

TOWN OF PITTSFORD SELECT BOARD – June 17, 2020

Members Present – Thomas Hooker, Thomas “Hank” Pelkey, David Mills, Alicia Malay and W. Joseph Gagnon, Town Manager John Haverstock and Kelly Giard – Recording Secretary. Others Present: Lee Kahrs, Stephanie Jerome and Chad Eugair attended via conference call.

The meeting was called to order at 6:30 PM by Chairman Pelkey.

J. Haverstock stated that there was a need to enter into Executive Session for Personnel (Continue discussion regarding Recreation Director). D. Mills stated that he has 1 Personnel concern (Mosquito District). Motion by T. Pelkey and seconded by T. Hooker to enter into Executive Session. Motion passed 5 – 0.

J. Haverstock stated that there no need to amend the agenda. Motion by T. Pelkey and seconded by T. Hookers to accept the agenda as presented. Motion passed 5 – 0.

Minutes:

The minutes of the June 3, 2020 Regular Select Board meeting were signed, with no corrections.

Orders:

The orders in the amount of \$34,660.31 and Payroll in the amount of \$11,018.02 were signed, with the following discussion:

J. Haverstock reported that the expense for the registration for the BooMobile was for a 5 year vanity plate.

J. Haverstock stated that the Select Board member signatures may be needed during the week of June 29, 2020 to sign orders as the fiscal year ends on June 30, 2020.

J. Gagnon inquired about the expense for Trail Run refund. J. Haverstock explained that the Trail Run did not occur this year due to COVID 19 and the sponsors had the option of recouping their donations. refund sent to them. J. Gagnon also inquired about the expense for West Creek Road Culvert. J. Haverstock explained that this was to replace a culvert stock and to install new culverts on West Creek Road, in order to utilize the remaining grant funds.

D. Mills inquired which roads were crack-sealed. Highway Foreman Chad Eugair stated that there were several roads sealed, including Plains Road, Terounzo Road, Pine Woods Road, Parker Road, Creed Hill and Hudson Terrace.

Town Manager’s Report:

J. Haverstock reported the following:

- The Town Manager and the Bookkeeper met twice with the representatives from Pittsford First Response to work on PFR’s transition to a Town department. This discussion covered signing the deed as well as insurance transfer. There was also discussion of the repairs and maintenance that is needed at the building.
- The Town Manager and the Highway Foreman met with two contractors at the sidewalk project site for the pre bid meeting.
- Randy Adams, the Recreation Director, reports that due to the COVID 19 pandemic that the Day Camps have been cancelled for this year. The Lifeguards are still working on their training and the Recreation Area will be allowing swimming this season.

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- The Annual Haunted House fund-raiser has been cancelled this year, due to the pandemic.
- There will be a virtual Staff Meeting on Thursday, June 18, 2020 at 9:00 AM. Members of the Select Board are invited to attend.
- The Water and Sewer Commission meeting that was originally scheduled for June 16, 2020 has been postponed until June 23, 2020 so the commissioners can discuss the most recent meter readings and consider payment options for residents whose income may have been impacted due to the pandemic.
- The Bio-Retention project is moving forward. A letter of support has been received from abutting landowner Bill Bowman.
- Markowski Excavating has filed an Act 250 permit request with regard to the use of its property on Bella Vista regarding the Route 7 Segment 1 project.
- The Corn Hill Solar Project has given its 45 day notice to the Town.
- The Municipal Office and related services will be closed on Friday, July 3, 2020 and the Transfer Station will be closed on Saturday, July 4, 2020 in observance of Independence Day.

D. Mills inquired when the Municipal Office would be returning to more regular hours. J. Haverstock stated that there is no specific guidance from the Governor and residents are encouraged to call, email, mail or use the drop box to conduct business.

Select Board Comments:

None presented at this time.

Public Comment:

Rep. Stephanie Jerome was present to discuss the funding options that are available to business owners. J. Haverstock explained that there are links on the Town web page. Rep Jerome stated that these businesses needed to act fast as the money is going fast and the deadline is approaching. A. Malay will be working with Rep Jerome to reach Pittsford business owners through Facebook.

Rep. Jerome exited at 7:04 PM

OLD BUSINESS

Discussion of COVID 19 Coronavirus Response:

J. Haverstock reported that the Government orders change almost daily. Currently, the town office staff are utilizing face masks, hand washing, using sanitizer and the office is being cleaned more with more of a focus on the frequently touched areas. There are office staff that are increasing their time in the office, while still working at home to some extent. J. Haverstock will be discussing reopening procedures with other municipal managers.

Continued Discussion of Anticipated COVID 19 Repercussions for Municipal Finances:

J. Haverstock stated that there was a memo in the packets outlining some areas of the FY21 budget which that could be reduced. The tax rates cannot be set until August due to the State not setting the education portion until then. J. Gagnon inquired the legality of changing the budget as it was approved at Town Meeting. J. Haverstock explained that this option has been approved by the State due to the pandemic.

Consider Proposal from Brandon Reporter:

Lee Kahrs proposed a program that she would like to run in the Reporter to promote various businesses/activities in local towns. This program would involve sponsorships and the prices would be

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in line with the traditional advertising rates. The Select Board discussed using this as a possible replacement to the quarterly newsletter. J. Haverstock will provide the costs of producing the newsletter compared to the sponsorship and will report at the next meeting. Ms. Kahrs was invited to attend the next meeting in person to discuss this with the Select Board.

Ms. Kahrs exited at 6:58 PM

NEW BUSINESS

Consider Proposal to Reduce Paved Portion of Adams/Oxbow Road Intersection:

Highway Foreman Chad Eugair discussed the intersection of Adams and Oxbow Road. Representatives from VTrans has been to the area and measured the area and agreed that the area is wider than necessary. J. Gagnon inquired about the expense that would be involved. C. Eugair stated that the only expense would be the Highway Department staff time as there is material and equipment available to complete the project. C. Eugair explained that the reduction of the size of the intersection would also save on future snowplowing and paving costs. The consensus of the Select Board was to move forward with the project.

The Select Board recessed at 7:23 PM.

EXECUTIVE SESSION

T. Pelkey made the motion and seconded by T. Hooker to go into Executive Session for personnel 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 at 7:23 PM. Town Manager Haverstock was invited to remain for Executive Session.

The Select Board exited Executive Session at 7:40 PM, with no action taken.

The Select Board meeting was adjourned at 7:40 PM.

The next regular meeting of the Select Board will be held on July 1, 2020.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Thomas "Hank" Pelkey, Chairman

Alicia Malay, Vice Chairman

Thomas Hooker, Selectman

W. Joseph Gagnon, Selectman

David Mills, Selectm