



# Village of Manchester, Vermont

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## DRAFT MINUTES

**Regular Meeting of the Village of Manchester Board of Trustees  
Monday, March 6, 2023, at 4:30 pm  
Village of Manchester Office, 45 Union Street, Manchester Village**

**In Attendance: President Deck; Trustees: Jim Lewis, Nina Mooney, Anthony MacLaurin and Peter Mull; Clerk/Treasurer and Tax Collector Donald Brodie; Office Administrator/Assistant Treasurer Missy Johnson.**

President Deck opened the meeting at 4:30 pm.

Trustee MacLaurin moved to approve the agenda with the addition of a discussion on the search for the Zoning Administrative Officer and postponing the discussion on the Final Draft of the Joint Bylaws until the April BOT meeting. Trustee Mooney seconded the motion, and all voted in favor.

Trustee MacLaurin moved to approve the minutes from the February 6, 2023, Regular Meeting of the Board of Trustees. Trustee Mull seconded the motion, and all voted in favor.

President Deck presented the Energy Committee's request that the BOT approve a mailer and cost to produce and mail same. There was no information regarding the mailer available for this meeting although it was noted that the PC had approved it at their last meeting. It was noted that the Zoning/Planning account is over budget for this fiscal year. It was also mentioned that the cost of this project was minimal. The purpose of the mailer was questioned. Trustee Mooney moved to approve the project. Trustee Mull seconded the motion, and all voted in favor.

Trustee Mull moved to approve the following State of Vermont Liquor Licenses for 2023/24:

- a. Ekwanok County Club – First, Third and Outside Consumption
- b. The Crooked Ram – First, Second, Third and Outside Consumption
- c. Mulligans of Manchester – First, Second and Outside Consumption
- d. The Silver Fork – First, Third;

Trustee Mooney seconded the motion, and all voted in favor.

Ms. Johnson noted that the manual created regarding the annual Town of Manchester Road and Sidewalk payment to the Village was missing from the office and asked that it be returned. Background on this payment was provided and the wording in the Village Charter was read. The discussions on simplifying the calculation of this payment were summarized by both President Deck and former President Campbell. It was mentioned that the Town would like to have a copy of the original agreement. Mr. Brodie explained that there were two formulas – the first being rejected after some time for an improved formula. Ms. Johnson asked if changes to the

calculation method would result in a need to change the Village Charter. It was mentioned that an original agreement would supersede the Charter. It appears the Town of Manchester's attorney is drafting a new agreement. It was noted that the Town of Manchester reported in its Annual Report that the Village had received payment for 2022 but that the Village did not have any record of this payment. It was also noted that the amount of the payment reported in the same Annual Report was \$2,000 less than what was previously agreed to with the town. The timing of payments was discussed with a comment being made that penalties be imposed for late payments. Mr. Campbell mentioned that the Village should be working on having a better relationship with the town.

The Draft Village of Manchester Personnel Manual was discussed. President Deck thanked Ms. Johnson for her work on the project. Ms. Johnson briefly explained what was included in the manual and explained that she had worked with Vermont League of Cities and Towns on what needed to be included and what would be optional or needed to be excluded due to the size of the Village. Mr. Campbell recommended that the manual be reviewed by the Village attorney. Ms. Johnson explained that VLCT attorneys were also available to review the document. President Deck recommended postponing further discussion pending legal review. All agreed.

It was mentioned that students have been seen parking on Seminary Avenue as far down as the Post Office. This is a maximum 2-hour parking area. Discussion on parking on Seminary Avenue continued. It was asked that this be brought to BBA's attention. Discussion continued regarding a Seminary Avenue resident's request to have a parking stall north of his driveway removed. Trustee Lewis indicated that this had already been discussed. When the paving project on Seminary Avenue is completed, the stall will be removed.

A renewal of an Itinerant Vendor Permit for Amy's On The Road was reviewed. Trustee MacLaurin moved to approve the permit. Trustee Mooney seconded the motion, and all voted in favor.

A brief history of who served as the Village's Bennington County Regional Commission representative in the past ensued. It was mentioned that residents, rather than employees had served in this role historically. Trustee MacLaurin, who previously served as this representative, indicated that the BCRC meeting were largely focused on the town of Bennington and that review of the meeting minutes would likely be adequate with attendance at the meetings needed only when the Village is being discussed. President Deck asked to table the conversation until the next meeting.

#### Reports:

- Office Administration (M. Johnson):
  - a. The tax collection and monthly financial reports were reviewed at the previously held training session.
  - b. The new website is up and running. She noted that updates and corrections still need to be made to several of the draft minutes posted. She asked that those concerned remain patient. She noted that she had urged the previous ZAO to complete his postings to the site before he resigned.
  - c. She mentioned that budget meetings would be scheduled in the near future and asked for the board's preference on timing.

- Acting Zoning Administrative Officer (J. Lewis):
  - a. Three new Zoning Applications are in and heading to committees.
  - b. Information was provided on a property owned by BBA that was sinking. A permit has been obtained for this property. It was confirmed that the shed on this property will be demolished and that no curb cut is currently requested.
- Roads & Tress (J. Lewis);:
  - a. The new truck should be available this week.
  - b. The difference in road payments to the Village from the town and state were clarified.
- Clerk/Treasurer & Tax Collector (D. Brodie):
  - a. A written request on non-profit organizations and schools located in the Village and their degrees in participation in PILOT were discussed. Mr. Brodie would like all organizations mentioned in his request to begin participating in PILOT or the like. (Note: this document is on file at the Village Offices.)
  - b. The Village auditor is sending a “to do” list. The audit may begin in June and a visit to the office before that time may be made.
  - c. Having BBA assist with the cost of paving Seminary Avenue was discussed. The wear on this road, of late, is primarily due to the construction within the campus. It was generally agreed that BBA should be approached for contribution. Mr. Campbell provided information on the fact that schools cannot be taxed in Vermont and stated that a discussion at a warned open meeting on this subject should be held. President Deck indicated that this topic will continue to be discussed.

In Old Business, Trustee MacLaurin moved to approve the Village of Manchester Investment Policy. Trustee Mooney seconded the motion, and all voted in favor.

In New Business, Trustee MacLaurin questioned whether the posted Zoning Administrative Officer position was salaried or hourly and made an assertion that the Village would receive higher caliber applicants if the job was salaried. There was discussion with no consensus.

At 5:45 pm, the BOT went into Executive Session to discuss personnel matters and a possible pending legal action. The BOT emerged from Executive Session at 5:58 pm. No votes were taken, and the meeting was adjourned.

The next Regular Meeting of the Village of Manchester Board of Trustees is currently scheduled for April 3, 2023.

Respectfully Submitted,  
Missy Johnson, Office Administrator