

Town of Pittsford SELECT BOARD MEETING – June 19, 2024 – DRAFT

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

OTHERS PRESENT: Terry White, David Atherton – 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 a need to add the discussion of the Reappraisal Order to the agenda. Motion by D. Mills and seconded by T. Hooker to adopt the agenda as amended.

Motion passed unanimously 5– 0.

MINUTES:

The June 5, 2024 regular meeting minutes and the June 5, 2024 Liquor Board meeting minutes were signed with no corrections.

TOWN MANAGER REPORT:

Town Manager David Atherton reported the following:

- Met with the County Forester to discuss a pitch pine area behind the Municipal Office for clearing and maintenance. This work was completed about 20 years ago, however, the property is owned by the School District.
- Submitted a grant pre-approval application to Vermont Emergency Management for the replacement of the culvert at the intersection of Oxbow and Ager Roads. This is a new grant program that focuses on upsizing structures that could potentially cause flooding issues.
- Met with Shawn Hendee and John Casella to discuss the possibility of extending the municipal waterline to their facility as they are moving their entire construction division to Pittsford. A site visit was done on June 14 with an engineer from Otter Creek Engineering and should be seeing a scope of work and cost estimate soon.
- Water and Sewer billing to be sent to users during the week of June 24, 2024.
- Held a mandatory pre-bid meeting for the Whipple Hollow Road culvert replacement project. This project is funded by a “Better Roads” grant. Bid opening will be held at the Municipal Offices on July 1, 2024 at noon.
- The first local concerns meeting for the “Tri-Town Trail” was held on June 28, 2024 with only 1 resident in attendance. A link that will allow residents to provide input on the project has been included on the website.
- Bridge 108 updates: Monday through Friday 7:00 AM – 5:00 PM; beginning work for the installation of a temporary pedestrian bridge on the east side; prepping the existing bridge deck for removal by coring holes; a water shut off to occur on Monday, June 24, 2024 to move the water line and letters have been sent to the property owners that are affected.
- Recreation Department updates: Baseball/softball season was a success; Swim area and concession stand opened on June 10, 2024 with light snacks being sold at the concession stand, which is staffed by lifeguards and the Recreation Director on a rotating basis, the

concession stand is also an on-site office for the Recreation Director; a new water fountain has been installed by the bathhouse; the Recreation Area pavilion calendar is nearly full with reservations; Summer Camp begins on June 24, 2024 with a majority of the weeks being at full capacity; the bank stabilization project is going well; the First Open Mic Night will be held on June 17, 2024 in collaboration with the Maclure Library; the fees have been waived for the swim area in the current heat wave.

- The Maclure Library and the Municipal Office Conference Room have been designated as Cooling Stations for the current heat wave.
- The Open Meeting Law Changes is available by video if anyone is interested. There was discussion on the compliance changes.

D. Adams inquired if the lifeguards were aware of the free swimming time during the heat wave. Town Manager Atherton stated that this was discussed with the staff prior to advertising. D. Adams inquired the location of the tri town trails system. There was discussion that there has been no firm location identified, however, there are several possible locations discussed.

SELECTBOARD MEMBER REMARKS:

D. Mills stated that he received a complaint from a resident that the intersection of Oxbow Road and Route 7 is dangerous with the bridge project and drivers can not see the oncoming vehicles. There was discussion that this could be due to the motorists not being used to the intersection and they need to become more familiar with the new traffic patterns. M. Winslow stated that he has also received complaints. Town Manager Atherton asked that if anyone receives complaints to notify him and he will discuss the situation with the project manager.

T. Hooker stated that he has received complaints regarding the high grass at the property across Route 7 from the library being a hazard to motorists. Town Manager Atherton will instruct the Highway Foreman to mow the area of concern. D. Adams stated that the intersection of Route 3 and Stevens Road has a similar situation.

Chair Malay inquired the status of the permits for the blinking lights at the crosswalks. Town Manager stated that these lights remain to be purchased. There was also discussion concerning the speed limit signs and the placement of these lights.

PUBLIC COMMENT:

None presented at this time.

OLD BUSINESS

Health Order Fines Discussion:

Town Manager Atherton stated that there is no documented ordinance, however, the State Manual is being used in cases that require enforcement. The proposed fine structure that Mr. Bowman discussed previously is \$50 for the first violation and, if not resolved in 20 days, the fine increases to \$150, and, if not resolved in 20 days, the fine increases to \$300. Motion by M. Winslow and seconded by T. Hooker to adopt the proposed fine structure as proposed by Mr. Bowman. Motion passed unanimously 5 – 0.

NEW BUSINESS

Pittsford Village Farm Update:

Terry White was present to present to the Select Board the progress at the Pittsford Village Farm. Mr. White stated that he is the Chairman of the Building Committee and showed blueprints on the next steps of the interior of the building. Mr. White stated that Tuesdays Concerts have begun and include food vendors, there is a Jeep event in the planning for August 10, 2024; Touch-A-Truck in September, as well as some Paramount Theater performances. There will be Construction Drives occurring to help with the costs that are not covered by the grants that are committed. There is \$3 million committed of the \$3.6 million estimated in project costs. D. Adams inquired about the future of the barn, which Mr. White indicated there is nothing proposed yet. Mr. White discussed the Request for Proposal that will be going out soon for the Project Manager. Mr. White explained that there are local engineers being used for the project and it is hoped to have local tradesmen.

Mr. White exited at 7:15 PM.

Updated Open Meeting Laws:

This topic was discussed in the Town Manager's Report.

RHR Smith & Company Audit Contract 2024:

Town Manager Atherton stated that the auditors have recognized that they were not as timely in returning the audit results as they proposed and would be working on this in the next cycle. Ann and Pat are currently working on gathering the information for the next audit and are being proactive to get the information submitted. Town Manager Atherton explained that there would also be an additional stand alone audit due to the Plains Road sewer project would be in excess of \$500,000. Motion by D. Mills and seconded by D. Adams to approve the RHR Smith & Company audit contract for Fiscal Year 2024. Motion passed unanimously 5 – 0.

Reappraisal Order:

A reappraisal order was received and the Select Board agreed to sign the documentation.

Act on Orders \$51,416.67 Payroll \$17,707.02:

The orders were signed with no comments or questions.

Motion by T. Hooker and seconded by D. Adams to enter into Executive Session at 7:25 PM to include the Town Manager. 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 reasons for the decision, in open meeting 1 V.S.A. § 313 (a) (3) to include the Town Manager.

The Select Board exited Executive Session at 7:45 PM with no action taken.

The meeting adjourned at 7:45 PM.

The next Select Board meeting will be held on July 3, 2024.

Respectfully Submitted,

Kelly Giard
Recording Secretary

Alicia Malay, Chair

David Mills, Vice Chair

Thomas Hooker, Selectman

Dan Adams, Selectman

Mark Winslow, Selectman