

## Town of Pittsford SELECT BOARD MEETING – July 2, 2025– DRAFT

MEMBERS PRESENT: Alicia Malay, Thomas Hooker, Dan Adams, Mark Winslow and David Mills (via Zoom) OTHERS PRESENT: Chad Eugair, Shawn Hendee, Greg Hiltz, Reg Charbonneau, Pam Jackson, 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 remove a Personnel concern from Executive Session and to remove the RRPC Municipal Request for Tier 1B Designation and to add the Setting of the Tax Rate Discussion. Motion by T. Hooker and seconded by M. Winslow to adopt the agenda as amended. Motion passed unanimously 5 – 0.

### **MINUTES:**

The minutes from the June 18, 2025 Select Board, Water and Sewer Commission and Liquor Board were signed with no corrections.

### **TOWN MANAGER REPORT:**

Interim Town Manager Ann Reed reported the following:

- Met with representatives from Pittsford Village Farm and Green Mountain Power regarding the EV Charging stations. Green Mountain Power is supplying names of other electricians and models of EV chargers to get pricing. Terry White, representative of the Pittsford Village Farm is working on this project.
- The Recreation Department, in consultation with Brandon Recreation and Erin Eugair held the first bike swap on June 21, 2025 with the hopes of this becoming an annual event. If anyone has bicycles in good condition that they are willing to donate, please contact the Recreation Director. The summer camp participants are using the bicycles that were donated and not swapped during the event this summer.
- Met with Royal Group regarding alarm issues, which have been resolved.
- Worked with Silloway on come computer issues that required CJIS clearance to repair.
- Met with COPS Grant specialist to do an audit on June 24, 2025. We were found in compliance with most issues and the non-compliant issues at the time of this meeting have been resolved.
- Attended the Rutland Regional Disaster Cooperative facilitated discussion with Chief Hemple and Chair Malay. This was found to be very informative and there is a lot of knowledge in people's heads, and not necessarily on paper as manuals and assignments/what is required.
- Met with several citizens from Fire Hill regarding the on-going complaints.
- Met with citizens from Chateau Way regarding ongoing issues.
- Met with a citizen regarding a dog complaint and the animal control ordinance.
- The Water and Sewer billing went out on June 27, 2025.

- Attended the TAC meeting on June 26, 2025 where the process of bridge inspections and bridge reports were discussed. There will be a Highway Department Road Rodeo meeting held in Killington in July and Chad Eugair is encouraged to attend.
- Chad Eugair has gone to check the road in the area of Joe Repteur's house. Chad will be contacting Tim at Wilk's Paving to look at this. He thinks the road has eroded some, which will be part of the road erosion inventory that will be done later this summer. The asphalt in this area is cracked.
- No response has been received regarding the request for grader hours and rates.
- Contact have been made with the external auditors regarding information that will be needed to be able to set a date for the audit.
- The Quit Claim Deed has been completed and filed as well as a PTTR for the right of way at Kamuda's.
- The Summer Newsletter has been delayed and is expected to be going to the printer in the near future.

#### **SELECTBOARD MEMBER REMARKS:**

Chair Malay announced that Interim Town Manager has been offered the position of Town Manager pending a contract signing, which will be coming.

#### **PUBLIC COMMENT:**

Reg Charbonneau was present to express his dissatisfaction with the Recreation Director. Mr. Charbonneau stated that his company has been sponsoring the youth baseball teams for a number of years and was told in February 2024 that there were too many sponsors and too few kids signed up this year and he was not needed as a sponsor. Mr. Charbonneau stated that the Recreation Director told him that she asked for too many sponsors and felt it was time for new sponsorships. Mr. Charbonneau stated that he contacted former Recreation Committee member Rob Ketcham who stated that the committee was not aware of this situation. Mr. Charbonneau continued by saying that he felt that his daughter, who was was employed by the Recreation Department as a Summer Camp Counselor, has had issues with the Recreation Director since the camp started this year. Mr. Charbonneau stated that his daughter had worked 30-40 hours a week last year and was told after camps started this year that her hours would be cut to 20 hours a week this year due to having too many employees on a Thursday. Mr. Charbonneau continued by saying that his daughter and 2 other camp counselors were cut to 10 hours a week the following Tuesday and that the Recreation Director discussed with other counselors that his daughter doesn't follow directions and doesn't interact well with the participants. Mr. Charbonneau stated that he spoke with the Recreation Director and asked why other counselors were allowed to remain at their 20 hours per week and 3 were cut to 10 hours per week. The Recreation Director stated that one of the other counselors was on vacation that kept their 20 hours. Mr. Charbonneau stated that his daughter has quit her job with the Recreation Department and he is no longer willing to sponsor the Recreation

