

## Town of Pittsford SELECT BOARD MEETING – March 18, 2026 – DRAFT

MEMBERS PRESENT: Thomas Hooker, Alicia Malay, Mark Winslow and David Mills. ABSENT: Dan Adams OTHERS PRESENT: Gwen Sherow, Kief Sherow, Shawn Hendee, Lisa Hudson, David Hudson, Luke Harrington, Lisa Stewart, Lisa Wright, 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 stated that there was need to add an additional Executive Session for legal. Chair Malay also stated that there was a need to table the Resolution to Uphold the Constitution to the April 1, 2026 meeting. Motion by D. Mills and seconded by T. Hooker to adopt the agenda as amended. Motion passed unanimously 4 - 0.

### **MINUTES:**

The minutes from the March 4, 2026 regular meeting and the March 4, 2026 Liquor Board meeting were signed no corrections.

### **TOWN MANAGER REPORT:**

Town Manager Ann Reed reported the following:

- Met with Matt Trombley to review the Emergency Management Director position expectations, including the updating of the five-year LHMP.
- Submitted the annual Tier II EPCRA report
- Contacted former Recreation Committee members whose information was on file to see if any were interested in serving on the new Recreation Committee. Some declined, while others agreed to serve temporarily. Still waiting to hear back from some members.
- Attended Red Cross training for shelter management and basic emergency preparedness with Corrie and Dolores.
- Sydney Wood began as Recreation Director on Monday, March 9, 2026. She has been able to reach out to past baseball and softball sponsors, helped finalize summer camp registrations in myrec.com so they could go live, has started the search for coaches to fill in the gaps for the baseball season, started sorting the equipment in the basement and organizing it, and is working to confirm summer camp staff and lifeguards. She will be putting out ads for the needed positions within the next week or so and will also be using an app to contact college students at VT State University Castleton for lifeguards and camp counselors.
- Had a quick staff meeting to introduce the staff to Sydney and shared what each department is currently working on and goals for the next couple of months. The Highway Department staff was notified that the OVUUSD budget vote will be held on April 7, 2026 at the Municipal Offices if they can set up the voting booths.
- Did an E911 training where it was learned about how addresses are assigned and what steps are needed to do as an E911 coordinator. The Town of Pittsford has some work to do on some address concerns for Pittsford/Florence area over the next few months. Letters and tours through Pittsford will occur to verify information.

- Started working through the zoning permits that have been turned in for approval, as well as working on scheduling Zoning Board of Adjustments for 2 more hearings.
- The reappraisal bid opening was held on March 12, 2026 at noon. There were 4 bids. The pricing is not included in the packets as there are questions for each of the bidders on their quotes for clarification. This will be discussed further in this agenda.
- The next Pittsford Day meeting will be held on March 19, 2026 at 4:00 PM in the Conference Room.
- Preparations are in the works to do a water meter reading the week of March 23, 2026 for bills to go out on March 30, 2026. There will be cross training so others in the office will be able to do the billing if necessary.
- A reminder that the Planning Commission is holding their hearing on the Zoning Regulations on March 26, 2026 at 7:00 PM. This has been warned in the Rutland Herald as well as emailed to the State, Devon at Rutland Regional Planning Commission and abutting towns with zoning.
- The next discussion session at the Maclure Library will be on March 28, 2026 for any citizens that would like to discuss any concerns. The hours will begin at 10:00 AM.
- Attended the Rutland Regional Planning Commission meeting and there are 3 more meetings scheduled to discuss the Regional Plan with comments due prior to the final hearing to be held on May 15, 2026.
- A response was received from LURB (Land Use Review Board) to the letter that was sent on January 13, 2026. The letter also stated that the Rutland Regional Planning Commission was on their agenda for March 23, 2026. That meeting starts at 1:00 PM. If anyone is interested in attending, the Town Manager has the information to join via Teams.

