



# Village of Manchester, Vermont

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## MINUTES

**Regular Meeting of the Board of Trustees  
Monday, August 7, 2023 at 4:30 pm  
Village of Manchester Offices  
45 Union Street, Manchester, Vermont**

**In attendance: President Tom Deck; Trustees: Jim Lewis; Peter Mull; Nina Mooney; Village Administrator Missy Johnson; Clerk Donald Brodie**

**Public: Attendance Sheet on File**

President Deck opened the meeting at 4:30 pm.

Trustee Lewis asked to change the wording of the warning for a 3-way stop to a 2-way stop on West Union and Prospect Street. Donald Brodie asked to add a discussion and possible approval of Sarah McClintock as a signatory to the Bank of Bennington Accounts and as a principal contact for the Fidelity Accounts.

Trustee Lewis moved to approve the Agenda as amended. Trustee Mooney seconded the motion, and all voted in favor.

President Deck moved to approve the Minutes from the June 5, 2023 Regular Meeting of the Board of Trustees. Trustee Mull seconded the motion, and all voted in favor.

President Deck provided information on the background and need for a Village of Manchester Short Term Rental Ordinance. The Draft Ordinance was reviewed, and comments were taken. Ms. Johnson agreed to compile the agreed upon changes to the Draft Ordinance and provide a copy of a Second Draft to the Planning Commission for further comment.

Road Commissioner Lewis explained the layout of a proposed 2-Ways Stop Sign at West Union and Prospect. President Deck provided that this change is in conjunction with other safety upgrades pending in the Burr and Burton Academy area once the paving project is completed. Concerns were voiced and questions answered. Trustee Lewis moved to have the 2-Way Stop Sign installed as proposed. Trustee Mull seconded the motion, and all voted in favor.

Russell Mills again addressed his previous request to have the parking space on the west side of his driveway on Seminary removed. He also provided an idea of moving the on-street parking to the other side of the street on Seminary. The road commissioner will discuss with the road foreman.

President Deck provided a brief update on his discussion with the Chief of the Manchester Police Department.

***(Please note changes were made to the following section on grant approval – see Minutes for the Regular Meeting of the BOT on September 12, 2023)*** Mr. Heilemann presented information on two

grant opportunities which the Village could take advantage of to aid in energy efficiency in general in the Village of Manchester, and at our owned municipal building (information on file). The first opportunity involves up to a \$4,000 grant to be used for any effort to “promote community energy resilience or establish a municipal energy resilience plan.” The second grant is the Municipal Energy Resilience Program (MERP) and involves “building energy resilience assessments” which, as it pertains to the Village, involves a Level I assessment of the Village Highway Garage for energy efficiency. The aspects and requirements of both grants were discussed. Mr. Heilemann indicated that there was no clear plan for the \$4K grant at this time. He mentioned that the assessment that would be conducted in relation to the second grant was free of charge with no matching funds needed by the Village. He also mentioned that an award granted after the assessment could not be guaranteed as it appears that the grant was linked to targeted communities who had established both a financial and energy need.

Comments continued regarding the need to know about what would be done with any money that was awarded up front. The board generally agreed that it was odd to identify needs after the Village is offered a grant and that it would be preferable to have projects earmarked for potential grant money before the grants are offered.

Trustee Deck moved to apply for the energy assessment grant. Trustee Mooney seconded the motion, and all voted in favor. President Deck confirmed that he and the village administrator would complete the grant application together.

The BOT then reviewed and approved the following re-appointments:

- Trustee Lewis moved to re-appoint Rich Heileman and Anthony MacLaurin to the Planning Commission. Trustee Mooney seconded the motion, and all voted in favor.
- Trustee Mooney moved to re-appoint Craig Powers, Donald Brodie, Dana McCloskey and Andrew Cairns to the Development Review Board. Trustee Mull seconded the motion, and all voted in favor.
- Trustee Mooney moved to re-appoint Terry Findeisen, Hong Campbell, Larry Kolloff, Claudia Burns and Peter Mull to the Design Advisory Committee. Trustee Lewis seconded the motion, and all voted in favor.
- Trustee Mull moved to re-appoint Terry Findeisen, Hong Campbell and Larry Kolloff as Development Review Board Alternates. Trustee Mooney seconded the motion, and all voted in favor.
- President Deck moved to re-appoint Deborah Towslee as the BCRC Representative. Trustee Mull seconded the motion, and all voted in favor.
- Donald Brodie re-appointed Missy Johnson as Assistant Clerk. Mr. Brodie notified the BOT that Sarah McClintock had re-appointment Missy Johnson as Assistant Treasurer. No vote was needed.

The BOT then reviewed the appointment of the tree warden and the road commissioner. President Deck mentioned that although he appreciated Mr. Lewis and commended his efforts, that he would like to see another trustee appointed along with Mr. Lewis in both capacities due to the level of importance to the Village. Trustee Mooney stated she thought having Jim Lewis solo in these capacities was enough and she also commended Mr. Lewis for a job well done. Donald Brodie indicated that it would be nice to have a tree expert appointed as tree warden. A couple of names were mentioned as referrals. President Deck asked to table the appointment of both the tree warden and the road commissioner until the September BOT meeting.

