

## **Town of Pittsford SELECT BOARD – April 20, 2022**

MEMBERS PRESENT: W. Joseph Gagnon, David Mills, Thomas Hooker. ABSENT: Alicia Malay. OTHERS PRESENT: Linda Drummond, Bob Foley, Brenda Fox-Howard, Jill Markowski, Greg Boudah, Lisa Wright, Gail Gantick, Jeff Biasuzzi, John Haverstock – Town Manager, Kelly Giard – Recording Secretary.

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

J. Haverstock stated that there was a need for Executive Session for Legal (Zoning) and Contracts (First Response Building). Motion by T. Hooker and seconded by J. Gagnon to enter into Executive Session. Motion passed 3 – 0.

J. Haverstock stated that there was no need to amend the agenda. Motion by T. Hooker and seconded by J. Gagnon to approve the agenda as posted. Motion passed 3 – 0.

### **MINUTES:**

The minutes of the April 6, 2022 regular meeting were signed, with no corrections.

### **ORDERS:**

The orders in the amount of \$70,876.35 and payroll in the amount of \$12,303.96 were signed, with the following discussion:

J. Gagnon inquired about the expense for a water meter. J. Haverstock explained that this was for the Police Academy expansion and the expense has been recouped.

D. Mills inquired about the expense for Ferguson Waterworks. J. Haverstock explained that this was a grant-funded purchase. D. Mills explained that the expense for the grader was mainly labor.

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

J. Haverstock reported on the following:

- The deadline for applications for the Assistant to the Town Manager was April 15, 2022. There were 8 applicants and 4 will be interviewed by Brenda Fox-Howard and Linda Drummond beginning on April 25, 2022.
- The Assessor Clerk position application deadline is April 29, 2022. There have been 4 or 5 applications received.
- There will be an OMYA Community Issues Team Meeting next week. Brenda Fox-Howard will be attending this meeting and will also be given a tour of the facility. Any resident that has an Omya-related concern is asked to contact the Town Manager.
- There will be a Staff Meeting on April 21, 2022 at 9:00 AM. Members of the Select Board are invited to attend.

- Emergency Management Director Jason Davis has expressed a desire to step down. However, he will remain in the position until a replacement has been appointed.
- Mike Blaisdell, who is one of two Pittsford representatives to the Otter Creek Watershed Insect Control District aka the Mosquito District, would like to reduce his commitment to become the Town's Alternate.
- An alternate for the Otter Valley Communications Union District is being sought. Currently, Town Manager Haverstock serves in this role.
- There has been increasing concern about people walking on or along the railroad tracks. There has been testing of the new high speed rail line and people need to be aware that this is not safe near the tracks.
- Work on Route 7 Segment 1 has resumed. There will be weekly updates until completion of the project in June.
- This is the last Select Board meeting for Town Manager Haverstock.

**SELECT BOARD COMMENTS:**

None presented at this time.

**PUBLIC COMMENT:**

None presented at this time.

**OLD BUSINESS**

**Introduction of Pittsford's New Town Manager and Update on Transition:**

Town Manager Brenda Fox-Howard was present for her first meeting. J. Haverstock will be transitioning her into this position until his departure on April 29, 2022. Ms. Fox-Howard stated that she has an open door and any resident or employee should feel comfortable in seeing her at any time.

**Update on Efforts to Recruit and Appoint a Resident for Select Board Vacancy:**

J. Haverstock explained that the open position on the Select Board has been advertised with an application deadline of May 4, 2022 and the open position on the Water & Sewer Commission has also been advertised with a deadline of May 6, 2022.

**Update on VLCT Guidance/Resources on Diversity, Equality and Inclusion Efforts:**

J. Haverstock indicated that he has contacted VLCT regarding the Diversity, Equality and Inclusion efforts. VLCT is expecting to release their guidance to towns in May and believes that there will be grant funds available for training. The Select Board agreed to table this topic until more information is received.

**Discussion of Business Personal Property Assessment:**

Lisa Wright and Gail Gantick were present to discuss the Business Personal Property Assessment. Ms. Wright explained that this impacts the Grand List and is not just about the Town collecting money, more so a means of all Town businesses paying a fair share. Ms.

