

Town of Pittsford SELECT BOARD MEETING – October 18, 2023 – DRAFT

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

ABSENT: Mark Winslow. OTHERS PRESENT: Wayne Giard, Chad Eugair, Ann Reed, Shawn Hendee, Joe Raptour, David Atherton Town Manager, Kelly Giard – Recording Secretary.

The Select Board was called to order at 6:30 PM by Chair Malay.

D. Mills stated that there was a need to amend the agenda to add Executive Session for Personnel concerns; add the continued discussion of the Transfer Station. Motion by T. Hooker and seconded by D. Mills to accept the agenda as amended. Motion passed unanimously 4 – 0.

MINUTES:

The October 4, 2023 regular meeting minutes were signed with the addition of the transfer station section with details of the discussion that took place at the meeting.

TOWN MANAGER REPORT:

Town Manager Atherton reported the following:

- Met with Bruce Martin from VTRANS and Patricia Shedd from Fuss & O’Neil to begin discussions of Route 7 Segment 2 right of way.
- Met with Robb White to continue discussions of the possibility of the town to take over the Designated Village section of Route 7. There are still negotiations for the construction match amount of 5% - instead of 100% for water and sewer
- Continued discussions with the Department Heads and Ann Reed for budget preparations for FY 2025.
- Dollar General has paid their invoice for the ditch and culvert work at the Plains Road and Route 7 intersection.
- Met with representative and Shawn Hendee at the Vermont Police & Fire Academy regarding sewer connections with the implementation of the Route 7 Segment 2 project. More to come with this topic.
- The Town Manager at West Rutland has reached out to inquire about Pittsford policing in their town. Discussions have begun with Chief Warfle and there will be a discussion with Proctor to check their interest in Pittsford policing. There will be more to come with this topic.
- The Rec Director reports that she is now a Bone Builders instructor and classes will be held in the Conference Room; there will be additional senior events coming, to include movies and bird walks; the Otter Soccer Jamboree has been cancelled due to the lack of volunteers; the Pittsford Spooktacular Halloween event will be held on October 29 from 1-5 PM at the Rec area; discussions have begun with local property and business owners to work on increasing economic development; coaches are needed for the basketball season; Myrec.com will be ready for launch by the end of the year.

SELECTBOARD MEMBER REMARKS:

None presented at this time.

PUBLIC COMMENT:

None presented at this time.

OLD BUSINESS

Discussion on Solar Siting and Enhanced Energy Plan:

Town Manager Atherton stated that he has researched the ordinance vs inclusion in the Town Plan as a stop gap measure. The Town Attorney has also been consulted and recommended to not look at an ordinance and that an Enhanced Energy Plan is needed for anything to be done. Town Manager Atherton continued by saying that there are 2 grant opportunities that are due on November 1, 2023 and the Rutland Regional Planning Commission feels that it would be a better rate of award if the Enhanced Energy Plan was incorporated in the Town Plan. Motion by T. Hooker and seconded by J. Gagnon to direct the Planning Commission to work on the Enhanced Energy Plan. D. Mills stated that he heard that there were “strings attached” to the Planning Grant. Town Manager Atherton stated that if the grant is awarded that the town is not obligated to accept the grant. Motion passed unanimously 4 – 0.

Alcohol Consumption on Town Property Policy – Rec Area Policy:

A new Alcohol Consumption on Town Property Policy was written and reviewed. Motion by T. Hooker and seconded by D. Mills to adopt the policy as presented. Motion passed unanimously 4 – 0.

Veteran’s Day Ceremony:

Ann Reed and Liz Alvarado have been working on the organization of the Veteran’s Day Ceremony. The keynote speaker is the last to be confirmed. Ann and Liz are waiting for a return phone call.

Transfer Station Discussion:

A pamphlet was printed to be handed out to customers of the Transfer Station concerning the recycling fees to be implemented. Town Manager Atherton stated that he reached out to Proctor, who offers townwide trash and recycling pick up and the cost is approximately \$150,000. Town Manager Atherton stated that the cost to remove the recycling has doubled, although it is cheaper for residents to dispose of items at the Rutland County Solid Waste District on Gleason Road, outsourcing remains an option. Town Manager Atherton stated that he had previously spoken with Mark Shea from the Rutland County Solid Waste District, who had followed up the discussion with an email that was read to the members of the Select Board. A discussion followed about the flyer handed out and how the recycling fees could be collected. It was discussed that two bags of recycling could be equal to one punch of the current punch card, people could purchase the disposal fee with a check at the transfer station, or recycling punch cards could be purchased, much like the garbage punch cards. Wayne Giard stated that there have been a lot of complaints on the flier and feels that there would need to

