



Village of Manchester, Vermont

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**Continuation of Special Meeting of the Board of Trustees
Regular Meeting of the Board of Trustees
Monday, May 1, 2023 at 4:30 pm
Bennington County Courthouse, Rte. 7A & Union Street, Manchester**

In Attendance: President Tom Deck, Trustees: Peter Mull, Anthony MacLaurin; Trustee, Interim ZAO, Road Commissioner and Tree Warden Jim Lewis; Clerk/Treasurer and Tax Collector Donald Brodie, Assistant Clerk/Treasurer and Administrator Missy Johnson

DRAFT MINUTES

President Deck brought the Regular Meeting of the Village of Manchester Board of Trustees to order at 4:30 pm.

Trustee MacLaurin moved to accept the agenda with the addition of discussion on a new ordinance added in New Business. President Deck mentioned that budget approval and approval of the Articles for the Annual Meeting would be discussed at a Special Meeting to be held at a later date. Trustee Lewis seconded the motion, and all voted in favor.

Trustee Mull moved to approve the Minutes from the April 3, 2023 Regular Meeting of the Board of Trustees. Trustee Lewis seconded the motion, and all voted in favor.

The Regular Meeting was then suspended, and President Deck opened the continuation of the Special Meeting of the Board of Trustees to review of The Wilburton Inn's Special Events Permit and Variance for the indoor and outdoor celebrations during 2023/24. He provided a brief recap of what the board had done after that last meeting in order to gain information on the matter and further understanding of the unique situation at The Wilburton.

The Board then heard from the owners of the Inn who outlined a comprehensive plan to mitigate the noise level coming from the Inn during special events. Hard copies of documents relating to the plan were distributed. A noise reduction engineer also spoke about the plan and the expected outcome. It was mentioned that the materials needed to mitigate the sound had been ordered.

The public was given the opportunity to ask questions or make additional comments.

After further discussion, Trustee MacLaurin moved to grant The Wilburton Inn's Special Events Permit for 2023 and to grant The Wilburton a Variance to the Village of Manchester's Noise Ordinance to allow for amplified music until 11:00 pm, based on their current schedule plus holidays, with the condition that the noise reduction plan provided to the board would be adhered to. President Deck then asked that the written plan be provided to the Village Office for distribution to the residents who had expressed concern. Both Trustee Mull and Trustee Lewis tied in a second to the motion, and all voted in favor.

President Deck thanked everyone who contributed to the conclusion of this matter. The Levis family provided a gift of thanks to the Board of Trustees. *Note: The Board of Trustees unanimously agreed to donate the gift provided by the Levis' family to the Burr Burton Academy Track Team.*

The Continuation of the Special Meeting ended at 4:57 pm.

The Regular Meeting of the Village of Manchester Board of Trustees reconvened at 4:57 pm.

Trustee Lewis moved to approve the yearly State of Vermont Road and Bridget Standards. Trustee MacLaurin seconded the motion, and all voted in favor.

The Board then reviewed the Special Event Permit Application from Orvis for the Dog Days Jumping Competition. Mr. Brodie spoke of the level of amplified sound coming from this event and stated it was "very annoying." Similar comments were taken from residents in attendance at the meeting. It was noted that the event continued after 5:00 pm in the evening. Traffic congestion in this area was also discussed. President Deck moved to approve the event with the understanding that the amplification of sound be reduced and that the event coordinators adhere to the hours provided for in the conditions of the application. President Deck offered to discuss the issues outlined with Orvis representatives. Trustee Mull seconded the motion, and all voted in favor.

Reports:

Ms. Johnson reported that month end and year end procedures were being completed. The Special Meeting to wrap up approvals needed for the Annual Meeting will be warned later this week.

Mr. Lewis, as interim ZAO, provided that he was working through two zoning applications at this time and that things seem to rather slow in the zoning office.

Mr. Lewis, as Road Commissioner, mentioned that the road foreman had purchased several more loads of salt in preparation of next winter. He also mentioned that the new truck seems to be working better.

Mr. Brodie provided that delinquent tax sales are moving forward. He also mentioned a check signing policy the Town of Manchester is currently using and suggested the Village adopt the same. After discussion and questions, and comment from Ms. Johnson and former trustee Brian Maggiotto, Trustee MacLaurin moved to change the current Village of Manchester check writing policy to necessitate two signatures on checks over the amount of \$2,500 in addition to the signing of the check warrant. It was clarified that one trustee may the check warrant and be one of the signatures on the check. Trustee Lewis seconded the motion, and all voted in favor. *Note: It was determined that this vote was made without proper notice. This matter will be warned for the Regular Meeting of the BOT on June 5, 2023.*

In Old Business, President Deck mentioned that written agreement with the Town of Manchester for a \$60,000 (or more) payment per year is currently with the town attorney's office being drafted. *Note: since the meeting the agreement was received by the BOT and was signed by President Deck and is back in the hands of the Town of the Manchester.*

In New Business, Trustee MacLaurin distributed a draft ordinance pertaining to short term property rentals. A short discussion with questions and answers followed. This proposed ordinance will be provided to the Planning Commission for possible further action.

At 5:43 pm, President Deck moved to go into Executive Session to discuss hiring a new zoning administrative officer. Trustee Mull seconded the motion, and all voted in favor.

At 5:47 pm, the Board exited Executive Session. President Deck moved to provide the statutory 3 -year contact to Deborah Towsley. Staring pay was provided and a minimum of 30 hours/week was confirmed. Trustee Lewis seconded the motion, and all voted in favor.

The meeting was adjourned at 5:49 pm. The next Regular Meeting of the Village of Manchester Board of Trustees will be held on June 5, 2023, at the Bennington County Courthouse - 4:30 pm.

Respectfully Submitted,
Missy Johnson
Administrator