



# Village of Manchester, Vermont

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**Regular Meeting of the Board of Trustees**  
**Monday, June 5, 2023 at 4:30 pm**  
**Bennington County Courthouse, Rte. 7A & Union Street, Manchester**

**In Attendance: President Tom Deck (via Zoom), Trustees: Peter Mull, Anthony MacLaurin, Jim Lewis and Nina Mooney; Clerk/Treasurer and Tax Collector Donald Brodie, Assistant Clerk/Treasurer and Village Administrator Missy Johnson**

**Public: Sarah McClintock, Keld Alstrup, Jodi Morrison, Shawn Murnahan.**

## **DRAFT MINUTES**

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

At Ms. Johnson's recommendation, President Deck moved to remove review and possible approval of a draft letter proposed by the Energy Committee as the matter was passed to the proper entity and action by the board is no longer needed. Also, discussion of possible conduit under Seminar Avenue is no longer an issue as the proposed equipment is wireless.

Ms. McClintock requested that the discussion on requiring two signatures on checks over a certain value be placed on this agenda. Ms. Johnson indicated that discussion on the topic was possible but no binding vote could take place due to the topic not being listed on the agenda. This concern was moved to "Old Business."

Trustee MacLaurin moved to approve the agenda as modified and Trustee Lewis seconded the motion. All voted in favor.

Trustee Mooney moved to approve the minutes of the from the May 1, 2023 continuation of the Special Meeting and the Regular Meeting of the Board of Trustees. Trustee Lewis seconded the motion, and all voted in favor.

Ms. Johnson introduced Jodi Morrison who was applying for an Iterant Vendor Permit for the operation of a food truck to be located at the Orvis Outlet. The placement of the truck at that site was discussed and Trustee MacLaurin sketched a map that was included with the application. It was determined that no sign was needed on site and that perhaps a picnic table or some folding beach chairs that can be removed each day may be used for seating. It was confirmed that a certificate of insurance showing appropriate levels of coverage had been received. Trustee MaLauriin moved to approve the permit as discussed. Trustee Mull seconded the motion and all voted in favor.

President Deck discussed Craig Power's written recommendation of Andrew Cairns for a vacant seat on the Development Review Board. Trustee Mull moved to appoint Mr. Cairns to the DRB. Trustee Mooney seconded the motion, and all voted in favor.

Discussion took place on whether to change over accounting systems from accrual to cash. Mr. Brodie recommended the change to cash as it would be easier for bookkeeping purposes, and it would be easier to read the generated reports. It was mentioned that several professional have mentioned that it would be a good idea for the Village to make this change. Trustee Lewis moved to change the accounting

process from accrual to cash effective immediately. Trustee Mooney seconded the motion, and all voted in favor.

Ms. Johnson provided a final budget update to the board and indicated that this change resulted in a slightly lower budget than was previously approved. Trustee Mooney moved to approve the modified budget. Trustee MacLaurin seconded the motion, and all voted in favor.

Mr. Brodie discussed the changes in property appraisals which were recently published.

The Zoning Administrative Officer's report was distributed and is on file.

Trustee, Road Commissioner and Tree Warden, Jim Lewis commented that the road crew had been busy watering the more recently planted trees. Traffic concerns and possible solutions on Seminary Avenue were discussed. Further discussions with the road foreman will take place before any vote by the BOT. It was noted that BBA has indicated that it will assist with the cost of improvements this year.

It was noted after, Trustee MacLaurin mentioned it, that the discussion on the possible addition of a sidewalk on South Route 7A has been tabled and will not be going forward this year.

Mr. Brodie provided the Clerk/Treasurer report and noted that the Annual Report was almost complete and would be headed to the printer soon. Monthly statements and the Bank of Bennington account balances were discussed.

In Old Business, a new requirement for two signatures on checks over a certain amount was discussed. Ms. Johnson reviewed the current procedure of having up to four people approve each invoice & check (depending on the amount of the payment) and expressed frustration in getting additional signers to the office to sign the checks. This matter was tabled and will be placed on the July Regular Meeting Agenda.

There was a discussion on follow-up to the Wilburton Annual Events Permit. One concern had been received since the last BOT meeting.

It was noted that the Orvis Dog Event was much quieter this year.

As there was no further business before the board, Trustee MacLaurin moved to adjourn the meeting. Trustee Lewis seconded the motion, and all voted in favor. The meeting ended at 5:20 pm.

Respectfully Submitted,  
Missy Johnson, Village Administrator