Department activities. Mr. Charbonneau stated that he has heard other complaints about the Recreation Director. Chair Malay thanked Mr. Charbonneau for bringing this to the attention of the Select Board and this will be addressed. D. Adams inquired when Mr. Charbonneau spoke with Mr. Ketcham. Mr. Charbonneau stated that he spoke with Mr. Ketcham recently and they are concerned with the fact that there are not enough lifeguards. T. Hooker stated that there were not enough students that are lifeguard certified to cover the hours of operation. M. Winslow stated that he also spoke with Mr. Charbonneau and that he has never had a concern with Ms. Charbonneau as she has been an employee of the Winslow Farms for 3 years. Ms. Reed stated that she had communications with the Recreation Director in February regarding lifeguards and advertising began. There were ads placed in four newspapers in the State of Vermont as well as using Indeed. There were 4 applicants who were qualified and they all were hired. Pittsford offers comparable rates for the lifeguards with Rutland and other surrounding towns. Ms. Reed stated that the Recreation Director came to her with a concern that too many counselors were hired and that some of them are over 19 years old this year with experience and are more competent than in previous years with regard to interacting with children. Some of the current counselors are in college pursuing Early Education. There were six older counselors and five younger counselors hired. The younger counselors are not as needed this year due to the competency of the older counselors.

Donna Wilson expressed concern over the Dollar General property not complying with their landscaping agreements. This will be looked at by Ms. Reed.

Mr. Charbonneau exited at 6:54 PM.

## **OLD BUSINESS**

### **Pamela Jackson Driveway Complaint:**

Ms. Reed reported that Tom Markowski from Markowski Excavating reported that the swale work would begin on July 3, 2025. Ms. Reed, Shawn Hendee, and Chad Eugair met with Tim Rice from Wilk's Paving. Ms. Jackson stated that she would like to have Witherbee's do the repair work due to them doing the initial paving of the driveway. Ms. Reed reported that Wilk's did not feel that the driveway was lifted as far back as anticipated and 2 other residents have come forward with complaints. Wilk's are proposing to do the repair while they are onsite to pave Plains Road. D. Adams stated that there should be an opinion received from Wilk's and Witherbee's and compare the two opinions and costs. D. Adams continued by saying that the Select Board needs more information prior to making any decisions. M. Winslow stated that both Markowski and Wilk's need to agree on the repair. D. Mills stated that Markowski is responsible for the repair and not the town. D. Adams explained that if Wilk's were to do the repair that the pavement would be continuous with the Plains Road paving. Ms. Jackson stated that if the repair is not done correctly and with 2 seams, there will be more issues. Chad Eugair explained the process that Wilk was proposing and that the base coat would be put down during the week of July 7, 2025 with the top coat to be done when they are in town doing the

roads later in the year, at which time the blending of the driveways would occur. Ms. Jackson stated that they have not been contacted by anyone from Wilk's. Chad Eugair stated that he would contact Tim Rice to meet with the Jacksons.

