

## Town of Pittsford SELECT BOARD MEETING – August 20, 2025– DRAFT

MEMBERS PRESENT: Thomas Hooker, Dan Adams, Mark Winslow and David Mills. ABSENT: Alicia Malay. OTHERS PRESENT: Donna Wilson, Pam Jackson, Joann Janssen, Nicha McCuin, Kevin Janssen, Helen McKinlay, Dolores Gecha, Liz Alvarado, Ann Reed – Interim Town Manager, Kelly Giard – Recording Secretary

The Select Board was called to order at 6:30 PM by Vice Chair Mills.

Vice Chair Mills stated that there was a need to add a Personnel Discussion to Executive Session to include the Interim Town Manager and the Town Clerk/Treasurer. Vice Chair Mills also stated that there is a need to amend the agenda to add G & W Paving to New Business. Motion by T. Hooker and seconded by M. Winslow to adopt the agenda as amended. Motion passed unanimously 4 – 0.

### **MINUTES:**

The minutes from the July 30, 2025 executive session meeting; August 6, 2025 regular meeting; and the August 6, 2025 Liquor Board were signed with no correction.

### **TOWN MANAGER REPORT:**

Interim Town Manager Ann Reed reported the following:

- There were 101 delinquent utility bills with penalty and interest sent to property owners. Corrie was shown the process for cross training purposes for penalty, interest and warrants.
- Spoke with Pam Jackson via phone, met with Shawn Hendee at the Jackson property regarding the paving of her driveway.
- Spoke with Liz and Shelly at the Library, as well as Donna Wilson regarding the book drop box relocation from the Transfer Station.
- Met with the Recreation Director regarding the Pittsford Day discussion from the last Select Board meeting.
- Sent emails to Zarema Group and Mirror Lawn Turf Doctor, the 2 contacts that were on file for Dollar General regarding the concerns that have been raised at a previous Select Board meeting; met with Connor, the Assistant Manager at Dollar General also regarding the concerns that have been raised and was given a phone number for the District Manager, which a detailed phone message was left. A letter was reviewed by the Select Board and was sent. A copy of the letter was left at Dollar General, with the Zoning conditions of use and Environmental Court agreements.
- Received a citizen concern regarding downed wires on Plains Road on August 8, 2025.
- Attended the VCRD Leadership Conference and attended 3 seminars during the conference – 1 on how to engage the community; 1 on other ways other towns are handling Town Meeting and 1 on mental health during crisis and how to help those around you.

- Met with a citizen about speeding they believe is coming from 2 local businesses, which have been contacted and they will be having discussions with their employees. The speed cart will be deployed in the area and patrolling will increase in this area.
- Received 2 dog complaints, which were passed on to the animal control officer and a citizen that was wanting to speak with the Police Department.
- Attended the Chittenden Reservoir Emergency Action Plan meeting. The new town five year emergency management plans need to include dam emergency management planning.
- Contacted an electrician for a light in the Municipal Office parking lot that has electrical issues.
- Received several citizen concerns with delinquent water and wastewater billing that went out on August 7, 2025 and there may be wording changes in the future billings to provide more information for the consumer.
- Attended the Senior Luncheon on August 14, 2025.
- Residents on Plains Road should expect the grass seeding to occur once there is rain in the forecast.
- Shawn Hendee is in the process of working on a bid packet for the hatch doors.
- There was a notice in the packets for the Select Board members to sign up for Town Fair, which will be held on October 8, 2025 in Burlington with Municipal Day to be held on October 17, 2025. Ann is on the agenda for the Planning Commission to make them aware of Municipal Day and they are invited to attend.
- Received the VLCT Social Media Policy, which was in the packets for review.

**SELECTBOARD MEMBER REMARKS:**

None presented at this time.

