

Town of Pittsford SELECT BOARD MEETING – August 19, 2026 DRAFT

MEMBERS PRESENT: Alicia Malay, David Mills, Dan Adams, Mark Winslow. ABSENT: Thomas Hooker OTHERS PRESENT: Melanie Parker, Alyssa Adamsen, Lisa McCarthy, Scott Kaufman, 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.

D. Adams stated that he had an additional item to add to Executive Session. Chair Malay stated that there was no need to amend the agenda. Motion by D. Mills and seconded by M. Winslow to adopt the agenda as amended. Motion passed unanimously 4 - 0.

MINUTES:

The minutes from the August 5, 2026 meetings were signed with no corrections.

TOWN MANAGER REPORT:

Town Manager Ann Reed reported the following:

- Atty. Kupferer has been contacted with regard to the Dollar General lighting issue
- Met with the Police Chief and Kathie from the Chittenden Select Board regarding their policing contract renewal. They have increased their budget and we are working to meet their needs with the officers we have.
- Met with Bill Jones from Vermont Emergency Management to set up a tabletop emergency management exercise for the Town of Pittsford. This will take place in December and if any Select Board member would like to attend, please contact the Town Manager.
- The new bookkeeper, Melissa, started on Monday August 10, 2026.
- Primary elections took place on August 11, 2026 with 311 voters.
- Worked with several citizens with regard to visibility on some of the roadway intersections with Route 7. Both the highway crew and the landowner have been contacted. The other is a VTRANS concern, which has been brought to their attention.
- Jill Nolan was notified of the approval of Black Walnut Way. She has asked if this can be shortened to Walnut Way.
- Attended the Bridge 108 close-out meeting on August 13, 2026. There were a variety of concerns raised at this meeting including the reflectors at the west side of the bridge, the guardrails needing reflectors placed on them, the sidewalks on the bridge are already cracking, the drainage issues on the Oxbow side, the amount of weeds and tall grass at the intersection of Oxbow and Route 7, the waving of the asphalt going up the hill on the south side of the bridge, a water curb stop that needs to be lowered, and other small items. There was brief discussion with regard to the sewer line sleeve. The traffic was observed with the turns onto and off of Oxbow and Route 3, as well as the traffic speeding going up the hill on the south side of the bridge project. Brian Sanderson from VTRANS was present and a traffic study was discussed and agreed that it is needed, as well as the fact we have been discussing if the town wants to take over a portion of Route 7 going forward.

- Held a short staff meeting on August 13, 2026 to get headshots and information from employees to start having Jason Davis put together employee ID cards. Also discussed was what each department is currently working on before filling out the information for the ID cards.
- Will be part of a tabletop discussion group through Rutland Regional Planning Commission to discuss cyber security and other vulnerabilities at water and wastewater plants. Shawn Hendee will also be participating.
- Attended the Chittenden Reservoir Emergency Action Plan committee meeting on August 12, 2026. Bill Jones did a great job explaining the difference between roles in an emergency situation (EMD, fire chief, incident command, etc) and why you may want more than one kind of command post. The kinds of forms and documentation will be discussed at future meetings.
- Bob Baird called to thank Chad Eugair, Tyler Allen and Shawn Hendee for quickly helping when he accidentally hit a water line earlier this month. The line was not noted on the deed for a new piece of land he had purchased, but, he quickly learned where it was and notified Shawn immediately. He was thankful for their great service and response time. The line has been clearly marked.
- The Pittsford Day Committee has begun planning the 2027 event, which will be held on August 7, 2027.
- Attended the pre-construction meeting for Route 7 segment 4. It is anticipated to have this segment completed in the summer of 2028. Construction on the East side will be starting this fall.

SELECTBOARD MEMBER REMARKS:

M. Winslow expressed his disappointment with the State regarding Bridge 108 and the completion of the project. D. Adams stated that there was another motorcycle accident turning from Route 7 to Route 3 recently with the 3" "lip" a concern. D. Mills questioned the sidewalk cracking. Ms. Reed explained that the concrete was not scored and is cracking.

Chair Malay inquired the status of the crosswalk light at the corner by Kamuda's. Ms. Reed stated that there was a faulty solar panel, which has been replaced under warranty.

PUBLIC COMMENT:

None presented at this time.

