



# Village of Manchester, Vermont

PO Box 482  
Manchester, Vermont 05254-0482  
(802) 362-1515

## MINUTES

**Regular Meeting of the Board of Trustees  
Monday, November 9, 2023 at 4:30 pm  
Village of Manchester Offices  
45 Union Street, Manchester, Vermont**

In Attendance: President Tom Deck, Trustees: Jim Lewis, Peter Mull, Anthony MacLaurin, Nina Mooney; Clerk Donald Brodie, Treasurer & Tax Collector Sarah McClintock, Village Administrator Missy Johnson, Zoning Administrative Officer Deborah Towslee (Zoom)

Public: Mariane Haines, Rich Heilemann, Audrey Kolloff (Zoom), Tajlei Levis, Brian Maggiotto, Keld Alstrup

*Note: There were electronic issues with the Zoom portion of this meeting and the service ended at approximately 5:13 pm. The problem has since been resolved.*

President Deck opened the meeting at 4:35 pm.

The minutes and agenda were approved as provided.

Mr. Heilemann provided information regarding the Draft Short Term Rental Ordinance. He mentioned that the Planning Commission would like to see the ordinance approved but that it was clear that state and federal developments in this area may affect the ordinance in the future. He stated reviewing the document in six months to determine if editing would be needed seems to be a good plan. Mr. Heilemann then briefly discussed the Bylaw Revision Project, how it was progressing and what to expect.

Mr. Maggiotto stated that he was in support of the Short-Term Rental Ordinance but that he thought the scope of the ordinance should be for both short-term and long-term rentals so that it applies to all rentals.

Trustee MacLaurin moved to approve the Short-Term Rental Ordinance as provided by electronic mail to the BOT. Trustee Mooney seconded the motion, and all voted in favor.

It was agreed that the next step was to have the Zoning Administrative Officer post the necessary documents as required by statute and provide the ordinance to the Village attorney for review.

A change in the amount of the Village Fleet insurance was reviewed. After a brief discussion Trustee Mooney moved to increase the amount of uninsured motorist coverage. Trustee MacLaurin seconded the motion, and all voted in favor.

Discussion began on the possibility of adding another handicapped parking spot at the Village Post Office (on the front side of the PO). Mr. Maggiotto mentioned that ADA does allow locations to have more handicapped spaces than necessary. This topic was then tabled for additional discussion at the December Regular Meeting of the BOT.

A draft policy written to make bringing matters before the BOT easier and to prevent delays in voting due to lack of information was discussed. This policy would also allow the BOT additional time to review documents pertinent to decisions. After some discussion it was decided to table this discussion until the December Regular Meeting of the BOT.

President Deck asked to table the Courthouse update as there was little to report this month.

Ms. Johnson provided information on the Better Roads Grant and the Municipal Roads General Permit and indicated that projects should be identified as the deadline for the grant is mid-December.

Trustee Lewis opened the three bids received for the removal and trimming of trees in the Village for the coming year. The bids were reviewed, and the board agreed on the lowest bid. President Deck moved to accept the lowest bid after the Road Foreman had an opportunity to review the bids for consistency. Trustee MacLaurin seconded the motion, and all voted in favor.

Ms. McClintock provided the Treasurer and Tax Collector report. She mentioned that the Budget v. Actual Report provided by Ms. Johnson provided more meaningful information to the BOT. She spoke a bit about the Village investments and she asked Ms. Johnson about the status of a small punch list needed by the auditors.

In Old Business Mr. Heilemann discussed the status of the Bylaw Revision Project and reviewed the process needed to have the bylaws approved. The BOT stated that the Planning Commission had the board's full blessing to proceed with the approval process as provided by Vermont State law.

Mr. Alstrup asked about the status of the River Road stone wall project. President Deck and Road Commissioner Lewis provided information on the project. It is essentially on hold until Spring.

Mr. Alstrup asked about information that could be provided to him regarding his duties as Village Auditor. Ms. Johnson explained that there were training modules available through VLCT and that she would provide information so that he could take part.

Ms. Haines asked President Deck and Road Commissioner Lewis to allow her to clean the street light lamp post globes. She indicated what she would need for help with this project. President Deck and Road Commissioner Lewis indicated that the project may take place depending on the road crew's schedule.

At 5:57 pm, there being no further public business before the BOT, the board exited to executive session to discuss personnel matters.

Respectfully Submitted  
Missy Johnson, Village Administrator