



# Village of Manchester, Vermont

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Regular Meeting of the Board of Trustees  
Monday, February 5, 2024 at 4:30 pm  
Village of Manchester Office and Zoom

In Attendance: President Tom Deck, Trustees: Jim Lewis, Nina Mooney, Anthony MacLauren, Peter Mull; Assistant Clerk/Treasurer Missy Johnson; Clerk Donald Brodie and Treasurer Sarah McClintock

Public: Marian Haines, Tajlei Levis, Max Levis

Zoom: Tom Scarnecchia

## **DRAFT MINUTES**

President Deck brought the meeting to order at 4:04 pm.

Trustee MacLauren moved to approve the agenda with the addition of some non-binding discussion on traffic ticket cameras in New Business. Trustee Mooney seconded the motion and all voted in favor.

Trustee Mull moved to approve the Minutes from the January 8, 2023 Regular Meeting of the Board of Trustees. Trustee Lewis seconded the motion, and all voted in favor.

Ms. Haines made a presentation of records regarding Historic designation of many of the Village buildings conducted in the 1984. She provided background on the program including benefits to homeowners as well as the community should the Village decided to take on the updating of these records. A local historian, who works with other towns in the area, has been contacted and an estimate for the updating was passed to the Village Zoning Officer. The BOT thanked Ms. Haines for her work. Digitization of what was presented was mentioned. It was noted that some buildings may fall off the list, but others may be aged in. Continued discussion on this topic will be added to the agenda for the February Regular Meeting of the BOT.

The board then reviewed The Wilburton Annual Special Events Permit. It was noted that the application was complete, and that the Zoning Office did not have any official reports of issues since the last application was approved. Trustee Lewis questioned the number of guests listed on the application and that number was correct by Ms. Levis to read 225 as the maximum number of guests at an event. It was confirmed that a letter was sent to neighbors of The Wilburton and that no feedback had been received from that mailer. The installation of the sound curtains scheduled for April was discussed. The dates for events scheduled was reviewed. Currently, it appears that the resort will host approximately 1 event per week – primarily on Saturday nights. Mr. Scarnecchia

expressed his slight disappointment that the noise abatement was not implemented last summer and said he was looking forward to seeing how this coming season works out.

Trustee Mooney moved to approve The Wilburton Special Events Permit. Trustee MacLauren seconded the motion, and all voted in favor.

The board then reviewed the Village of Manchester Short-Term Rental Registration (STRO) Application. There was minor discussion and general agreement to approve the application as presented.

Mr. Brodie brought up the subject of authorizing the Short-Term Rental Officer to work with the State of Vermont Courts in obtaining ticket books to be used in the event of violations of the STRO. President Deck mentioned that this was a procedural question which should be answered by the Planning Commission, and he agreed to discuss the question with PC Chair. President Deck recommended the appointment of Curan VanDerWeilen as Short-Term Rental Officer. Trustee MacLaurin seconded the motion, and all voted in favor.

President Deck explained the State of Vermont 2024 Mileage Certificate and asked for the trustees to join him in signing the approval of this document. Trustee MacLaurin moved as President Deck mentioned, and Mr. Lewis seconded the motion. All voted in favor.

Mr. Parks' qualifications and background were reviewed in conjunction with the Planning Commission's request to have him appointed to that board. President Deck moved to appoint Mr. Parks to the Planning Commission, Trustee Mooney seconded the motion, and all voted in favor.

Ms. Johnson provided an administration report:

- Excess Weight Permits previously required by truck owners traveling through the Village have been discontinued at the Village of Manchester.
- One small project needs to be completed for the financial audit to be completed. The BOT should have a report by the March meeting.
- The annual worker's compensation/payroll audit will be taking place over the next month or so.
- Complete Streets Reporting with BCRC has been accomplished for last year's Seminary Avenue project.
- Issues with W2 and 1099 reporting were discussed and an update will be forthcoming.
- Follow-up to concerns that Village businesses were not being advised that their State of Vermont Liquor Licenses needed to be renewed was handled. DLC was contacted. The renewals are not coming in all at once anymore. The BOT will see them scattered throughout the year. Questions regarding payments to the Village for First Class Licenses were answered. It was noted that amounts received were not shown on the NEMRC financial report. Ms. Johnson will look into the reason why.
- Ms. Johnson will be participating in a webinar from home on Wednesday morning regarding Annual Floor Meetings.

Trustee, Road Commissioner and Tree Warden Lewis provided the following:

- The plow on the sidewalk machine has broken. The Road Foreman has worked diligently to obtain a replacement for approximately \$6425.00. It was mentioned that during the Investment Committee meeting, the funding for this equipment was determined to come from the Heavy Equipment Fund.
- A culvert problem on Union Street was discovered last week. The area has been temporarily repaired until the ground thaws. The culvert is likely going to need to be replaced. The BCRC and VTrans will be contacted regarding the possibility of a grant.

Ms. McClintock provided the Treasurer & Tax Collector's Report:

- The Investment Committee meeting was recapped.
- The budget was reviewed.
- Whether trees were ordered this year was discussed.
- It was noted that the lowest amount of unpaid taxes ever is currently being reported.

In Old Business it was mentioned that President Deck and Mr. VanDerWeilen were scheduling an appointment to talk to the Town of Manchester regarding the Courthouse.

In New Business the topic of traffic cameras was discussed briefly. It is not currently allowed by law in Vermont. General comments were heard both for and against the use of the devices.

Ms. Haines brought up the subject of historic plaques to identify homes within the Village boundaries. She mentioned that the plaques should all be the same in design and noted that she would like to see the signs posted on the lawns of the homes. The trustees were generally against the idea of having the plaques on the lawns, but supportive of the idea of having them on homes. Conversation on this subject will be continued at future BOT meetings.

There being no further business before the board, President Deck noted, at 5:25 pm, that the board needed to discuss an employee matter in Executive Session. The Clerk and Treasurer were asked to remain at the meeting.

The BOT exited Executive Session per Village Clerk, at 5:44 pm. No vote was taken, and the meeting was adjourned.

Respectfully Submitted,  
Missy Johnson

*The next Regular Meeting of the Board of Trustees will take place immediately after a Public Hearing on March 4, 2024. The Special Meeting is expected to be called for 4:30 pm.*