

Town of Pittsford SELECT BOARD MEETING – January 7, 2026 – DRAFT

MEMBERS PRESENT: Thomas Hooker, Alicia Malay, Dan Adams, Mark Winslow and David Mills.

OTHERS PRESENT: Joe Massores, Carolyn Cota, Donna Wilson, Steve Belcher, Joe Repetur, Lorna Chaplain Davis, Jeff Schuamnn, Jeff Whiting, Chad Eugair, Ann Reed –Town Manager, Kelly Giard – Recording Secretary

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

Dan Adams would like to amend the agenda to include the Pledge of Allegiance. Motion by M. Winslow and seconded by D. Adams to adopt the agenda as amended. Motion passed unanimously 5 – 0.

MINUTES:

The minutes from the December 3, 2025 regular meeting and the December 17, 2025 meeting were signed with a minor correction to state that the connex boxes setback would pertain to state roads.

TOWN MANAGER REPORT:

Town Manager Ann Reed reported the following:

- Signed the Municipal Planning Grant extension to give another 6 months to work on the Zoning Regulations.
- Attended the holiday Town Manager luncheon. There are several towns looking to put appointing their Town Clerk/Treasurers on their Articles of warning this year.
- Attended the Planning Commission meeting on December 18, 2025. The Planning Commission asked for the Select Board members to attend their next meeting, which will be held on January 22, 2026 at 7:00 PM to discuss the Enhanced Energy Plan and the Zoning Regulations.
- Drafted letters for OVUUSD and Land Use Review Board.
- Police Chief Warfle has retired effective December 31, 2025.
- Water and Sewer billing has gone to users with a due date of February 3, 2026 and the ACH forms were included.
- The Water Department had an emergency repair on Route 7 on December 31, 2025.

SELECTBOARD MEMBER REMARKS:

M. Winslow requested that Zoning Administrator Jeff Biasuzzi attend the next meeting in person to give updates on previously discussed zoning concerns.

Vice Chair Mills inquired if there has been any resolution on the Dollar General lighting concerns. Ms. Reed stated that she will reach out again.

PUBLIC COMMENT:

None presented at this time.

OLD BUSINESS

FY 2027 Budget:

Ms. Reed stated that she met with Chad Eugair to discuss the Highway Department budget and were able to trim \$17,000 from the paving budget to bring the amount of the Highway Department budget to 3.02% with the General Fund budget at 2.88%. Motion by M. Winslow and second by T. Hooker to approve the budget as presented. Motion passed unanimously 5 – 0.

LT-5/TH-37/TH-20/TH-32 Road Classification Discussion:

Chad Eugair was present to discuss the request from the State regarding LT5, TH37, TH20 and TH32. Vice Chair Mills feels that the landowners should be contacted prior to making any decisions on the mapping. Ms. Reed will send letters to the neighboring landowners.

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

Chair Malay stated that the OVUUSD voted to move the activities from Caverly to Lothrop. Donna Wilson was present and stated that she attended the meeting that this vote occurred and the board members had no idea what was happening when they voted. M. Winslow stated that the letter should include the 45 acres of land at the Caverly property to be included with the building. Ms. Reed stated that the Lister Cards would be included with the letter. There was discussion regarding the vote as the item was not on the agenda and is a violation of the Open Meeting Law. Motion by T. Hooker and seconded by M. Winslow to send the letter as amended. Motion passed unanimously 5 – 0.

Tier 3 and Road Rule Regulations:

Ms. Reed stated that there was an email in the packets from Alex Weinhagen regarding Tier 3 and the Road Rule Regulations. Vice Chair Mills stated that the letter should include the disagreement with the map. Ms. Reed will rewrite the letter for review.

NEW BUSINESS

Carolyn Cota – Bridge 108 Project Concerns:

Carolyn Cota was present to discuss the Bridge 108 project. Vice Chair Mills expressed concern that the lines in the area of the bridge are confusing to motorists. Ms. Cota stated that she saw the photos and is aware and stated that Belden Construction ran out of time and this is on the list of items to fix in the spring, as well as the island, striping, and soil and landscaping. Ms. Cota stated that the contractor needs to wait for the asphalt plants to open in the spring before any asphalt work can be done. Ms. Cota stated that there is also work to be done at the Ransom house, the Bishop property, as well as the approach to Oxbow Road. T. Hooker stated that trailers can't make the turn from Oxbow Road onto Route 7. Mr. Massores was also

present and echoed what T. Hooker stated and felt that the curbing was not placed properly. Pictures were reviewed and discussed. Ms. Reed will forward the pictures to Ms. Cota again. M. Winslow stated that he mentioned the Oxbow Road situation to the engineer on site and stated that the curbing was jutting out and is an issue. T. Hooker expressed concern with the guardrail on Route 3. Ms. Cota stated that the length is correct to the additions to the plans after the negotiations. Ms. Cota also stated that there would be flashing lights installed at the intersection to slow vehicles down. D. Adams expressed concern that trucks with gooseneck trailers can't make the corner from Route 7 onto Route 3. Ms. Cota stated that it is a learning area and the vehicles are used to having the slip lane and once the lines are painted, this should be better to navigate. M. Winslow inquired when the lines would be painted. Ms. Cota stated that the weather needs to be dry and warm before the painting can be completed. D. Adams inquired who owned the staging area. Ms. Cota stated that Belden purchased the property for the duration of the project and would be reverting back to the original owner.

