

Village of Manchester  
Board of Trustees  
Regular Meeting: February 1, 2021 at 4:30 pm  
Meeting held via Zoom

In Attendance: President Orland Campbell; Trustees: Jim Lewis, Bill Mariano, Nina Mooney and Brian Maggiotto; Clerk, Treasurer and Tax Collector Donald Brodie and Assistant Clerk/Treasurer and BOT Assistant Missy Johnson

DRAFT MINUTES

President Campbell opened the meeting at 4:34 pm.

Trustee Maggiotto moved to approve the minutes from the January 11, 2021 Regular Meeting of the Board of Trustees. Trustee Mariano seconded the motion and all voted in favor.

Ms. Johnson provided a brief staff update.

Trustee Maggiotto discussed the computer system upgrades and reviewed a proposal previously sent by email to the Trustees. He indicated that certain projects would be phased in after core issues were resolved. Questions were posed and answered and it was suggested that the Village invest a bit more in education for the new software. The issue of data storage was discussed as was the need to confirm NEMRC specifications.

Data loss due to potential problems with laptop damage was also discussed. Trustee Maggiotto will provide the Trustees with a sample policy on protecting Village information/equipment. A computer and software for the Treasurer/Tax Collector was discussed. Trustee Maggiotto mentioned that additional information will be provided to the Trustees as we move through the upgrade process. Trustee Mooney stated that she would like to see the Village purchase an extra laptop that could be used in the event of damage to one of the staff laptops and that the Treasurer could use this laptop when needed. All of the Trustees agreed that this would be a good idea.

Trustee Mooney asked about the availability of information on the website. Trustee Maggiotto explained how the upgrades to the website would work and reiterated that the first phase of the upgrades would need to be accomplished before modifications to the website could be addressed. Trustee Mooney

provided background on previous discussions for the website and possible ideas for the same. She also mentioned that she would like to see the improvements to the website in an effort to get more people involved in matters and to keep them better informed of upcoming meetings. A discussion on sending emails to interested residents took place. The responsibility of keeping the website maintained was discussed.

President Campbell moved to proceed with the process outlined in Trustee Maggiotto's proposal on computer system upgrades, to allocate \$15,000 for the upgrades, the purchase or lease of software, and education surrounding the purchases; and, to purchase 3 laptops and 2 docks for the office staff and the treasurer. Trustee Mariano seconded the motion and all voted in favor.

Mr. Brodie thanked Mr. Maggiotto for his work on this project.

Trustee Lewis discussed paving projects in the next fiscal year. BBA construction will have an effect on this year's paving projects as Seminary and West Union Street were on schedule to be repaved. These projects will be postponed until after the construction at BBA has finished. It was also mentioned that no heavy equipment would need to be replaced this coming year. President Campbell advised caution and stated that it would be a mistake to skip budgeting for these items completely. President Campbell suggested starting a highway fund to prepare for future paving projects. Mr. Brodie agreed and outlined the manner in which the fund could be managed. President Campbell moved to have Mr. Brodie set up a capital fund for paving. Trustee Lewis seconded the motion and all voted in favor.

Potential changes to the Annual Meeting format were then discussed. It was agreed that the Annual Meeting should take place in person and the venue changed to BBA for better social distancing.

Signatories for the Schwab accounts were proposed by Mr. Brodie. President Campbell motioned to have the following as signatories: Mr. Campbell, Mr. Lewis, Mr. Maggiotto and Ms. Johnson; and, Mr. Campbell and Mr. Brodie as Control Persons. This will allow enough people on the account so that there will be no problems accessing account information in the future. Trustee Mariano seconded the motion and all voted in favor.

Trustee Lewis discussed the potential need for a Village investment committee and asked if all signatories on the Schwab account had trading authority. It was

discussed that no changes could be made to any investment without the approval of the BOT. President Campbell mentioned that approval at a meeting may not be needed - that an email to all concerned with approval would suffice. President Campbell expressed his interest in knowing more about the investment accounts and asked that materials be distributed in advance of any decision on these matters. Mr. Brodie provided a review of the Schwab accounts and how they are currently invested. Trustee Maggiotto stated that he was fine in having the new Highway Account and the Heavy Equipment Accounts moved to Schwab as long as any potential risk is mitigated. The types of accounts a municipality can invest in were reviewed. President Campbell expressed that Mr. Brodie and Trustee Lewis could form a plan and provide the information to the BOT.

President Campbell mentioned that he had applied for a Village credit card through Community Bank and that he was waiting to hear on the status of the application.

Trustee Lewis provided a brief Road and Trees Report in which he reiterated his desire to see trees replanted around the Village in the spring.

President Campbell discussed potential changes to the Village Bylaws as they relate to tree maintenance and asked for suggestions. He voiced his opinion that tree maintenance either be taken out of zoning or the rules improved so they could be enforced. Trustee Maggiotto expressed that he had no idea there were rules on trees in the Bylaws and that he would have had no idea where to find the rules if he needed to take down trees.

At 5:50 President Campbell moved to go into executive session to discuss wages and wage structure. At 5:58 the board exited from executive session. Mr. Maggiotto moved to adjourn. Mr. Mariano seconded the motion and all voted in favor.

The next Regular Meeting of the Village of Manchester Board of Trustees is currently scheduled for Monday, March 1, 2021.

Respectfully Submitted,  
Missy Johnson, Assistant to the BOT