

**Pittsford Planning Commission**  
**Meeting Minutes - DRAFT**  
**May 28, 2026**

**Board Members Present:** Kevin Blow, Rick Conway, Nancy Gaudreau, Robb Spensley, Gordon Fox (arrived 7:20)

**Others Present:** Ann Reed, Will Austin -RRPC

**Meeting - Call to order**

The meeting was called to order at 7:03 by Kevin Blow – Chair.

**Approval of Meeting Agenda**

A motion was made by Rick Conway and seconded by Robb Spensley to approve the meeting agenda. The motion passed unanimously.

**Approval of Minutes**

The minutes of April 23, 2026 were unanimously approved after a motion by Rick Conway and a second by Nancy Gaudreau to approve the minutes.

**Public Comments**

None at this time.

**Old Business:**

**Drafting Updated Town Plan 2026 writing session with Will from RRPC:**

Ann Reed handed out materials regarding the Town Plan. Will Austin gave an overview of what he has completed for changes in the Town Plan. It was decided to start at page 1 and go through some of the changes.

Ann Reed noted on page two there are photos that need to be removed or updated. The photo that was labeled Hammond Bridge appears to be Gorham Bridge. The New England Maple Museum is also photographed, but it is closed indefinitely. There were suggestions of putting photos of Maclure Library or the Furnace Brook Church in the mix, as the other two town churches are photographed in this collage. It was noted that Maclure Library does have a photo later in the Town Plan. Page 4 is updates of dates and information that is there statutorily.

Page 6 of the draft Town Plan, Will Austin had redlined to remove a portion of the preparation of the Town Plan. Rick Conway feels this needs to be included, as it was such a huge part of the decision-making process during the last Town Plan writing. It does need some updating, as some of these points have been completed. Will Austin made recommendations that the Planning Commission could do community outreach for this Town Plan rewrite using Doodle Polls or another online survey option to get feedback from citizens. It was noted that many of the points made during this segment could also be put into other chapters further into the Town Plan.

The history section, which starts on page 7, does need some work. It was noted there are now five roadside historic markers with the addition of the Pittsford Mills Bridge. There are also the mill stones at the Pittsford Historical Society, the Nicholas Powers sample bridges at the Historical Society, and there may want to be a concise paragraph about the Pittsford Second Century book, which does have a listing in this section. Will Austin suggested that members could review this section and bring input to the next meeting. Page 10 of the history does discuss the green spaces in the Village area. Rick Conway would

like to see this expanded and marked so that the green spaces are able to be preserved during future construction projects, especially those involving Segment 2 of VTrans upgrades to Route 7. The map on page 11 also needs to be updated with correct street names, listing the village green spaces as historic with photos of their past use, and maybe a completely updated map, as this one is very out of date for the layout of the current village center area.

The Population section starting on page 13 has been updated by Will Austin. He also added a table to make the population data pop out more. The Planning Commission members all approved the graphic, saying it was easy to use and understand.

The economic development section that started on page 14 had a rewrite done by Will Austin, which was discussed at length. Some of the sentence structure was giving negative attention to Pittsford's growth and it was discussed how to make this more positive and not have a negative connotation to it. The list of mid-sized companies that do business in Pittsford also needs to be updated, as Vaillancourt Tree Service is no longer in business, Casella Construction has moved to Town, and Winning Image is on the same scale as Mitchell Tees, but is not listed. The unemployment chart in this area was approved, as it was easy to read. There was discussion on what the economic development goal should be. This can be basic or complex. Pittsford's goal could be as easy as "The goal of Pittsford is to grow economic development". Rick Conway asked if state statute was added in this area, as it may want to be added. The bottom of page 15 also had some rewording that needed to be done, as it is worded strangely and does not read smoothly. Rick Conway thought that it was referring to the smart growth principles in the past when it mentioned logical growth, but this section could be rewritten to state encourage growth instead.

Page 16 listed the Pittsford Goals, Policies and Actions for Economic Development. Will Austin noted that the items listed are action items but not an actual goal. It would be helpful in this area to restate the actual goal or overarching goal, then have a couple of actions that are achievable within 8-10 years. This could be establishing a relationship with an economic development agency, or a more in-depth goal. Three standard polices or actions is what is recommended. Things discussed in this section included public events being action items, Pittsford becoming a destination location, public outreach at public events, and Rick Conway mentioned wanting a medical facility in Pittsford like Brandon and Shorham's Community Health Center of Rutland Region facilities.

