

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

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

OTHERS PRESENT: Jim McRae, Liz Fothergill, Wayne Flewelling, Tom Browe, Ann Browe, Melanie Clerihew, Ernie Clerihew, Peter Franzoni, Stephen Belcher, Elizabeth Simpson, Anthony Freson, Monica Freson, Greg Boudah, Jamie Stewart, Bonne Stewart, Steve Spensley, Kim Spensley, Louis Gaudreau, Nancy Gaudreau, Barbara Lacy, Lorrie Byrom, Betsey Morgan, Baird Morgan, Rick Conway, Patsy MacHardy, Dan Shea, Donna Wilson, 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 was no need to amend the agenda. 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 December 3, 2025 regular meeting, December 3, 2025 Water & Sewer Commission meeting and the December 10, 2025 special meeting were signed with no corrections.

### **TOWN MANAGER REPORT:**

Town Manager Ann Reed reported the following:

- The Transfer Station will be closed on Christmas Eve
- The Town Offices will be closed both Christmas Eve and Christmas day, as well as the lunch time on December 18, 2025 for the employee holiday party. The Town Offices will also be closed on New Years Day.
- Notifications were posted on the new Ordinance for Outdoor Storage of Junk and Junk Vehicles. This was also printed in the Rutland Herald on December 9, 2025 as part of the approval process. It is posted in the boxes at the Town Offices and Maclure Library has a copy.
- Started reviewing ordinances and policies to see what needs to be updated.
- Reviewed grants that are expiring to be sure that we have submitted what needs to be submitted before the end of the calendar year.
- The Town was awarded the Municipal Planning Grant for our five year Local Hazard Mitigation Plan update. We should receive the contract for this shortly.
- Started to compile the annual report. If anyone has suggestions on what they would like to see or photos to add, please contact the Town Manager.

### **SELECTBOARD MEMBER REMARKS:**

D. Mills inquired the bump in the road on Route 7 south of the Route 3 intersection. Ms. Reed stated that this is expected to be fixed in the spring.

**PUBLIC COMMENT:**

Chair Malay encouraged residents to attend the RNESU meetings as they recently met and announced a \$14 million budget for the Central Office and also encouraged residents to show support for Caverly Preschool, which has also been discussed at the OVUU meeting and was stated that this would not be returned to the town.

Ernie Clerihew read a letter to the Select Board in support of the Constitution of the United States and reaffirming the Constitutional rights. Peter Franzoni, a Rutland resident apologized for his disservice at the last meeting he attended. Residents requested that this topic be discussed at a future meeting. Ms. Reed explained that she will put the topic on a future meeting, which would be January 21, 2026 at the earliest.

All residents, except Rick Conway exited at 6:53 PM

**OLD BUSINESS****Zoning Regulations Update:**

D. Adams asked for clarification if the Select Board were to reject the Zoning Ordinance and sent it back to the Planning Commission, what the next steps would be. Ms. Reed explained that if the document was not approved, the town would lose \$1,086 of the grant funds, which equals 10%. Mr. Conway explained that there was no one in attendance at the Planning Commission hearings. There was discussion on the Connex box setbacks being different than any other setback in town. M. Winslow stated that buildings should be 75' off the road as part of the state regulations. Mr. Conway explained that this was not in the town regulations. D. Adams requested verification from the state as to what must be included in the document. Mr. Conway explained that Logan Solomon from the Rutland Regional Planning Commission was in attendance at the Planning Commission meetings and advised. M. Winslow stated that the language in the document is very subjective. There was discussion on Act 181, Affordable Housing. D. Adams stated that the Planning Commission worked very hard on the document. Motion by Chair Malay and seconded by D. Mills to send the Zoning Regulations back to the Planning Commission. D. Adams inquired if there was a list of the concerns that were discussed at Select Board meetings, which Ms. Reed explained she has a list. Ms. Reed explained that once the Planning Commission addresses the concerns of the Select Board, there will need to be a public hearing, sending back to the Select Board for review and a Select Board public hearing. D. Adams stated that he would like more explanation of Act 181 and the consequences of not including in the document. Motion passed unanimously 5 – 0.

Mr. Conway exited at 7:26 PM.

**FY 2027 Budget:**

Ms. Reed explained that the Town Meeting Warning is due on or before January 21, 2026 and budget numbers are needing to be included in this warning. Ms. Reed stated that she would

review the budget and send an updated budget prior to the next meeting. This topic was tabled to a future meeting.

