

## Town of Pittsford SELECT BOARD MEETING – September 17, 2025– DRAFT

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

The Select Board was called to order at 6:30 PM by Chair Malay with an announcement of the passing of previous Town Manager David Atherton.

Chair Malay stated that there was a need to add to Executive Session, to include Shawn Hendee. Motion by T. Hooker and seconded by D. Mills to adopt the agenda as amended. Motion passed unanimously 3 – 0.

### **MINUTES:**

The minutes from the September 4, 2025 regular meeting; the September 4, 2025 Liquor Board and September 4, 2025 Water & Sewer Commission meeting were signed with no corrections.

### **TOWN MANAGER REPORT:**

Interim Town Manager Ann Reed reported the following:

- Followed up with Nancy Gaudreau regarding the Rutland County Solid Waste District Board and happenings. Ms. Gaudreau will be sending the minutes of the September meeting and has sent along a newspaper article, which was an accurate account of the last board meeting. This was included in the packets for review.
- Brookside Services has advised that mattresses and box springs are going to cost \$55 each at the transfer station, which is the new cost to dispose at the Rutland County Solid Waste District transfer station.
- Big thank you to Josie Cone for taking care of the southern Welcome Sign on the same day assistance was sought.
- Shawn Hendee has been in contact with OMYA recently due to their need to draw substantial amounts of water. Currently, the source still has capacity and is being monitored closely. If the drought continues, there may need to be conservation efforts put in place.
- The Highway Department has been finishing up grants in aid projects so the reimbursements can be submitted prior to September 30 deadline.
- Rec Department soccer has begun; there will be a Senior Wellness Fair at the Recreation Area on September 18<sup>th</sup> in conjunction with the Monthly Senior Luncheon. Any senior that would like to attend the luncheon, please RSVP to the Recreation Director; Bone Builders will begin again on September 22 at the Pittsford Congregational Church; registrations are also out for the October 25<sup>th</sup> disc golf tournament.
- Meetings are continuing with department heads for budgeting with a rough draft available for the October 1 meeting.

- Everything has been gathered and submitted for the preliminary audit for RHR. They are looking to be in town during the first week of October for the audit.
- Spoke with Rutland Town's administrator regarding the abandoned RV on Route 7 and about their approach to have this removed due to the number of complaints being received.
- Attended the New England Government Finance Officers Association fall conference and received information to receive debit/credit card payments. More information will be coming soon. Also discussed were the increase in outdoor recreation driving local economy.
- Governmental Accounting Standards Board (GASB) is being reviewed for continued compliance.

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

Chair Malay reported that Gov. Phil Scott has signed an Executive Order to promote housing in Vermont.

#### **PUBLIC COMMENT:**

None presented at this time.

#### **OLD BUSINESS**

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

The Public Hearing on the Enhanced Energy Plan was called to order at 6:39 PM by Chair Malay. Ms. Reed reported that the warning was posted in the Reporter and posted in 5 public places within town. Mr. Shaw stated that he is happy that this is moving forward. There was no discussion and the Public Hearing was closed at 6:41 PM. Ms. Reed explained that this document is available on the website and paper copies are available in the Town Office.

##### **Updated Personnel Policy:**

Ms. Reed reported that the requested changes have been made in the document that is being presented. Motion by D. Mills and seconded by T. Hooker to adopt the personnel policy as presented. Motion passed unanimously 3 – 0.

##### **Social Media Policy:**

Ms. Reed reported that she has tailored the VLCT document to Pittsford and currently it only applies to the Recreation Director. Motion by D. Mills and second by T. Hooker to adopt the social media policy as presented. Motion passed unanimously 3 – 0.

**TAPCO Updated Quote – Previously Approved for \$8,687.27:**

Ms. Reed reported that the TAPCO quote has increased by \$62.70 after the last vote. Motion by D. Mills and seconded by T. Hooker to approve the quote increase. Motion passed unanimously 3 – 0.

**NEW BUSINESS**

**Personnel Use of Social Media Policy:**

Mr. Shaw explained that there was a previous employee that was terminated for posting on is personal social media page some items and feels that the town needs to “dig deeper” before implementing this policy. Following discussion, this topic was tabled.

**Voting Delegate for VLCT/PACIF/VERB Annual Meeting 10/7/2024:**

Motion by D. Mills and seconded by T. Hooker to appoint Ann Reed as the Voting Delegate for VLCT/PACIF/VERB Annual Meeting. Motion passed unanimously 3 – 0.

**Clerk’s Drop Box Location:**

Ms. Reed reported that following a Board of Abatement meeting, it was recommended that the payment drop box be moved closer to the building. There have been instances of residents reporting that they have placed payments in the box, however, they have not made it to the Clerk’s office. Mr. Shaw stated that he has gone to other towns to see where their payment boxes are located and it appears that other town’s residents have to exit their vehicle to deposit their payment. The Board of Civil Authority wants to ensure that the funds are getting into the box. Upon further discussion, the Water & Sewer utility payments had a 1 day grace period, however, that has been discontinued and payments are actually due on the due date. The Highway Department will work on placing the box closer to the building.

**Goshen Grader Discussion:**

Chad Eugair stated that Goshen has reached out to sell Pittsford their grader as they have contracted with Brandon to grade their roads. This is a 1986 Dresser grader. Currently, the Pittsford grader is in the shop for repairs, as there is engine oil being leaked into the transmission fluid. T. Hooker asked if the documentation that was requested by Selectman Winslow has been received. Mr. Eugair stated that the information has been received, however, it is in the Highway Department office. T. Hooker asked, on behalf of Selectman Winslow, if this payment was mailed. Ms. Reed explained that this was already mailed and there is a new process being implemented to avoid this happening in the future. Mr. Eugair stated that Pittsford has the Goshen grader to test and it has been found to need brakes, which will cost approximately \$1,200. Motion by T. Hooker and seconded by D. Mills to approve the purchase of the Goshen grader, as a back up for \$10,000 plus approximately \$1,500 for brakes. Motion passed unanimously 3 – 0,

**Act on Orders \$104,001.54; Payroll \$15,890.19:**

The orders were signed with no discussion

The Select Board recessed and convened as the Water & Sewer Commission at 7:12 PM.  
The Select Board reconvened at 7:24 PM.

Motion by T. Hooker and seconded by D. Adams to enter into Executive Session at 7:25 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 to include the Interim Town Manager and Shawn Hendee.

The Select Board exited Executive Session at 8:07 PM with a motion by T. Hooker and seconded by D. Mills to increase the pay rate of the Assistant Water/Wastewater Superintendent \$2.94.  
Motion passed unanimously 3 – 0.

Motion by T. Hooker and seconded by D. Mills to adjourn the meeting.

The Select Board adjourned at 8:08 PM.  
The next regular Select Board meeting will be held on October 1, 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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ABSENT

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Dan Adams, Selectman

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ABSENT

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Mark Winslow, Selectman