

## **Town of Pittsford SELECT BOARD – August 17, 2022**

MEMBERS PRESENT: Alicia Malay, W. Joseph Gagnon, David Mills, Thomas Hooker and Mark Winslow. OTHERS PRESENT: Hank Pelkey, Terry White, Donna Wilson, Chad Eugair, Steve Belcher, Doug Perkins, Isaac Wagner, Kate Kennedy (6:49 PM), Brenda Hawthorn (6:49 PM), Brenda Fox-Howard– Town Manager, Kelly Giard – Recording Secretary.

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

B. Fox-Howard stated that there was no need for Executive Session.

A. Malay stated that there was a need to amend the agenda to add the discussion of the arm mower. Motion by D. Mills and seconded by T. Hooker to adopt the agenda as amended. Motion passed (5 – 0).

### **MINUTES:**

The minutes of the August 3, 2022 regular meeting were signed with a minor correction.

### **ORDERS:**

The orders in the amount of \$4,200.00 (FY '22) and \$76,891.01 (FY '23) and payroll in the amount of \$15,243.79 were signed with the following discussion:

- D. Mills inquired the expense of \$2851.17 for a backhoe thumb. Chad Eugair explained the mechanism and the repairs that were required.
- D. Mills inquired the expense to Reynolds & Sons for the Fire Department air packs. T. Hooker stated that he believed that this was supposed to be split between fiscal years 2022 and 2023.
- D. Mills inquired the expense of \$50 to the State of Vermont for the Railroad Lease. Ms. Fox-Howard will research and advise at a future meeting.
- J. Gagnon inquired the expense of \$1,325.50 to Champlin Associates. Ms. Fox-Howard explained that this was for pump, controls, engineer time and travel.

### **TOWN MANAGER'S REPORT:**

B. Fox-Howard reported on the following highlights:

- The West Creek Road culvert project is moving along as scheduled. The concrete is setting with testing due on August 19, 2022. The delivery of the culvert pieces will begin on August 23, 2022 at 8:00 AM with the crane operator remaining on site until all pieces are in place, then the wingwalls will be poured at a future date. There is a possibility of being able to open a 1 lane temporary road by the end of that week. The residents are being updated weekly on the status. In addition to the pieces being placed on August 23, 2022, Green Mountain Power will need to turn the power off for a maximum period of 4 hours. The residents will continue to be updated on this interruption timeline.

- There was a report that a biker was injured while crossing the Depot Hill covered bridge. The Police Department interviewed the biker who denied medical attention and denied release of personal information. The biker indicated that the missing boards on the bridge caused the incident. The members of the Select Board explained that the boards were placed in that manner purposely according to historical significance.
- Discussed with the VLCT Insurance rep the use of cameras on the covered bridges. Woodstock has been contacted as they are also using cameras on their covered bridges.
- Stormwater Master Plan kick-off meeting is scheduled and Shawn Hendee and Chad Eugair are invited to attend for their input.
- Met with Chief Hemple and his Deputy regarding the Florence Fire Substation. Next steps include needing financing and a conceptual drawing. T. Hooker stated that possibly consulting an engineer to combine with the First Response/Police Department possible consolidation, and possibly the expansion of the Municipal Office spacing. D. Mills agreed and included the possibility of including a Dispatch Center in Florence. Motion by T. Hooker and seconded by D. Mills to form a committee to look at the options. T. Hooker and D. Mills will serve on the committee and include Chief Hemple, Chief Warfle and Bob Foley from the First Response. Motion passed (5 – 0). There is also someone who is interested in purchasing the 1960 Mack truck. T. Hooker stated that this vehicle came from Ocean Grove, NJ and has no rust and is of no cost to the community as it is only used as a parade vehicle. Ms. Fox-Howard will look into the proposal and report back at a future meeting.
- Jan Satorakis has been in contact to let the Town of Pittsford know that there will be a full siren test on August 26, 2022 at 6:00 PM lasting for 8 – 10 minutes. Ms. Satorakis is looking for volunteers on Sangamon Road near the Hazen property and a volunteer on Shadow Lane.

**SELECT BOARD MEMBER COMMENTS:**

Chair Malay stated that she attended a Leadership Summit and learned that there are Federal dollars available for Economic Development and Community Resilience. The Town needs to build a ranked project list to apply for these funds. Ms. Fox-Howard stated that there is FEMA funding available and the Fire Hill culvert project qualifies. Ms. Fox-Howard is working with the FEMA representative on this funding. Chair Malay stated that she attended the Open House at the Fire Academy and met Heather Simmons who would like to attend a future meeting.

D. Mills stated that he has received comments regarding the “No Parking” signs on Elm Street. There is a lawn caretaker that has no place to park and was inquiring why the signs on both sides of the road. Chad Eugair stated that these were placed due to the ordinance that was adopted in the past.