Chair Malay inquired the use of the Sandwich Boards that used to be put out at the bank and Lothrop prior to voting. Ms. Reed stated that they are available and can be put out prior to the OVUUSD budget vote.

D. Mills inquired the status of the fire retardant on the covered bridges that was discussed at a previous meeting. Ms. Reed stated that this would be included as an agenda item at a future meeting. The damage at the Cooley Bridge has been viewed and it is possible that the work can be done in house by the Highway Department staff.

#### **SELECTBOARD MEMBER REMARKS:**

M. Winslow stated that he has spoken with Mr. Gagnon and he agreed to serve as a Fence Viewer. M. Winslow also asked, on behalf of the Planning Commission, if 2 members of the Select Board would attend the Planning Commission meeting on March 26, 2026 at 7:00 PM.

#### **PUBLIC COMMENT:**

None presented at this time.

#### **OLD BUSINESS**

##### **Resolution to Uphold the Constitution:**

This topic was tabled to a future meeting.

## **NEW BUSINESS**

### **Kief Sherow – Zoning Concerns:**

Ms. Reed stated that a letter that had been written by former Zoning Administrator Jeff Biasuzi. She handed a copy of the letter to each selectboard member and the Sherow's. She also stated she sent Sherow's information packet to Atty. Kupferer, who reviewed the packet submitted with regard to the structure on the Hudson property on Windy Hill. The letter stated that Mr. Biasuzi had granted permission for the structure to be constructed as it was under the 150 square feet and was not applicable to setbacks. Mr. Hudson stated that he had reached out to Mr. Biasuzi prior to the construction and had received no complaints, until after the construction was complete. Chair Malay inquired if there had been any other complaints. Ms. Reed stated that Chief Warfle had responded to the area a couple of times. Mrs. Sherow stated that she was advised by Mr. Biasuzi that no permits were required and that "he was sick of hearing about it". Mrs. Sherow stated that the structure is 1' from her water shut off valve and she is looking for clarification due to being concerned about setbacks. Mrs. Sherow has contacted the Department of Agriculture and other agencies. Mrs. Sherow presented pictures of the structure in questions. M. Winslow inquired if there was a surveyed property line. Ms. Reed stated that there no surveys in the vault with these property owners names. D. Mills stated that the previous owners names would be on the survey and that the deeds would need to be researched. Ms. Reed stated that the deeds are being researched. Mrs. Sherow read Article 4 of the Zoning Regulations and does not understand the setbacks and stated that the water rights on the easement are restricted. D. Mills inquired who owns the water line. Mr. Hendee stated that it was a water main on Pinewoods Road that crosses over and goes down Windy Hill and this line is 1-2' on the Hudson property, where the shut-off is located. Mr. Hendee stated that he had previously discussed this situation with former Town Manager David Atherton and they decided that the town would supply the supplies to have the shut-off removed and reinstalled. The shutoff belongs to the town and not an individual property owner. Mr. Hendee stated that the main is not under the structure and is accessible if necessary. Mr. Hendee stated that a marker was placed for the Hudsons to know where the shut off was located and the marker is now missing. Mrs. Sherow questioned the analysis of Atty. Kupferer, as he had advised that the decision had been previously made and advised to not take any further action. D. Mills inquired the distance from the property line. Mr. Hudson stated 8'. Mr. Sherow stated that he had had Mr. Hudson arrested for nearly hitting him with his vehicle. Chair Malay stated that the Water Department has access. Ms. Sherow stated that the setback rules were not followed. Mrs. Hudson stated that they have had conflicts with the Sherow's in the past and this now feels like harassment. Mrs. Hudson stated that she cannot allow her cats to be on their lawn due to Ms. Sherow stealing them and taking them inside her home. Mr. Hudson stated that the case had been exonerated and an argument started and Mr. Hudson is concerned for the safety of his family due to Sherow's having cameras and lights on his house. Mr. Hudson stated that he constructed the structure to block the view of his yard so his children could be outside and could play in their pool. Mrs. Sherow stated that this was a defamation of character as she did not steal the cats and she was advised by Animal Control to bring the cats inside. Mrs. Sherow stated that she would continue to research this situation. Mr. Hudson showed pictures of the lights and cameras that are pointed toward his property.

