

Town of Pittsford SELECT BOARD – May 4, 2022

MEMBERS PRESENT: Alicia Malay, W. Joseph Gagnon, David Mills, Thomas Hooker. OTHERS PRESENT: Linda Drummond, Gail Gantick, Police Chief Mike Warfle, Jen Popp, Kelly Markowski, Michele Molthn, Glenette Sierra, Greg Hiltz, Tasha Ball, Alison Dabra, 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 (one Police concern; two Administration concerns) and Contracts. Motion by T. Hooker and seconded by J. Gagnon to enter into Executive Session. Motion passed unanimously 4 – 0.

B. Fox-Howard stated that there was a need to amend the agenda to add the discussion of the Regional Dispatch Center (new business) and to remove the discussion of the Emergency Management Plan. 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 April 20, 2022 regular meeting were signed with a minor correction.

ORDERS:

The orders in the amount of \$97,006.90 and payroll in the amount of \$19,403.00 were signed with the following discussion:

J. Gagnon inquired about the expense to Otter Creek Engineering for a hydraulic study. B. Fox-Howard will look into this expense and advise at a future meeting.

D. Mills inquired about the expense for a replacement truck title. B. Fox-Howard explained that there was a truck title that was lost and needed replacing.

TOWN MANAGER'S REPORT:

B. Fox-Howard reported on the following highlights:

- Thank you to all who have been welcoming. She has attended various meetings and met many residents. She hosts an open door and anyone is welcome to stop in her office for discussion or concerns.
- Liquor permit research completed
- Culvert installation planned
- Personnel concerns – deferred to Executive Session
- ARPA Funding – Survey Monkey suggestion
- Upcoming budget discussions
- OMYA Tour and meeting of the Community Concerns Committee

SELECT BOARD COMMENTS:

Chair Malay stated that Rutland and Brandon have passed the cannabis sales. There was discussion whether Pittsford would have a separate board similar to the Liquor Board for this possibility. B. Fox-Howard stated that she will be attending a virtual discussion regarding the cannabis sales and this will be discussed at a future meeting.

PUBLIC COMMENT:

None presented at this time.

OLD BUSINESS

Update on New Town Manager Transition:

B. Fox-Howard has been interviewing applicants for the position of the Assistant to the Town Manager and a candidate has been identified and the position has been filled. The new employee will begin work on May 16, 2022 with a few weeks of training with the current Assistant to the Town Manager.

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

B. Fox-Howard reported that there has been one letter of interest received for the Select Board vacancy but her email system was over loaded with 400+ emails and there could be an additional candidate. No candidates were received for the Water & Sewer Commission vacancy. These discussions were tabled until a future meeting.

Update on Business Personal Property Tax Assessment:

Ms. Gantick was present to discuss the progress of the business personal property assessment. Ms. Gantick stated that this was her fourth week and that she is currently working on the smaller home-based operations. She will review those results with Lisa Wright. She stated that letters would then be mailed to those business owners during the third week of May.

Ms. Gantick exited at 6:52 PM.

Further Discussion of Repairs to First Response Building:

B, Fox-Howard reported that the lowest bidder withdrew their proposal as they no longer were able to perform the work. Motion by D. Mills and seconded by T. Hooker to rescind the previous motion to award the bid to Mr. Champine and to then award the contract to Todd Blanchard with the same stipulation on amount to be spent on the project. Motion passed unanimously 4 – 0.

NEW BUSINESS

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

This topic was tabled.

Review Recreation Director's Proposal to Resurface Recreation Area Bathroom Floors:

Jen Popp, Recreation Director, was present to discuss the safety of the floors in the bathrooms at the Recreation Area. Currently, the floors are just painted cement and when they are wet, they are slippery and dangerous. Vermont Protective Coatings was contacted and provided a quote for the resurfacing of the floors in the amount of \$8,000 to resurface both bathrooms with a material that has a lifetime warranty. Motion by T. Hooker and seconded by J. Gagnon to accept the proposal to resurface the bathrooms at a price to not exceed \$9,000. Motion passed 3-0-1.

Ms. Popp also reported that she has sought prices for resurfacing the basketball and tennis courts and will report at a future meeting.

Ms. Popp exited at 7:05 PM.

Remarks from Florence Neighborhood Group About Access to High Speed Internet:

Greg Hiltz, a Fire Hill resident surveyed his neighbors regarding the connection to the Otter Creek Communications Union District high speed internet. Mr. Hiltz submitted 17 of the 18 names to the Select Board. Chief Warfle also stated that if there was high speed internet in the area that the Police Department would also benefit.

Mr. Hiltz exited at 7:17 PM.

Discussion of Pittsford Day Preparations:

A meeting will be held on May 18, 2022 at 4:00 PM with the Recreation Director, Fire Chief, Select Board member Hooker and the Town Manager to work on the planning of Pittsford Day.

Discussion of Dispatching Services:

The Select Board members agreed to submit a letter of interest to host the Regional Dispatching Service at the proposed fire station that is to be constructed in Florence.

The Select Board recessed and convened as the Liquor Board at 7:23 PM.

The Select Board reconvened at 7:28 PM.

EXECUTIVE SESSION

T. Hooker made the motion and seconded by J. Gagnon to go into Executive Session for Contractual and 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 and Contractual at 7:28 PM. Town Manager Fox-Howard and Police Chief Warfle were invited to attend. Chief Warfle exited at 8:25 PM.

The Select Board exited Executive Session at 8:41 PM with no action taken.

The Select Board adjourned at 8:42 PM.

The next Select Board meeting will be held on May 18, 2022.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

W. Joseph Gagnon, Selectman