

Town of Pittsford SELECT BOARD – May 18, 2022 - APPROVED

MEMBERS PRESENT: Alicia Malay, W. Joseph Gagnon, David Mills, Thomas Hooker.

OTHERS PRESENT: Linda Drummond, Police Chief Mike Warfle, Bill Pratico, Charles “Butch” Shaw, Mary Shaw, Steve Belcher, Chad Eugair, Jason Davis, Ann Reed, 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 a need for Executive Session for Personnel (Management Contract). Motion by T. Hooker and seconded by J. Gagnon to enter into Executive Session. Motion passed unanimously 4 – 0. Motion amended by A. Malay and seconded by T. Hooker to include the discussion of a potential Select Board candidate. Motion passed unanimously.

B. Fox-Howard stated that there was a need to amend the agenda to add the discussion of a coin drop for the library; Police Department computer server; Municipal Office plantings. Motion by D. Mills and seconded by T. Hooker to approve the agenda as amended. Motion passed unanimously 4 – 0.

MINUTES:

The minutes of the May 4, 2022 regular meeting were signed with a minor correction and the May 4, 2022 Liquor Board meeting were signed with no corrections.

ORDERS:

The orders in the amount of \$55,300.25 and payroll in the amount of \$49,087.30 were signed with the following discussion:

J. Gagnon inquired the expense for the Humphrey Road/West Creek Road culvert. Chad Eugair explained that there was a grant received for this project and the Whipple Hollow Road also needs a small culvert replaced.

TOWN MANAGER’S REPORT:

B. Fox-Howard reported on the following highlights:

- Recruiting continues for the Water & Sewer Commission and the Select Board. 2 letters of interest have been received for the Select Board and none received for the Water & Sewer Commission, the Water & Sewer Commission has requested assistance from the Board of Selectmen to help fill this vacancy and/or to re-advertise.
- Ann Reed, the replacement for Linda Drummond has begun work and was introduced.
- Researched roadside mower and assisted with quote process.
- Survey Monkey survey for the APRA funding potential use is active and had some input.
- Pittsford Day planning meeting was held on May 18, 2022 and is moving forward.
- West Creek Road culvert research to get it in the ground timely
- The shrubs in the front of the building need attention and changing

SELECT BOARD COMMENTS:

Selectman Mills stated that the Rutland Regional Planning Commission did not meet this month. Selectman Hooker stated that he had some residents contact him regarding the striping at the end of Plains Road. Chad Eugair stated this was on the list to be done this year.

PUBLIC COMMENT:

Rep. Shaw was present to give an update on the Legislative happenings in Montpelier. The Legislature is out of session, the Governor has yet to sign the \$8.3 Billion budget; there will be no further Covid 19 federal funds received; grants are level funded; there is a surplus in the Education Fund, which will be used to test for PCB's in the schools; \$250 Million has been allocated to Broadband updates and there is a new Broadband Commission established; the Dispatch centers have \$11 Million available to reconfigure. There will be future updates.

OLD BUSINESS

Update on Efforts to Recruit and Appoint a Resident for Select Board and Water & Sewer Commission Vacancies:

B. Fox-Howard reported that 2 letters of interest have been received for the Select Board vacancy and none for the Water & Sewer Commission vacancy. Tom Hooker volunteered to serve on the Water & Sewer Commission. Motion by D. Mills and seconded by J. Gagnon to appoint Selectman Hooker to the Water & Sewer Commission. Motion passed 3 – 0 – 1. The Select Board vacancy was deferred to Executive Session.

Discuss and Vote on Request from Board of Selectman meeting dated 11/3/21 for purchase of Highway Tractor/Arm Mower. The prior discussion did not return a motion to approve:

Chad Eugair reported that Champlain Valley Equipment has a 3 point hitch flail mower in stock for \$6,094. A quote was received from Iowa for \$9,000 and another for \$19,000 for a model that has been discontinued. The proposed mower is compatible with the current tractor, however, will need a control box which ranges from \$500 - \$800. Motion by D. Mills and seconded by T. Hooker to purchase the mower at a price to not exceed \$6,600. Motion passed unanimously 4 – 0.