**PUBLIC COMMENT:**

Pam Jackson, Joann Janssen, Nicha McCuin and Kevin Janssen, Plains Road residents were present to discuss their dissatisfaction with the paving of their respective driveways. Ms. McCuin stated that her driveway looks like a “patch job” with color differences and scrape marks; that the side of the driveway looks like there was dirt thrown on top of stone, the height difference is noticeable. Ms. Reed stated that she has been in communication with Tom Markowski who stated that once rain is in the forecast, the seeding will be done to all of the properties. The Select Board agreed to meet at the properties of Jackson, McCuin, Janssen, Lucia and Wooster to view the concerns. This will take place on August 27, 2025 at 6:00 PM. Ms. Jackson stated that her husband approached the paving crew and stated that he was not accepting repairs done by wheelbarrow trucking and the crew got upset with him. Ms. Jackson stated that Matt from Wilks Paving told her husband that the repair was done wrong and once there is freezing, the driveway would separate and ruin the driveway. Ms. Jackson stated that

she felt bullied by the Select Board to have the repairs done by Wilks and not Witherbees, who originally paved her driveway. Ms. Jackson stated that she has been in communication with Ms. Reed and wants in writing who will be responsible for the repairs and outcome. M. Winslow requested that a representative from Wilks be present at the meeting on Plains Road and preferred Steve attend.

Ms. Jackson, Ms. McCuin, Mr. and Mrs. Janssen exited at 6:51 PM.

## **OLD BUSINESS**

### **Fire Hill Road Concerns Update:**

Ms. Reed reported that the Zoning Administrator (Jeff Biasuzzi) forwarded the letters to the Fire Hill residents to the Police Department for service, which occurred on August 19, 2025. Ashley Forrest met with Ms. Reed and stated that there would be a dumpster delivered to her property and would be put in a spot where a vehicle is currently sitting, and the vehicle is being removed prior to this dumpster. A copy of the letter was also mailed via USPS on August 15, 2025.

### **Updated Personnel Policy with Revisions:**

The VLCT Social Media Policy was included in the packets for review. The topic was tabled to a future meeting to allow the members of the Select Board time to review the policy.

### **Camping on Public Lands or Public Parks Ordinance:**

Ms. Reed stated that the ordinance was updated to reflect discussion that was held at a previous meeting. Motion by M. Winslow and seconded by D. Adams to adopt the Camping on Public Lands or Public Parks Ordinance as amended. Motion passed unanimously 4 - 0.

### **Pittsford Day Ideas/Feedback:**

The Pittsford Day Committee met to discuss Pittsford Day 2025 and make plans for Pittsford Day 2026. Ms. Alvarado stated that the signage was discussed and it was decided that a sign be placed on the Furnace Road and at the entrance to the Recreation Area. The size of the signs would be about the size of the Haunted House signs; the possibility of having lifeguards was discussed and it was discussed that if there is adequate staffing, the schedules would include lifeguard coverage at the event. There was discussion of hosting a lifeguard training session locally, once the Recreation Director is certified as an instructor; the committee discussed the possibility of moving location, which was decided to leave the location at the Recreation area; the events discussed were possibly adding a charity corn hole tournament; the vendors are booked and confirmed in January, therefore the schedule will be discussed with the vendors; the fireworks were discussed and C & C Fireworks will be contacted to discuss location. The trees have grown, so the movement of the display being toward the center of the upper field; the committee discussed the Silent Auction and will be reaching out to the Historical Society to see if they would like to host this as a fund raiser; the date for Pittsford Day 2026 is currently

set for August 1, 2026; the committee discussed the car show, which was felt to not be a draw of a crowd; will be holding a 5 K Color Run to benefit the Pittsford Christmas for Kids project; the committee discussed timing of the events and it was decided to begin the event at 1:00 PM; there is a hope to involve more local craft vendors; the dunk booth will be a fund raiser for the Otter Valley Football Club.

Ms. Alvarado exited at 7:07 PM.

## **NEW BUSINESS**

### **Enhanced Energy Plan Hearing #1:**

Ms. Reed reported that the Enhanced Energy Plan Hearing #1 has been warned for September 14, 2025 and the second hearing for September 17, 2025.

