Town of Pittsford SELECT BOARD MEETING – November 5, 2025– DRAFT

MEMBERS PRESENT: Thomas Hooker, Alicia Malay, David Mills, Mark Winslow and Dan Adams. OTHERS PRESENT: Greg Hiltz, Chad Eugair, Joe Repetur, Olivia Bucksbaum, Caitlin Gates, Ann Reed – 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 is a need to amend the agenda to add Salt Quote and Zoning Board of Adjustment Vacancy to new business. Motion by D. Mills and seconded by T. Hooker to adopt the agenda as presented. Motion passed unanimously 5 – 0.

MINUTES:

The minutes from the October 15, 2025 regular meeting; October 15, 2025 Liquor Board meeting; October 15, 2025 Water and Sewer Meeting; and the October 29, 2025 Executive Session meeting were signed with no corrections.

TOWN MANAGER REPORT:

Town Manager Ann Reed reported the following:

- Met with the Police Department on the second home break-in report discussed at a previous Select Board meeting. They are looking into things on their end to see what happened, and one report was found in the documentation following the discussion.
- Attended the LURB pre-application hearing for the Rutland Regional Planning Commission Plan 2026. This was very informative on how the process is going to work going forward for the Rutland Regional Plan.
- Attended Municipal Day in Montpelier attending workshops on water and wastewater permitting; the WHISPr Program, Tier 1A and Tier 1B from Act 181 and learning what is required of each and asset management for water systems. Learned that the septic permits are included on the State of Vermont website; that the WHISPr program is not something that Pittsford can currently use, but, may be of value in the future and that Tier 1B would be a good place for the Town of Pittsford to be for zoning with the new Act 181 tiers.
- Attended the Rutland Regional Planning Board of Commissioners meeting. A recap of the hearing that was held on October 16, 2025, as well as town updates and the passing of the Fiscal Year 2027 dues for each town. There was no increase in rates for the next fiscal year.
- Attended the Fair Housing Training to stay in compliance with CDBG Grant requirements.
- The next staff meeting will be held on November 13, 2025 at 11:30 AM.
- Liz Alvarado is pricing out alternative pricing options for the newsletter. The current printer is becoming more costly each quarter and taking longer to receive.
- Boiler inspections were done at the Municipal Offices, Fire Station, Highway Garage and Wastewater Treatment Facility. Two of these need some work to come into compliance. Our current oil supplier has been reached to get the repairs made.
- Met with Tim Cornell regarding the five-year LHMP renewal and grant that we are applying for and he will be doing some of the legwork for the updated data that will be

required so he can bring it to the first meeting with the Rutland Regional Planning Commission.

- Attended the Town Managers meeting at the Rutland Regional Planning Commission and discussed Tier 3 for Act 181 as well as how the drought is affecting wells.
- The Planning Commission had a special meeting to finish their Zoning Regulations in preparation for the required public hearings. The proposed schedule needed to be moved by 1 week due to missing a deadline for the Rutland Herald.
- Many residents have been coming to pay tax and utility bills. There have been several frustrations and concerns over the quarterly billing for the utilities.

SELECTBOARD MEMBER REMARKS:

None presented at this time.

PUBLIC COMMENT:

Greg Hiltz was present and inquired why the Zoning Administrator was not in attendance. Ms. Reed stated that she sent him an email on October 16, 2025 at 9:39 AM requesting his presence at this meeting, per Select Board request and heard nothing back. M. Winslow stated that this was not acceptable.

Mr. Hiltz exited at 6:57 PM.

OLD BUSINESS

Enhanced Energy Plan:

Joe Repetur was present and inquired the term "equitable" for residents. Chair Malay explained that this document gives the town more of a say in the construction of solar fields. This topic was tabled to a future meeting and will be an on-going discussion.

Updated Junk Ordinance:

Ms. Reed stated that the Junk Ordinance that was included in the packets shows the highlighted sections that showed changes that had been requested at a previous meeting. Motion by D. Mills and second by M. Winslow to adopt the ordinance as presented. M. Winslow stated that the document needs to be enforced once adopted. There was discussion on the process to overturn the adoption, which Ms. Reed explained that a petition would need to be presented with 5% of registered voters signing the petition. Ms. Reed stated that Atty. Kupferer has reviewed the document and approved. Motion passed unanimously 5 – 0.

