

## Town of Pittsford SELECT BOARD – March 2, 2022

MEMBERS PRESENT: W. Joseph Gagnon, David Mills, Thomas Hooker, Alicia Malay. ABSENT: Thomas “Hank” Pelkey. OTHERS PRESENT: John Binhammer, Joe Repetor, Judi Tompkins, Chad Hewitt, Helen McKinlay, John Haverstock – Town Manager, Kelly Giard – Recording Secretary.

The Select Board was called to order at 6:30 PM by Town Manager Haverstock.

This meeting is the organizational meeting following the Town Meeting Day elections.

Motion by D. Mills and seconded by J. Gagnon to nominate Alicia Malay as Chair of the Select Board. Motion passed 3 – 0 – 1 (A. Malay abstaining). Motion by T. Hooker and seconded by A. Malay to nominate David Mills as Vice Chair of the Select Board. Motion passed 3 – 0 – 1 (D. Mills abstaining).

J. Haverstock stated that there was no need for Executive Session.

J. Haverstock stated that there was no need to amend the agenda. Motion by D. Mills, seconded by J. Gagnon to approve agenda as presented. Motion passed 4-0.

Motion by D. Mills and seconded by T. Hooker to nominate the Assistant to the Town Manager as the Recording Clerk. Motion passed 4 – 0.

Motion by D. Mills and seconded by T. Hooker to nominate the Reporter as the Official Newspaper. Motion passed 4 – 0.

The Select Board meeting schedule was discussed and will remain on the first and third Wednesday of the month. The Board hopes to hear from the OVUU Board about its conflicting schedule. until information is received from the OVUU Board to work out a time that does not conflict with their schedule. Motion by D. Mills and seconded by T. Hooker to remain on the original schedule until further discussion. Motion passed 4 – 0.

Motion by T. Hooker and seconded to accept the following proposed appointments, as presented:

- Delinquent Tax Collector – Town Manager
- Animal Control Officers – J. Michael Warfle; David Soulia
- Enhanced 9-1-1 Coordinator – Jeffrey Biasuzzi
- Emergency Management Director – Vacancy
- Fence Viewers – W. Joseph Gagnon; David Mills; Vacancy
- Fuel Coordinator – Town Manager
- Tree Warden – Robert Ketcham
- Rutland County Solid Waste Representative – Nancy Gaudreau; William “Bill” Drummond – Alternate
- Rutland Regional Planning Commission – David Mills; Donna Wilson – Alternate
- Rutland Transportation Advisory Council – Town Manager; Alicia Malay - Alternate
- Recreation Committee (3 yr) 2025 – Monica Keith; Kelly Connaughton; Vacancy

- Fire Warden – Bradley Keith
- Planning Commission – (3 yr) 2025 – Robb Spensley; Alternates Mike Norris and Donna Wilson

### **MINUTES:**

The minutes of the February 16, 2021 meeting were signed, with no corrections.

### **ORDERS:**

The orders in the amount of \$56,672.48 and payroll in the amount of \$12,446.97 were signed, with the following discussion:

D. Mills inquired about the expense for the school sign. The Police are aware who hit the sign. J. Haverstock stated that this was from an accident that VLCT has been asked to recover the money from the perpetrator.

J. Gagnon inquired about the expense for the sidewalk scoping study. J. Haverstock stated that there would be more charges in the spring, however these will be staying within the approved budget.

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

J. Haverstock reported on the following:

- The State Homeowners Assistance Program is still available for any resident that is in need of assistance with paying mortgage, property tax and/or utility bills.
- Daniels Construction was at the Depot Hill Road Bridge site on February 28, 2022 for the repairs, which took one day.
- The Select Board held the Budget Informational Hearing via Zoom before Town Meeting. Thank you to Deb Alexander for hosting.
- The Sidewalk Design information is available online. A public input survey is available until March 16, 2022 and residents are encouraged to review the plans and leave their input.
- There will be a Staff Meeting on March 10, 2022 at 9:00 AM. The Select Board members are invited to attend.

