

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

MEMBERS PRESENT: Thomas Hooker, Alicia Malay, Mark Winslow and David Mills. ABSENT: Dan Adams. OTHERS PRESENT: Greg Hiltz, Chad Eugair, Steve Wilk, 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 no need to add to Executive Session, however there was a need to amend the agenda to add Grant Funding Discussion to New Business and Liquor Board. Motion by D. Mills and seconded by T. Hooker to adopt the agenda as amended. Motion passed unanimously 4 – 0.

MINUTES:

The minutes from the August 20, 2025 regular meeting and the August 27, 2025 Special Site Visit meeting were signed with no correction.

TOWN MANAGER REPORT:

Interim Town Manager Ann Reed reported the following:

- Reviewed the Delinquent Tax Sale Lists and changed the recipients due to a new ruling that there needs to be \$1500 or more delinquent prior to starting of proceedings. First notice of tax sales were put together and sent with detail of the account due, a filled out repayment agreement, and an abatement request form, which is now statutorily required. This has been reviewed and approved by the town attorney prior to sending.
- Continued with the concerns with the 90 Chateau Way property with PD, Animal Control, Health Officer, Landowner and Mortgage Holder.
- Worked with citizens concerning town roads and property. The Highway Department has reviewed these concerns and have addressed most of the concerns.
- Began budget meetings with department heads and began working on the Capital Planning lists.
- Attended the Planning Commission meeting and reminded them about the Enhanced Energy Plan hearings that will be taking place at the Select Board meetings in September and gave them information about Municipal Day in Montpelier on October 17, 2025.
- Water shut off notices were sent to 46 delinquent accounts for water and sewer customers. They have until September 22, 2025 to remit in full or make repayment agreements. All accounts were sent repayment agreements as well as paperwork for abatement requests.
- The employee BBQ will be held on September 11, 2025 at the Recreation Area from 11:00 AM – 1:00 PM. The offices will be closed during this time.
- There is a possibility that the offices will need to be closed on October 8, 2025 as most of the office staff will be attending VLCT's Town Fair in Burlington.
- Attended a Project Planning Class with Chad Eugair.
- A reminder to the public that dogs must remain on leash on the trails and that absolutely no fires are allowed on the trails.

M. Winslow inquired the status of property located at 2636 Route 3, which Ms. Reed stated was for sale; the property located at 3892 Route 7, which Ms. Reed stated has a repayment

agreement in place, however, the payments are very inconsistent; the property at 64 Village Green, which Ms. Reed stated has refused to come before the Board of Abatement.

- There will be a public hearing at the Rutland County Solid Waste District on September 10, 2025 and September 24, 2025, both beginning at 6:00 PM to review and discuss the Implementation Plan. The Select Board requested that the Town Representative to the Rutland County Solid Waste District attend the next meeting.

SELECTBOARD MEMBER REMARKS:

None presented at this time.

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 6:38 PM by Chair Malay. Ms. Reed reported that the warning was posted in the Reporter and posted in 5 public places within town. There was no discussion and the Public Hearing was closed at 6:39 PM. M. Winslow recommended that the Select Board vote on the adoption on October 1, 2025.

Plains Road Citizen Concerns

Chad Eugair stated that he was not able to attend the site visits, however was updated by Shawn Hendee. Mr. Eugair and Steve Wilk from Wilk Paving viewed the properties of concern and it was noted that the driveways look good compared to previously noted. Mr. Wilk stated that this was a challenging project for the town and believes that the paving was done the way it should have been and looks good and that the residents concerns are minor. Anyone with concerns is welcome to call Mr. Wilk. M. Winslow expressed concern over the comments that were made by the foreman to some of the residents. Mr. Wilk stated that this is a long-time employee that "cares a lot" and "misspoke/mislead" the homeowner. The employee has been spoken to and reminded to not give opinions. M. Winslow asked about the possibility of the cracks opening up in the spring. Mr. Wilk stated that these would be repaired, within reason if something were to happen.

Mr. Wilk exited at 6:47 PM

Fire Hill Road Concerns Update:

Ms. Reed stated that Wayne Forrest met with Jeff Biasuzzi and discussed the construction of a fence and removing the vehicles. Mr. Forrest brought in proof that he has scrapped 5 vehicles and registered 2 vehicles and that most of the items are out of the Right of Way and understands the concerns of the residents. Mr. Forrest was given a permit application for the construction of the proposed fence. Ashley Forrest has removed 2 vehicles and filled the dump trailer once and is waiting for another trailer to fill, as well as the crushed camper will be removed. Greg Hiltz stated that the Ashley Forrest property is looking better and questioned the status of the septic system. Chair Malay stated that Tom Grace installed the septic system in the past.

Mr. Hiltz exited at 7:14 PM.

Updated Personnel Policy:

Ms. Reed stated that the Union Contract has been included to be able to compare to the Personnel Policy. There was discussion on what sections were changed/corrected. D. Mills stated that Section 17 needs to be removed as this is the Social Media section.

NEW BUSINESS

Model Social Media Policy:

This is to be turned into a Town of Pittsford policy and returned as an agenda item at a future meeting.

Cell Phone Use Policy:

Motion by D. Mills and seconded by T. Hooker to approve the Cell Phone Policy. Motion passed unanimously 4 – 0.

Historical Society Mini Displays:

Ms. Reed stated that Anne Pelkey and Tom Browe have looked at the proposed area (between the Town Clerk's Office and the Town Manager's Office) to set up some Historical Society mini displays.

Vote on New Paper of Record:

The Reporter will cease printing on October 1, 2025. Motion by T. Hooker and seconded by M. Winslow to appoint the Rutland Herald as the Newspaper of Record. Motion passed unanimously 4 – 0.

Acceptance of Paving Grant:

The grant funds have been awarded to Pittsford for the paving of Furnace Road. The amount of grant funds is \$144,000. The total price of this paving project was \$172,029.12. Motion by D. Mills and seconded by M. Winslow to sign off on the documentation. Motion passed unanimously 4 – 0.

Act on Orders \$154,170.19; Payroll \$14,780.89:

The orders were signed with the following discussion:

M. Winslow inquired the transfer at Bar Harbor. Ms. Reed explained that this was a transfer to TD Bank; M. Winslow inquired the amount of fuel being used by the Police Department vehicles. Ms. Reed stated that the usage is running normal compared to years past; M. Winslow inquired the payment to Wilk's. Ms. Reed stated that this was the final payment for Plains Road.

The Select Board recessed and convened as the Water & Sewer Commission at 7:14 PM and the Liquor Board at 7:15 PM.

The Select Board reconvened at 7:16 PM.

Motion by T. Hooker and seconded by D. Mills to enter into Executive Session at 7:16 PM. 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 negotiating or securing of real estate purchase or lease options. 1 V.S.A. § 313(a)(2) to include the Interim Town Manager and the Town Attorney.

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 7:54 PM with no action taken.

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

The Select Board adjourned at 7:54 PM.

The next regular Select Board meeting will be held on September 17, 2025.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

ABSENT

Dan Adams, Selectman

Mark Winslow, Selectman