

**Village of Manchester**

**Board of Trustees**

**Regular Meeting: February 7, 2022 at 4:30 pm**

**Village of Manchester, Courthouse, 45 Union Street, Manchester**

In Attendance: President Orland Campbell, Trustees: Jim Lewis, Nina Mooney and Bill Mariano (by phone), Clerk/Treasurer and Tax Collector Donald Brodie, Assistant Clerk/Treasurer and Office Administrator Missy Johnson

Public: Jay Sheldon (Equinox Resort), Anthony MacLaurin and Audrey Kolloff (Planning Commission)

President Campbell opened the meeting at 4:30 pm. Trustee Mariano moved to approve the minutes from the January 3, 2022 Regular Meeting of the Board of Trustees as written. Trustee Mooney seconded the motion and all voted in favor.

Ms. Johnson provided an update on the NEMRC backloading and projects anticipated for the coming month.

President Campbell mentioned that a special meeting has been scheduled to cover the topics of a possible noise ordinance, bylaw revisions and review and possible approval of the Village Energy Plan on Thursday, February 10, 2022 at 4:30 pm. A recently received letter from a concerned property owner regarding excessive noise was distributed to the trustees. Ms. Kolloff mentioned that the Planning Commission will be submitting a draft Noise Ordinance at this meeting. It was requested that the draft ordinance be sent to Ms. Johnson for distribution to the trustees prior to the meeting. President Campbell reviewed the primary concerns driving the need for an ordinance. Mr. Sheldon inquired about the timeline involved in bringing a new ordinance to life. President Campbell provided the steps involved and mentioned that having such an ordinance approved would likely affect everyone in the Village. President Campbell offered to draft the final document when/if it gets to that point.

Continued discussion on the Village of Manchester Energy Plan was tabled to the Special Meeting taking place on February 10<sup>th</sup>.

The discussion moved on to possible restrictions to short term property rentals in the Village of Manchester. It was mentioned that the Vermont Supreme Court has stated that if the Village wants to limit short term rentals, that any ordinances and/or bylaws pertaining to this topic need to be very specific. A letter from a concerned property owner was read aloud at his request. Documents provided by this property owner (*Best Practices in Regulating Short-Term Rentals* and *Regulating Short-Term Rentals* – both published by Vermont Short-Term Rental Alliance, Inc./VSTRA) were distributed to the trustees. Mr. Sheldon asked about short-term rental properties owned by the Equinox and asked if those properties would be classified as part of the hotel or part of the short-term rental community. President Campbell discussed differences between the two types of rentals. President Campbell mentioned that adopting a Noise Ordinance may negate the need to invoke restrictions on short-term rentals as one of the main concerns surrounding short-term rentals involves noise concerns. Mr. Brodie mentioned potential state level legislative changes that pertain to short-term rentals.

Mr. MacLaurin and Ms. Kolloff presented a preliminary plan addressed to make it easier to keep Village voters apprised of upcoming meetings, pending issues and the need for more public involvement in Village committee and board meetings. The plan includes making the current Village website more user friendly and to start a campaign to obtain the email addresses of interested Village residents so that informative email updates can be sent periodically. They proposed to send postcards to all registered Village voters asking for voluntary email addresses.

Details of the plan include a volunteer who has offered to handle the design of the card. Ms. Kolloff will collect the cards and maintain the email list. It was estimated that the cost of creating, printing and mailing the cards would be approximately \$500.00.

President Campbell voiced concern about involving Village staff in the execution of this project, saying that it would be something to be addressed at a later date by the BOT. Mr. MacLaurin and Ms. Kolloff received permission to start discussions with the Village website manager in regard to this project with the understanding that the board does not want to create something that will burden the budget as needed work on the website will likely be completed in the near future. Mr. MacLaurin and Ms. Kolloff indicated that a draft postcard will be available at next week's Planning Commission meeting for review.

The board then reviewed the current request from the State of Vermont to approve the annual Highway Mileage Certificate. Changes to the mileage certificate have been requested by the state after a recent audit. The state is requesting to update the Village of Manchester's mileage count by changing Class 2 mileage 3.390 to 3.300, a difference of 0.09. Mr. Lewis questioned the absence of an inclusion of an increase in mileage that was discussed for Route 7A that was omitted from the proposed Certificate.

