

## Town of Pittsford SELECT BOARD MEETING – June 7, 2023

MEMBERS PRESENT: W. Joseph Gagnon, David Mills, Alicia Malay, Mark Winslow and Thomas Hooker. OTHERS PRESENT: Helen McKinlay, Ann Radmacher, Erynn Doaner, Andy Doaner, Christine Maseroni, Keith Maseroni, 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 to amend the agenda to add the Planning Commission Solar Siting Language and to add the Liquor Board for license review for 2 businesses. Motion by D. Mills and seconded by T. Hooker to accept the agenda as amended. Motion passed unanimously 5 – 0.

### **MINUTES:**

The May 17, 2023 regular meeting minutes were signed with discussion and no corrections.

### **TOWN MANAGER REPORT:**

Town Manager Atherton reported the following:

- Jen Popp has submitted a Recreation Department report, which was included in the packets for review.
- The VTRANS sidewalk permit has been received and the Highway Department has been working on the removal of the existing sidewalks and preparing the area for paving.
- The gear box has been installed at the Wastewater Treatment Facility utilizing ARPA funds.
- The Water and Sewer staff have been working on cleaning and brush hogging the area at the wells and the facility on Arch Street, as well as assisting Otter Creek Engineering with the lead and copper survey.
- The new dock has been installed at the Recreation Area.
- The Highway Department staff has been working on shoulder and culvert work on Fire Hill Road.
- A grant for \$18,000 has been received for the FY 24 year to be used for run-off mitigation on gravel roads.
- A decision has been made to keep the payroll processing in-house. M. Winslow inquired the reasoning following a Select Board approval for an outside source. Town Manager Atherton stated Union concerns and stated that this would be discussed further in Executive Session.
- The tires for the 2016 backhoe information was discussed. There are 3013 hours on the machine.
- A PACIF Grant has been received in the amount of \$5,500 for Highway Safety supplies.
- Recently attended a Legislative Breakfast at the Southside Restaurant with Chair Malay.
- Attended the Preservation Trust Conference in Stratford
- Worked with Ann on the Internal Controls survey

### **SELECTBOARD MEMBER REMARKS:**

Selectman Winslow stated that he spoke with Kevin Blow, Chair of the Planning Commission who invited the Select Board members to their next meeting, which will be held on June 15, 2023. The solar developer for Outback Acres, LLC will be in attendance, via Zoom.

**PUBLIC COMMENT:**

None presented at this time.

**OLD BUSINESS**

None presented at this time.

**NEW BUSINESS**

**Planning Commission Letter to PUC re: Outback Acres, LLC:**

Town Manager Atherton stated that a letter has been sent to the PUC with regard to the Outback Acres, LLC solar project and is not sure the status of the Planning Commission letter. Town Manager Atherton stated that the deadline for public input has been extended.

**Planning Commission Solar Siting Language:**

Chair Malay read the following:

*“Benefits: Ground mounted solar arrays in excess of 150 kW must demonstrate a local public need that outweighs adverse impacts to local residents. The public benefit must be demonstrated for municipal support of new solar facilities located within or which may otherwise affect Pittsford. Facility development must benefit Town of Pittsford and State residents, businesses and property owners in direct proportion to the impacts of the proposed development. In addition to the above conditions, projects greater than 150 kW AC are subject to conditional approval both planning commission and select board.”*

D. Mills inquired the reasoning of 150 kW and not all proposed sites. Chair Malay stated that larger than the 150 kW are more intrusive. Town manager Atherton stated that visibility is a concern to residents and following discussion, agreed to research with other towns for their verbiage. J. Gagnon inquired if VLCT may have information. Town Manager Atherton stated that the Rutland Regional Planning Commission may be a better resource, however, will check both options.

This topic was table to a future meeting.

**Fuel Bid Results:**

Ann Reed has compiled all of the information that was received from the bid process. Proctor Gas has come in at \$1.799 per unit for propane; Champlain Valley Plumbing and Heating presented a proposal for 1 year at 5 cents cheaper than Marcel Fuels, however, Marcel Fuels is able to clean the equipment and is local.

Motion by D. Mills and seconded by J. Gagnon to award the bid for propane to Proctor Gas at \$1.799 per unit and Marcel Fuels the heating fuel, on and off road diesel with a cap of \$3.75 per gallon. Motion passed unanimously 5 – 0.

**RFP Audit Services FY 2022/2023:**

Town Manager Atherton stated that there were no proposals received for the RFP for Auditing Services for the FY 2022/2023 audit. Ann Reed has contacted VLCT for recommendations. D.

Mills inquired the status of the special audit that was recommended by Sullivan & Powers in their recent audit report. Town Manager Atherton is seeking recommendations for this exercise. H. McKinlay reported that Pat Johnson has been removed from the signature of the accounts effective July 1, 2023. Liz Willis and Helen McKinlay remain as signers.

**Homeless Population Discussion:**

Chair Malay stated that calls have been received with concern over homeless population living at the Recreation Area. D. Mills stated that this is private land.

**Chittenden Police Contract FY 2023/2024:**

Town Manager Atherton and Chief Warfle presented a proposal to Chittenden for police services. There was a 10% increase in salary with animal control services being submitted as a separate proposal.

**Recreation Director Position:**

Jen Popp has given her notice as Recreation Director, however, has agreed to remain on staff until August to assist the transition. Town Manager Atherton has met with Ms. Popp to work on job description and adding Economic Development to the list of duties. The Select Board discussed the interview panel and concluded that a member of the Select Board, a Recreation Committee member, Town Manager Atherton and Ms. Popp will be the interview committee. The deadline for applications is June 30, 2023.

**Possible Loader Purchase:**

There have been 3 proposals received and were included in the packet for review. The information regarding the current loader was also included in the packet. J. Gagnon inquired the age of the equipment, which was stated as 2005. J. Gagnon inquired how many hours were on the current equipment. Town Manager Atherton will discuss this with Chad Eugair and report at a future meeting.

The current trade in value is \$50,200.

There was discussion regarding the retrofitting of the current attachments. Town Manager Atherton will contact G. Stone Commercial regarding this and report at a future meeting.

This topic was tabled to a future meeting when Chad Eugair can be in attendance.

**Act on Orders (\$171,352.56) and Payroll (\$12,670.11):**

Chair Malay stated that the amount was modified from what was posted due to the removal of a Medicare invoice that is being contested.

J. Gagnon inquired the expense for the Fire Department for water. T. Hooker explained that this was for water bottles to be transported on the trucks to scenes.

D. Mills inquired the expense to United Steel Workers. Town Manager Atherton stated that this was for Union Dues.

The Select Board recessed at 7:25 PM to convene as the Liquor Board.

The Select Board reconvened at 7:29 PM.

The Select Board adjourned at 7:29 PM.

**EXECUTIVE SESSION**

M. Winslow made the motion and seconded by D. Mills to go into Executive Session to discuss the appointment, employment, or evaluation of a public officer or employee, provided that a public body must make the final hiring or appointment decision, and explain its reasons for the decision, in open meeting. 1 VSA §313(a)(3) where premature knowledge could be damaging to the Town and may be jeopardized by public disclosure. Town Manager Atherton and Rich Bowman were invited to remain for Executive Session.

In accordance with 1 VSA§ 313 (a), 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 at 7:35 PM.

Motion by T. Hooker and seconded by M. Winslow to exit Executive Session at 8:32 PM with no action taken.

Motion by M. Winslow and seconded by D. Mills to adjourn at 8:33 PM. Motion passed unanimously 5 – 0.

The next Select Board meeting will be held on June 21, 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