Ms. Cota and Mr. Massores exited at 6:52 PM.

Otter Creek Watershed Insect Control District Update:

Jeff Schuman, Jeff Whiting and Steve Belcher from the Otter Creek Watershed Insect Control District were present to give an annual update on the happenings within the organization. Mr. Schuman stated that Will Mathis, one of the Pittsford representatives, attends few meetings and abstains from votes quite frequently and it is felt that Pittsford is not getting their 2 votes. Mr. Schuman stated that there is new staff that was trained during the last season, which included 2 college interns. Mr. Schuman stated that there were 92 spray missions within the 6 towns, beginning on the second week of June. Mr. Schuman stated that there were negotiations with the state grants with the Lemon Fair District with agreements to work together on the data collection sites. Mr. Schuman stated that the district has replaced 3 vehicles, has three more vehicles in need of replacement, and they are working on upgrading the facility that they currently work in that has no running water or septic. The cost estimate to do the upgrades for the water and sewer projects is approximately \$50,000. There are 18 volunteers serving boards and 5 committees. There was discussion regarding the possibility of using drones to locate some of the larvicide areas.

Rutland Regional Planning Commission Land Use Map Revisions Update:

Ms. Reed reported that there will be a video conference on January 14, 2026 at noon and again on January 15, 2026 at 6:00 PM to be held either via Teams or in the Large Conference Room of the Rutland Regional Planning Commission office to discuss the maps. Pittsford maps were changed significantly. Vice Chair Mills stated that Pittsford needs to stand their ground on the maps. Devon Neary is encouraging attendance at the meetings for the draft plan and hearings. D. Adams stated that landowners do not understand what is happening and proposed having a public meeting to discuss Act 181. M. Winslow stated that the changes need to be notified by the Select Board.

January Calendar to Meet Deadlines for Town Meeting Warning, Petitions, Annual Report:

Ms. Reed outlined the important dates for the Select Board for Town Meeting. The budget has been approved; petitions for special appropriations are due by end of day on January 14, 2026 and are to be reviewed by the Clerk's office to determine that the signatures are valid and this needs to be completed by end of day on January 15, 2026 and corrected if necessary by the end of the day on January 16, 2026; petitions for office are due by the end of the day on January 23, 2026. Motion by T. Hooker and seconded by M. Winslow to hold a special meeting on January 19, 2026 with the only agenda item to approve the warning. Motion passed unanimously 5 – 0.

EasiFile Quote for Vaults:

Ms. Reed stated that there are Restoration Funds available to cover the cost of the EasiFile for the vaults. Ms. Reed explained that this system would be easier to use than the current system. M. Winslow inquired the frequency of purchasing this system. Ms. Reed stated that this is a 1 time purchase and that the vendor has stated that this is enough storage space for what is needed. M. Winslow inquired if there were other quotes sought. Ms. Reed stated that other towns are using this system with success and the system is secure. Motion by T. Hooker and seconded by D. Adams to approve the purchase in the amount of \$15,268.08. Motion passed unanimously 5 – 0.

Line Painting Paint Sprayer Quote:

Chad Eugair stated that the purchase of the line painting paint sprayer would save man hours, as well as material when they do the striping. Currently, the Highway Department uses paint rollers when they do the stop bars and cross walks. M. Winslow inquired the life of the equipment. C. Eugair stated that with the proper maintenance, the machine should last a long time. Motion by T. Hooker and seconded by D. Adams to purchase the paint sprayer for \$6,499.99. Motion passed unanimously 5 – 0.

Refund and Small Credit Balance Policy:

Ms. Reed stated that other towns have a similar policy. Motion by T. Hooker and seconded by M. Winslow to adopt the Refund and Small Credit Balance Policy. Motion passed unanimously 5 – 0.

Research and Retrieval Policy:

Ms. Reed stated that other towns have this policy as there have been calls received for research to be done by town employees and such requests are not done due to liability reasons. Motion by T. Hooker and seconded by M. Winslow to adopt the Research and Retrieval Policy. Motion passed unanimously 5 – 0.

Act on Orders \$171,468.78; Payroll \$15,924.94

The orders were signed with no discussion.

Motion by T. Hooker and seconded by D. Adams to enter into Executive Session at 8:00 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.

The Select Board exited Executive Session at 8:54 PM with no action taken.

Motion by D. Adams and seconded by D. Mills to adjourn the meeting.

The Select Board adjourned at 8:54 PM.

The next regular Select Board meeting will be held on January 21, 2026.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

Dan Adams, Selectman

Mark Winslow, Selectman