

## Town of Pittsford SELECT BOARD MEETING – December 3, 2025– DRAFT

MEMBERS PRESENT: Thomas Hooker, Alicia Malay, Dan Adams and David Mills. ABSENT: Mark Winslow. OTHERS PRESENT: Corrie Dickman, Dolores Gecha, Mike Gecha, 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 no need to amend the agenda. Motion by D. Mills and seconded by D. Adams to adopt the agenda as presented. Motion passed unanimously 4 – 0.

### **MINUTES:**

The minutes from the November 19, 2025 regular meeting were signed with no corrections.

### **TOWN MANAGER REPORT:**

Town Manager Ann Reed reported the following:

- Carolyn Cota from VTRANS is unable to attend any of the December Select Board meetings, however, will be attending the January 7, 2026 meeting to discuss the Bridge 108 project and citizens concerns. Ms. Cota stated that Belden is scheduled to return in the spring. Mark Winslow has forwarded pictures, which have been sent to Ms. Cota.
- The deeds for the School District have been sent to Atty. Kupferer. He has asked for the articles for the vote, which were a School District vote and were not listed in the Town Report.
- Spoke with Devon about the Enhanced Energy Plan and equity. He has sent an example of another plan where equity was done a bit differently. Devon stated he was willing to sit down to see if we can find something the Town can accept for this piece of the EEP.
- VTRANS has sent inquiries on 3 of Pittsford roads. There is research on this and the topic is further on the agenda.
- RHR, the external auditing firm is nearly done with the audit. They are hoping to have a draft by the middle of December. They are waiting for the final GASB 101 statement of accrued payroll liabilities, which is something that came up during the audit as a potential need. Due to subsequent events. This is now needed.
- The second round of delinquent taxes have gone out, as well as water shutoff notices and delinquent utility bills. There was discussion as to whether this change to quarterly billing is causing more work. There was discussion about possibly being able to accept ACH payments, which is being researched and more information will be coming in the near future.

### **SELECTBOARD MEMBER REMARKS:**

None presented at this time.

### **PUBLIC COMMENT:**

Chair Malay discussed the Legislative briefing that occurred recently. Some of the top discussion topics include education, health care, taxation and budgets.

### **OLD BUSINESS**

#### **FY 2027 Budget:**

Ms. Reed presented comparison budgets from November and the current increase on the General Fund budget is 2.27% increase to be raised by taxes and the Highway Fund budget is 5.64% increase to be raised by taxes. The Highway budget was decreased by \$50,000 in the paving budget and \$10,000 in the gravel/stone budget. D. Adams inquired the change impact due to the solar panel depreciation. Ms. Reed stated that this change took place with the FY 2026 budget and not considered a change for the FY2027 budget. D. Mills inquired if there would be any further changes. Ms. Reed stated that she does not know this answer, however, she does know that Lisa Wright is appealing and advocating. There was discussion on the Pittsford Pride line. Ms. Reed explained that there are items that are expensed from this line, which was originally set up for the signs on Route 7, and other beautification items. Some of the items from this line were the refreshments and expenses for the Veteran's Day Ceremony.

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

This item was tabled to a future meeting.

#### **Ordinance Regulating Domestic Animals Comments:**

Atty. Kupferer has reviewed the Ordinance Regulating Domestic Animals and recommends that the waivers and fees not be equal. The Select Board discussed this concern and a motion was made by D. Adams and seconded by T. Hooker to increase the fines by \$50 and leave the waiver fees as presented. Motion passed unanimously 4 – 0. This topic will be reviewed and corrected, once reviewed and returned, the ordinance will be signed.

#### **Ordinance Regulating Disposal of Solid Waste and Outdoor Storage of Junk and Junk Vehicles**

Motion by T. Hooker and seconded by D. Mills to approve the Ordinance Regulating Disposal of Solid Waste and Outdoor Storage of Junk and Junk Vehicles. Motion passed unanimously 4 – 0.

### **NEW BUSINESS**

#### **Health Insurance Benefits:**

Ms. Reed has contacted insurance carriers to compare health insurance benefits for Town employees. The results were presented and discussed. Chair Malay stated that it looks like a hardship for employees. Ms. Reed explained that a number of employees utilize Dartmouth Hitchcock and this is considered out of network for some companies and not others. The Select Board agreed to leave the insurance as is and will review other budget saving options.

**Zoning Regulations Hearing December 10, 2025 – Motion needed:**

Logan Solomon stated that the Select Board should make a motion to commence the process of the Zoning Regulations Hearing. Motion by D. Mills and seconded by T. Hooker to schedule a public hearing on the proposed amendment to the Pittsford Zoning Regulations for December 10, 2026 in accordance with state law (24 VSA Chapter 117). Motion passed unanimously 4 – 0.

**Quotes for Copier:**

Ms. Reed reported that Liz Avarado worked on obtaining quotes for copier replacement. Visual Edge IT quote did not include copies or a maintenance agreement; Symquest quote was a bundle, which included the machine, maintenance and toner, as well as the copies and BDS quote did not include rates or what was included. Motion by T. Hooker and seconded by D. Mills to select the Symquest quote at \$245.68 per month for 60 months to replace the copier in the Clerk's Office and move the copier from the Clerk's Office to the Conference Room. The copier in the Conference Room will be removed. The Clerk's Office will recoup some of the payment with the records copying. Motion passed unanimously 4 – 0.

**LT-5/TH-37/TH-20/TH-32 Road Clarification Discussion:**

An email was received from the state regarding LT-5 (which borders Davenport property and a bridge that crosses the river was burned out 50+/- years ago; TH-20 (is believed to be Shaw Road, which Chad Eugair reports is only maintained to the driveway on the road); TH-32 (which is believed to be part of Old Hubbardton Road past Morati's). There will be further research on the status of these roads and discussed at a future meeting.

**Act on Orders \$266,188.86; Payroll \$55,425.55:**

The orders were signed with the following discussion.

D. Mills inquired the expense to Allen Engineering. Ms. Reed stated that this was for the Wastewater Treatment Facility and Allen Engineering is the only vendor for this product.

The payroll amount includes the Fire Department and First Response stipends.

The Select Board recessed at 7:27 PM and convened as the Water & Sewer Commission.

The Select Board reconvened at 7:29 PM

Motion by A. Malay and seconded by T. Hooker to enter into Executive Session at 7:29 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 Town Manager.

The Select Board exited Executive Session at 8:04 PM with no action taken.

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

The Select Board adjourned at 8:04 PM.

The next regular Select Board meeting will be held on December 17, 2025. There will be a Special Meeting on December 10, 2025 for the Zoning Regulations Public Hearing.

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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ABSENT

Mark Winslow, Selectman