

## Town of Pittsford SELECT BOARD MEETING – December 18, 2024 – DRAFT

MEMBERS PRESENT: Alicia Malay, David Mills, Thomas Hooker, and Dan Adams. ABSENT: Mark Winslow OTHERS PRESENT: Ann Reed, Charles “Butch” Shaw, Chief Mike Warfle, Mike Markowski, John Eugair, Donna Wilson (7:21 PM), 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 remove Executive Session #2.

Chair Malay stated that there was a need to amend the agenda to remove Chief Warfle – Highway Safety in New Business. Motion by D. Mills and seconded by T. Hooker to adopt the agenda as amended. Motion passed unanimously 5– 0.

### **MINUTES:**

The December 4, 2024 regular meeting were signed with a clarification from D. Adams.

### **TOWN MANAGER REPORT:**

Town Manager Atherton reported the following:

- The Depot Hill covered bridge was hit by a vehicle last week with minimal damage, none of which was structural and can be fixed in house. The driver’s insurance company will be billed for the repairs.
- The Plains Road sewer project will continue through the winter, depending on weather conditions. The road will remain open with occasional one-way alternating traffic. There will be modifications made in the area of George Lane to possibly add 1 customer to the sewer system.
- The current proposed FY 26 budget draft shows a 1.40% increase in the amount to be raised by taxes for the general fund and a 1.37% increase in the amount to be raised by taxes in the Highway Fund.
- There were no major issues with the recent rain, only the closing of Elm Street.
- Bridge 108 project will be shut down for the winter.

### **SELECTBOARD MEMBER REMARKS:**

None presented at this time.

### **PUBLIC COMMENT:**

None presented at this time.

### **OLD BUSINESS**

#### **Budget Discussion:**

M. Winslow sent in some concerns regarding the budget. M. Winslow was concerned with the ammunition budget for the Police Department. Ms. Reed stated that the ammunition line is for

more than just ammunition. It is labeled new equip/ammo and was level funded. There is a need for new body and vehicle cameras, which is included in this current line. M. Winslow is also concerned with the Maclure Library special appropriation and is recommending a 10% cut in their request. Due to this being a special appropriation, the Select Board cannot adjust the dollar amount. The approval of this is decided by the voters of the town. Town Manager Atherton will ask the Librarian for a breakdown of expenses and a cut in appropriations would be a Town Meeting discussion. M. Winslow also would like to see a breakdown of the fuel usage, which Ms. Reed stated she will have after December 31, as there is an annual report she needs to fill out for diesel usage. The budget amount proposed is a projection for 2 years in the future and it is difficult to know what the economy will be at that point.

**Bids for Body for New F-600 Truck:**

Town Manager Atherton reported that contact was made to the supplier that was previously recommended by Selectman Mills and the supplier does not do this size vehicle. Motion by D. Mills and seconded by T. Hooker to award the bid to Viking Cives in the quoted amount of \$78,300. Motion passed unanimously 4 – 0.

**NEW BUSINESS**

**Potential Opening of Class 3 & 4 roads to ATV's:**

Mike Markowski and John Eugair were present to discuss the possibility of opening Class 3 & 4 roads for use by ATV's. There was discussion and review of ordinances of other towns that allow this and monitored by selling permits, which the town would benefit. The rider would be responsible for the insurance, permit and maintenance of the machine, which includes all working lights and helmet use. Town Manager Atherton will look into the legality of selling stickers. There was discussion of signage. Chief Warfle inquired what vehicles would be allowed under this proposal and recommended not allowing dirt bikes. There was discussion of 4 wheelers and UTV's. Mr. Markowski inquired about the possibility of opening Class 2 roads for access to fuel sites. Mr. Shaw stated that there are specific statutes for 3, 4 and 6 wheel ATV's. Town Manager Atherton will work with Police Chief Warfle to bring a draft ordinance to the Select Board for review and adoption process.

Mr. Markowski and Mr. Eugair exited at 7:03 PM.

**State Statute Regarding Discontinuance/Reclassification of a Roadway:**

Town Manager Atherton stated that there has been no information received from Brandon regarding the possible closing of the Syndicate Road/Carver Street bridge.

**Errors and Omissions from Assessor's Office:**

In the absence of Assessor Lisa Wright, Ann Reed reported that a mobile home on parcel #1095 was removed from the property and not recorded with the Assessor's office following the recording with the Town Clerk's Office – the amount of the change is \$9,000. The second

change was the removal of a mobile home on parcel #0775 with a change in property value of \$17,800.

Motion by A. Malay and seconded by T. Hooker to approve the Errors & Omissions as presented. Motion passed unanimously 4 – 0.

**Code of Ethics Investigation and Enforcement Ordinance:**

This legislation becomes law on January 1, 2025 and VLCT has just given the guidance. There is an annual training, which is paid by the state for a Train the Trainer program. All department heads will be required to be trained. The Select Board is required to choose an Ethics “Person” for this program. There was discussion to have the Town Manager as the Ethics “Person” with the Select Board Chair as the secondary.

**Town Report Dedication and Photos:**

There was discussion as a request for suggestions for the Town Report dedication and photos. Chair Malay suggested the mill stones that are at the Historical Society and came from the Davis Farm in Florence. There was discussion of residents that may have drone photos of Pittsford and members will reach out and advise the Assistant to the Town Manager of any photos or dedication suggestions.

**January Potential Schedule Change from 15<sup>th</sup> to 22<sup>nd</sup>:**

Ms. Reed stated that petitions are due to the Town Clerk’s office on or before January 17, 2025 and she needs to have the Town Report to the printer’s no later than the morning of January 27, 2025 and recommends changing the January 15, 2025 meeting to January 22, 2025. The Select Board also discussed moving the January 8, 2025 meeting to January 7, 2025. Motion by T. Hooker and seconded by D. Mills to move the January 8, 2025 meeting to January 7, 2025 and the January 15, 2025 meeting to January 22, 2025. Motion passed unanimously 4 – 0.

**Act on Orders \$125,031.83; Payroll \$14,835.37 (town) and \$44,708.59 (Fire Department):**

The orders were signed with the following discussion:

D. Mills inquired the expense for tires for the Boo Mobile to Central Vermont Truck Repair and Ray Beane's. Town Manager Atherton will look into the expenses. T. Hooker stated that he believes that the Hose Company reimburses the town for the expenses. Town Manager Atherton stated he would discuss this with Chief Hemple.

M. Winslow inquired the purchase of salt for the Municipal Office from Blue Seal when there is bulk salt already purchased. Town Manager Atherton explained that this is a salt that does not harm the concrete sidewalk and is purchased by the pallet about every 2 years.

Motion by T. Hooker and seconded by D. Adams to enter into Executive Session at 8:15 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. 1 V.S.A. § 313(a)(3) to include the Town Manager and the Police Chief.

Motion by D. Mills and seconded by D. Adams to exit Executive Session at 8:47 PM with no action taken.

Motion by D. Mills and seconded by D. Adams to adjourn at 8:48 PM. Motion passed unanimously 4 – 0.

The next regular Select Board meeting will be held on January 7, 2025.

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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ABSENT

Mark Winslow, Selectman