### **Book Drop Box Locations:**

Ms. Reed reported that she met with Liz and Shelley at the Library regarding the moving of the Book Drop Box from the Transfer Station to the Library. They were not in favor of the move due to the fact that they believe that residents would get confused with the drop box for recycling box and the return of the library owned books. The Select Board agreed to move the box to the rear parking lot of the Municipal Office to see if this move will be of benefit. Donna Wilson agreed to make a sign to post in the location of the current drop box. Motion by T. Hooker and seconded by D. Adams to move the Book Drop Box to the rear parking lot of the Municipal Office. Motion passed unanimously 4 – 0.

### **Town Meeting Information Sessions/Ideas Discussion:**

Ms. Reed reported that she recently attended a seminar she had a discussion of Town Meeting ideas to increase participation. Some ideas included holding 3-part informational sessions to increase participation; an informational session with a pie or potluck theme. Topic tabled until October.

### **FY 2025 Budget Recap:**

M. Winslow asked for this information at a previous meeting. M. Winslow inquired the expense on the Computer Contract line. Ms. Reed explained that this was a result of having a new vendor. M. Winslow inquired if there was enough money going into the Equipment Expense lines. Ms. Reed stated that the capital planning needs to be reviewed and the Department Heads will be reviewing the infrastructure, vehicles, and paving. The dates are still forthcoming from the current external auditor.

### **Citizen Concerns with Town Clerk:**

D. Adams stated that he was contacted by someone regarding the delay in property transfers being recorded and entered. Ms. McKinlay stated that the Town Clerk/Treasurer's office has been short staffed and new employees are being trained and the staff is working on resolving. D. Adams inquired if there was a time schedule to have this resolved. Ms. McKinlay stated that the staff has gotten through a fair amount of these in the last few days. M. Winslow inquired if

there was more labor needed to handle the counter or assist with the billings. M. Winslow inquired if the office is still closed on Friday, which was done to assist the staff with getting through some of these projects. Ms. McKinlay stated that the public will avoid the closed sign and enter through the back door. D. Adams stated that this has become a legal point and is holding up closings and records are missing. Ms. McKinlay explained that there are new computer programs that are being used and the items that are being pulled up are having issues with not showing the proper documentation.

**G & W Paving:**

Chad Eugair has been contacting vendors for the resealing of the Municipal Office parking lot, as well as the Fire Station/Highway Department parking lots. G & W Paving was the only vendor to return quotes. The quote for the Municipal Office is \$8,700 and the Fire Station/Highway Department is \$6,100. There was discussion on the timing of the sealing, which has been a number of years since the last time. Ms. Reed has researched the Purchasing Policy prior to presentation and it is acceptable to have 1 quote presented. Motion by T. Hooker and seconded by M. Winslow to approve the quotes as presented by G & W Paving for the sealing of the Municipal Office parking lot and the Fire Station/Highway Department parking lot. Motion passed unanimously 4 – 0.

**Act on Orders \$64,675.51; Payroll \$16,491.55:**

The orders were signed with the following discussion:

D. Adams inquired if the expense for the porta-lets. Ms. Reed stated that this is the usual cost. D. Adams requested that Dundon be contacted for pricing.

M. Winslow inquired if the expense for the inspection of the ladder truck was an annual expense. T. Hooker stated that this is a safety inspection.

Motion by T. Hooker and seconded by M. Winslow to enter into Executive Session at 7:40PM. 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 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 Town Clerk/Treasurer.

The Select Board exited Executive Session at 8:19 PM with the following action taken:

Motion by T. Hooker and seconded by D. Mills to have Ms. Reed sign the CDBG agreement with the Pittsford Village Farm. Motion passed 3 - 1.

Motion by M. Winslow and seconded by D. Mills to adjourn the meeting.

The Select Board adjourned at 8:20 PM.

The next regular Select Board meeting will be held on September 4, 2025.

Respectfully Submitted,

Kelly Giard  
Recording Secretary

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ABSENT  
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