

Village of Manchester
Regular Meeting of the Board of Trustees
Monday, October 3, 2022
Bennington County Courthouse, 45 Union Street

DRAFT MINUTES

In Attendance: President Tom Deck; Trustees: Jim Lewis and Anthony MacLaurin, Clerk/Treasurer and Tax Collector Donald Brodie; Office Administrator/Asst. Clerk & Treasurer Missy Johnson

President Deck brought the meeting to order at 4:30 pm.

Trustee MacLaurin moved to approve the agenda as written. Trustee Lewis seconded the motion, and all voted in favor.

Trustee Lewis moved to approve the minutes from the Regular Meeting of the Board of Trustees on September 12th as written. Trustee Deck seconded the motion and a majority of the trustees voted in favor. (Trustee MacLaurin was not present at this meeting and was precluded from voting.)

President Deck brought up the subject of a new crosswalk on main street near the intersection of Taconic and the Ekwanok County Club. VTrans is sending a specialist to look into placement of the crosswalk. Additional information will be forthcoming.

Trustee MacLaurin discussed his thoughts on sandwich boards that would promote/announce BOT meetings. He would like to see them located at the Village Post Office and in front of the Bennington County Courthouse. The approval process through the Zoning department was discussed. Trustee MacLaurin mentioned that he would be responsible for placing the signs on meeting days and taking them down. He discussed possible options for the design of the signs. The first step toward obtaining the signs was determined to be a Zoning Application. Trustee MacLaurin will contact the ZAO and provide an update to the BOT at the next regular meeting of the board.

President Deck provided an update on pending improvements to the Village of Manchester website. A preliminary meeting with a website company was recently attended by President Deck, the ZAO and the office administrator. All were in agreement with proposed initial steps in improving the site and the project is being scheduled to move forward. It was mentioned that the website improvements will be completed before effort continue regarding social media communications. Further updates will be forthcoming.

President Deck reviewed details on a recent discussion with the Manchester interim town manager regarding simplifying the allotment calculations for the Village yearly payment(s). Mr. Brodie asked Mr. Deck if he was aware what was included in the allotment payment and he made clear that this allotment did not include payments the Village received directly from the State of Vermont for highway maintenance. Mr. Brodie provided some history regarding the Town of Manchester's desire to see this calculation simplified. Mr. Brodie laid out scenarios in which the Village allotment could be negated depending on town projects. Mr. Deck explained that if the town budget increased, then the Village allotment would increase by the same amount. President Deck asked the town to have their attorney draft a letter of agreement which would officially outline the new procedure. Both the Village BOT and the Town of Manchester Selectboard will review before approval. Mr. Brodie indicated his approval of the procedure and asked that a date specific be set when the allotment will be payable.

Ms. Johnson provided an office update. She explained that tax season was winding down and explained challenges with CoreLogic. She mentioned that approximately \$100,000.00 in tax payments still need to be received, but that half of that amount were payments that will be received during the week of October 10th. She mentioned that the penalty of 8%, and the interest of 1% had been assessed and the first late statements had been mailed out. Plans for the coming month include closing out the quarter, work on the complaint/concern policy, a grant calendar, and updated job

descriptions. She reviewed a recent change in the way the State Department of Liquor Control was handling Catering Requests and Special Events Permits.

President Deck noted that the Zoning Report was provided to each of the Trustees and noted key points.

Trustee MacLaurin discussed a concern with the Jamaican Cuisine Food Truck and mentioned that he had forwarded this concern to the ZAO. It was mentioned that the permit for the truck did not include approval of a tent.

Trustee/Road Commissioner and Tree Warden Jim Lewis provided a report. They are working on a Tree List for this year. Also looking for locations for the new trees that were budgeted. Trustee MacLaurin noted that congratulations should be sent to Kyle Zecher and his crew for work done with the last tree list. It was agreed by all that the project was completed in a most professional and comprehensible manner. It was noted that Ms. Johnson and Mr. Mowrey would need to complete an application for a grant recently provided for a new leaf blower.

Mr. Brodie provided a brief update. He indicated that the Village finances were in very good shape but that the investment account was down about \$6,000.00.

In Old Business, the new Code of Ethics was provided to each of the trustees present. Ms. Johnson asked that the trustees sign the acknowledgement form and return it to the office as soon as possible.

Elise Redmond spoke and commended the BOT on its work and noted that the community greatly appreciated the board's efforts in continuing to make the Village a special place to live and visit.

The board went into Executive Session at 5:25 to discuss potential legal matters.

The board exited Executive Session at 5:40. As there was no further business before the board, the meeting ended.

The next Regular Meeting of the Village of Manchester Board of Trustees will be held on Monday, November 7, 2022.

Respectfully Submitted,
Missy Johnson, Office Administrator