

Town of Pittsford SELECT BOARD – January 5, 2023

MEMBERS PRESENT: Alicia Malay, W. Joseph Gagnon, David Mills, Mark Winslow and Thomas Hooker. OTHERS PRESENT: Ann Reed, Kelly Giard – Recording Secretary

EXECUTIVE SESSION

The Select Board was called to order at 4:00 by Chair Malay. This meeting was called as an Executive Session only where premature knowledge could be damaging to the Town and may be jeopardized by public disclosure.

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 4:00 PM.

The Select Board exited Executive Session at 4:53 PM with no action taken.

The meeting was called to order at 5:17 PM by Chair Malay.

Ann Reed stated that there was a need for an additional Executive Session for a personnel concern and a contractual concern. Motion by T. Hooker and seconded by M. Winslow to enter into Executive Session for personnel and contractual. Motion passed 5 – 0.

Ann Reed stated that there was a need to amend the agenda to discuss the Zoom billing. Motion by D. Mills and seconded by T. Hooker to adopt the agenda as amended. Motion passed 5 – 0.

Ann Reed reported that Liz Willis received notification today that there has been an overage on the cloud storage for the Zoom service. Currently, the charge is \$149.50 per year for 5 gig of storage and the next level of storage is \$250.00 per year for 10 gig of storage. There was discussion of possible options. One option is to contact PEG TV for the storage of the meeting tapes, however, this would only be for the Select Board meetings. Another option that was discussed was to download the meetings to thumb drives or external hard drives from the laptop that is used for the recording and storing this hardware in the vault in a separate locked cabinet. In the interim, there will be a payment of the \$250.00 to keep the storage an option.

OLD BUSINESS

ARPA Discussion:

Ann Reed reported that there is currently \$813,139.18 of ARPA funding remaining. The sidewalk project, Ferguson Waterworks, Police Department computer server, and cruiser engine replacement have already been paid from these funds. A. Malay inquired the remaining balance due on the Veteran's Memorial Wall. Discussion was held that this would come from the General Building Fund, which has a balance of \$16,694.96 available. Motion by A. Malay and seconded by D. Mills to pay the balance due of \$3,794.60 for the Veteran's Memorial Wall from the General Building Fund. Motion passed 5 – 0.

Ann Reed reported that Shawn Hendee has requested to replace the entire sewer line on Plains Road, as the biggest request. D. Mills stated that the manhole replacement was another large request. Replacing the asbestos water lines on Plains and Pinewoods Roads are another water system request. There was discussion to look for grants before including any of these projects in the ARPA plans.

Ann Reed reported that there is a grant pre-application due on January 30, 2023 for the sidewalk/Route 7 project. There was discussion that the Town apply for a CDBG grant, that would support everyone. J. Gagnon inquired if there would be any information prior to Town Meeting. A. Reed explained that the funds were just released for the last rounds of CDBG grants, so the town needs to wait for the next round. T. Hooker inquired if there were any safety grants that would benefit the Fire Department. A. Reed explained that the PACIF grant was received and reflective gear was included in the description of qualifying expenses.

There was also discussion to seek a grant to aid with the dredging at the Recreation Area.

The general consensus of the Select Board was to table any ARPA decisions until grant availability was determined.

Budget Discussion:

Currently, the General Fund is showing an anticipated expense of \$1,852,994 and an anticipated income of \$1,784,983.

Chair Malay stated that she would like to see the Library increase to \$100,000, which is an increase of \$6,500, as well as an increase to the Historical Society.

There was discussion that the Town Manager contract has not been finalized, therefore, the insurance and wage are considered variables. The Union contract is also being negotiated, which is another item that could be a variable.

D. Mills inquired the Communications Officer that is listed in Legislation. A. Reed will look into that line item. D. Mills inquired the expense for Car Allowance. T. Hooker stated that this was for the former Town Manager. D. Mills inquired the expense for Legal Fees/Tax Collection. A. Reed stated that that would be dependent on the length of the process. D. Mills inquired why the Plant/Equipment contracts were very low. A. Reed explained that the bills were not submitted timely. In-house employees have proposed to take over the mowing, which led to discussion of costs, etc.

M. Winslow inquired the "Misc. Legal Fees – Unbudgeted". A. Reed explained that the Personnel legal fees have been going to this line. The Select Board agreed to lower this line from \$3,000 to \$1,500.

Chair Malay inquired the Pittsford Pride. T. Hooker stated that this was for the shrubs, etc. at the welcome signs on the north and south ends of town. A. Reed explained that the pole flags were also expensed to this line.

The Select Board reviewed the Special Appropriations and decided to cut the following appropriations in half:

- Rutland Mental Health
- Rutland National Resource Con.
- Habitat for Humanity
- VNA & Hospice of the SW Region
- VT Center for Independent Living
- VT Adult Learning
- Rutland ARC
- NewStory Center
- Child First Advocacy Center
- Diversion/Restorative Justice Center, Inc.
- Bennington Rutland Opportunity Council
- Rutland County Parent Child Center
- Neighborworks of Western VT
- American Red Cross
- VT Rural Fire Protection
- Southwest VT Council on Aging
- Vermont Family Network
- Rutland Senior Volunteer Program
- Wonderfeet Kid's Museum

The expenses at the Transfer Station were discussed. The expense for waste removal was reduced to \$39,000.

The fuel at the First Response was discussed and will remain at \$2,000, however, there was an increase in the Vehicle Replacement Fund.

There was discussion regarding the Lawn Care contract and the Police Contracted Services.

M. Winslow inquired the expense for Fireman Labor. T. Hooker explained the calculation and the budget was cut to \$42,000. D. Mills inquired the expense for Personal Protective Equipment (PPE) and this remained unchanged; T. Hooker stated that the vehicle maintenance could be cut to \$15,000; the dispatch services will not be conducted by the State in the future; the training fees were discussed and T. Hooker explained the fluctuations; there was discussion on the lease and the Vehicle Replacement, which remained unchanged.

D. Mills inquired the increase in expenses for the Spring Recreation Programs. A. Reed stated that new uniforms are needed. T. Hooker inquired the expense for Pittsford Day, which was cut to \$9,000.

There was discussion on the Animal Control Officer. A. Reed stated that the payroll expense was charged to the Police Department due to it being handled by officers in the past.

M. Winslow inquired the expense for the Rutland County Tax. A. Reed explained that this is an item that there is no control.

The Select Board agreed to meet again on January 9, 2023 at 5:00 PM to finish budget discussions.

Chair Malay stated that she would like to see the Library allocation be \$100,000. D. Mills stated that \$99,500 would be easier for the Town's people to accept. The Select Board agreed to the \$99,500 proposal.

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 and contracts at 7:48 PM.

The Select Board exited Executive Session at 8:24 PM with the following action taken:

Motion by Chair Malay and seconded by T. Hooker to set the Animal Control Officer's rate at \$18.00 per hour and to be reviewed at a 6 month review. Motion passed 5 – 0.

Motion by M. Winslow and seconded by T. Hooker to develop an Employee Handbook for non-union employees. Motion passed 5 – 0.

The Select Board adjourned at 8:27 PM.

Respectfully Submitted

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

W. Joseph Gagnon, Selectman

Mark Winslow, Selectman