Town of Pittsford SELECT BOARD MEETING – June 4, 2025– DRAFT

MEMBERS PRESENT: Alicia Malay, Thomas Hooker, Dan Adams, Mark Winslow and David Mills.
OTHERS PRESENT: Greg Hiltz, Rich Bowman, Liz Alvarado, Pam Jackson, Jeff Biasuzzi (via Zoom), Ann Reed – Interim 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 add another Personnel concern to Executive Session. Chair Malay stated that there was a need to add Liquor Board to the agenda, as well as add the discussion of a Renaissance Faire. Motion by D. Mills and seconded by T. Hooker to adopt the agenda as amended. Motion passed unanimously 5 – 0.

MINUTES:

The minutes from the May 21, 2025 Select Board and Liquor Board were signed with no corrections.

TOWN MANAGER REPORT:
Interim Town Manager Ann Reed reported the following:

- Attended the Planning Commission May meeting and they have finished the first round of the Subdivision Bylaws. There will be further modifications as they begin working on the Zoning Regulations at their June 26, 2025 meeting, which will be held at 6:30 PM. Community members are welcome to attend in person or email the Interim Town Manager with any zoning related changes they would like to see in the new regulations. The Planning Commission also discussed the Plains Road classification and the Rutland Regional Planning Commission 2026 mapping.
- Big thank you to Anne Pelkey and Bill Hemple for a successful and beautiful Memorial Day parade and ceremony, with the weather co-operated and it was nice to see so many citizens along the parade route and at the ceremony after the parade.
- Met with Judy Frasier, Mary Ann Goulet, Steffanie Bourque regarding the tri-town trails and some right of way snags. The 4 plans will be brought to the respective towns in the near future. There will be 1 more public engagement meeting, with the date to be announced.
- Met with Shawn Hendee and started doing more Omnia training for the new water meters that are being installed. This will be downloaded into NEMRC for ease of billing in the future. Currently, 23 meters have been installed.
- Attended the RCAP training with Shawn Hendee on sustainable utility management for water and wastewater departments. The training was on the 10 key management areas and how Pittsford's water and wastewater departments rate and rank in each of these 10 key areas.

- Met with several department heads to review budget status' as the end of the fiscal year is approaching.
- Attended the TAC meeting where each town discussed what was happening in their community for transportation related projects. Rutland City's Transit Oriented Development Plan was also discussed.
- Spoke with Ethan Pepin at the Rutland Regional Planning Commission on whether a small bike/ped grant for the rapid flashing lights would be beneficial. This does look like it may be an option, however, we would need to hold off a little longer for grant approval prior to installation. This grant would be a 50/50 match grant with in-kind labor as part of the Town's 50% match.
- Met with Chad Eugair and Shawn Hendee to figure out the Plains Road paving project for timing and financing. Wilks Paving has been contacted to schedule the milling of the road.
- Met with Tom Markowski on the Plains Road project. Mr. Markowski and Otter Creek Engineering have already gone over 1 punch list. There will be a final walk-through shortly with a date and time to be arranged.
- Payment for the COPS grant for the last 2 quarters of 2024 and first quarter of 2025 was received.
- The Police Department participated in a multi-town highway safety initiative for buckle up weeks in May. Other towns came to Pittsford to patrol with Pittsford officers in other towns to patrol as part of this campaign.
- There was a training on the Municipal Roads Grant Program and the Road Erosion Inventory that towns are required to do.
- The grader has returned after 9 months.

SELECTBOARD MEMBER REMARKS:

T. Hooker inquired the status of the grassy area across from the library (the former building of the Town Office). This is a safety issue and is wondering when the area that is in the right of way will be reclaimed as the towns and cleared. Ms. Reed will discuss this with Chad Eugair.

PUBLIC COMMENT:

Pam Jackson, a Plains Road resident, was present to express concern of the damage done to her 1 and a half year old driveway following the sewer project. Ms. Jackson stated that she has never had water in her driveway until the project where it is believed that the driveway was lifted for the work. Ms. Jackson stated that she had poor water pressure until the project, however is concerned about her driveway. The water pressure issue was resolved when work was done to her water line during the sewer project. Ms. Jackson contacted the original contractor that paved the driveway who stated that the driveway is now fractured. Ms. Jackson presented an estimate and pictures of the area. The Select Board members will make a site visit at 6:00 PM on June 18, 2025 (prior to the regularly scheduled meeting, which will begin at

6:30 at the Municipal Office). Ms. Jackson also stated a concern for speed on Plains Road, to which Officer Bowman stated that he has begun radar enforcement.

