

Town of Pittsford SELECT BOARD MEETING – March 19, 2025– DRAFT

MEMBERS PRESENT: Alicia Malay, David Mills, Thomas Hooker, and Mark Winslow. ABSENT: Dan Adams. OTHERS PRESENT: Jeff Biasuzzi, Charles “Butch” Shaw, Jim Lacoille, Ann Reed – Interim Town Manager, Kelly Giard – Recording Secretary

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

Chair Malay stated there was no need to add to the Executive Session, however, there was a need to amend the agenda to add to New Business RHR Audit letter and Planning Commission vacancy. Motion by T. Hooker and seconded by D. Mills to adopt the agenda as amended. Motion passed unanimously 4 – 0.

MINUTES:

The minutes from the March 5, 2025, regular meeting and the March 5, 2025 Liquor Board were signed with no corrections.

TOWN MANAGER REPORT:

Interim Town Manager Ann Reed reported the following:

- Attended the CEDRR mixer on March 11, 2025 and made contact with Lyle Jepson about the “Landlord Day”. Mr. Jepson send emails to 3 contacts for follow up. A local banker has also been contacted and would like to meet with Helen McKinlay.
- Staff Meeting was held on March 13. The mandatory ethics training was reviewed and most department heads have already completed this training. There was also discussion on the personnel policy and input is being received with their concerns being taken into consideration seriously. Employees were also advised that there is an Open Door Policy and any employee is welcome to come forward with any questions or concerns. Departments that were in attendance discussed their current projects.
- Assisted in the review of the resumes that were received for the Assistant Clerk position, which there were nearly 30 applicants. Helen and Pat are starting to conduct interviews.
- Filed the necessary documentation for the appointments to committees and community organizations.
- Paving bids have gone out. There will be an ad in the next Reporter and bids are due on March 27, 2025. Details are on the town website.
- Excess weight permits have been processed for roadways from several companies with more expected prior to the due date of March 31, 2025.
- Repayment agreements or payment in full have been processed for 19 of the overdue water/sewer billings as of March 14, 2025. The number is expected to increase due to the water shut off date, which is scheduled for March 18, 2025 with the door postings on March 17, 2025. **UPDATE: as of the meeting time, there was 1 account remaining of the 7 shut offs that occurred.
- Bridge 108 will resume work on April 1, 2025 and it is anticipated to shift lanes in June with the proper signage and traffic control in place prior the shift.
- Attended the Rutland Regional Planning Commission meeting and encouraged members of the Select Board to attend the Select Board Meet Up. Information was in the packet for

review and RSVP information. M. Winslow spoke very highly of this opportunity and stated that he and D. Adams attended the last Meet Up.

- The Recreation Director's report was included in the packet for review and the Summer Camps are filling up with 3 of the 7 weeks currently filled.

T. Hooker expressed dissatisfaction with the auditing firm and the letter long overdue. This topic was discussed later in the agenda.

SELECTBOARD MEMBER REMARKS:

M. Winslow stated that he has had comments from Police Department employees expressing that they are needing to pay for the cleaning of the cruisers out of their own funds. There was discussion on this topic and more discussion will be forthcoming.

PUBLIC COMMENT:

Charles "Butch" Shaw stated that he has heard discussion on overweight permits being issued on Whipple Hollow Road and OMYA trucks are being "blamed" for this. Mr. Shaw stated that there had been past discussions with former Town Managers of Proctor and Pittsford and the bridge over the railroad is rated at 16,000# and the trucks weigh approximately 24,000# and the trucks coming from Hogback Quarry weigh between 60,000# and 70,000# and are going over a bridge that is rated at 19,000#. Ms. Reed stated that there is a clause in the excess weight permits about Whipple Hollow Road.

OLD BUSINESS

Rutland County Humane Society Coin Drop Request 10/11/2025:

An email was sent to the new Executive Director of the Rutland Community Humane Society regarding the request for approval of a Coin Drop on Route 7 near the school on October 11, 2025. The email included information and instructions following the recent situation where there was no signage or proper safety procedures being followed by previous leadership. The new Executive Director stated that the required procedures would be followed and asked for approval. Motion by D. Mills and seconded by T. Hooker to approve the request with the condition that the required procedures are followed by the Rutland County Humane Society. Motion passed unanimously 4 – 0.

NEW BUSINESS

Zoning Administrator Alternate Discussion:

Zoning Administrator Jeffrey Biasuzzi was present to discuss the possibility of having an alternate in the event of a conflict of interest as he is a licensed real estate broker and there is a possibility of a conflict of interest. Ms. Reed stated that she is willing to fill in in this capacity, if necessary. Mr. Biasuzzi stated that this happened only once in the past over his whole time in Pittsford. M. Winslow inquired if the Zoning Board of Adjustment had been consulted for their input. D. Mills inquired if this was something that could fall under the new Assistant Town Clerk position. The Select Board agreed to table the discussion to a future meeting.

Zoning Board of Adjustment Vacancy:

Jim Lacoille was present to discuss his interest in joining the Zoning Board of Adjustment. Mr. Biasuzzi stated that the Zoning Board of Adjustment was aware of the interest expressed by Mr. Lacoille. Mr. Biasuzzi stated that the Zoning Board of Adjustment would be discussing the interest at their next meeting. D. Mills inquired why the Zoning Board of Adjustment would be discussing the appointment due to this being an action of the Select Board. Mr. Biasuzzi stated that the Zoning Board of Adjustment usually recommends to the Select Board. Motion by D. Mills and seconded by T. Hooker to appoint Mr. Lacoille to the Zoning Board of Adjustment. Motion passed unanimously 4 – 0.

