

Town of Pittsford SELECT BOARD MEETING – July 16, 2025– DRAFT

MEMBERS PRESENT: Alicia Malay, Thomas Hooker, Dan Adams, Mark Winslow and David Mills (via Zoom). OTHERS PRESENT: Greg Hiltz, Rich Bowman, Joe Rapetur, 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 a Contractual and a Legal concern to Executive Sessions. Motion by M. Winslow and seconded by T. Hooker to adopt the agenda as amended. Motion passed unanimously 5 – 0.

MINUTES:

The minutes from the July 2, 2025 Select Board, July 2, 2025 Liquor Board and July 9, 2025 Special Select Board meetings were signed with no corrections.

TOWN MANAGER REPORT:

Interim Town Manager Ann Reed reported the following:

- Attended the Planning Commission meeting on July 3, 2025. There is work being done on the Subdivision Bylaws and they are adding a definition section to the Zoning Regulations regarding the Subdivision Definitions and continuing the work on the Zoning Regulations with the help of Logan Soloman. They will be meeting again on July 24, 2025 at 6:30 PM and all are invited to attend. M. Winslow inquired why the Interim Town Manager is attending all of the meetings of the Planning Commission. Ms. Reed stated that the Recording Secretary was not able to attend and she did the minutes. Kelly Giard stated that she is willing to cover these meetings that Ms. Bryant is not available, however, will not be able to attend all of the meetings. Ms. Reed will get this information out as soon as she is aware of the planned absence.
- Met with Pam Jackson about driveway concerns. Working on a letter for Ms. Jackson to outline the repair.
- Worked with Silloway to install a new computer in the Police Department.
- Met with Mary Ann Goulet and Lisa regarding reappraisal and potentially putting together an RFP for a cooperative reappraisal. Also discussed two different software options due to the rising costs of software being used.
- Attended the Senior BBQ sponsored by OMYA at the Recreation Area. She was able to meet with many of the seniors and answer questions regarding happenings around town. Also was able to meet with a homeowner that had an issue with their boundary markers after the recent sewer project on Plains Road.
- The Animal Control Officer received a call from the Department of Health about a positive rabies case in a deceased bat that was found on West Creek Road. This call was received on July 10, 2025 and a caution/warning was issued to the public, as advised by the Department of Health. Please call the 1-800 Rabies hotline if you have a bat in your area acting strangely.
- Answered citizens questions and concerns regarding their water billing, also received some positive comments that regarding the quarterly billing changes.
- Worked on the updated Ordinance for Junk and Junk Vehicles/Solid Waste.

- Worked on revisions to the Personnel Policy based on employee feedback from staff meetings. This will be ready for the Select Board at the first meeting in August.
- Reviewed the updated VLCT policies and ordinances and will be reviewing some to see if they are newer versions of what is currently in place or if new policies that need to be approved.
- Reminder that Pittsford Day is August 2, 2025, which is also the kick-off to Covered Bridge Week. The Covered Bridge Society will have a tent at Pittsford Day.
- The Animal Control Officer is following up with those that did not reply to the letter regarding delinquent dog registrations and will be issuing fines as per the letter.
- Motorola has installed body and cruiser cameras.
- The final draft of the Regional Plan was reviewed recently at the Rutland Regional Planning Commission meeting. The 27 member towns have all had corrections to the future land use map that are included in the revised map. There will be more information on this topic in the future.
- Swim Lesson sign up is now live on myrec.com. M. Winslow inquired why this was not brought to the public sooner. Ms. Reed explained that there was not a commitment from the instructor until recently and that these are not the American Red Cross swim lessons.
- The QR code for Covered Bridge Week is nearly complete and the banner will be made in time to be hung on the Village Green.

SELECTBOARD MEMBER REMARKS:

Chair Malay stated that she attended the Lavendar Festival recently and there was a great turnout.

PUBLIC COMMENT:

Mr. Rapetur stated that there are trees that he believes are in the right- of -way that have been damaged over the years by storms. Ms. Reed will forward this concern to the Highway Department for review.