FY 2027 Budget:

M. Winslow inquired the following concerns of the proposed budget:

- 9.63% increase in the overall budget. Ms. Reed stated that this was the preliminary budget and subject to change.
- Flat budget on traffic fines. Ms. Reed stated that there were previously 3 day time officers and currently, there are 2 full time officers and 1 officer is dedicated to the Bridge 108 project
- Elections budget. Ms. Reed stated that the budget year that is in the preliminary status has 3 elections, which is subject to change.

- 14% increase in Finance/Clerk/Treasurer. Ms. Reed explained that there is now a full time bookkeeper, which also increases benefits, and increased training funding.
- 15% increase in Zoning Board of Adjustment. Ms. Reed explained that this is a very small increase in the overall budget.
- Board of Civil Authority increase of 10%. Ms. Reed explained that this was due to their assisting with the elections.
- Increased custodial expense. Ms. Reed explained that when she asked the previous bookkeeper for the amount of custodial services paid weekly, she was given the wrong information.
- First Response increase in vehicle replacement fund. Ms. Reed explained that the ambulance is not going to pass inspection next year and will need to be replaced. There was discussion on the use of this vehicle, which is very handy when there are emergency situations and keeps patients safe and out of the elements.
- Police increase. Ms. Reed explained that this was due to an increase in the vehicle replacement and insurances.
- Phone service increases for the police department. Ms. Reed explained that there are new contracts and the iPads, which will be discontinued as soon as the laptops are installed in the vehicles.
- Chittenden patrols. Ms. Reed explained that the income offsets the expenses.
- Fire Department changes. Ms. Reed explained that the ladder truck is now paid off and some of the expense lines were combined for vehicle replacement fund.
- Recreation income vs expenses. Ms. Reed stated that she will check and compile a report for a future meeting.
- 11% increase in the Highway Budget. Ms. Reed explained that the health insurance, overtime, paving, salt and gravel increased the budget.

Personal Use of Social Media Policy:

Atty Kupferer has reviewed the document and a motion was made by D. Mills and seconded by T. Hooker to adopt the policy as presented. Motion passed unanimously 5 – 0.

Truck Body Quote for Highway Department Truck:

Chad Eugair presented a quote for the truck body for the Highway Department. The quote was from Viking. M. Winslow inquired the lead time of the truck body. Mr. Eugair stated that the proposed delivery date is July 2027. Mr. Eugair stated that the 2011 Freightliner and 2018 Western Star are the proposed vehicles to be traded for the new vehicle, which is a result in downsizing the current fleet. Motion by D. Mills and seconded by M. Winslow to approve the quote as presented. Motion passed unanimously 5 – 0.

Selectman Adams exited at 7:19 PM

VT Alert Manager Appointment(s):

The Select Board agreed to appoint Bill Hemple (Fire Chief); Bill Pratico (Police Department); Chad Eugair (Highway Department); Jason Davis (Fire Department); Shawn Hendee –

Water/Wastewater; and Tim Cornell (Emergency Management Director) to the position of VT Alert Managers.

Updated Animal Control Ordinance/Ordinance Regulating Domestic Animals:

Ms. Reed reported that Atty. Kupferer has not reviewed the Updated Animal Control Ordinance/Ordinance Regulating Domestic Animals. Motion by D. Mills and seconded by T. Hooker to adopt the Updated Animal Control Ordinance/Ordinance Regulating Domestic Animals, contingent on the review by Atty. Kupferer. Motion passed unanimously 4 – 0.

Fire Hill Road Property Updates:

Ms. Reed reported that she has had communications with Ashley Forrest who stated that she has had some personal issues and is still looking to get the rest of the vehicles off the property. Ms. Forrest was given some contact information to assist with this chore; there has been removal of some of the vehicles on Artie's property and no change on the property of Wayne Forrest.