The topic of a potential Cannabis “Opt In or Opt Out” vote was revisited. President Deck spoke of the need to continue to look at the requirements for businesses relating to the use and cultivation of

cannabis and to ascertain if, at some point in time, the Village would want to act by holding a vote on the issue. There was general discussion and agreement that the Village would continue its current path with no vote being requested by the BOT at this time.

Ms. Haines presented the Village with a bound compilation of properties within the Village that have been identified as National Historic Registration Properties. She explained the program and mentioned the need to update the current listing. She also mentioned the desire to expand the Village historic district to include buildings outside of the previously identified parameters (i.e. Hildene, "Pill Alley" and BBA.) President Deck indicated that the BOT would like to help with the effort and asked Ms. Haines to determine the cost of having an architectural historian assist in updating this list of properties (as was recommended by the state.) She indicated that some of the work involved could be covered by donations made by the property owners.

Reports were presented:

- Administration (M. Johnson):
  - Two new financial reports were provided to the BOT and will be part of the monthly packet going forward (Property Taxes Due and Bank and Investment Account Balances.)
  - The 2023 financial audit is close to the finish. A written report will be submitted by the company who conducted the audit and may be available to the BOT by the September meeting.
  - Ms. Johnson alerted the BOT to a situation where a property owner has been overcharged for her property taxes for a period of more than 10 years. Once the matter has been repaired on the Town of Manchester side, a determination of what is owed will be made and the BOT will need to determine how the owner will be reimbursed.
  - She notified those in attendance of the upcoming Town of Manchester tax sale and what Village properties would be included. She is working with the Village attorney on assuring the Village rights are upheld since taxes are still owed by three of the properties. She and the Treasurer/Tax Collector are currently planning on attending the tax sale.
  - Ms. Johnson is in the process of determining why the Village has not been notified of the status of the VTrans grant for River Road. Hopefully there will be good news to report next month. The Village did obtain a grant, we are just not sure how much money will be available.
- Roads & Trees (J. Lewis):
  - Part of a tree recently came down on the Mohr property. The tree was tagged but whether it was in the ROW or not was debatable. A decision was made to assist the property owner in the cutting and removal of the downed limb(s).
  - The sidewalk project at BBA is complete and paving of Seminary Avenue should be starting as soon as the weather allows. School is scheduled to start on August 21. Traffic could get to be a challenge if the paving is not finished by that date. The possibility of paving at night was discussed.
  - Questions were taken regarding the amount of money Burr Burton Academy will be providing for the extra projects relating to the pavement of Seminary Avenue. It was mentioned that an amount had been offered but negotiations were still on-going.
- Treasurer/Tax Collector (S. McClintock):
  - As Ms. McClintock was not in attendance, Donald Brodie reviewed a couple of matters on her behalf.
    - The Town of Manchester does not have a Grand List for the Town or the Village as of the date of this meeting. Mr. Brodie explained that the tax rate can still be set at the next BOT Meeting, or administratively by email. The Village has

funding to get through until taxes are due. A delay in sending the tax bills is possible. He confirmed that the due date for the taxes must be at least 30 days from the date of mailing of the tax bills.

- Clerk (D. Brodie):
  - Mr. Brodie asked the BOT to confirm that Sarah McClintock was approved as a signatory on the BOB accounts and will be the authorized agent on the Fidelity accounts. Trustee Mull moved as requested. Trustee Mooney seconded the motion, and all voted in favor.

In Old Business the matter of the Town's control of the Village portion of the Option Tax was discussed. President Deck mentioned possible solutions to the matter. Ms. Johnson and Mr. Lewis were authorized to follow up with the Village attorney on this matter.

Trustee Mooney requested a discussion on the new state law authorizing up to five residential units per lot. Mr. Heilemann mentioned that the Village Bylaws were being re-written in response to this legislation and mentioned that the Village still has control of a number of areas of importance as far as development in the Village goes. It was also confirmed that the law pertained to the establishment of affordable housing only.

In New Business, Ms. Haines asked that Ms. Johnson be thanked for the flowers placed in the Village Office window box. She also expressed frustration in the local newspapers and asked if she could place a petition at the Village Office to obtain signatures asking the Manchester Journal to increase its focus on local new stories and limit the printing of news from towns outside of the Northshire.

There being no further public comment and no further business before the BOT, President Deck moved to go into executive session to discuss a personnel matter. Trustee Lewis seconded the motion, and all voted in favor.

The board went into Executive Session at 6:05 pm and came out of Executive Session at 6:11 pm. Trustee Lewis moved to provide a Village employee a stipend for medical insurance coverage. Trustee Mooney seconded the motion, and all voted in favor.

The meeting ended at 6:12 pm.

Respectfully Submitted,  
Missy Johnson, Village Administrator