

Town of Pittsford SELECT BOARD MEETING – June 17, 2026 - DRAFT

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

OTHERS PRESENT: Pam Jackson, John Jackson, Ann Reed – Town Manager, Kelly Giard – Recording Secretary

The Select Board was called to order at 6:30 PM by Chair Malay

The meeting was opened with the Pledge of Allegiance.

Chair Malay asked if there were any additions to the agenda. Mark Winslow stated he would like to add driveway issues on Plains Road to old business. Motion by D. Mills and seconded by T. Hooker to adopt the agenda as amended. Motion passed unanimously 5 - 0.

MINUTES:

The minutes from the June 3, 2026 regular meeting and liquor board meeting of June 3, 2026 were signed with no corrections.

TOWN MANAGER REPORT:

Town Manager Ann Reed reported the following:

- She reached out to Stephanie with Rutland County Parent Child Center. She was unable to attend the selectboard meeting, but did share that anyone can email her with questions about the preschool/daycare going in at Pittsford Village Farm.
- Assisted Maclure Library at Pantherpalooza at Lothrop School on 6/5/2026. Officer Soulia also assisted. We read books and helped students pick out two books they could take home.
- Highway department has done the first round of roadside mowing for the year, as well as grading some of the roadways. There has also been some general clean-up done when necessary. They are getting ready to prepare West Creek Road area for paving by cutting down the shoulders.
- The water department has been doing some minor repairs on the pump stations, as they are needed.
- The wastewater department needs a minor repair, and the parts are on order for Shawn to do the repair.
- Assessor's office is preparing to lodge the preliminary Grand List 6/18/2026.
- The recreation department's softball and baseball season is starting to wind down and preparations for the summer camp are in full swing.
- There will be lifeguards Monday through Friday this summer at the recreation area. We will have for Pittsford Day August 1, 2026 as well. We were able to get five lifeguards this season. The swim area will be swim at your own risk when lifeguards are not on duty and signage will be put up for this daily.

- The police department is going through a transition period. Please bear with us as these changes are taking place. If you have a concern and cannot reach a police officer, please reach out to my office. I am extension 200 or manager@pittsfordvermont.com. This includes animal control measures.
- If you file an animal control complaint, please be aware the police department will only tell you they are investigating the claim. Details of an investigation are not shared.
- While working with the planning commission on the town plan, the Pittsford Mills Bridge marker was added. This became a discussion on where it should be located, as the temporary location was along Route 7 by the Maplefields gas station during the Bridge 108 construction. I have had discussions with Rick Conway and Donna Wilson on this. Donna went to look at the bridge site to see if there is a location suitable for the marker next to the bridge. There does not seem to be a great location for it that would allow people to pull over to view the marker. Rick Conway said he has no problems with the location of it currently, it is easy for people to view, does have parking at the RL Vallee gas station for people to park, and is in a safe location. He has talked to RL Vallee and they are agreeable to it staying in its current location, as it is very near the State right of way. This is the location we plan to leave it in for the Town Plan update. I know that Donna had reached out to selectboard members about the location of the marker, so I wanted to provide an update.
- Chad and I have submitted grant applications for two State of Vermont highway grants.
- If a citizen has a concern that is not being properly addressed by a department or department head within the municipality, please contact the Town Manager with your concern.
- Color Run registrations will be released this week in partnership with the Pittsford Day events. This will be a fundraiser for the Pittsford Christmas for Kids. There will be an (almost) 5k from the Municipal Offices to the Recreation Area and then a fun kid's run at the recreation area starting at 1:00pm on August 1, 2026.
- There was an email sent to the selectboard by Pittsford Village Farm to invite the selectboard to tour the facility. There was discussion on when this might work.

SELECTBOARD MEMBER REMARKS:

D. Mills had a phone call again about motorcycles wrecking in Depot Hill Bridge. There was another one that wrecked in the last year or so. There are only two runners and the center is open. The citizen has asked if we can fill in the middle of the bridge so that motorcycles do not fall into the middle and dump their motorcycles. A. Reed explained Chad is on vacation this week but will discuss with him when he gets back.

Alicia Malay asked about signage for corner of the truck route. The residents are asking for a stop sign or a yield sign. There is a yield sign there. It may need to be bigger or have painted YIELD on the roadway. It was discussed the yield sign is small. There was some discussion on a stop sign, but the noise of trucks having to start and stop will be a nuisance for the houses that live nearby.

Mark Winslow wanted to give a good job to the police department on the stopping of the tractor trailer truck driver that blew through the red lights for a bus. Soulia was able to get the driver right in town once M. Winslow notified him of the concern.

A. Malay let the selectboard members know that the governor did sign the Act to repeal the parts of Act 181 people did not like including tier 2, tier 3, and the road rule.

PUBLIC COMMENT

None presented at this time.

