



Village of Manchester, Vermont

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Regular Meeting of the Village of Manchester Board of Trustees
Monday, April 1, 2024
Village of Manchester Offices
45 Union Street, Manchester, VT

In Attendance: President Tom Deck, Trustees: Jim Lewis, Anthony MacLaurin, Peter Mull (Zoom); Clerk Donald Brodie; Treasurer/Tax Collector Sarah McClintock; Missy Johnson; ZOA Curan VanDerWielen

Public: Keld Alstrup, Brian Maggiotto

DRAFT MINUTES

President Deck moved to remove the approval of the Curb Cut submitted from Pritchard from the agenda as the application and fee had not been received. Trustee Lewis seconded the motion, and all voted in favor.

Trustee MacLaurin moved to approve of the Minutes from the Regular Meeting of the Village of Manchester Board of Trustees held on Monday, March 4, 2024. Trustee Lewis seconded the motion, and all voted in favor.

The status of the previous food truck at Orvis was discussed and the new vendor application for the same location was reviewed. Signage, and whether the truck would remain on site overnight were discussed. The insurance certificate was noted as received. President Deck moved to approve the Vendor Permit for Smokin' Joe's Barbeque, Trustee Lewis seconded the motion, and all voted in favor.

The Board then continued discussion on the upcoming Childcare Contribution taxes beginning in July 2024. After brief discussion, Trustee MacLaurin moved to deduct .11% from Village employee wages each pay period in conjunction with approved procedures under this law. Trustee Lewis seconded the motion, and all voted in favor.

There was continued discussion regarding a Short-Term Disability Policy for Village employees. Trustee MacLaurin moved to approve the addition of this benefit with the understanding that if the premium increased in the future the difference would be picked up by the employees, and that the policy would be reviewed each year during the budget process. Trustee Mull seconded the motion, and all voted in favor.

Trustee McLaurin provided a brief background and recommendation from the Planning Commission for Keld Alstrup, and moved to have him approved as a new member of the Planning Commission. President Deck seconded the motion, and all voted in favor.

The State of Vermont Liquor License renewals were reviewed for the Crooked Ram and Mulligans of Manchester. After a brief discussion and confirmation that there were no complaints filed for either business with the Village of Manchester, Trustee Lewis moved to approve the licenses. Trustee MacLaurin seconded the motion, and all voted in favor.

Ms. Johnson provided a brief update on the traffic ordinance project. BCRC is still in the process of obtaining traffic data within the school zone. Once that is completed a report will be generated and the information can be incorporated into new written ordinances. She explained that VLCT had suggested that it might be helpful to have the Village ordinances match the format of the town of Manchester to make it easier for the Police Department to review the documents. After a brief discussion, it was decided that the board would wait until the BCRC report is submitted and then determine the next step.

The board then continued discussion on the loss of traffic ticket revenue from the State of Vermont. A recent written response from the Town of Manchester was reviewed. The Police Department believes that they have not been writing tickets indicating stops in the Village for 20 years. While more research needs to be done, it appears this information does not match Village accounting reports. Ms. Johnson showed the board a copy of a report from the state of Vermont's Judicial Bureau showing statistics on January 2024 Traffic stops in the Town and Village. She indicated that the Judicial Bureau was working on giving her access to the state website so that a more thorough report could be completed. Further updates can be expected on this subject.

Trustee Lewis moved to nominate President Deck and Trustee MacLaurin as BOT members for a search committee for a Village manager. It was indicated that they will join Craig Powers and Rich Heilemann on this committee. Trustee Mull seconded the motion, and all voted in favor.

Reports were provided by the Village staff and Road Commissioner and Tree Warden Lewis. Ms. McClintock noted that we are very close being on budget, and briefly discussed the yearly contributions to the reserve accounts.

There was no Old Business.

In New Business, Trustee MacLaurin spoke of a monthly scramble to get documentation in time for the meeting on the 1st of the month. He requested that the board look into moving the meeting to the second Monday of the month. It was noted that this would institute a change to the Village Charter. Miss Johnson and Mr. Van Der Wielen were asked to investigate the process and report back to the board.

There being no further business before the board, 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 existed Executive Session at an unknown time. It was moved to terminate the financial assistance an employee had been receiving due to illness as the employee is now working part-time.

Respectfully Submitted,
Missy Johnson, Assistant Clerk