Regular Meeting of the Village of Manchester Board of Trustees

Monday, May 6, 2024 at 4:30 pm

Village of Manchester Offices

45 Union Street, Manchester, VT

In Attendance: President Tom Deck; Trustees Jim Lewis (via Zoom), Nina Mooney (via Zoom), Peter Mull, Anthony MacLaurin; Clerk Donald Brodie; Treasurer & Tax Collector Sarah McClintock; Assistant Clerk/Treasurer Missy Johnson; Zoning Administrative Officer Curan VanDerWielen

Public: Jim Henderson (BCRC); Jan Giegda (Big Pop’s Sandwich Shop); Claudia Burns

**DRAFT MINUTES**

President Deck opened the meeting at 4:30 pm.

Ms. Johnson asked to withdraw the Detailed Transaction Report and the Balance Sheet from the document packet emailed to the Trustees on Saturday.

Trustee MacLaurin moved to approve the Agenda as written. Trustee Mull seconded the motion, and all voted in favor.

Trustee MacLaurin moved to approve the minutes as written. Trustee Mull seconded the motion, and all voted in favor.

Bids for the Ways Lane Paving Project were opened. Patching was discussed as an option to a full paving job. Comments were taken both for the paving this year and for postponing until next year. Trustee Lewis mentioned using the Highway Fund for part of the project. It was also mentioned that Highway Fund could be used for patching. Jim Henderson mentioned that before any paving is done, he would like to review the culvert situation in the area to assure that State of Vermont guidelines of having at least 18” culverts are in place. He continued by saying that grants were available to assist in the cost of replacing the culverts if needed. It was determined that this was more of a budget decision and the topic was tabled until the next budget meeting. It was decided that Alan will need to review the bids to determine which bid would be chosen should the budget allow the project.

The Trustees then moved on to the approval of Itinerant Vendor Permits. It was noted that *Mountain Fresh* is renewing its permit. It was also noted that the office has heard several complaints of non-compliant signs at this site. Additionally, it was noted that the location of the truck had moved closer to Route 7A than what was previously approved. It was noted that the new site of the truck had a negative effect on the site line of traffic exiting Long View Drive. Trustee MacLaurin moved to approve the renewal of this Itinerant Vendor Permit for Mountain Fresh with the condition that the truck be moved back to the original place approved on the site and that only one sign be used. Trustee Mull seconded the motion, and all voted in favor.

The next Itinerant Vendor Permit for *Tammy’s Ice Cream* was reviewed and discussed. It was noted that the business would be operating at the Orvis Dog Docks and the Burr & Burton Academy football field during sports games. Trustee MacLaurin moved to approve the application. Trustee Mull seconded the motion, and all voted in favor.

The final Itinerant Vendor Application for *Big Pops Sandwich Shop* at The Perfect Piece on Route 7A was reviewed. After a brief discussion including questions and answers, Trustee Mull moved to approve the application. Trustee MacLaurin seconded the motion, and all voted in favor.

Jim Henderson introduced himself as a staff member from the Bennington County Regional Commission and explained to the Trustees that he was asked to conduct traffic studies in the school zone near and around Burr & Burton Academy so that the traffic ordinances in that area could be updated. He reviewed the roads covered by the study and where the placement of the traffic counters were located on each road. He indicated the State of Vermont will be anticipating a copy of the data. A comprehensive report was distributed to all Trustees. Questions and comments were taken. The next steps in the process of updating the ordinance for this area were mentioned.

Mr. VanDerWielen provided background and information regarding the scope of the Curb Cut Application for the construction site located *3738 Main Street*. It was mentioned that the road foreman had been working with contractors on the specifics of this project for several weeks. It was noted that the neighboring property owners had been notified of the application. After a brief discussion, Trustee Mull moved to approve the Curb Cut Application as presented. Trustee MacLaurin seconded the motion, and all in favor.

The Trustees then reviewed the Special Event Permit for *Dog Docks* to be held at the Orvis flagship store May 25th and 26th. It was noted that the last time Dog Docks took place, in the fall of 2023, that the noise level was down from previous events, but that the event went over the limit provided in the application (5:00 pm.) President Deck moved to approve the application with the condition that the event stick to the hours mentioned. Trustee MacLaurin seconded the motion, and all voted in favor.

The Trustees were then presented with State of Vermont Liquor License Renewals for the *Reluctant Panther* and the *Equinox Hotel and Spa*. It was noted that there were no formal complaints from either business in the last year. President Dack moved to approve the applications. Trustee Mull seconded the motion, and all voted in favor.

Ms. Johnson provided that the list of ARPA projects needing approval would need to be tabled until the June BOT Meeting.

Ms. Johnson provided the Administrative Report to the board. The Village Office is squarely in the middle of “busy season.” Budgets are being worked through, year end and month end accounting procedures are all in the works. She briefly discussed the audit report from Sullivan and Powers and mentioned letters written by the auditors and required responses were being reviewed and drafted. She mentioned there were few concerns and many items had already been rectified. One concern being approval of journal entries. A year-end report of all journal entries entered in 2023/24 was provided to the BOT. She indicated Ms. McClintock would be providing the board with a proposal on future approval of this document. She confirmed that the board wished to meet with the lead auditor and confirmed that a meeting will be set up soon.

Ms. Johnson then discussed Charter amendments in reference to a recent request to change the date of the monthly BOT meetings. An email outlining the process had been sent to the board. It was noted that the process is quite “involved.” Comments were made. Trustee MacLaurin withdrew his request to change the Village Charter at this time.

Mr. VanDerWielen provided the Zoning and Planning Report. A complete written report was submitted and is on file. He discussed several key aspects of the report and stated that he was likely finished with resolving record keeping irregularities occurring in the last year. Website and outreach projects were mentioned to obtain more e-mail addresses from Village residents. A notification will be included with the Annual Report.

Mr. Lewis provided a Road and Trees Report. The River Road stone wall project is expected to start next week with an extra 50 feet of wall going in. The paving of Ways Lane was revisited. A section of sidewalk on the north side of 7A was also discussed and the possibility that there may be a water main leak under the sidewalk was mentioned. It was mentioned that Kyle Zecker and his team had started working on last year’s tree pruning and removal list this week. It was noted that two trustees had purchased a 20-foot Norway Spruce holiday tree to be transplanted in the village square between now and the fall

Mr. Brody indicated he would like to see the road striping done before summer hits.

Ms. McClintock provided the Treasurer and Tax Collector Report. She also discussed the auditors’ report pertaining to journal entry review. She proposed a financial policy where she and other volunteers would review the entries each month and report back to the BOT. The board generally agreed to this arrangement. It was noted that a Financial Policy would need to be drafted.

Ms. McClintock continued by providing that delinquent taxes continue to come in and a long-term delinquent property owner has agreed to send in a substantial payment. It was noted that there are very few properties in arrears at this point. She had questions pertaining to the budget specifically regarding the highway and equipment reserves and as to what extent they would be funded this year. She mentioned that equipment at the end of its lifespan for the village may still have residual value which could affect the amount of money needing to be used to fund the heavy equipment account.

In New Business, Mr. Brodie provided the trustees with a handout indicating wording to be used as an Article for the 2025/25 Annual Meeting. After discussion it was determined that legal review of the document was necessary. Ms. Johnson will coordinate.

The trustees were asked to meet one more time regarding the budget next week. More information on the date and time will be forthcoming.

There being no further business, the board went into Executive Session at 6:09 pm to discuss an employee matter.

Respectfully submitted,

Missy Johnson, Assistant Clerk