OLD BUSINESS

Recreation Area Tennis Court Repairs:

The recreation committee met last night, and they are preparing to do a capital campaign for the cost to replace the tennis courts. The recreation committee came up with a couple of ideas and A. Reed had one that she passed on to the recreation director. There is a notice going in the newsletter that we need to do a capital campaign and if anyone is interested in helping, they should contact the Town Manager. The goal is to fundraise over the winter for construction next Spring. A. Malay stated we may want to do a booth at Pittsford Day for volunteers and committees. The proposal going forward will be one tennis court and two pickleball courts. Pickleball is more popular than tennis currently, so having the two pickleball courts would be better for the community. The proposal with Wilks Paving and Vermont Tennis Court Surfacing is approximately \$75,000, which is the amount to be raised. There is approximately \$28,000 in the recreation capital account now, but that needs to be saved for other repairs needed. That cost does not include the demolition needed, which A. Reed has slated the highway department to do. The capital campaign with sponsorship letters and a duck derby were discussed as two potential fundraising projects, with the suggestion of a thermometer graphic to show the progress on the fundraising visible to the public.

Chair Malay stated it would be good to keep the capital campaign going even after the tennis courts are fundraised for. Kelly Connaughton used to do a ton of fundraising through the years for the recreation department and this is now not happening. The duck derby could become an annual event.

NEW BUSINESS

Plains Road Repairs:

M. Winslow stated that three selectboard members, separately, did review some of the driveways on Plains Road. There are residents that are still not happy, which is approximately five couples according to A. Reed. D. Mills stated they met with two couples, who also pointed out concerns with a third driveway. A. Malay asked what the driveway concerns were. D. Mills stated that one driveway has a beautiful apron on one side, while the other side does not on the same driveway. There are others with virtually no aprons at all. They are also concerned with the joint seam. There are two with steps at the seam that catch with a snowblower. M. Winslow stated that in the winter it spread out and then came back together. All three driveway seams are done differently. A. Reed stated she has called Wilks and is waiting for a return phone call. M. Winslow stated that if A. Reed does not get satisfactory results, that Wilks may need to come back before the selectboard. D. Adams stated at one of the meetings, he had asked for the diagram for a proper flare. Pam Jackson stated hers used to have the flares on both sides. J. Jackson stated that all of the driveways used to have flares that were 8-10", but now some have less than that. D. Adams stated that there should be an industry standard. J. Jackson stated he talked to Wilks with the flares when they were paving. He asked to have the flares done the way they used to be. One of Wilks employees stated that about a foot is average now, whereas J. Jackson stated they used to be 2-5" for their driveways on this roadway. A. Malay stated they driveways should have been put back the way they were. M. Winslow stated that some of the seeding down has not caught. He feels the amount of topsoil was not enough for the McCuin's lawn and it needs to be seeded down again.

Bid Process Policy/Purchase Policy Update:

The current purchasing policy does have a bid process within the document. A. Reed proposed updating the current purchasing policy to include the bid policy information, as the current purchasing policy has inconsistencies with dollar figures and the town has had a large change in leadership in the last few years. The Town has also changed the way purchase orders are used. There are redlined copies for each selectboard member to show the suggested updates. This is a starting point. M. Winslow stated number 8 looked like it is good for what was requested for the bid process. A. Reed stated she will make sure the wording is on the bidding sheets, that bids for projects larger than \$25,000 will require two selectboard meetings before awarding. M. Winslow asked if there is a heads up for the selectboard in this purchasing policy. A. Reed stated she was not sure where to put this on the document. M. Winslow stated it should be in with the purchases larger than \$25,000. A. Reed used the example of paving. D. Mills stated that is different, as it is an annual expense. This is more for vehicles and other large, non-annual expenses. D. Mills gave examples of the fire truck, town trucks, or equipment purchases that have come through the last three years where the selectboard feels blindsided. The selectboard would like to know that there is a bid going out before the bid goes out to potential bidders. A. Reed will correct the purchasing policy with these changes and typo found by D. Adams and bring to a future meeting.

Discussion and possible Appointment of Zoning Administrator:

There was an interview panel that interviewed Scott Kaufman for the zoning administrator position. They interviewed him Monday June 8th and the Planning Commission held an executive session meeting only on June 11th. The Planning Commission came out of their executive session with a unanimous vote to nominate Scott Kaufman for the position of Zoning Administrator. M. Winslow discussed how the interview went, that he was given a written test with a permit, and seemed to speak and act quite well. A. Reed did check in with him after the nomination for the position from the Planning Commission and he is still interested in the position. M. Winslow made the motion to hire Scott Kaufman as the zoning administrator for the remaining term. T. Hooker seconded the motion. D. Adams asked if there was any training available from VLCT. A. Reed explained there are trainings available from VLCT, there is a zoning administrator's handbook, and she is planning to make a binder up for him with resources. She also plans to work beside him through his first few permits to make sure everything goes smoothly. Motion passed unanimously 5-0.