Gantick stated that all business owners have been cooperative thus far and was not aware of any complaints lodged by business-owners. J. Haverstock inquired whether anyone has not allowed her onto their property. Ms. Wright explained that the business owners have a right to grieve any and all assessments. D. Mills stated that he had spoken with two business owners who had expressed concerns. There was discussion regarding the process being followed by Ms. Gantick.

Ms. Wright and Ms. Gantick exited at 7:01 PM.

### **NEW BUSINESS**

#### **Introduction of and Discussion with Executive Director of the Vermont Criminal Justice Council:**

This topic was tabled.

#### **Consider Waiving Zoning Fees for Wastewater Facility Structure Construction:**

J. Haverstock explained that the Water Department staff is looking to construct a structure similar to the structure that was recently constructed by the Highway Department for outside storage at the Transfer Station. Motion by T. Hooker and seconded by J. Gagnon to waive the zoning permit application fees. Motion passed 3 – 0.

#### **Consider Making New Appointments of Town Representatives to RRPC's Transportation Advisory Council:**

Currently, Town Manager Haverstock is the representative and Chair Malay is the alternate to the Rutland Regional Planning Commission's Transportation Advisory Council. Given Mr. Haverstock's retirement, Chair Malay has agreed to serve as the representative and Chad Eugair has agreed to serve as the Alternate. Motion by T. Hooker and seconded by J. Gagnon to make the appointments. Motion passed 3 – 0.

#### **Discuss Annual Update of Local Emergency Management Plan and Related Documents:**

J. Haverstock stated that Ms. Fox-Howard and Jason Davis have been working on this project and will make a presentation at the May 4, 2022 meeting.

#### **Consider Renewal of Public Works Mutual Aid Agreement:**

J. Haverstock explained the member towns assist others with respect to public works needs. Motion by T. Hooker and seconded by J. Gagnon to renew the agreement. Motion passed 3 – 0.

#### **Discussion of Dispatching Services:**

J. Haverstock stated that he has received a letter from Rutland Town regarding options for emergency service dispatch services. The group is seeking support from towns within the region. The Select Board agreed to have the Town Manager send a letter of support.

The Select Board recessed and convened as the Liquor Board at 7:11 PM.

The Select Board reconvened at 7:15 PM.

### **EXECUTIVE SESSION**

T. Hooker made the motion and seconded by J. Gagnon to go into Executive Session for Legal where premature knowledge would 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 legal at 7:20 PM. Town Manager Haverstock, Town Manager Fox-Howard, Jared Blake, Gary Kupferer and Jeff Biasuzzi were invited to remain for Executive Session for a discussion of the status of zoning and legal matters relating to Boondocks Motors.

The Select Board exited Executive Session at 7:44 PM.

The Select Board had a discussion about issues of concern in the area of Hollister Quarry Road with Peter Cosgrove, Jill Markowski and Greg Boudah. Messrs. Cosgrove and Boudah and Mr. Markowski exited at 8:15 PM.

T. Hooker made the motion and seconded by J. Gagnon to go into Executive Session for Contracts where premature knowledge would 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 Contracts at 8:18 PM with Town Manager Haverstock, Town Manager Fox-Howard and Bob Foley invited to attend for a discussion of contracts.

The Select Board exited Executive Session at 8:32 PM. Motion by T. Hooker and seconded by J. Gagnon to rescind the prior meeting's vote awarding a Pittsford First Response building repair project contract to Todd Blanchard and to instead award the contract to low-bidder Don Champine, at the estimated cost of \$25,000, with an agreement that the total cost will not exceed \$26,000. The motion passed 3 – 0.

The Select Board adjourned at 8:35 PM.

The next Select Board meeting will be held on May 4, 2022.

Respectfully Submitted,

Kelly Giard  
Recording Secretary

\_\_\_\_\_ ABSENT \_\_\_\_\_

Alicia Malay, Chair

\_\_\_\_\_ David Mills, Vice Chair

\_\_\_\_\_ Thomas Hooker, Selectman

\_\_\_\_\_ W. Joseph Gagnon, Selectman