Ms. Jackson exited at 6:45 PM.

OLD BUSINESS

RRPC 2026 Mapping:

An email was received and Ms. Reed reviewed the map. The "growth area" should include Routes 7 (both north and south), Route 3, Orchard Hill, and Corn Hill Road. The water boundaries are not correct. She had sent an email to Rutland Regional Planning Commission and they had sent her back an email asking for all changes by June 12th, unless the Town asks for an extension. D. Mills and M. Winslow both asked for the extension. M. Winslow stated that the commercial frontage should run from the Rutland/Pittsford town line to the Pittsford/Brandon town line, as well as reviewing other areas. D. Adams asked the definition of Planned Growth Area. Mr. Biasuzzi stated that the Zoning Regulations allow the property owner 600' from the center line to the back of the property line for Route 7 to zone the entire property commercial, however, there is a break in the Commercial zone on Route 3. D. Mills stated that the maps make no sense and recommended that the Select Board hold a special meeting on June 11, 2025 to review and make changes to the maps. D. Adams inquired if the Rutland Regional Planning Commission is reconciling their maps to the Pittsford Zoning maps as he feels they must reflect the town map. M. Winslow asked that Ms. Reed email Logan Solomon from the Rutland Regional Planning Commission and request an extension.

Fire Hill Concerns:

Jeff Biasuzzi, Zoning Administrator was present to discuss the concerns and actions taken with regard to the Fire Hill Concerns with 3 of the Forrest properties. Mr. Biasuzzi read a letter that was addressed to the Select Board for their meeting of May 21, 2025. Mr. Biasuzzi stated that the courts took up the case 6 months after the tickets were issued and lost the pictures, therefore the case was thrown out. D. Mills inquired how long the property belonging to Ashley Forrest had been abandoned. Mr. Biasuzzi stated a year +/-. D. Mills inquired who owns the land where the mess is and if the town could legally clean it up as tickets are issued and no one does anything. D. Adams stated that he went by there and Ms. Forrest and a male individual were in the car and have mowed the lawn to the front door. Mr. Biasuzzi asked the status of the taxes, which Ms. Reed stated that the taxes for 2022 and 2023 have been paid with a payment plan and payment are being received. Atty. Kupferer has requested that correspondence be sent to him for legal input. Ms. Reed asked Mr. Biasuzzi to do this and this still needs to be done. D. Adams indicated that there are vehicles and trash in front of the trailer and he has spoken with neighbors who are upset and afraid to come forward due to the possibility of retaliation. D. Adams inquired the specific violations for the area, which Mr. Biasuzzi indicated the Junk Ordinance or the Open Storage. Rich Bowman stated that he has had a veterinarian at the property to view the animals of Mr. Forrest the elder and that there

were more junk vehicles on the property and the main concern for the animals was for the white pony that needed to have hooves trimmed, with some concern for the horses in with metal, however, no injuries were noted. Mr. Bowman stated that this was a veterinarian that was recommended by the Rutland County Humane Society. Greg Hiltz was present and stated that there are more vehicles on the property of Mr. Forrest the elder and believes that it is the duty of the Zoning Administrator to respond effectively to the concerns of the Townspeople, enforce compliance, maintain accurate records, communicate, follow through with court action and to report regularly to the Select Board. Mr. Biasuzzi stated that action was taken in December 2024 where the notices of violation were delivered and in April those that were not delivered as Certified Mail were returned. D. Adams inquired if the notices were hand delivered. Mr. Biasuzzi stated that he requested former Town Manager David Atherton to deliver them. Ms. Reed stated that D. Atherton gave a set of notices to Chief Warfle for service. Motion by M. Winslow and seconded by D. Adams to move this topic to legal action and get action done through the Town Attorney, Gary Kupferer. Motion passed unanimously 5 – 0. Mr. Hiltz indicated that there were 7 pigs in the area of waterways and effected drainage into the creek behind his residence. M. Winslow advised Mr. Hiltz to forward something to Ms. Reed for submission to the Town Attorney.