Survey Monkey "Link" has been set in place on Facebook, Instagram and the Town Website in order to Solicit Public Input on Potential Uses for ARPA Funds:

The survey that was discussed at a previous meeting is now functional on social media platforms and the Town website.

Further Discussion of Repairs to First Response Building:

B. Fox-Howard inquired what the next steps would be to get the project underway. T. Hooker stated that the bid was awarded and should be moving forward.

NEW BUSINESS

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

Jason Davis was present to discuss the Annual Local Emergency Management Plan Update and related document that was submitted. The contacts and information were updated appropriately, based on discussions with the departments that are involved; the Tier 2 reporting was updated; the vulnerable population list was reviewed. There were very few updates necessary. Once the Select Board approves the document, it moves to the Rutland Regional Planning Commission and then to the Vermont Emergency Management Department.

Mr. Davis exited at 7:04 PM.

Draft of Pittsford Memorial Day Parade Events for announcement and potential discussion:

The events have been posted and the event will happen on May 30, 2022 beginning at 12:30 PM proceeding to the Fire House.

Discussion regarding purchase of new Highway (550) truck. This vehicle used for plowing; last truck replaced in 2015:

The estimates that were received were included in the packets for review. D. Mills inquired as to what make/model is being proposed. Chad Eugair stated that this is an International truck due to the heavier weight limits. There was discussion regarding the truck and Chad was asked to research and contact vendors regarding the trade in value and report back at the next meeting with any additional information.

Paving Bid Results:

Chad Eugair reported that there was a grant received for \$193,000 for paving. Wilk Paving submitted a bid in the amount of \$602,121 (\$74.90 per ton) for the 15% RAP material. There was discussion regarding the West Creek Road culvert situation and this area will be avoided if the project is not complete when the paving is performed. B. Fox-Howard is working with the engineering firm to get the plans for this culvert and may be forced to change engineering firms if there is no response. Motion by J. Gagnon and seconded by T. Hooker to award the paving bit to Wilk Paving for the amount of \$602,121. This bid will be for the West Creek Road, Furnace Road and Whipple Hollow Roads. Motion passed unanimously 4 – 0.

Rep Shaw explained that there are pricing concerns with the State paving projects. The Route 7 “mill and fill” project is slated to begin on June 6, 2022 and last for approximately 90 days.

Zoning Ticketing Official Removed – Do you wish to replace:

Jeff Biasuzzi reported that John Haverstock was removed as a “back-up” ticketing official through the Zoning Department upon his retirement. D. Mills suggested that the Police Department be charged with this for 6 months until the Town Manager is more familiar with the duties but the Town Manager agreed to take on the role vacated by the former Town Manager. A Motion by T. Hooker and seconded by D. Mills to appoint the Town Manager to this position. Motion passed unanimously 4 – 0. Chief Warfle stated that he would assist if needed.

Library Coin Drop:

The Maclure Library would like to hold a coin drop on October 8, 2022 on Route 7 by the school. Motion by T. Hooker and seconded by D. Mills to approve this request. Motion passed unanimously 4 – 0.

Police Computer Server:

B. Fox-Howard reported that there is a mandate coming that the Police Department requiring the department to operate on a separate server from the Town. A quote was received from VT Digital who does all of the town computer networking. There was discussion on the various mandates and a review of the bid. Motion by T. Hooker and seconded by D. Mills to authorize the work to be done by VT Digital at a cost of up to \$11,000. J. Gagnon stated that he feels that if the state is requiring this, then they should fund the project. Motion passed 3 – 1,

EXECUTIVE SESSION

A. Malay made the motion and seconded by T. Hooker to go into Executive Session for Personnel 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 7:46 PM. Town Manager Fox-Howard was invited to attend.

The Select Board exited Executive Session at 8:05 PM with the following action taken:

Motion by T. Hooker and seconded by D. Mills to increase taxation on Town Manager expense reimbursement to match what was agreed upon in the Manager contract. Motion passed unanimously 4 - 0.

Motion by A. Malay and seconded by T. Hooker to appoint new Selectman Mark Winslow to the current vacant seat recently opened by the resignation of former member Hank Pelkey during his term. Motion passed unanimously 4 – 0.

The Select Board adjourned at 8:06 PM.

The next Select Board meeting will be held on June 1, 2022.

Respectfully Submitted

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

W. Joseph Gagnon, Selectman