Enhanced Energy Plan:

Mr. Biasuzzi stated that the Planning Commission needs to have public hearings prior to the Select Board posting hearing dates. There was discussion regarding the dates and expiration of the grants that have been received and their expiration dates. Ms. Reed will advise the Planning Commission of the Select Board discussion regarding timelines.

Town Meeting Ideas to Grow Attendance:

The Select Board is investigating ways to grow attendance at the Town Meeting. Some ideas that have been presented are to have a pie social, informational meetings and child care. Any ideas are welcome. There was discussion of possibly having the camp councilors as the child care as they are already on the payroll and have completed background checks. This topic will be discussed at future meetings.

Police Cruiser and Body Cameras:

Ms. Reed stated that new body cameras and cruiser cameras are becoming a necessity as there are 7 officers and 2 computers. The current officer cameras are failing and it is a safety concern. There have been quotes requested and this will be an expensive expense, however, the company that is being contacted for quotes is also researching grant options. T. Hooker reinforced that this is a liability. Ms. Reed stated that she is also working with Silloway on this project. Mr. Shaw stated that this will soon be a state requirement.

Public Nudity Discussion and Possible Ordinance:

There have been reports of public nudity in Pittsford and the concern is growing. A copy of the ordinance from Brattleboro was included in the packets for review. Ms. Reed recommended that the ordinance presented be rewritten to conform to Pittsford needs. M. Winslow agreed to have this ordinance tailored to Pittsford needs.

Covered Bridge Week in August/Possible Banner Purchase:

Governor Scott has proclaimed August 2, 2025 through August 9, 2025 as Covered Bridge Week. There are banners available for sale for \$80 each. The size of the banners is 10' X 2'. There was discussion as to whether to incorporate this weeklong event with Pittsford Day. Mr. Biasuzzi recommended putting a banner on Route 7 for the travelers to be aware of the covered bridges in town. D. Mills inquired about placing a banner on Village Green instead of on the ends of town to help prevent any vandalism. There was discussion of including a QR code on the banner in town so visitors could have a map of bridges. Mr. Shaw stated that the Hammond Bridge deserves more respect. There was also discussion of purchasing banners for

each of the bridges. D. Mills inquired if there is a possibility of having local businesses sponsor the QR code. Mr. Shaw stated that he would help Ms. Reed research options.

RRPC Emergency Mutual Aid Agreement:

This is an annual agreement and was signed by Chair Malay and Ms. Reed.

Restructuring of Offices in the Town Offices:

Ms. Reed stated that she had moved into the Town Manager's Office and it made it difficult to hear/see the front door, as well as communicate with the Town Clerk/Town Treasurers Office. The recommendation is for her to move to the Zoning and Assessor's Office, to have the Assessor's Office move into the Town Manager's Office (the measurement of equipment allows for things to fit); the Zoning Administrator will move into the office of the Assistant to the Town Manager. The members of the Select Board agreed to this move. The labelling on the windows will be removed.

RHR Audit Letter:

The letter to the Town has been received from the outside auditing firm. The only recommendation from the auditors was regarding uncashed checks. They recommended sending them to the State for Uncollectible Funds or reissuing beyond the six month timeframe. The letter of receipt was received and Town Manager Atherton and Ms. Reed were listed as signers. Ms. Reed is recommending that Chair Malay and herself be appointed as signers. M. Winslow inquired the timing of the letter. Ms. Reed stated that this was late. Chair Malay inquired the "grade" given. Ms. Reed stated that this was not seen in the report. Ms. Reed has requested 7 spiral bound copies of the complete audit (1 for each member of the Select Board, 1 for the Town Treasurer and 1 for the Town Manager). M. Winslow inquired the purpose of the letter. Ms. Reed stated that this letter was to confirm that the town was doing its due diligence and cooperating when asked for items provided.

Planning Commission Vacancy:

Mark Pape has resigned from the Planning Commission. Rick Conway will be reaching out to the alternate to determine interest of becoming a full voting member.

Act on Orders \$143,312.52; Payroll \$15,249.64:

The orders were signed with no discussion.

Motion by T. Hooker and seconded by D. Mills to enter into Executive Session at 7:43 PM.
Motion passed unanimously 4 – 0.

EXECUTIVE SESSION

In accordance with 1 V.S.A. § 313(a) where premature general public knowledge would clearly place the municipality or person involved at a substantial disadvantage to discuss contracts. 1 V.S.A. § 313(a)(1)(a) to include the Interim Town Manager.

In accordance with 1 V.S.A. § 313(a) where premature general public knowledge would clearly place the municipality or person involved at a substantial disadvantage to discuss the appointment, employment or evaluation of a public officer or employee, provided that a public

body must make the final hiring or appointment decision and explain its reason for the decision, in open meeting. 1 V.S.A. § 313(a)(3) to include the Interim Town Manager.

Motion by D. Mills and seconded by T. Hooker to exit Executive Session at 8:30 PM to approve the position of Assistant Town Clerk/Payroll Administrator in the Town Clerk's Office. Motion passed unanimously 4 – 0

The Select Board adjourned at 8:35 PM.

The next regular Select Board meeting will be held on March 19, 2025.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

Dan Adams, Selectman

Mark Winslow, Selectman