

## Town of Pittsford SELECT BOARD MEETING – January 24, 2024 – DRAFT

MEMBERS PRESENT: Alicia Malay, W. Joseph Gagnon, David Mills, Mark Winslow, and Thomas Hooker. OTHERS PRESENT: Wayne Giard, Nate McKay, Kate McKay, Laurie Bertrand, Greg Hiltz, Brett Mullin, Steve Belcher, Steve Jupiter, Stephanie Bourke, Beth Saradarian, David Atherton – Town Manager, Ann Reed-Assistant to the Town Manager, Kelly Giard – Recording Secretary.

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

Chair Malay stated that there was a need to amend the agenda to add an additional warrant in the amount of \$2,106,833.65. Motion by D. Mills and seconded by T. Hooker to accept the agenda as amended. Motion passed unanimously 5 – 0.

### **MINUTES:**

The January 3, 2024 regular meeting minutes and the January 3, 2024 Liquor Board meeting minutes were signed with no corrections.

### **TOWN MANAGER REPORT:**

Town Manager David Atherton reported the following:

- Town Manager attended the OCWICD meeting to inquire about the adulticide spraying concern. There was not much time on the agenda to discuss this topic. The representative will be contacted to discuss the issues with the equipment and the needs to resolve the issues with the service that the town currently pays for.
- Met with the Proctor Selectboard with Chief Warfle and Lt. Pratico to discuss the possibility of 40 hour per week coverage in Proctor. There will be more information on this topic in the future.
- Met with Bond attorney Robert Fletcher and Shawn Hendee to discuss the Bridge 108 waterline replacement. The scope of the project, warning, and posting requirement were discussed at this meeting. The bond vote can occur at Town Meeting with the public hearing at the Monday meeting.
- Met with Otter Creek Engineering at the Wastewater Treatment Facility to discuss the open and ongoing projects. The lead service survey is nearing completion with no lead lines located; the plans for the Plains Road sewer line project are expected in early February with the bid process beginning soon after; requested a new estimate for Segment 2 & 3.

D. Mills inquired if there would be no need to spend additional money going forward for the lead water line, as there is no lead lines found. Town Manager Atherton confirmed this savings.

### **SELECTBOARD MEMBER REMARKS:**

M. Winslow stated that he has spoken with the Secretary of Agriculture regarding the equipment that is being required for the Mosquito District and recommends that the District Representatives reach out as well.

M. Winslow inquired if there was an equipment list for any upcoming purchases. Town Manager Atherton stated that there is no equipment purchase anticipated for this next fiscal year, with the exception of a vehicle for Pittsford First Response, which has been discussed at recent meetings.

**PUBLIC COMMENT:**

Steffanie Bourke, a Planner from the Rutland Regional Planning Commission, was present to discuss the upcoming renewal of the Regional Plan, which will be completed by 2026. The RRPC is hoping to be more aggressive in the solicitation of public input. The public is invited to visit the website [rutlandrpc.org/method](http://rutlandrpc.org/method) to participate in the survey. Ms. Bourke would like to attend public events in the community to promote the initiative.

Ms. Bourke exited at 6:39 PM.

**OLD BUSINESS**

**OVUUSD and Football Club – Burditt Fund Request:**

Laure Bertrand, representing the OVUUSD, was present with Mr. and Mrs. McKay to update the Select Board on the recent request to the Burditt Fund for lighting at the Football Field. Ms. Bertrand reported that the OVUUSD unanimously voted to approve the football club's request of \$20,000 from the Burditt Fund. Mr. McKay explained that there has been \$64,000 received and a total of \$77,000 additional pledged. There have been in kind pledges of the wiring, excavating, crane use, and concrete. Motion by D. Mills and seconded by T. Hooker to approve the one-time request from the OVUUSD for \$20,000 from the Burditt Fund to support the Football Lighting Project. Motion passed unanimously 5 – 0. T. Hooker stated that the minutes from the OVUUSD and the Select Board need to be submitted to the Assistant to the Town Manager prior to this going to the Trustees of Public Funds for confirmation and payout.

**Transfer Station Employee Vacation Payout:**

Wayne Giard, former Transfer Station employee, was present to inquire about his request for accrued vacation time he feels he is due following the discontinuation of employment. Town Manager Atherton stated that he met with the Town Clerk/Treasurer, Assistant Town Clerk/Treasurer and Accountant, who all came to the conclusion that the vacation hours in question were paid out previously. There was discussion explaining the payout and Mr. Giard was given the information printed from the payroll records.

Mr. Giard exited at 6:54 PM.

**Budget Finalization and Approval:**

Motion by T. Hooker and seconded by D. Mills to adopt the proposed budget as presented. M. Winslow inquired if the current budget includes the reduction of the \$60,000 in the paving budget. Town Manager Atherton stated that he met with Chad Eugair and they are hopeful for the award of the Class 2 Paving Grant, which would be in the amount of \$200,000, therefore, the Highway Department budget that was presented is \$100,000 below the previous amount that was presented. The \$100,000 came out of the paving budget line item in the highway budget. Ann Reed reported that the delinquent tax interest revenue line was adjusted, as well as a decrease in the assessor contract amount, with a net of approximately \$6,000 decrease in the tax revenue needed to balance the budget. The overall budget is basically level funded or 1% lower than the past budget. Motion passed unanimously 5 – 0.

