

## **Town of Pittsford SELECT BOARD – September 21, 2022**

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

**ABSENT:** Mark Winslow. **OTHERS PRESENT:** Richard Reed, Chad Eugair (6:45 PM), 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 is a need for Executive Session for contract discussion. A. Malay stated that she has a Personnel concern for Executive Session. Motion by T. Hooker and seconded by D. Mills to enter into Executive Session for Personnel. Motion passed 4 – 0.

A. Malay stated that there was a need to amend the agenda to add the appointment of Chair Malay as the voting delegate for Pittsford at the Town Fair. Motion by D. Mills and seconded by T. Hooker to adopt the agenda as amended and to appoint Chair Malay as the voting delegate for Pittsford at Town Fair. Motion passed 4 – 0.

### **MINUTES:**

The minutes of the September 7, 2022 regular meeting were signed with no corrections. The Executive Session Select Board meeting minutes of August 24, 2022 were tabled.

### **ORDERS:**

The orders in the amount of \$483,330.52 and payroll in the amount of \$12,355.14 were signed with the following discussion:

Chair Malay inquired the expense for the sidewalk scoping study. B. Fox-Howard explained that the payments for this project are nearly complete. B. Fox-Howard stated that there have been inquiries if the Select Board would like a formal presentation on the project. The Select Board discussed the option and chose to pass on the presentation at this time.

J. Gagnon inquired the expense for a camera at the Transfer Station compared to the camera installed at the Highway Garage. B. Fox-Howard explained that the distance was the cost difference and the Transfer Station unit is able to pick up the covered bridge due to the increased ability of this higher-powered camera.

J. Gagnon inquired the expense for fire coats. T. Hooker explained that this was for 1 coat costing \$1,635.59 and mentioned that these fire protective wear are very expensive.

### **TOWN MANAGER'S REPORT:**

B. Fox-Howard reported on the following highlights:

- Richard Reed was invited to the Select Board meeting to be given a formal thank you for his work and the work of his crew on the West Creek Road culvert project.

She also thanked him for being so adaptable to the many changes discussed in the beginning of the project with the engineers. A great job was completed and the State engineering inspector was extremely happy stating that it was a beautiful job. The guardrails have now been installed and the paving will begin in a couple of weeks.

- There has been discussion of the truck sharing between the Highway and Water/Sewer Departments. There will be a decision in the future about whether to sell the older Highway truck or keep and have the Water/Sewer department do an in-house transaction if it is determined that this was already discussed several years ago.
- There is another grant opportunity which would be through the school that was brought to the attention of the Town Manager. She will be working with Melanie Parker on determining if this project could assist with funding for the sidewalk project.
- There is possibly Federal funding available for sidewalk projects. There will be more information forwarded as it is received.
- The Town's FEMA rating is 12.5% eligible for State match funding.
- The US Department of Homeland Security will be offering a webinar to Town Managers to educate them on violence prevention. This is also being offered to anyone who is interested at no cost.
- The ordinances and policies continue to be reviewed. The Finance Policy is acceptable. D. Mills stated that he would like to see the original documents with the red line corrections for comparison.
- There was a Zoom meeting for the Cannabis Regulations, which was attended by the Town Manager. She explained some of the discussion surrounding Retail Sales.
- There was a meeting with the Mosquito District, which grant and budgets were discussed. Additional discussion during this meeting was in Executive Session.
- The external audit is 90% complete and the auditors are happy with the results.
- The Veteran's Committee will be holding a Veteran's Day Celebration on November 11, 2022 at 11:00 AM. The program agenda is currently being drafted and this will include a dedication of the Veteran's Wall, which is in the hallway of the Municipal Offices.
- The job descriptions are being reviewed and updated with departmental input.
- The OMYA truck issues continue but OMYA continues to take many preventative measures within their own facility.
- There have been complaints received with regard to a dog. There will be a dog hearing scheduled on October 19, 2022 at 5:30 PM.
- The permits for the speed signs have been submitted. There was discussion as to the placement. B. Fox-Howard will be searching for funding on this project.
- The next budget process has begun. B. Fox-Howard stated that she will be meeting with the Department Heads who will compile their information to submit for review and feedback, then meet again with the Town Manager.
- There will be a staff meeting on October 13, 2022.

- The Police Durango is out of service. The catalytic convertor overheated and “threw a rod”. Chief Warfle believes that the vehicle is worth repairing, which will cost between \$5,000 and \$6,000 but worth the rebuild.
- The radios for the new police cruiser have been ordered, however, the original radios are on backorder and the salesman offered used radios for \$350, with the option of returning once the new radios are available if the used radios are not what was expected.
- Chad Eugair, Shawn Hendee and the Town Manager attended a Zoom meeting with FEMA regarding the Mettawee Flood Zone and updating the data.

**SELECT BOARD COMMENTS:**

None presented at this time.

**PUBLIC COMMENT:**

None presented at this time.

**OLD BUSINESS**

**Financial Policy Approval:**

Motion by D. Mills and seconded by T. Hooker to adopt the Financial Policy as presented. Motion passed 4 – 0.

**ARPA Survey Discussion and Department Reports:**

The online results were in favor of the Recreation Department. The Water & Sewer and Highway Departments were contacted for their requests. D. Mills stated that the Sewer request needs to have pricing. The Highway Department proposed the purchase of an asphalt hot box, a roller for the grader and a bucket truck.

**ARPA Funds for Additional Water Valve Installation:**

The valves cost \$3,500. D. Mills stated that lists are needed from the Recreation Department, Highway Department and Water & Sewer Departments. T. Hooker stated that the water line on Elm Street is a priority with Pat Lee Drive also needing replacement. B. Fox-Howard stated that there is a missing line on the Route 7 upgrade drawings. Otter Creek Engineering has been contacted regarding this and will advise in the future.

**NEW BUSINESS**

**Animal Control Ordinance.**

This topic was tabled to a future meeting.

**Coin Drop Policy:**

This topic was tabled to a future meeting.

**Delinquent Tax Policy:**

This topic was tabled to a future meeting.

**Purchasing Policy:**

This topic was tabled to a future meeting.

**Weights & Heights Regulation Ordinance:**

This topic was tabled to a future meeting.

**EXECUTIVE SESSION**

T. Hooker made the motion and seconded by D. Mills to go into Executive Session for Contracts 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 contracts and personnel at 7:21 PM.

B. Fox-Howard was invited to attend for the contract’s discussion.

B. Fox-Howard exited Executive Session at 7:45 PM

The Select Board exited Executive Session at 8:50 PM with no action taken.

The Select Board adjourned at 8:50 PM.

The next Select Board meeting will be held on October 5, 2022.

Respectfully Submitted  
Kelly Giard  
Recording Secretary

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Alicia Malay, Chair

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David Mills, Vice Chair

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Thomas Hooker, Selectman

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W. Joseph Gagnon, Selectman

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ABSENT  
Mark Winslow, Selectman