Ms. Johnson voiced opinion that the board could approve the current certificate with the condition that the Route 7A change be incorporated. Trustee Lewis moved to approve the State of Vermont Highway Mileage Certificate to Include the following changes:

- 1) Subtracting 0.09 miles from Class 2 Highways (for a total of 3.300), and
- 2) Adding 0.002 miles to Class 1 Highways (for a total of 2.009)

Trustee Mooney seconded the motion and all voted in favor.

Trustee Lewis then mentioned that the Village had received Grant in Aid notification with a deadline for grants of April 15, 2022. Trustee Lewis mentioned the condition of Seminary Avenue given all of the construction that has occurred in the last year or so. Mr. MacLaurin inquired about West Union Street mentioning that the pavement was crumbling in some areas. President Campbell moved to have the staff and Mr. Lewis commence work on a grant application for Seminary Avenue and to look into having the repaving of West Union Street added to the 2022/23 budget. Trustee Mooney seconded the motion, and all voted in favor.

President Campbell presented the State of Vermont Liquor Licenses up for renewal/approval by the BOT. He moved to approve the following renewals:

- Ekwanok Country Club
- Inn at Manchester
- Wilburton Inn
- Mulligan's of Manchester
- Curate Café (Southern Vermont Art Center)

Trustee Lewis seconded the motion, and all voted in favor. The trustees proceeded to sign each application where marked.

President Campbell indicated that a meeting with officials from Equinox on the Battenkill, regarding its repair to road work, will be scheduled in the near future. The Road Commissioner, President Campbell and the Road Foreman have been requested to attend.

President Campbell mentioned a recent discussion with the Town of Manchester Finance Director regarding the yearly highway and sidewalk payment from the Town of Manchester. The Town Manager had warned that this standard payment would be affected by ARPA payments to the town. President Campbell mentioned that ARPA funds were not to be used for road/sidewalk projects so the Village payment should not be affected. The finance director agreed and indicated that he would check with the town manager about this and get back to President Campbell. It was mentioned that the Town of Manchester Annual Report was forthcoming and may provide additional information.

President Campbell outlined recent challenges with maintaining adequate heat in the Village office. Solutions were suggested.

Commissioner/Warden Lewis spoke about the excellent job the road crew has done this winter. He spoke of the challenge that the last ice storm posed and mentioned that the road crew was still in the process of cleaning up. It was expressed by several in attendance that the Village roads have been in the best shape possible, not only during this last storm, but all winter. It was mentioned that the Village line areas showed visible evidence of the extra effort the Village crew extended. Trustee Mooney provided praise by saying the Village Road Crew was "top notch." All in attendance agreed. It was noted that there were many lost tree branches during this storm.

Trustee/Commissioner Lewis mentioned that he had taken steps to research Auto Ticketing. He is also confirming state law on this subject.

Clerk/Treasurer and Tax Collector Brodie reported that the staff is handling the final bits for the new Fidelity account. Once the account is set up he will reopen the Highway Reserve account and the Heavy Equipment Fund within the Fidelity account. He is estimating an increase in expenses of 10%. One of the trucks is scheduled to be replaced this year. He mentioned that he would like to see BBA

contribute to the paving project on Seminary Avenue. President Campbell voiced opposition to that idea. It was stated that the discussion would continue.

Mr. Brodie mentioned that the BOT is entering Budget Season and asked all to think about projects they would like to see to fruition this coming year.

As there was no other business, the BOT adjourned to executive session at 5:36 pm.

The board exited Executive Session at 5:48 pm. President Campbell moved to and moved to approve the hiring of Curan VanDerWielen as Zoning Administrative Officer and to provide a pay adjustment for another staff member. Trustee Lewis seconded the motion, and all voted in favor.

The board adjourned at 5:51 pm.

The next meeting of the Village of Manchester Board of Trustees is a Special Meeting scheduled for Thursday, February 10, 2022 at 4:30 pm at the Village of Manchester Office. The next Regular Meeting of the Village of Manchester Board of Trustees is currently scheduled for Monday, March 7, 2022 at 4:30 pm at the Village of Manchester Office.

Respectfully Submitted,  
Missy Johnson, Office Administrator