## **NEW BUSINESS**

### **Coin Drop Request – Rutland County Humane Society:**

Beth Saradarion requested a Coin Drop to benefit the Rutland County Humane Society on October 12, 2024. Motion by T. Hooker and seconded by D. Mills to approve this request. Motion passed unanimously 5 – 0.

### **Coin Drop Request – Maclure Library:**

Steve Belcher requested a Coin Drop to benefit the Maclure Library on May 25, 2024. Motion by D. Mills and seconded by J. Gagnon to approve this request. Motion passed unanimously 5 – 0.

### **2023 Equalization Study and Recommendations – Assessor's Office:**

Information regarding the 2023 Equalization Study and Recommendations were included in the packets for review.

### **Bond Vote for Bridge 108 Information:**

Information regarding the Bond Vote for Bridge 108 was presented for review. Town Manager Atherton met with Shawn Hendee, Ann Reed, and Helen McKinlay to discuss the process and logistics for the Public Hearing and Bond Vote. The Public Hearing can be held at Town Meeting and the vote can be included with the Australian Ballot. A representative from Otter Creek Engineering will be asked to attend Town Meeting. Motion by T. Hooker and seconded by M. Winslow to accept the official documentation as presented. Motion passed unanimously 5 – 0.

### **Approve Warning for Town Meeting:**

Motion by M. Winslow and seconded by D. Mills to adopt the Town Meeting Warning as presented. Motion passed unanimously 5 – 0 and is included at the end of these minutes.

### **VTRANS Mileage Certificate Approval and Signatures:**

The annual VTRANS Mileage Certificate was presented for approval and signature. The mileage remains the same at 64.281 miles. Motion by D. Mills and seconded by T. Hooker to approve and sign the request. Motion passed unanimously 5 – 0.

### **Personal Property Tax Appraiser Contract – Gail Gantic:**

A Personal Property Tax Appraiser Contract was received from Gail Gantic. Motion by T. Hooker and seconded by A. Malay to approve the proposal as presented. There was discussion concerning the length of time that this would need to be continued and the Select Board agreed to do this exercise 1 more year and then suspend. Motion passed unanimously 5 – 0.

### **OCCUD Board Representative Applicant:**

Town Manager Atherton reported that there have been 2 residents interested in serving on the OCCUD Board. Motion by D. Mills and seconded by T. Hooker to appoint Greg Hiltz and Brett Mullen to the OCCUD Board as Pittsford representatives. Motion passed unanimously 5 – 0.

Mr. Hiltz and Mr. Mullen exited at 7:16 PM.

### **Act on Orders \$2,189,118.48; Payroll \$13,324.11:**

M. Winslow inquired the expenses to Furnace Brook Landscaping. Town Manager Atherton stated that this was the final billing from Furnace Brook Landscaping. There was a certified letter sent to the vendor stating that there was a breach of contract and the mowing will be completed with the current staff.

M. Winslow inquired the expense to the attorney. Town Manager Atherton explained that this was for multiple services.

There was a payment made to the School System included in this amount.

The Select Board recessed at 7:18 PM to convene as the Liquor Board

The Select Board reconvened at 7:19 PM and adjourned to Executive Session.

**EXECUTIVE SESSION**

D, Mills made the motion and seconded by T. Hooker to go into Executive Session for legal and personnel. Motion passed unanimously 5– 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.

Motion by T. Hooker and seconded by D. Mills to adjourn Executive Session at 7:57 PM. Motion passed unanimously 5 – 0.

Motion by T. Hooker and seconded by A. Malay to include a 1% Local Option Tax to be added to the March 4, 2024 Town Meeting Warning and to be voted on by Australian Ballot. Motion passed 4 – 1.

Motion by M. Winslow and seconded by D. Mills to adjourn at 8:33 PM.

The next Select Board meeting will be held on February 7, 2024.

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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Mark Winslow, Selectman

**WARNING**  
**TOWN OF PITTSFORD ANNUAL TOWN MEETING**  
**March 4, 2024**

The legal voters of the Town of Pittsford are hereby warned and notified to meet in the Lothrop School Gymnasium in said Town on March 4, 2023, at 6:30 p.m. to transact the following business from the floor:

- Article 1: To hear the reports of the Town Officers.
- Article 2: Shall the voters authorize general fund expenditures for operating expenses of \$1,822,999, of which the sum of \$1,385,264 is to be raised by property taxes and \$437,735 by non-tax revenues?
- Article 3: Shall the voters authorize highway fund expenditures of \$1,192,980, of which the sum of \$1,050,780 is to be raised by property taxes and \$142,200 by non-tax revenues?
- Article 4: Shall the voters authorize Village District Expenses of \$17,000, of which the sum of \$17,000 is to be raised by property taxes payable by Village property owners?
- Article 5: Shall the voters authorize collection of taxes on real and personal property by its Treasurer in three equal installments, due on or before August 15, September 16, and November 15, 2024 by physical delivery to the tax collector on that date?
- Article 6: Shall the voters vote to exempt the building and properties belonging to the Pittsford Historical Society located at 3399 US Route 7 (parcel #1713) from municipal property taxes for a period of five (5) years in accordance with the exemption clause for charitable organizations set forth in 32 VSA Section 3840?
- Article 7: Shall the voters vote to exempt the properties belonging to the Pittsford Historical Society located off Goat Farm Road (aka: "ice caves" parcel, consisting of 54.6 acres; parcel #1682) from municipal property taxes for a period of five (5) years in accordance with the exemption clause for charitable organizations set forth in 32 VSA Section 3840?
- Article 8: Shall the voters vote to raise, appropriate, and expend the sum of \$7,500 for the support of the Pittsford Historical Society to provide services to residents of Town?
- Article 9: Shall the voters vote to raise, appropriate, and expend the sum of \$5,000 for the support of Marble Valley Regional Transportation District "The Bus" to provide services to the residents of Town?
- Article 10: Shall the voters vote to raise, appropriate, and expend the sum of \$1,000 for the support of the Pittsford Cemetery Association to provide services to residents of Town?
- Article 11: Shall the voters vote to raise, appropriate, and expend the sum of \$1,500 for the support of the Bowen-Walker Fund to provide services to residents of Town?
- Article 12: Shall the voters vote to raise, appropriate, and expend the sum of \$1,000 for the support of the Pittsford Food Shelf to provide services to residents of Town?
- Article 13: Shall the voters vote to raise, appropriate, and expend the sum of \$11,964 for the support of Regional Ambulance Service to provide services to the residents of Town?
- Article 14: Shall the voters vote to raise, appropriate, and expend the sum of \$3,600 for the support of Rutland County Restorative Justice Center to provide services to residents of Town?
- Article 15: Shall the voters vote to raise, appropriate, and expend the sum of \$4,931 for the support of Visiting Nurses Association and Hospice of the Southwest Region to provide services to residents of Town?
- Article 16: Shall the voters vote to raise, appropriate, and expend the sum of \$125,000 for the support of Maclure Library to provide services to residents of Town?
- Article 17: Shall the voters vote to raise, appropriate, and expend the sum of \$1,400 for the support of ARC Rutland Area to provide services to residents of Town?

- Article 18: Shall the voters vote to raise, appropriate, and expend the sum of \$427 for the support of RSVP/VC to provide services to residents of Town?
- Article 19: Shall the voters vote to raise, appropriate, and expend the sum of \$1,100 for the support of the Southern Vermont Council on Aging to provide services to residents of Town?
- Article 20: Shall the voters vote to raise, appropriate, and expend the sum of \$200 for the support of Green Up Day to provide services to residents of Town?
- Article 21: Shall the voters vote to raise, appropriate, and expend the sum of \$1,000 for the support of Rutland County Humane Society to provide services to residents of Town?
- Article 22: Discussion of other non-binding business.

At the close of the above business, the meeting shall be recessed until Tuesday March 5, 2024 at 7:00 a.m. at the Town Offices, located at 426 Plains Road, Pittsford to vote by Australian ballot on the following matters, to wit:

- Article 23: To elect the following officers of the Town:
- a. A Town Moderator for a term of one (1) year
  - b. A Selectman for a term of three (3) years
  - c. A Selectman for a term of two (2) years
  - d. A Trustee of Public Funds for a term of three (3) years
  - e. A Maclure Library Trustee for a term of three (3) years
- Article 24: To vote on the following Article of Business:  
Shall the voters authorize the removal, replacement, and installation of a new watermain along the easterly side of the VT Route 7 Bridge #108 over Furnace Brook and the issuance of general obligation bonds of the Town in an amount not to exceed Four Hundred Thousand, and 00/100 Dollars (\$400,000.00), subject to reduction by grants in aid and other state and federal funds then available to the Town, to pay the capital costs and related other costs of the project?
- Article 25: To vote on the following Article of Business:  
Shall the voters of the Town of Pittsford assess a one percent (1%) local options sales tax on all eligible sales, rooms and meals sales, and alcohol sales in accordance with 25 V.S.A. §138 and use those revenues to pay for capital debt and projects?

Polls open Tuesday March 5, 2024 from 7:00 a.m. to 7:00p.m.

Dated this 24th day of January, 2024.

By the Selectboard members of the Town of Pittsford:  
January, 2024:  
s/s Alicia Malay  
S/s Thomas Hooker  
s/s David Mills  
s/s W. Joseph Gagnon  
s/s Mark Winslow

Received and Recorded this 25<sup>th</sup> day of  
Helen McKinlay, Town Clerk