be additional staff if there is a separate punch card for recycling. Mr. Giard also stated that residents do not carry checks, they have bank cards or cash. Mr. Giard stated that residents have said that they will burn everything, put it in the garbage, or even dump beside the road. Mr. Giard stated that some residents do not dispose of garbage at the Transfer Station, only their recyclables. Mr. Giard stated that he was not aware of the financial situation of the Transfer Station. Town Manager Atherton stated that he is concerned that the Transfer Station Supervisor was not aware of the budget standing. J. Gagnon inquired if there was a way to project the result of the price increase to the budget deficit. Ann Reed stated that residents are currently set to pay the permit price of \$30 with a \$25 punch card, as was voted on earlier this year by the Select Board. The permit price also includes one punch card currently. T. Hooker stated that he has been hearing complaints from residents that do not utilize the Transfer Station and the funding coming from the General Fund. D. Mills stated that if the flier is causing so many issues that an RFP should be sought to run the location. Town Manager Atherton stated that the recycling costs \$220 to haul; \$160/ton to process and \$233 per month to rent the container rental. The cost for trash processing is \$210 to haul; \$140/ton to process; \$150 for container rental, and Casella owns the equipment. There was discussion of the possibility of being the hauler, which Town Manager Atherton stated that this would have permitting concerns. Town Manager Atherton will invite someone to speak on options at a future meeting. Motion by D. Mills and seconded by J. Gagnon to put out an RFP for the running of the Transfer Station. Mr. Reptaur stated that other towns offer 5 – 6 day a week service to the residents. Town Manager Atherton stated that this option is population driven and Pittsford does not have the population to support adding hours. Town Manager Atherton discussed the possibility of having a Recycling Punch Card and a Trash Punch Card. Mr. Giard stated that control is a concern and an additional person would be required. Town Manager Atherton recommended rescinding the flyer that has been distributed and Ann Reed recommended that the Clerk not sell permits until a decision is made. Motion by D. Mills and seconded by T. Hooker to rescind the flyer and to instruct the Town Clerk to hold off on selling permits until a decision has been reached. Motion passed unanimously 4 – 0.

NEW BUSINESS

Brent Garrow Complaint:

Mr. Garrow reached out to with concern of run off going into his business parking lot. Town Manager Atherton and Highway Foreman Chad Eugair visited the site and Mr. Eugair has contacted a paving contractor to hopefully pave this area before the end of the month. This has been an on-going concern since before Mr. Garrow bought the property. The previous owner had the same issues.

Discussion on Police Contracting Services:

This topic was included in the Town Manager's Report

Debt Management Policy:

Fund Balance Reserve Policy:

Capital Program and Budget Policy:

Balanced Model Budget Policy:

Cash Receipts, Petty Cash and Returned Check Policy:

Town Manager Atherton explained that the above policies are auditor and insurance company requested policies. Motion by D. Mills and seconded by T. Hooker to accept all of the policies as presented. Motion passed unanimously 4 – 0.

Budget Water and Sewer; Highway Departments:

Shawn Hendee and Ann Reed presented the FY 2025 budget for Water and Sewer. The Water budget income shows a 3.2% increase due to the new rate productions. There was a decrease in the delinquent interest fees, an increase in labor (adding overtime to make the amount more factual), medical insurance (rate increases), dues and subscriptions (to allow more memberships), repairs and maintenance (the equipment is aging) and training (to allow more learning options). There were some items that were combined due to their relative nature. The Sewer budget proposal is showing an increase in income of 12.23%. The payments are defaulting to paying off the water bills before the sewer bills causing delinquent fees and penalties to be incurred on the sewer revenue side instead of the water revenue side. The expenses follow the same line as the Water budget and items were combined, the sludge removal proposed budget is lower due to the processing at the facility, an increase in the certification budget is increased due to more operators being licensed to cover weekends/vacations.

Chad Eugair was present to present the FY 2025 budget for the Highway Department. Ann Reed assisted by explaining the income and revenues. Town Manager Atherton explained that the revenue comes from outside sources. C. Eugair stated that there was an increase in labor due to 1 employee receiving their Master Skills increase; lowered overtime, line striping (\$12,000); paving (\$400,000) and applying for Class 2 paving grants to pave Whipple Hollow Road, Furnace Road, Randall Park and Field Avenue; increase in crack sealing; increases in gravel; 1 truck will need new tires and the grader will need a new blade. Town Manager Atherton stated that the Highway Department is working on the changing of lights to LED lighting at the Transfer Station garage.

Assessor's Errors and Omissions – Parcel 0906:

Ann Reed explained that the mobile home has been gone for over 8 years. J. Gagnon inquired if the owner was responsible for notifying the town for the removal. Ms. Reed explained that this request was for this year only and the other years will need to be heard by the Board of Abatement. Motion by A. Malay and seconded by T. Hooker to approve the request. Motion passed unanimously 4 – 0.

Act on Orders \$121,127.90; Payroll \$13,577.87:

The orders were signed with no discussion.

EXECUTIVE SESSION

T. Hooker made the motion and seconded by J. Gagnon to go into Executive Session for personnel. Motion passed unanimously 4 – 0.

In accordance with 1 VSA§ 313 (a), 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, to include the Town Manager at 8:05 PM.

Motion by J. Gagnon and seconded by D. Mills to exit Executive Session at 8:35 PM. Motion passed unanimously 4 – 0.

Motion by J. Gagnon and seconded by D. Mills to approve an employee that has met the requirements for Master Skills wage increase, per Union Contract. Motion passed unanimously 4 – 0.

Motion by T. Hooker and seconded by D. Mills to adjourn. The motion passed unanimously 4 – 0.

The Select Board adjourned at 8:38 PM.

The next Select Board meeting will be held on November 1, 2023.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

W. Joseph Gagnon, Selectman

ABSENT

Mark Winslow, Selectman