NEW BUSINESS

CEDRR Real Rutland Updates:

Olivia Bucksbaum and Caitlin Gates from the Rutland Chamber and Economic Development of the Rutland Region were present to discuss the Real Rutland Campaign. This is an annual visit to the Select Board. Ms. Bucksbaum and Ms. Gates stated that there was a family that recently moved into Pittsford and want to become part of the community. Ms. Bucksbaum and Ms. Gates stated that their organization has received a Grow Grant that will help them to solicit visitors to the area. The Pittsford appropriation in the past has been $1 per resident, which is the requested amount again this year. The Select Board stated that this would be on the list to possibly be included in the budget with this budget season.

Ms. Bucksbaum and Ms. Gates exited at 6:40 PM

Lighting Upgrades at Town Garage:

Chad Eugair reported that there have been some issues with the lighting at the Highway Garage. Efficiency Vermont currently has some grants available to assist with the replacement of fluorescent lights with LED. M. Winslow recommended that 2 additional electricians be contacted. This item was tabled to a future meeting.

Fire Department Fill Station for Air Packs:

Chief Hemple has reported that the current fill station is worn out and it takes a very long time to fill SCBA pack bottles following use. Chief Hemple stated that he would be requesting some of the funds from the Nickwackett Hose Company as well as using the fire department funds. This was tabled until an amount is received.

Discussion on Appointment of Town Clerk/Treasurer Positions on Warning for Town Meeting:

Motion by D. Mills and seconded by M. Winslow to include the Appointment of the Town Clerk and Town Treasurer positions on the warning for Town Meeting. Motion passed unanimously 4 – 0.

Rutland Regional Emergency Management Committee Appointments:

Ms. Reed stated that she has spoken with Tim Cornell and Steve Shortsleeves regarding this appointment and they both agreed to continue as the representatives for Pittsford. Ms. Reed also stated that she explained the importance of attending these meetings. Motion by T. Hooker and seconded by D. Mills to appoint Mr. Cornell and Mr. Shortsleeves as the Pittsford representatives to the Rutland Regional Emergency Management Committee. Motion passed unanimously 4 – 0.

Planning Commission Updated Zoning Regulations need for 12/10/25 Hearing by Select Board:

Ms. Reed reported that this hearing was originally scheduled for December 3, 2025, however, there was not enough time following the Planning Commission meeting to be in compliance with state statute. The Select Board will be holding a special meeting on December 10, 2025 for this hearing.

TAC Representative Appointment:

Chad Eugair was appointed as the TAC Vice Chair. Motion by D. Mills and seconded by M. Winslow to appoint Chad Eugair as the TAC representative and Chair Malay as the alternate. Motion passed unanimously 4 – 0.

Select Board Letter RE: OVUUSD Buildings and First Right of Refusal:

Chair Malay stated that the school board is proposing to shut down the preschools in the district and that Pittsford should send a letter for the Caverly space. The Select Board also discussed the Blue House. This item was tabled until the deeds were available for review.

Cemetery Fund to Board of Trustees:

Motion by D. Mills and seconded by M. Winslow to move the Cemetery Funds to the Trustees of Public Funds and out of the General Fund so the fund could be invested. Motion passed unanimously 4 – 0.

Discussion of Salt Quote:

Motion by D. Mills and seconded by T. Hooker to award the salt bid to Appalachee in the amount of $100 per ton for road salt. Motion passed unanimously 4 – 0.

Zoning Board of Adjustment Vacancy:

Ms. Reed was instructed to post the Zoning Board of Adjustment vacancy.

Act on Orders $190,736.64; Payroll $14,951.63:

The orders were signed with the discussion.

M. Winslow inquired the expense to Black Bear Tree Service. Chad Eugair stated that this was for work on the Adams Road near the Radamacher property and on Fire Hill, which took a total of 2 days.

M. Winslow inquired the cost of the grader repairs. Chad Eugair explained that this billing was for the oil leak in the rear main seal.

D. Mills inquired the expense for A1 Sewer and Drain at Lothrop. Ms. Reed explained that this was for port-a-lets for U6 and U8 soccer practices.

Motion by T. Hooker and seconded by D. Mills to enter into Executive Session at 7:51 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 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.

The Select Board exited Executive Session at 8:24 PM with no action taken.

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

The Select Board adjourned at 8:24 PM.
The next regular Select Board meeting will be held on November 19, 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