

TOWN OF PITTSFORD SELECT BOARD MINUTES September 1, 2021

Members Present – Thomas “Hank” Pelkey, Alicia Malay, David Mills, Thomas Hooker and W. Joseph Gagnon. Others Present: Ariadne Will (via Zoom), Rick McGuire (via Zoom), Mark Pape, Rick Conway, Sandy Conway, Mike Norris, Kevin Blow, Al Roberge, Chuck Charbonneau, Chad Eugair, Carolyn Cote, John Haverstock – Town Manager, Kelly Giard – Recording Secretary.

The meeting was called to order at 6:37 PM by Chair Alicia Malay.

J. Haverstock stated that there was a need to enter into Executive Session for Personnel (Highway; Planning Commission). Motion by T. Hooker and seconded by D. Mills enter into Executive Session for Personnel. Motion passed 5 – 0.

J. Haverstock stated that there was a need to amend the agenda to add the review of the Auditor’s Questionnaires and to add the discussion of Dog Licensing Late Fees. Motion by D. Mills and seconded by T. Hooker to accept the agenda, as amended. Motion passed 5 – 0.

Minutes:

The minutes of the August 18, 2021 regular meeting were signed, with no corrections.

Orders:

The orders in the amount of \$81,762.38 and Payroll in the amount of \$14,825.33 were signed, with the following discussion:

J. Gagnon inquired about the expense to Otter Creek Engineering for Depot Hill. J. Haverstock stated that the project is nearing completion.

Town Manager’s Report:

J. Haverstock reported the following:

- There will be a Staff Appreciation Picnic at the Recreation Area on Friday, September 10, 2021 at Noon. Members of the Select Board are invited to attend.
- The new Highway Department truck has been delivered, is lettered and ready to join the fleet.
- The Highway Department is finishing up its grant-funded stone-lined ditching project on Sugar Hollow Road. The plan is to work on the Fire Hill Road and Allen Mills Road with the same form of ditching in 2022, again with grant funding.
- The annual audit of Sullivan & Powers will be conducted from September 7 – 10, 2021.
- The Town’s ARPA funding amount has been increased to \$833,106.86.
- A request has been received for a visitor to use his metal detector near the well on River Street. This person has been asked to speak with the Historical Society in the event that there are historical artifacts discovered.
- The Municipal Office and Town-related services will be closed on September 6, 2021 in observance of Labor Day.

Select Board Comments:

None Presented at this time.

Public Comment:

None presented at this time.

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OLD BUSINESS

Update on Pittsford Day Planning:

There was no additional update.

Review of Notice from Town of Chittenden Regarding Re-Classification of Class IV Roads:

J. Haverstock will be following up with the Town of Chittenden regarding the confirmation that the proposed reclassification of West Road extension will not have any impact on the Town of Pittsford's access to its water sources.

Discussion of Process and Options for Recruitment of New Town Manager:

VLCT has supplied documentation for the Select Board members to review in their search for a replacement Town Manager when the current manager steps down in March 2022. There was discussion with Rick McGuire about the process and there will be more discussion as the process moves forward.

NEW BUSINESS

Appoint Delegate to VLCT's Town Fair Business Meeting:

Motion by D. Mills and seconded by T. Hooker to appoint John Haverstock as the Pittsford Delegate to the VLCT Town Fair Business Meeting. Motion passed 5 – 0.

Review Bids on New Highway Department 550 Truck:

J. Haverstock reported that there were bids received from Ford of Claremont, Auto Saver Ford and G. Stone Motors for the new Highway Department 550 truck. Auto Saver Ford was the lowest at a net price of \$45,193 when trades were factored in. D. Mills inquired if this was the price for just the body. Chad Eugair stated that the plow would be an additional fee. D. Mills inquired why Ford was the only manufacturer sought. C. Eugair stated that they have history with Ford and they offer lower trucks than Chevrolet. Motion by T. Hooker and seconded by T. Pelkey to purchase the Ford 550 from Auto Saver Ford in the amount of \$45,193 including the trade of the old F350 vehicle. Motion passed 5 – 0. J. Haverstock inquired about the delivery date. C. Eugair stated that this is unknown.

