microstrainer at the Wastewater Treatment Facility was 21 years old and water is getting into the mechanism. The cost to repair is approximately \$4,900. Motion by T. Hooker and seconded by D. Mills to use ARPA funds for this repair. Motion passed unanimously 5 – 0.

**Appointment of OCCUD Representative:**

Motion by D. Mills and seconded by J. Gagnon to appoint the Town Manager to this position and seek an alternate. Motion passed unanimously 5 – 0.

**Act on Orders (\$44,415.93) and Payroll (\$12,815.84):**

M. Winslow inquired the expense to Earl's Truck Repair in the amount of \$1,400 for towing. Mr. Atherton reported that this was to tow the International dump truck to Clarks for repair, which included losing power and leaking fuel. There was discussion that this should be covered under warranty. Mr. Atherton stated that Fairfield refused warranty work and sent it to Clark's. Mr. Atherton will contact Fairfield for a refund of this towing charge. There will be more information at a future meeting.

The orders were signed.

The Select Board adjourned at 7:53 PM.

**EXECUTIVE SESSION**

D. Mills made the motion and seconded by T. Hooker to go into Executive Session for Personnel where premature knowledge could be damaging to the Town and may be jeopardized by public disclosure. Town Manager Atherton was invited to remain for Executive Session.

In accordance with 1 VSA 312 (b), where premature general public knowledge would clearly place the Municipality or person involved at a substantial disadvantage, the Board unanimously agreed to enter into Executive Session for the purpose of Personnel at 7:53 PM.

Motion by D. Mills and seconded by T. Hooker to exit Executive Session at 8:15 PM with no action taken.

The Select Board adjourned at 8:20 PM.

The next Select Board meeting will be held on May 3, 2023.

Respectfully Submitted,

Kelly Giard  
Recording Secretary

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Alicia Malay, Chair

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David Mills, Vice Chair

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Thomas Hooker, Selectman

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W. Joseph Gagnon, Selectman

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Mark Winslow, Selectman