



Village of Manchester, Vermont

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Regular Meeting

Village of Manchester Board of Trustees

Monday, March 6, 2017

4:30 p.m., at the Village Offices, 45 Union Street

In Attendance: President, Brian Knight; Trustees: Jim Lewis, Tom Deck and Bill Mariano; Clerk/Treasurer and Tax Collector, Julia Arvin and Assistance Clerk/Secretary, Missy Bell-Johnson

Absent: Trustee, Andrea Ross

Public: Donald Brodie, Richard Moore

President Knight called the meeting order at 4:30 pm.

Trustee Deck motioned to approve the minutes for the Regular Meeting of the Board of Trustees held February 6, 2017. Trustee Mariano seconded the motion and all voted in favor.

1. President's Update:

- a. Brian recently attended the BCRC Seminar on spring flooding. The chain of command in such an instance was reviewed.
- b. Marion Haines has notified the BOT that she is interested in working on a holiday decoration committee. Trustee Ross would like to be involved. After discussion, the BOT determined that the Board would not be responsible for starting such a committee but that it should be started by citizens of the Village.
- c. Jim Lewis spoke with Rick LaDue of the Equinox Preservation Trust regarding parking on West Union Street near Equinox Pond. Unfortunately no new insight to the parking struggle in this location was discovered. Donald Brodie mentioned that the Town of Manchester might be willing to allow parking near the water tower area.
- d. The Secretary will send a follow up letter regarding the use of the reserved parking spots in front of the courthouse as the Board has not heard back from the Judiciary after sending an initial letter last month.
- e. President Knight discussed Donald Brodie's letter to the Board regarding Blue Flame Propane trucks parking in the middle of West Road during deliveries. Mr. Knight recommended that Donald Brodie talk to the Town of Manchester Police about the problem as this was not matter for the BOT.

- f. Budget time is upon us. We only have 3 more meetings before the Annual Meeting in July. Budget meetings will be scheduled soon. An increase in Village taxes is likely as we cannot hold the finances at the current level.
 - g. An understanding/policy regarding the sidewalk maintenance and plowing still needs to be put in writing. Jim Lewis is assigned with the project. A review of current practices was provided verbally.
 - h. Green Mountain Power is exchanging street lights to LED bulbs. Essentially we will have better lighting for a lower cost.
 - i. Please continue to provide Eric Scott with your thoughts for changes to the Bylaws. It would be helpful to have the Bylaw issues resolved this year.
2. An update on the Right-of-Way Project was provide by Bill Mariano. There was also a written report submitted and it is on file:
 - a. The right-of-way description cannot be changed.
 - b. Bill will present his findings to the Development Review Board in order that the Sign Ordinance may be changed. He is hoping to word the description of the right-of-way so that businesses will know exactly where their signs can be placed. Currently there are many signs placed within the right-of-way. Those business who are not currently in compliance could be “grandfathered in” until a replacement sign is needed. Jim Lewis motioned to accept Bill’s findings as a recommendation to the Development Review Board by the Board of Trustees. Trustee Deck seconded the motion and all voted in favor.
3. Review was made of upcoming road projects and grant applications. The Secretary will complete the grant applications for the following projects asking for the amount specified: River Road Stone Wall - \$75,000.00 & Union Street Repaving - \$91,000.00
4. The following State of Vermont Liquor License Renewals were approved: The Equinox Hotel, 1811 House and Dormy Grill, Café Sora at the Southern Vermont Art Center, Reluctant Panther, The Crooked Ram, The Silver Fork.
5. Reports:
 - a. Roads and Trees (J. Lewis):
 - i. Salt – we will not be ordering any more this year and we are flat on budget according to Alan.
 - ii. The status of the trucks and the balance of the Heavy Equipment Fund were discussed.
 - iii. The Tree List is going out for bidding in the very near future. A tree needed to be taken down in in front of the church recently.
 - iv. Possibly relocating the traffic island in front of the Equinox was discussed. If the project were to take place it would be best to relocate it when Route 7A is being paved/under construction.
 - v. The Village is in need of the Equinox’s cooperation in controlling traffic – they may need to pick up guests elsewhere. A discussion with hotel management is forthcoming. New signs may help with the situation.
 - vi. Challenges parking at Equinox Junior were discussed.

vii. The process used by The Town of Manchester Police giving written warnings to offenders in the Village was discussed.

b. Treasurer/Tax Collector (J. Arvin):

- i. No late taxes came in last month. We are into the long term unpaid category. A few people are dealing with life issues and or the sale of their property.
- ii. The budget is very tight. Keep in mind that there is very limited money for new projects this spring. In the past we have “borrowed” money from the next year to pay for the prior year’s projects. This process should stop. Be disciplined in your projects.
- iii. The 2017/18 budget must be finalized by the first week in June. Please work on getting numbers together. May meetings will be scheduled at the April meeting.

c. Administrative Officer (E. Scott) – Written Zoning Report submitted and on file.

6. Other business:

- The next Regular Meeting of the Board of Trustees is April 3, 2017.
- The Regular Meeting of the Board of Trustees in May will be held on May 15th.
- The Secretary reported that the cost of the purchase of a wireless router would be around \$70. Richard Moore volunteered to donate one to the Village of Manchester Office and the Trustees accepted the donation.

There being no further business, Trustee Lewis motioned to end the meeting at 5:21 pm, Trustee Mariano seconded the motion and all voted in favor.

Respectfully Submitted,
Missy Bell-Johnson, Secretary