The Hudsons and the Sherow's exited at 7:10 PM

**Bids for Townwide Reappraisal:**

Ms. Reed stated that there were 4 bids received and the bids were not comparable. No pricing was reviewed and this topic was deferred to Executive Session with Appraiser Lisa Wright.

**Rutland Emergency Management Committee Appointment Form:**

Motion by T. Hooker and seconded by D. Mills to appoint Matt Trombley and Jason Davis as the Emergency Management Coordinator and alternate, respectively. Motion passed unanimously 4 – 0.

**Local Spring Road Posting:**

Chad Eugair would like to have the option to post roads from February 1 to May 15 annually because it is very hard to predict when mud season will come or go. Motion by M. Winslow and seconded by D. Mills to adopt the proposal as presented. Motion passed unanimously 4 – 0.

**Annual Highway Financial Plan for VT Agency of Transportation:**

Motion by D. Mills and seconded by T. Hooker to approve the Annual Highway Financial Plan for VT Agency of Transportation as presented. Motion passed 4 – 0.

**Winter Road Maintenance Policy Update:**

Chad Eugair has reviewed the proposed update and agrees with contacting owners of mailboxes that are within the town right of way. Motion by M. Winslow and seconded by D. Mills to update the Winter Road Maintenance Policy and notify the residents that are in violation of the mailbox proposal. Motion passed unanimously 4 – 0.

**Certificate of Approval for Salvage Yard – GHR Enterprises LLC:**

Motion by T. Hooker and seconded by D. Mills to approve the application for 5 years. M. Winslow inquired if there were any issues or complaints. Ms. Reed stated that there had been a complaint, however, this was addressed about three years ago and there have been no complaints since. Motion passed unanimously 4 – 0.

**Otter Creek Communications Union District Representative Discussion:**

Ms. Reed stated that she has spoken with Laura Black, who stated that it is rare for the committee to have a quorum and that Pittsford could remain a member as a non-district town and would have no votes. Currently, the board meets 4 times per year for a maximum of 1 hour per meeting and Pittsford could rejoin after 1 year if they choose. M. Winslow stated that this is something that should be included in job description of the Zoning Administrator. Ms. Reed stated that she would not want to be the representative as she has too much on her plate already. Motion by M. Winslow and seconded by T. Hooker to appoint Chair Malay as the temporary representative with D. Mills as the alternate. Motion passed unanimously 4 – 0.

**Congressionally Directed Spending Request – Emergency Services Building:**

The members of the Select Board directed Ms. Reed to submit an application for the Congressionally Directed Spending Request to possibly support an Emergency Services Building.

**Act on Orders \$51,129.13; Payroll \$13,122.83**

The orders were signed with the following discussion:

D. Mills inquired the expense to Stone CDJR for the PD Durango. Ms. Reed stated that this was for the vehicle that the engine blew several months ago. This expense is covered by warranty for parts and the funds are expected to be received. T. Hooker inquired the status of the Tahoe that was purchased. Ms. Reed will ask the officers to look into the status and report at a future meeting.

The Select Board recessed at 7:28 PM to convene as the Liquor Board.  
The Select Board reconvened at 7:29 PM.

Motion by T. Hooker and seconded by D. Mills to enter into Executive Session at 7:29 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 and the Assessor.

The Select Board exited Executive Session at 8:20 PM with no action taken.

Motion by T. Hooker and seconded by M. Winslow to adjourn the meeting.

The Select Board adjourned at 8:20 PM.

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

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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ABSENT

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Dan Adams, Selectman

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Mark Winslow, Selectman