### **PUBLIC COMMENT:**

Brenda Hawthorn (614 Humphrey Road) was present to discuss the West Creek Road culvert project. Ms. Hawthorn thanked Ms. Fox-Howard for the updates on the project, as she finds them helpful and wished there was communication earlier in the project, however, she found the last update disturbing with the power being off for a period of time. Ms. Hawthorn stated that she works from home and was inquiring if the updates could be also posted on a Facebook page. Ms. Hawthorn stated that she was not able to work from other places, such as the library as she is a Medical Coder. Ms. Hawthorn exited at 7:13 PM.

Kate Kennedy inquired if the West Creek Road project was on schedule. Ms. Fox-Howard stated that the project is on schedule and the actual build would occur on August 23, 2022. Ms. Kennedy inquired if the project was running on budget. Ms. Fox-Howard stated that there may be some additional costs due to the additional work that has been done. Ms. Kennedy inquired if this was a result of the engineering changing. Ms. Fox-Howard stated that this was a reason for the additional cost. Ms. Kennedy stated that she went to the site with a laser level to verify if the base was level. She stated that she believed the engineering firm should be held accountable for delays and changes.

### **OLD BUSINESS**

#### **Mosquito District Voting Members:**

Doug Perkins and Steve Belcher from the Mosquito District were present to discuss a letter that was sent. The Mosquito District is looking for a second voting delegate from Pittsford to attend the meetings regularly. Chair Malay volunteered to serve as the Alternate for Pittsford. T. Hooker stated that the service this year has been excellent. Mr. Perkins explained the process and that the drivers have their specific routes. Mr. Perkins thanked the Selectboard for their time and attention.

Mr. Perkins and Mr. Belcher exit at 7:52 PM.

#### **Route 7 Village Sidewalk Updates:**

The quotes were included in the packets for review. The quote for the paving was in the vicinity of \$95,000 with the curbing installation at an additional fee. There was discussion on the project, which will run from the Catholic Church to Keith's Country Market. M. Winslow inquired the source of the funding. Chair Malay stated that this would come from the Highway budget, the Village Fund and ARPA funding. Motion by A. Malay and seconded by D. Mills to begin the sidewalk pavement from the Catholic Church to Keith's Country Market for \$95,000 with the curbing portion of the project to be done at a later date. Motion passed (5 – 0).

#### **Covered Bridge Camera Options:**

This information was included in the packets for review.

**CDBG Grant for Village Farm:**

Chair Malay stated that the Town was signing the documentation in support of the project, but not to be the administrator of the grant. Mr. Wagner explained the process of the grant and that this is something that is funded through HUD in Washington, DC, and is awarded throughout all 50 states. The process includes application; Grant Agreement Phase, which includes the award letter; draw on funds, which includes another agreement/sub-grant agreement, which passes responsibility from the Town to the Pittsford Village Farm. The town attorney will be engaged to review the contract/process, which there is funding included in the grant funding; draw on the grant, which is done electronically – the invoices and cancelled checks will need to be uploaded (the expenses will be shown on the expense warrants that come before the Select Board for approval). There will be a second bank account for this purpose; the last piece of this grant is the closeout, which requires a final public hearing.

Chair Malay expressed a concern as there was not a request for a Financial Policy or Certificate of Insurance. D. Mills stated that the Pittsford Village Farm should also provide a Certificate of Insurance. There was discussion on the grant and that there will be further discussion of the process at a future meeting.

Mr. Wagner, Mr. White exited at 7:43 PM

**Assessors Errors and Omission Request for 2022 Grand List:**

Lisa Wright requested 3 Errors & Omissions in a memo that was included in the packets for review. These requests included: Gagnon Lumber, Inc for solar panel installation for a value of \$15,300 net increase; Rosato, et al for a name change of ownership and no value change; Kit & Lillian Hudson for correction of subdivision misunderstandings with the value changes being added to parcels 1924 (\$108,000) and 1902 (\$71,400).

**Discussion of Mowing Arm Replacement:**

Chad Eugair was present to discuss the purchase of a mowing arm for the front of the current loader, which would negate the purchase of a tractor that would sit idle most of the time. There was discussion of the options that were possible and it was stated that the cost to contract this out annually is costly and unattainable currently as there are no vendors currently who still provide this service. Motion by T. Hooker and seconded by A. Malay to purchase the arm mower attachment for the loader at a cost not to exceed \$105,000. D. Mills stated that the quote does not specify what model is being sought and that another town name was on the quote. Chad Eugair will call and get an updated quote and discuss at a future meeting. The motion was tabled for a future vote.

**Truck Purchase – First Truck Totaled Prior to Delivery:**

Ms. Fox-Howard stated that a new contract for a replacement truck has been signed and there is no price change from the original contract.

**NEW BUSINESS**

**2023 Municipal Park-and-Ride Grant Program:**

Ms. Fox-Howard indicated that there is funding available for a Municipal Park and Ride and wanted to find out from the Select Board if this should be pursued. The Select Board agreed that this may be beneficial, especially if there were charging stations available. More information on this will be presented at a future meeting.

The Select Board recessed and entered into the Cannabis Board at 8:22 PM

The Select Board reconvened at 8:24 PM.

**EXECUTIVE SESSION**

None presented at this time.

The Select Board adjourned at 8:25 PM.

The next Select Board meeting will be held on September 7, 2022.

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