Mr. Biasuzzi exited at 7:28 PM.

D. Adams stated that people refuse to speak up due to failed threats and he has requested documentation from these people. Ms. Reed stated that she scans anonymous communications directly to the attorney. M. Winslow stated that any threats should be directed to Chief Warfle.

Lifeguard/Pool Hours for Summer 2025:

Liz Alvarado, Recreation Director, was present to discuss the lifeguard and pool situation for this summer. Ms. Alvarado stated that last year there were 10 – 11 lifeguards allowing 7 day coverage from Noon – 6 PM. This year, there are 4 lifeguards allowing Monday – Friday coverage. The camps need lifeguards on site prior to using the swim area. Options discussed were modifying hours or weekends having “Swim at Your Own Risk”. Ms. Alvarado is looking into becoming a lifeguard instructor, however, it is too late for this season. Ms. Alvarado state that there would be adequate signage that the swim area is open for swimming at your own risk. There were conversations on whether to keep the hours Noon – 6; No lifeguard on duty; and Swim at your own risk or to extend the hours due to resident’s schedules. It was suggested having the hours be 10:00-8:00, allowing residents to be able to go for a swim after getting home and eating dinner. Motion by T. Hooker and seconded by M. Winslow to negate fees for the swim area for Pittsford residents and having Swim at Your own risk for the weekends, as well as extended hours beyond what lifeguards will be present Monday through Friday. Motion passed unanimously 5 – 0.

Mr. Hiltz exited at 7:37 PM.

NEW BUSINESS

FY 2026 Recreation Rate/Fees:

This topic was tabled to a later date.

Penalty Letter to Residents with Delinquent Dog Licenses:

A letter was drafted and reviewed by Atty. Kupferer with regard to residents who have not registered their dogs for this current year. Mr. Bowman recommended that the town review 2 years of information as some may have not been registered last year, either. There was discussion of a dog census, however, this involves a member of the Police Department going door to door and this is a costly exercise. D. Mills recommended having a section in the Newsletter or a post card be sent to everyone in town.

Mr. Bowman exited at 7:41 PM

Renaissance Faire Discussion:

Liz Alvarado has received a request from the organizers of the Southern Vermont Renaissance Fair regarding the use of the Rec Area for the weekend of September 6 and September 7, 2025. The organizers presented a complete outline that was presented by Ms. Alvarado. M. Winslow inquired if they would be posting a refundable bond. D. Adams inquired if they had their own insurance, which Ms. Alvarado stated they have and D. Adams stated that just a rider would be necessary. M. Winslow inquired if this would interfere with youth sports. Ms. Alvarado stated that she is the organizer of that schedule and this could easily be avoided. M. Winslow inquired if the Police Department would need to be involved. Ms. Alvorado stated that they would have their own volunteers. Chair Malay inquired if this had been discussed at a Round Table Meeting to avoid conflicts. Ms. Alvarado stated that this may be the weekend of the Touch A Truck event at the Pittsford Village Farm. The hosting of the Renaissance Fair was approved pending their proof of insurance with a Town rider for any damage.

RRPC Municipal Request for Tier 1B Designation:

This topic was deferred to the June 11, 2025 special meeting.

Act on Orders $397,390.63; Payroll $10,819.22:

The orders were signed with no discussion.

The Select Board recessed at 7:49 PM to convene as the Liquor Board.
The Select Board reconvened at 7:50 PM.

Motion by T. Hooker and seconded by D. Adams to enter into Executive Session at 7:50 PM. Motion passed unanimously 5 – 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 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.

The Select Board exited Executive Session at 8:42 PM with a motion by T. Hooker and seconded by D. Mills to suspend the Recreation Committee for a period of 12 months.

Motion by M. Winslow and seconded by T. Hooker to adjourn the meeting.

The Select Board adjourned at 8:43 PM.

The Select Board will hold a Special Meeting on June 11, 2025.
The next regular Select Board meeting will be held on June 18, 2025.

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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Dan Adams, Selectman

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Mark Winslow, Selectman