**Ordinance Regulating Domestic Animals:**

Ms. Reed stated that the fines were increased by \$50 and the updated document was in the packets for review. Motion by T. Hooker and seconded by M. Winslow to adopt the Ordinance Regulating Domestic Animals as presented. Motion passed unanimously 5 – 0.

**Fire Department Fill Station for Air Pack Quotes:**

Motion by T. Hooker and seconded by D. Mills to approve the quote from Reynolds in the amount of \$57,184.75, of which the Nickwackett Hose Company will be contributing \$25,000 for the Fill Station for Air Packs. Motion passed unanimously 5 – 0.

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

Ms. Reed stated that she has discussed the pictures that were presented by the State with Chad Eugair and the Shaw Road area makes sense as it has grown up to a trail; TH-20 and TH-32 have gone to trails past Redman's on Old Hubbardton Road. D. Mills requested definition of "discontinue". Ms. Reed stated that the state definition is "not Class 3". D. Adams inquired who would be responsible for bringing the road up to code if a property owner builds on the lands past the discussed areas. This topic was tabled to a future meeting.

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

Chair Malay stated that this should be submitted in writing. Ms. Reed stated that Atty. Kupferer has the information and thanked Liz Soulia for her assistance in getting the required information from the website. Ms. Reed will draft a letter and email to the members of the Select Board for review. Motion by D. Mills and seconded by M. Winslow to instruct the Town Manager to draft a letter of First Right of Refusal for the buildings that have been former property of the town and giving the Town the option to purchase the buildings for \$1. Motion passed unanimously 5 – 0.

**NEW BUSINESS**

**Tier 3 and Road Rule New Regulations Coming:**

Ms. Reed stated that the draft language was in the packets for review with regard to the Tier 3 and Road Rule Regulations that are coming in the future. Ms. Reed stated that any road of 2000' or a driveway over 800' would be considered part of Act 250 jurisdiction and this comes into effect on July 1. M. Winslow inquired if the Select Board could send a letter as a board in opposition of this law. Ms. Reed stated that some towns have submitted as a board and she will be discussing this with the Planning Commission. Residents can submit their opinions to rights. D. Mills inquired if there would be a drop in the Grand List if there are requirements for construction below 2500'. Ms. Reed stated that there is a Power Point presentation that she will bring for the next meeting. Motion by M. Winslow and seconded by

T. Hooker to draft a letter stating that the Select Board is adamantly opposed. Motion passed unanimously 5 – 0.

**Accepting ACH Payments for Utilities and Taxes Through NEMRC:**

Ms. Reed stated that the bank has been consulted and an agreement will be included in the December 29, 2025 utility billing to allow residents to have the option of having ACH payments from their checking account. Ms. Reed explained once the agreement is returned from the resident, it is entered into NEMRC and the funds will be pulled from the assigned account on the due date of the utility bill or property tax bill. M. Winslow inquired if there was a cost for this service. Ms. Reed stated that there is no cost to the customer and the only cost would be for Corrie or Dolores to enter the information. Chair Malay inquired what would happen to the account information. Ms. Reed stated that these would be locked away in the safe. D. Adams inquired if this was a 1 time option. Ms. Reed stated that this would be an automatic withdrawal. D. Adams inquired what would happen if there were not sufficient funds in the account on the due date. Ms. Reed explained that that would be responsibility of the customer and the account would be considered delinquent if not paid by the due date. The consensus of the Select Board was to proceed.

**Outstanding Check Policy:**

Ms. Reed stated that this was recommended by the auditors. Motion by D. Mills and seconded by M. Winslow to approve the Outstanding Check Policy as requested by the auditors. Motion passed unanimously 5 – 0.

**Recreation Department Background Checks for Volunteers Policy:**

Ms. Reed stated that some parents have requested this background check and the proposed is mirrored after Rutland Town's policy. Motion by D. Mills and second by T. Hooker to approve the document as presented. Motion passed unanimously 5 – 0.

**Act on Orders \$72,031.92; Payroll \$14,868.64; Payroll for Committees: \$4,462.69:**

The orders were signed with the following discussion.

T. Hooker inquired what NE Mun was, which Ms. Reed stated that it is NEMRC.

Motion by T. Hooker and seconded by D. Mills to enter into Executive Session at 8:07 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 8:48 PM with no action taken.

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

The Select Board adjourned at 8:48 PM.

The next regular Select Board meeting will be held on January 7, 2026.

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