### **PUBLIC COMMENT:**

Joe Repetor was present to discuss the condition of sidewalks along Route 7 near the school. J. Haverstock explained that Route 7 was a State highway and VTrans has this on their plans for the Route 7 upgrade. There was discussion concerning the safety concerns in this area

## **OLD BUSINESS**

### **Update on Town Manager Recruitment Efforts:**

The Select Board announced the hiring of the new Town Manager. Brenda Fox-Howard has accepted the position and will be starting on April 18, 2022 with a 2-week training period with the current Town Manager.

### **Remarks on The Nature Conservancy's Efforts to Acquire and Conserve a Pittsford Parcel:**

Mr. Binhammer was present to discuss the agreement that the Nature Conservancy has with Ron Smith and Ed Wheeler on a parcel off of LaBrake Road. There are 412 acres noted by survey, which will be recorded at time of closing. The property is in the Conservation 2 District. Mr. Binhammer stated that he has been before the Planning Commission. There was discussion concerning the potential for timber harvesting on the property. Mr. Binhammer says he planned to enroll the parcel in the Current Use program. D. Mills inquired if there was going to be public access to the trails in the area. There was discussion on the history of the road and that this was a Class 4 road with the Town having "thrown it up".

## **NEW BUSINESS**

### **Review Results of Town Meeting:**

The Town Clerk provided Town Meeting results information, which is in the packets for review. The budgets passed. Alicia Malay and Joe Gagnon both were reelected; the retail sale of Cannibas was approved; the school budget was defeated. Judi Hopkins was elected as a Library Trustee.

### **Appointment(s) to Fill Elected Office(s) Left Unfilled by Election, if needed:**

J. Haverstock stated that Robb Spensley has agreed to serve another term as Grand Juror. Motion by T. Hooker and seconded by D. Mills to appoint Robb Spensley as Grand Juror. Motion passed 4 – 0.

### **Appointment(s) to Fill Vacancies among Officials, Board Members and Commissioners, if needed:**

D. Mills stated that Mark Winslow has agreed to serve as a Fence Viewer. J. Haverstock stated that Jason Davis has agreed to continue serving as Emergency Management Coordinator. Motion by T. Hooker and seconded by D. Mills to appoint Mr. Winslow and Mr. Davis to the positions in which they are interested in serving. Motion passed 4 – 0.

### **Presentation of Audit Report:**

Chad Hewitt from the Town's external auditor, Sullivan & Powers, was present to review the recent audit. The audit resulted in an "Unqualified Opinion", which is the highest rating that can be received. Mr. Hewitt stated that there was a surplus of \$233,000 in the General Fund that is not assigned; a surplus of \$150,000 in the Highway Fund. The Depot Hill Road project resulted in a Sewer rate increase in July. The Town cooperated and complied with all requests and found all necessary documents during the audit.

Mr. Hewitt exited at 7:38 PM.

**Consider Adoption of VTrans Road and Bridge Standards:**

J. Haverstock stated that this is an annual exercise and Chad Eugair has confirmed that the Town meets or exceeds the requirements set forth by the State. The document was signed.

**Consider Adoption of Annual Financial Plan:**

J. Haverstock stated that this was an annual exercise to confirm that the Town spends at least \$300 per mile each year to maintain Class 1, 2 and 3 roads.

**Consider Signing Certificate of Highway Mileage:**

J. Haverstock stated that this was an annual exercise to confirm that there has been no change to the Town's 64.261 miles of Class 1, 2 and 3 roads. The document was signed.

The Select Board recessed and convened as the Liquor Board at 7:50 PM.  
The Select Board reconvened at 7:52 PM.

**EXECUTIVE SESSION**

None necessary at this time.

The Select Board adjourned at 7:52 PM.

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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ABSENT  
Thomas "Hank" Pelkey, Selectman

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W. Joseph Gagnon, Selectman