

## Town of Pittsford SELECT BOARD MEETING – January 3, 2024 – DRAFT

MEMBERS PRESENT: Alicia Malay, W. Joseph Gagnon, David Mills, Mark Winslow, and Thomas Hooker. OTHERS PRESENT: Steve Belcher, Jeff Schuman, Doug Perkins, Steven Jupiter, Wayne Giard, Steve Kaufman, 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 \$7,990.91; Approval of the March 6, 2023 Town Meeting Minutes and the discussion to change meeting dates. Motion by D. Mills and seconded by M. Winslow to accept the agenda as amended. Motion passed unanimously 5 – 0.

### **MINUTES:**

The December 20, 2023 regular meeting minutes, December 20, 2023 Liquor Board meeting minutes and the minutes from the March 6, 2023 Town Meeting were signed with no corrections.

### **TOWN MANAGER REPORT:**

Assistant to the Town Manager Ann Reed reported the following:

- The Water & Sewer bills were sent out on December 22, 2023 with a due date of February 22, 2024. If the usage remains the same as with this billing, the bottom line for this department will meet their projected income, as stated in the approved budget.
- The Better Roads Grant has been submitted for the proposed culvert project.
- The Source Protection documentation is currently under review and is required to be renewed every 3 years with an annual review by the Select Board. This protects the water sources for the town.
- Department heads have received status reports to keep them informed as to the budget status.
- Recreation Department basketball practices are continuing with games to begin in the next week; there has been a great response to the sponsorship and participation in the Ice Bowl Disc Golf Tournament to be held on January 14, 2024.
- A sewer blockage was discovered on Route 7 and was resolved with inhouse employee labor.
- Lisa Wright has received the CLA and CLD study and will be presenting a full report to the Select Board in the near future.
- A grant in the amount of \$4,000 has been received for the Enhanced Energy Plan.

### **SELECTBOARD MEMBER REMARKS:**

None presented at this time.

## **PUBLIC COMMENT:**

Doug Perkins was present to update the Select Board on the happenings of the Otter Creek Watershed District (aka the Mosquito District). Mr. Perkins highlighted that Proctor has joined the district, therefore the assessments to the current member towns can be lowered; spraying cannot occur if there is rain in the forecast, or has rained; studies showed that Pittsford was sprayed more than other member towns during the 2023 season. Jeff Schuman, also representing the Otter Creek Watershed District reported that there is an upcoming cash flow concern, therefore, the member towns will be billed quarterly; there is a new permitting process that is being required by the State of Vermont and with this, there is a \$70,000 technology upgrade required for the trucks, which was explained; there will be an \$8,000 annual licensing fee in the future for the technology upgrades for the trucks, if mandated.

Mr. Perkins, Mr. Schuman and Mr. Belcher exited at 6:42 PM.

Wayne Giard, former Transfer Station employee was present to address the Select Board that neither he or fellow employee Neil were paid for outstanding vacation time when their positions were eliminated. Mr. Giard stated that he tried having the discussion with Town Manager Atherton who “refused” to pay the outstanding vacation time. There was discussion concerning the situation. Motion by T. Hooker and seconded by M. Winslow to pay the 2 former Transfer Station employees their requested prorated vacation hours. Motion passed unanimously 5 – 0. D. Mills stated that the Select Board understands the concern, however, feels that the Personnel Policy needs to be reviewed to clarify the vacation policy.

Mr. Giard exited at 6:50 PM.

## **OLD BUSINESS**

### **Budget Review:**

M. Winslow inquired as to the OMYA expense for the Police Department. Ann Reed showed that the income from OMYA increased to offset the additional expenses. Ann Reed stated that there was an increase in the OMYA request due to more time being requested for policing and increasing the patrols increases vehicles and gas. The vehicle maintenance and fuel account was questioned by M. Winslow. Ann Reed stated there is an increase due to the number of vehicles on patrol in town. M. Winslow inquired the increase in Recreation management, which was determined to have been discussed in a past Executive Session; increase in grounds is due to increase in work being done at the site; Spring Programs have been combined; other contracted services within the recreation budget is a result of myrec.com; Buildings and Grounds were combined under 1 category; Capitol Fund increase of \$3,000 is for the possible receipt of a Planning and Scoping Study grant for the construction of a structure at the Recreation site; Highway equipment rental was increased slightly due to the unknown events that could happen and if a grant is received for the culvert, a piece of equipment would need to be rented to complete this project; Chad Eugair has been consulted and is ok with a decrease in the paving

budget. Following discussion there was a decrease in the paving budget of \$60,000. Ann Reed stated that the budget amount that will be included in the warning would not have the Special Appropriations included due to the fact that the Select Board will list these requests as individual line items on the warning.

**No Thru Traffic Signage/Ordinance/Policy Arch Street:**

Ann Reed reported that she has researched the No Thru Traffic signage for Arch Street and has found no other towns in the state that have an ordinance that includes No Thru traffic signage. There is nothing statewide, either. D. Mills inquired if there was anything that VLCT could do to advise on this topic. Ms. Reed stated that there is no template included on the VLCT website for No Thru Traffic signage. VLCT does offer a template for traffic control that includes stop and yield signs, as well as traffic lights.

Ms. Reed stated that there have been signs ordered for Arch Street and they will be installed in the future.

**NEW BUSINESS**

**Discussion of Meeting Date Change:**

Ann Reed reported that there is a deadline of January 18, 2024 for the Special Appropriation petitions to be returned and the Town Clerk's Office has stated that the signatures must be checked against the Voter Check List for validity, which will take a bit of time. There needs to be a meeting between January 19 and January 29, when the Town Report is due to the printers in order to approve the Budget and Warning. The next meeting is scheduled to be January 17, 2024. Motion by T. Hooker and seconded by D. Mills to move the next meeting date to January 24, 2024 to allow time to include the Special Appropriations on the warning. Motion passed unanimously 5 – 0.

**Act on Orders \$74,542.73; Payroll \$31,901.19:**

The Select Board recessed at 7:23 PM to convene as the Liquor Board

The Select Board reconvened at 7:24 PM and adjourned to Executive Session.

**EXECUTIVE SESSION**

D. Mills made the motion and seconded by M. Winslow 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 Assistant to the Town Manager.

Motion by D. Mills and seconded by T. Hooker to exit Executive Session at 7:43 PM with no action taken.

Motion by D. Mills and seconded by T. Hooker to adjourn at 7:43 PM. Motion passed unanimously 5 – 0.

The Select Board adjourned at 7:43 PM.

The next Select Board meeting will be held on January 24, 2024.

Respectfully Submitted,

Kelly Giard  
Recording Secretary

---

Alicia Malay, Chair

---

David Mills, Vice Chair

---

Thomas Hooker, Selectman

---

W. Joseph Gagnon, Selectman

---

Mark Winslow, Selectman