OLD BUSINESS

Burditt Fund Request from Otter Valley Unified Union Schools District Board:

Melanie Parker was present to discuss the project at Lothrop. Ms. Parker stated that she was told by a Select Board member that the Burditt Fund was to be used for new projects and not improvements. D. Adams inquired who was doing the project. Ms. Parker stated that she believes that it is Giancola Construction. D. Adams inquired who was the head of the project, whether it was Lothrop or the School District and who hired the engineering firm. Ms. Parker stated that she does not know this information and directed questions to Rick Vigue. There was discussion concerning the Select Board visiting the project to view the work. D. Adams inquired what would happen if the Burditt Fund was denied. It was discussed this would come out of the school district's capital account.

Ms. Adamsen and Ms. Parker exited at 6:53 PM.

Plains Road Driveway Concerns:

Ms. Reed stated that she has requested the Field Reports from Robert Clark of Otter Creek Engineering. Mr. Clark stated that this would take a bit to gather and he will forward the information.

Local Option Tax:

Ms. Reed stated that she emailed a training video to the members of the Select Board that had been completed by VLCT. There was discussion that the 4 digit ending of the 05733 ZIP Code should be earmarked to Pittsford and not Brandon. Chair Malay stated that possibly the Tax Department may be able to modify the allocation. Ms. Malay stated that this possibly should go on the ballot for the voters to decide. D. Mills stated that it would be helpful to get all information to the voters as soon as possible. Ms. Reed stated that there would be 2 more newsletters prior to Town Meeting.

Walnut Way:

Motion by D. Mills and seconded by D. Adams to approve the request from Jill and Brian Nolan to change the name of Conway Hill to Walnut Way and that the Nolan's are responsible for the signage. Motion passed unanimously 4 – 0.

NEW BUSINESS

Junk Ordinance Violations Letters for Select Board Approval/Signature:

D. Adams inquired if there had been research on the permits for the property in question. Mr. Kaufman stated that he has looked into the permits and stated that the permit is only on the structure and nothing for the outside areas. Ms. Reed read the Solid Waste Order. D. Adams inquired if there was a definition of contractors. Ms. Reed stated that there was no permit. M. Winslow stated that the Select Board needs to act timely. Mr. Kaufman stated that he has pulled his information from the State Statute to offer a chance for compliance. Motion by M. Winslow and seconded by D. Adams to sign the letter as presented. Motion passed unanimously 4 – 0.

Draft of New Ordinance Regarding Disposal of Solid Waste and Outdoor Storage of Junk and Junk Vehicles:

There was a draft copy of the Disposal of Solid Waste and Outdoor Storage of Junk and Junk Vehicles. This draft corrects typos and verbiage. Motion by D. Mills and seconded by M. Winslow to approve the draft and warn the Public Hearing to include posting in the newspaper and the usual places within town. D. Mills recommended also posting in the Florence Post Office. Motion passed unanimously 4 – 0.

Question to Schedule Balloon Testing for Furnace Road Communication Tower Extension:

Ms. Reed stated that the town is asked to set the dates and advise the company that will be conducting the balloon testing. The neighbors have been notified that this will be happening and will be advised of the date, once one is set. M. Winslow stated that this should be advertised.

Archery Program Proposal:

The members of the Select Board agreed unanimously to approve the Archery Program as presented by the Recreation Director and all the equipment is in the basement.

Assessor Errors and Omissions for Approval:

Lisa Wright presented the Select Board with 4 properties that needed to be corrected through the Errors and Omissions process. Motion by M. Winslow and seconded by D. Mills to approve the 4 properties as presented. Motion passed unanimously 3 – 0 – 1. D. Adams recused due to one of the properties being his.

Act on Orders \$82,146.05; Payroll \$15,884.76

The orders were signed with no discussion.

Motion by D. Mills and seconded by M. Winslow to enter into Executive Session at 7:37 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 8:25 PM with a motion by M. Winslow and seconded by D. Mills with no action taken. Motion passed unanimously 4 - 0.

Motion by M. Winslow and seconded by D. Mills to adjourn at 8:26 PM.

The next regular Select Board meeting will be held on September 2, 2026.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

ABSENT

Thomas Hooker, Selectman

Dan Adams, Selectman

Mark Winslow, Selectman