The Town Government section starts on page 17 and needs to be updated, as many of the committees, members, and structure of the town's government structure have changed over the last eight years. There is no longer an assistant to the town manager, the recreation director does not have a seven person board, the planning commission members names need to be removed, the Zoning Board of Adjustment is now a five member board with two alternates, there is no water and sewer commission, as this is now under the selectboard's authority, we now have an assessor instead of listers, the police department statistics need updating, and there are a few other items that need to be addressed. There was discussion about whether the planning commission members should be named. Since the terms for members is three years and this is an eight year document, the general consensus was that names should not be listed within the document.

We skipped ahead to the transportation section from here, which starts on page 29. It was noted that the total miles likely needs to be updated in this section. Will Austin took out the commuter rail service section, as this has not come to fruition since the last Town Plan revision. Rick Conway would like to see Pittsford take over route 7 so it can be maintained by the Town. Rick Conway also stated that VTrans needs to comply with the Town Plan, so he wants to work on making sure that this section is tight for future changes. The speed limit in the village area was discussed, especially where it switches from 25mph to 35mph. Planning Commission members would like to see the 25mph zone expanded. The village character goals and action items need to be added to this section. There was discussion on needing a possible traffic impact analysis and/or a traffic speed analysis. On page 31, Ann asked if it was supposed to be connectors instead of collectors, but it is an old language to use collectors and stays. The right way to type Omya was also mentioned here, as it is large O, little m-y-a.

Page 33 is the Projects and Issues section. This was briefly looked at, as it needs to be updated. It has the Route 7 segments chart that is out of date, along with the incorrect dates for the start of segment 2. We discussed culvert inventory and Ann is to check with Chad, the highway foreman on the culvert inventory. Will Austin mentioned he can put grant information in the Town Plan to assist with trying to get grant aid. Ann Reed mentioned the possibility of adding the covered bridges, Kendall Hill Bridge, and possibly the Fire Hill Culvert, which she will get more information from Chad on before the next meeting. Will Austin spoke about putting in existing conditions of infrastructure items, the possibility of putting in the sidewalk network and where there are gaps, possible updates to be done, and where there are missing pieces or gaps. There was discussion on the missing sidewalk at the top of Arch Street by Hilltop, Kamudas and the library. There was discussion on addressing walkability concerns and Rick Conway mentioned a future sidewalk plan may be beneficial.

At this point, Will Austin confirmed what his next steps would be to update what was discussed and what needs to be done going forward. He will email a new version before the next Planning Commission meeting and also schedule a meeting with Ann Reed to do the Town updates together for the governing portion.

#### **New Business:**

##### **Updates from RRPC Board of Commissioners Meeting:**

The 2026 Regional Plan passed the Board of Commissioners and has been sent to the Land Use Review Board for finalized approval.

##### **Advance Notice – Collocation of Telecommunications Antennas and Equipment 1409 Sangamon Road Pittsford, VT:**

Ann Reed updated the Planning Commission that the telecommunications upgrade includes a 22' extension to the existing tower. The selectboard has asked for a balloon test and a public meeting. The planning commission members felt this is a needed upgrade to get communication up at the Chittenden Dam.

##### **Hiring Committee Volunteer for Zoning Administrator Position:**

Ann Reed has a possible candidate for zoning administrator. She would like to have at least one planning commission member participate in the interview. The planning commission would need to nominate this candidate to the selectboard for the selectboard to appoint the candidate as the zoning administrator. Gordon Fox stated he may be interested. Others were going to reach out to Ann Reed if they decided to assist with the interview.

#### **Next Meeting**

The next meeting will be June 25, 2026 at 7:00pm.

#### **Adjournment**

A motion was made by Rick Conway and seconded by Gordon Fox to adjourn the meeting at 8:45PM.  
**The motion passed unanimously.**

Respectfully submitted,

Ann Reed  
Recording Secretary

Approved by,

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The Pittsford Planning Commission