OLD BUSINESS

Fire Hill Road Concerns Update:

Ms. Reed reported that the letters have been received from the attorney and were in the packets for review. Ms. Reed has pulled the deeds for the properties of concern to confirm ownership and reviewed with the Zoning Administrator. The letters will be sent to the property owners via certified mail. Chair Malay stated that there appears to be some improvement being made, however, Ms. Reed stated that there are still items in the town Right of Way. D. Mills stated that he has gone to the area and that Ashlie Forrest has moved some of the stuff, however, there are still vehicles in the Right of Way and there is visible progress. Ms. Reed stated that she has not had an update from Ms. Forrest recently. Ms. Reed reported that Mr. Forrest III has 6 or 7 Jeeps in the Right of Way, as well as other “junk”. Ms. Reed stated that once the letters are received, there is a 7 day time period that the property owner has to resolve the issues. There was discussion on the delivery time and it is very difficult to determine when the letters will be received due to the mail delivery. There was discussion as to other options of delivery, which 1 would be easy to deliver and the other 2 property owners

do not live in the area, making it more difficult to serve. Mr. Hiltz inquired the agreement between Ms. Forrest and Ms. Reed, which Ms. Reed stated was supposed to be a weekly check-in with updates and has not happened in a couple of weeks. Mr. Hiltz inquired the status of the dogs on the properties. Mr. Bowman stated that the dogs are not listed on the Not Registered List and appear to be up to date. Mr. Hiltz inquired if the letters would suffice the deadlines. M. Winslow explained that the letters will be sent and fines will begin 7 days after the receipt of the letter. Mr. Hiltz inquired about the pig farm being in the right-of-way. There was discussion that there is a 25' right of way and that there are a lot of agricultural properties that have the fences within the right of way. Mr. Bowman stated that he has communicated with the Department of Agriculture and there is nothing that can be done. Mr. Hiltz inquired the animal feces that are coming from the pig farm. Chair Malay stated that this is a State statute concern and M. Winslow explained that this is a small scale farm.

NEW BUSINESS

Discussion on updated Ordinance Regulating Disposal of Solid Waste and Outside Storage of Junk and Junk Vehicles:

The Ordinance Regulating Disposal of Solid Waste and Outside Storage of Junk and Junk Vehicles was in the packets for review and has been reviewed by the Zoning Administrator. Some of the comments that were raised by the Zoning Administrator were discussed and the Zoning Administrator recommended that permits be obtained for the construction of a fence. The Select Board agreed to table this item until October as the current Zoning Regulations are under review.

Act on Orders \$16,168.11 (FY '25); \$132,872.14 (FY'26); Payroll \$23,911.85:

The orders were signed with the following discussion:

M. Winslow inquired the expense to Monaghan Safar PLLC. Ms. Reed explained that this was an attorney in Burlington for a personnel issue; M. Winslow inquired the expense to RHR Smith. Ms. Reed explained that this is the outside auditor. M. Winslow stated that the legal fees are mounting and requested an accounting for 2025 for this line item. Ms. Reed stated that this would be available at the next meeting.

D. Adams inquired the expense to Wright Appraisal. Ms. Reed explained that this is for Lisa Wright, as she is an assessor contractor.

Motion by T. Hooker and seconded by D. Adams to enter into Executive Session at 7:30 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 confidential attorney-client communications made for the purpose of providing professional legal services. 1 V.S.A. § 313(a)(1)(F) 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).

The Select Board exited Executive Session at 8:05 PM with the following action taken:

Motion by D. Adams and seconded by D. Mills to contact the Town Attorney to schedule a Special Executive Session Meeting for the upcoming week. Motion passed unanimously 5 – 0.

Motion by D. Mills Winslow and seconded by T. Hooker to adjourn the meeting.
The Select Board adjourned at 8:06 PM.

The next regular Select Board meeting will be held on August 6, 2025.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

Dan Adams, Selectman

Mark Winslow, Selectman