Ms. Jackson exited at 7:08 PM

**Fire Hill Road Concerns Update:**

Ms. Reed reported that the Town Attorney has stated that there have been no follow up on violations or tickets issued, therefore this situation must start over. The Town Attorney also stated that the file is a "hot mess". Ms. Reed stated that she and the Zoning Administrator (Jeff Biasuzzi) went to the 3 properties in question and will be issuing new violations. There were also 4 additional properties identified as being in violation and will be issued violation letters. Ms. Reed stated that she has met with Ashlie Forrest who has outlined a plan and will be making weekly contacts to include updates on progress of cleaning the property. Ms. Reed stated that she and the Zoning Administrator have only covered about half of the town, with the remaining areas to be checked in the near future. Ms. Reed stated that the violation letters will be sent via regular and certified mail. Mr. Hiltz inquired the amount of time the violator has to reply, which Ms. Reed stated it is her belief that they have 30 days to reply to the notice of violation. It takes between 30 – 45 days to get the unclaimed letters returned by the US Postal Service. Mr. Hiltz stated that he was told last week by the Zoning Administrator that he had a packet of information that was presented to the Select Board. Neither the Select Board or Ms. Reed have received such a packet. Mr. Hiltz inquired the distance of the right of way, which Ms. Reed stated was 25' from the center line. D. Adams inquired if the Zoning Administrator has presented anything for the Select Board, which Ms. Reed stated she has received nothing. Mr. Hiltz requested that the Zoning Administrator be requested to submit regular updates. Chair Malay stated that Ms. Reed would be following through on this topic. Mr. Hiltz stated that he was told this 3 years ago and nothing has happened.

Mr. Hiltz exited at 7:17 PM.

**RRPC 2026 Mapping Updates:**

Ms. Reed stated that she has been communicating with Logan at the Rutland Regional Planning Commission regarding the mapping concerns and changes that were discussed by the Select Board. Ms. Reed dropped off the map to Logan Solomon at RRPC with the water lines for the Town highlighted so that the areas can be considered for either Village Growth Areas or Infill Growth Areas. M. Winslow stated that the conserved is not showing as conserved and needs to be resolved. Ms. Reed reported that the Planning Commission will be meeting on July 3, 2025 at 6:30 PM and will be discussing the Tier 1B criteria. Shawn Hendee stated that he is available any time that anyone would like to discuss the water and/or sewer lines.

**NEW BUSINESS**

**Planning Commission Appointments for Regular Members and Alternate Member:**

Motion by M. Winslow and seconded by D. Mills to appoint Gordon Fox as a voting member of the Planning Commission (from an Alternate) and to appoint Nancy Goudreau as the Alternate of the Planning Commission. Motion passed unanimously 5 – 0.

**Abandonment of Channing Lane Paperwork:**

Select Board member Mark Winslow recused himself from this topic.

Ms. Reed reported that the road was “thrown up” at the July 6, 2016 meeting of the Select Board, however, was not formalized. Motion by D. Mills and second by T. Hooker to ratify the documentation. Motion passed 4 – 0 – 1.

**Setting Tax Rate Discussion:**

Ms. Reed stated that Lisa Wright is finishing up the information from the grievances to set the tax rate. The Select Board agreed to meet on July 9, 2025 at 4:30 PM to set the tax rate.

**Act on Orders \$139,629.92 (FY’25); \$81,781.90 (FY’26); Payroll \$40,681.57:**

The orders were signed with the following discussion:

M. Winslow inquired the status of the grader information that was requested at the previous meeting. Ms. Reed stated that no information has been received and Chad Eugair will be contacting the vendor again for this information.

The Select Board recessed at 7:34 PM to convene as the Liquor Board.  
The Select Board reconvened at 7:35 PM.

Motion by M. Winslow and seconded by T. Hooker to enter into Executive Session at 7:35 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 and the Chief of Police.

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.

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 negotiating or securing of real estate purchase or lease options. 1 V.S.A. § 313(a)(2) to include the Interim Town Manager.

The Select Board exited Executive Session at 8:49 PM with the following action taken:

Motion by D. Adams and seconded by D. Mills to reach out to VLCT to conduct a forensic audit of Police payroll. Motion passed unanimously 5 – 0.

Motion by T. Hooker and seconded by D. Mills to decline the offer of the building purchase and an investigation for the possible sale of inquired about parcel. Motion passed unanimously 5 – 0.

Motion by M. Winslow and seconded by T. Hooker to wait for the contract from the town attorney to give the Interim Town Manager the position of Town Manager. Motion passed unanimously 5 – 0.

Motion by D. Mills Winslow and seconded by T. Hooker to adjourn the meeting.  
The Select Board adjourned at 8:51 PM.

The next regular Select Board meeting will be held on July 16, 2025, with a Special Meeting to be held on July 9, 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