Design Engineer's Update on Bridge Replacement Project at Intersection of Route 7 and 3:

Members of the Select Board and members of the audience were given copies of the presentation from Carolyn Cota with regard to the bridge replacement project at the intersection of Routes 7 and 3. Ms. Cota has been meeting with Rick and Sandy Conway regarding this project. There was much discussion concerning the alignment of Oxbow Road with Route 3 and the entrance from Route 7 onto Route 3. Such discussion may be seen in its entirety at PEG-TV, which recorded audio/video of the meeting and/or via a review of the recorded version of this Zoom meeting. There is still a lot of work and permitting to be done before this project is started.

The members of the public exited at 8:50 PM, with the exception of Chad Eugair.

Review Resignation from Planning Commission and Consider Appointment of Replacement:

The Planning Commission reports that Tom Markowski has resigned from the board. Robb Spensley has expressed interest in elevation from Alternate to full membership and Donna Wilson has offered to serve as Second Alternate. Motion by T. Pelkey and seconded by T. Hooker to appoint Robb Spensley as a full member and Donna Wilson as 2nd Alternate to the Planning Commission. Motion passed 5 – 0.

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Discuss Plan for Tree Planting at Town Office:

Al Roberge was present to discuss options for planting replacement trees along Plains Road in front of the Municipal Offices. Mr. Roberge proposed planting Red Maple, Sugar Maple and a Balsam tree in the area where the Sugar Maple trees were removed. Mr. Roberge stated that this could be done under \$2,000. There was discussion on the types of trees and placement. J. Gagnon offered that he has trees on his property that he would be willing to donate to the project at no cost, other than the manpower and the backhoe to dig the trees. C. Eugair stated that there should be caution in tree placement as there is a dry well in the front, which is why there was a gap in the trees before.

Consider Assessor's Error & Omission (Flanders No 1756): The Assessor seeks approval to make this parcel taxable in 2021 Grand List because the Town sold it to Flanders for \$700.00.

Consider Assessor's Error & Omission (Cluckin' Café No 5093): The Assessor seeks approval to reduce the value of personal property from \$16,000 to \$15,200 and to change the owner's name from Harvest Moon to Cluckin' Café for the 2021 Grand List.

Motion by T. Pelkey and seconded by T. Hooker to approve the changes to both parcels as requested. Motion passed 5-0.

Remarks on Upcoming Recreation Programs:

Jenn Popp was present to update the Select Board on the upcoming programming for the Recreation Department. There will be soccer registration in the coming weeks; a 5K, Fun Run and Corn Hole Tournament in conjunction with Pittsford Day; Wednesday Night Square Dancing at the school; a Disc Golf Tournament on September 19, 2021; VINS will be at the Pittsford Village Farm on September 11, 2021; Sarah's Story will be at the Recreation Area on October 9, 2021 with books; a craft fair and Chili Cook-off will take place on October 9, 2021; a Sheep and Wool Festival at the Recreation Area on October 10, 2021; Pumpkin Party on October 23; and the Trunk or Treat on October 31, 2021. There is an email chain that has been started to keep participants informed of programs. Any resident is welcome to email recreation@Pittsfordvermont.com to join.

Audit Questionnaire:

J. Haverstock explained that this is an annual exercise to deliver Clerk staff questionnaire responses to the Select Board. The Select Board members signed the documentation to confirm receipt.

Discussion of Dog Licensing Late Fees:

J. Haverstock explained that the dog licenses are due on April 1 and the late fees are assessed after that date, however, this was waived in 2020 due to the Covid 19 pandemic. Motion by T. Pelkey and seconded by T. Hooker to reinstate the dog licensing late fees. Motion passed 5 – 0.

EXECUTIVE SESSION

T. Hooker made the motion and seconded by D. Mills 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 9:13PM. Town Manager Haverstock was invited to remain for Executive Session.

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The Select Board exited Executive Session at 9:28 PM, with no action taken.

The Select Board adjourned at 9:28 PM.

The next regular meeting of the Select Board will be held on September 15, 2021.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

W. Joseph Gagnon, Selectman

Thomas "Hank" Pelkey, Selectman