

Town of Pittsford SELECT BOARD – April 6, 2022

MEMBERS PRESENT: W. Joseph Gagnon, David Mills, Thomas Hooker, Thomas “Hank” Pelkey, Alicia Malay. OTHERS PRESENT: Linda Drummond, Bob Foley, John Eugair, Chip Greeno, Al Roberge, Dan Poulin, John Haverstock – Town Manager, Kelly Giard – Recording Secretary.

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

J. Haverstock stated that there was a need for Executive Session for Personnel (Town Manager), Contracts (procurement). D. Mills stated that there was a Legal concern (Zoning). Motion by T. Hooker and seconded by T. Pelkey to enter into Executive Session. Motion passed 5 – 0.

J. Haverstock stated that there was a need to amend the agenda to add Liquor Board items (Keith’s Country Market and Hill Top Tavern dba Pittsford Pub & Grill). Motion by D. Mills and seconded by T. Pelkey to approve the agenda, as amended. Motion passed 5 – 0.

MINUTES:

The minutes of the March 16, 2022 regular meeting were signed, with no corrections.

ORDERS:

The orders in the amount of \$41,198.44 and payroll in the amount of \$12,115.20 were signed, with no discussion.

TOWN MANAGER’S REPORT:

J. Haverstock reported on the following:

- Charlene Bryant has recently been trained by Liz Soulia to do the Zoom duties for the Planning Commission.
- Heather Simons, Executive Director at the Vermont Police Academy will be attending the April 20, 2022 meeting of the Select Board
- The Act 250 committee has received questions regarding the Route 7/3 Bridge project and the accessibility of emergency vehicles. The information was included in the packets for review. The Commission is accepting submissions until April 12, 2022.
- Boondock Motors has filed an appeal to the Environmental Court with regard to the amended permit generated by the Zoning Board of Adjustment. This will be discussed further with legal counsel in Executive Session at the April 20, 2022 meeting.
- The Assistant to the Town Manager position has been posted with 4 applications received to date. The deadline for applications is April 15, 2022.
- The Assessor Clerk position has been posted again with a deadline for applications of April 29, 2022. There have been two applications received with a possibility of one additional application being received.
- The Spring 2022 newsletter deadline is April 15, 2022.

SELECT BOARD COMMENTS:

J. Haverstock read a letter from Selectman Pelkey setting forth his resignation from the Select Board and Water & Sewer Commission effective April 6, 2022. Mr. Pelkey was recognized for his many years of service to the Town.

PUBLIC COMMENT:

Al Roberge was inquiring about the beautification of the “Welcome to Pittsford” sign at the south end of Route 7. J. Haverstock stated that he would reach out to Tom Markowski to discuss the status of the upgrade project prior to any work being done at the sign.

OLD BUSINESS

Update on Transition for New Town Manager:

Brenda Fox-Howard will begin her duties as new Town Manager on April 18, 2022 with a 2 week transition period and will be attending the next Water & Sewer Commission and Select Board meetings, together with Mr. Haverstock.

Review RNESU School District’s Plans for Budget Re-Vote:

J. Haverstock reported that the school budget revote will be held on April 26, 2022 with an informational session the night before the vote. The vote will be conducted via Australian ballot.

Consider Changing Select Board Meeting Schedule:

J. Haverstock reports that the School Board has decided to continue holding its meetings on the same nights as the Select Board meets (first and third Wednesdays). A. Malay stated that there are possibly townspeople who would like to attend both meetings, however, they are unable to do so due to the conflicts in scheduling. The Select Board agreed to keep its existing meeting schedule.

Update on VELCO Substation Construction Project:

Dan Poulin from VELCO was present to discuss the Substation Construction Project through a PowerPoint presentation. Mr. Poulin stated that Naylor and Breen Builders and Dido Trucking have been awarded subcontractor status. Stone will be trucked to Florence Crushed Stone for processing. Mr. Poulin explained that once an Administrative Waiver is received from the Act 250 board, a letter will be sent to the PUC and the Town about the construction. The anticipated completion date is June, 2023. Mr. Eugair was present to explain that the blasting will be very subtle.

NEW BUSINESS

Review Bids to Install New Siding and Windows at First Response Building:

Bob Foley was present to discuss the proposed siding and window replacement project at the First Response building. This project went to 3 potential contractors (Todd Blanchard, Mike

Potter and Don Champine). J. Haverstock reported that there is approximately \$9,000 in the Building Fund and the balance can be “borrowed” against a future appropriations. Mr. Foley stated that there is a possibility that the First Response would contribute \$10,000. There was discussion concerning potential future expansions. It was decided to side the entire building. Mr. Foley stated that the roof is in great condition and the overhead doors were serviced in the Fall 2021. D. Mills inquired about the status of the foundation and Mr. Foley stated that this was also in good condition. Motion by T. Hooker and seconded by T. Pelkey to award the contract to Todd Blanchard, not to exceed \$30,000, contingent on the First Response contributing \$10,000. Motion passed 5 – 0.

Discuss How to Address Select Board Vacancy:

J. Haverstock stated that he has been in contact with VLCT with regard to the replacement of Selectman Pelkey and their recommendations were discussed. The position will be advertised with a deadline of May 4, 2022 with the Select Board to make an appointment on May 18, 2022.

Bob Foley exited at 7:27 PM.

Re-Appoint Town Representatives to Otter Creek Communications Union District:

Tony Ferraro is currently serving Pittsford on the Otter Creek Communications Union District and has agreed to continue serving. Motion by D. Mills and seconded by J. Gagnon to reappoint Mr. Ferraro to the position. Motion passed 5 – 0. The alternate position (now held by the Town Manager) will see continued advertising.

Consider Selecting “Standard Allowance” Option for ARPA Funds:

J. Haverstock reported that recently the rules changed to allow towns to use the ARPA funding for “lost revenue” due to COVID 19. Motion by D. Mills and seconded by T. Hooker that the Town of Pittsford make a one-time irrevocable decision to elect the “standard allowance” approach for our ARPA funds in the amount of \$833,107, to spend on the provision of government services throughout the period of performance of the grant. Motion passed 5 – 0.

Consider Proposal to Increase Swim Lesson Fees:

A request was submitted for a modest increase in the swim lesson fees. Motion by T. Hooker and seconded by D. Mills to approve the request. Motion passed 5 – 0.

Consider Request to Extend Retail Fireworks Sales Permit:

Chip Greeno was present to request that the Fireworks Sales Permit for C & C Fireworks be renewed for 3 more years with no changes to the current permit. Motion by T. Pelkey and seconded by T. Hooker to approve the request to expire in October, 2025 as the current permit expires in October 2022. Motion passed 5 – 0.

The Select Board recessed and convened as the Liquor Board at 7:38 PM.

The Select Board reconvened at 7:43 PM.

EXECUTIVE SESSION

T. Hooker made the motion and seconded by T. Pelkey to go into Executive Session for Personnel, Contractual and 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 personnel, contractual and legal at 7:43 PM. Town Manager Haverstock was invited to remain for Executive Session.

The Select Board exited Executive Session at 8:39 PM, with no action taken.

The Select Board adjourned at 8:39 PM.

The next Select Board meeting will be held on April 20, 2022.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

Thomas "Hank" Pelkey, Selectman

W. Joseph Gagnon, Selectman