Fuel Bids Discussion and Possible Action:

M. Winslow confirmed that there were two bids for propane. There were three, but Irving had the bid only valid for twenty-four hours. D. Adams asked how much propane was used. A. Reed went over the locations for the propane use. D. Mills asked who services the Town now. A. Reed stated Proctor Gas and they own the tanks that we are being serviced with. If we switch, we need to pay for the new tanks to be installed. A. Reed did do a break-down of the costs with what it would cost to do the tank transfer. D. Mills wanted to know how much we use for propane. A. Reed stated that it is a three-year contract. M. Winslow stated that the propane price difference would make it so that one would be less over three years. M. Winslow made a motion contingent on the usage of propane to approve Suburban Propane's pricing. Second by D. Mills. A. Reed stated she would take the last year's usage and multiply by three years. As long as the math works, it will be switched to Suburban Propane. Motion passed unanimously 5-0.

Fuel Oil bids were discussed next. M. Winslow asked for confirmation that Marcell Oil was the vendor for the last three years. A. Reed stated they have been the supplier. Marcell has the best prices. M. Winslow thought the service had been good. A. Reed let the selectboard know that she had struggled with some service to have a minor repair done per an audit by the insurance company. She reached out in October to have this fixed by Marcell Oil. They canceled twice on her, then they sent her to a plumber that canceled twice on her. She saw Alex Marcell and mentioned it to her. She was going to get ahold of Bill Lohsen and Ann never heard from Bill either. Howard came in for the fuel bid opening and Ann mentioned it to him. She gave him copies of the insurance letters. He was able to get one of his crew there to fix it. They did the highway garage and forgot about the Town Offices until Howard called Ann and she asked if they had completed both building repairs. The Town office repair was done the next two days

due to needing parts they did not have at the time to finalize the repair. Other than that, she has had no problem with their service. D. Adams asked if they supplied the off road too. A. Reed stated on-road, off-road and heating fuel. A. Reed did state she didn't know what rack pricing is, as there is no way for her to know what it is. D. Adams asked if there is a contract written up. A. Reed stated that there is one written up. D. Adams stated that we could always use someone else for repairs. A. Reed stated we need to find a Town plumber for the Source Protection Plan, which expires next year anyways. M. Winslow stated there are a couple of guys in town, so that could be figured out. M. Winslow made the motion that we go with Marcell Oil for the fuel at rack +\$0.20 and look at other options for service. T. Hooker seconded the motion. Motion passed unanimously 5-0. K. Giard asked for clarification that this was for all three types of fuel. That was confirmed. D. Adams asked about gasoline. A. Reed stated that credit cards are used because it is just PD, first response, and fire department for gasoline usage.

Fire Department Encumbrance Request/Reorganization of Budgeted Amounts:

Chair Malay wanted to confirm that this was reorganization of funds within just the fire department budget. A. Reed confirmed. M. Winslow asked if there were any concerns with this request. A. Reed stated she did not have concerns. A. Reed also stated she needs selectboard approval in order move the funds around within the fire department budget. T. Hooker stated he had A. Reed look into this, as it is something he wished they could have done for years instead of spending money at the end of a budget cycle just to use up the budgeted amount. A. Malay read the request from Bill Hemple to move \$20,000 not spent from the budget of the fire department to be moved to the fire department vehicle capital account to be used toward the ordered fire truck. This will not cause the general fund to run in the red and is within the budgeted amounts for the department. M. Winslow asked if the fire department is going to need any of the budgeted money. A. Reed stated she has had discussions with Bill Hemple and there should not be a need before the fiscal year end for the fire department. T. Hooker made the motion to move the \$20,000 from the fire department budget to the fire department capital account. Seconded by D. Mills. Motion passed unanimously 5-0.

Act on Orders \$130,009.73; Payroll

D. Mills asked why the highway department was using Hometown Chevrolet in New York for maintenance. A. Reed thought some of it might have been warranty work. D. Mills and M. Winslow stated that other Chevrolet dealers should do the work. D. Mills stated that it may be due to the 5500 size, but was thinking it was bought from Cody Chevrolet and not Hometown Chevrolet. A. Reed stated she would ask Chad.

Motion by T. Hooker and seconded by D. Mills to enter Executive Session at 7:18 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 confidential attorney-client communications made for the purpose of providing professional legal services. 1 V.S.A. §313(a)(1)(F) to include the Town Manager.

Motion by D. Adams and seconded by M. Winslow to adjourn at 8:37 PM. Motion passed unanimously 5 – 0.

The next regular Select Board meeting will be held on July 1, 2026.

Respectfully Submitted,

Ann Reed
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

Dan Adams, Selectman

Mark Winslow, Selectman