



May 5th, 2025

Members Present: Tom Deck (Chair), Anthony MacLaurin, Jim Lewis, Scott Swinarton, Nina Mooney

Members Absent: Tajlei Levis

Others Present: Curan VanDerWielen (Interim Village Manager), Sarah McClintock (Village Treasurer), Donald Brodie (Village Clerk), Alan Mowrey (Road Foreman)

Call to Order: 4:30 PM by Deck.

1. Changes to Agenda:

Item 7 to the Item 2 slot, in an effort to allow Mowrey to depart the meeting early.

Motion: To approve the agenda, as posted.

Motion made by MacLaurin. Motion seconded by Swinarton.

Motion approved unanimously.

2. Opening of and Discussion of Bids for Ways Lane Paving Project FY2025-26

Deck introduced the topic of discussion and explained that he would open the bids in order of receipt, starting with Pike Industries and moving into Peckham Industries. Deck opened both bids sequentially: Pike Industries bid at \$92,000.85 for the project and Peckham Industries bid at \$91,200.00.

Deck asked for clarification from Mowrey about what distinguished the two bids otherwise, given the similarity in pricing. Mowrey noted that there were minor differences in material cost across both bids but that he had had conversations with both Pike and Peckham regarding timeline and billing schedule. Mowrey noted that he believed Pike was the best choice for the project given that Pike appeared to have more ready capacity and was much more flexible on the timing of billing. VanDerWielen noted that the timing of billing was an important factor given that the collection of tax receipts for the year would not begin until after the project had begun.

Motion: To select the Pike Industries bid for the Ways Lane Paving Project FY2025-26, as posted.

Motion made by MacLaurin. Motion seconded by Swinarton.

Motion approved unanimously.

3. Approval of the draft meeting minutes for the regular and special meetings held April 7th, 2025

Motion: To approve the minutes of the regular meeting of the BoT held Monday, April 7th, as submitted.

Motion made by Deck. Motion seconded by MacLaurin.



Motion approved unanimously.

4. Monthly Reports

a. Road Commissioner

Lewis stated that highways department operations were continuing as normal and noted the ongoing search for a new Roads Specialist.

b. Tree Warden

Lewis noted the prevalence and ongoing effort to develop a strategy to remove and/or treat local ash trees as a result of the recent spread of the Emerald Ash Borer through the area. A discussion ensued regarding the maintenance of and possible removal of ash trees and the sourcing of funding for such a purpose. Specifically, it was determined that the use of Beautification Fund monies for regular tree expenses sat outside the scope of the purpose of the Fund, as defined at the previous Annual Meeting.

c. Village Manager

VanDerWielen reported on recently completed and ongoing items being handled by Village administration. Major items of note were: (1) the completion of the draft Village Budget for FY2025-26, (2) the ongoing search for both a new Zoning Administrator and Roads Specialist, (3) the final closeout for ARPA reporting with the Treasury Department.

d. Zoning Administrator

VanDerWielen noted that a handful of zoning permits had been issued over the past month and a large volume of zoning violation notices. VanDerWielen also spoke to the recent efforts of the Planning Commission to work towards a final draft of the new land use regulations, stating that the Commission would be meeting in May to perform a final and full review of the document, with draft adoption now expected in August.

e. Treasurer & Tax Collector

McClintock noted recent improvements in the market and thus in the Village investment accounts over the past month despite significant volatility as a result of economic policy announcements and changes at the Federal level. McClintock then presented the Chart of Accounts and noted the need to lag over the next few months given the timing of the Tax Receipts in September. Deck asked if the Village had any credit lines open if the need to borrow were to arise. VanDerWielen noted that the Village currently did not maintain any credit lines. A short discussion ensued, and it was resolved that McClintock and Brodie would explore the possibility of opening a credit line through the Bank of Bennington either as a means of bridge financing for upcoming projects or as a rolling option if needed. McClintock additionally presented the expenditure and budget status reports for the month.



f. Clerk

Brodie noted that operations were continuing normally.

5. Review of State of Vermont Liquor License Applications

Deck introduced the topic of discussion. VanDerWielen recommended the Board approve all liquor license applications as listed.

Motion: To approve of all liquor licenses as submitted.

Motion made by Swinarton. Motion seconded by Lewis.

Motion approved unanimously.

6. Review of Special Events Permit Applications

a. Pivotal, 4180 Main Street (October 18th-19th, 2025)

Deck introduced the topic of discussion and asked VanDerWielen to present the permit application. VanDerWielen presented the application, noting that the applicant had met all requirements of the permitting process and notably consisted of an eVTOL aircraft demonstration. Lewis asked about the difference between an eVTOL and a helicopter. VanDerWielen and Deck noted that it appeared weight, sound, and propulsion differentiated it under FAA regulations. VanDerWielen noted that the aircraft could not take any passengers. Swinarton asked if the aircraft crashed or harmed someone if the Village could be held liable. VanDerWielen and Deck clarified that Village would not be held liable.

Motion: To approve of the Pivotal Special Events Permit as submitted.

Motion made by MacLaurin. Motion seconded by Swinarton.

Motion approved unanimously.

b. The Orvis Company, 4180 Main Street (May 24th-26th, 2025)

VanDerWielen presented the permit application and noted that the applicant had met all requirements of the permitting process. No questions or comments were raised.

Motion: To approve of the Orvis Special Events Permit as submitted.

Motion made by Swinarton. Motion seconded by MacLaurin.

Motion approved unanimously.



c. Rivian, 4180 Main Street (June 7th-8th 2025)

VanDerWielen presented the permit application and noted that the applicant had met all requirements of the permitting process. No questions or comments were raised.

Motion: To approve of the Rivian Special Events Permit as submitted.

Motion made by Mooney. Motion seconded by MacLaurin.

Motion approved unanimously.

7. Review of Itinerant Vendor Permit Applications

a. Tammy's Ice Cream

MacLaurin asked if the applicant was the ice cream truck which operated at Burr and Burton Academy (BBA) and noted a concern about pedestrian traffic, specifically students running out across the road. VanDerWielen confirmed that the applicant was the referenced truck. Lewis echoes MacLaurin's concern about student safety. Swinarton asked about the exact proposed location. VanDerWielen presented the proposed location and noted BBA's stated preference for the location. Lewis suggested putting out cones both to assist flagging pedestrian traffic for cars and to help direct students along a certain path. Deck and Swinarton agreed with Lewis. Deck stated that he believed the placement of cones should not be the applicant's responsibility, but that he would speak to BBA about the matter.

Motion: To approve of the Itinerant Vendor Permit Application as submitted.

Motion made by Mooney. Motion seconded by Swinarton.

Motion approved unanimously.

8. Review and Vote on the Draft Budget for Fiscal Year 2025-26, to be Approved by the Village Voters at the 2025 Annual Meeting

Deck introduced the topic of discussion and opened the floor to McClintock and VanDerWielen to present. VanDerWielen summarized the recommended budget, noting that he and McClintock had worked with the majority of the Board over the past three weeks through various working sessions to come to the current draft. VanDerWielen provided comparisons between the recommended budget and total amount needing to be raised by taxes to previous years. VanDerWielen then noted a handful of adjustments made since the last work session, most notably minor adjustments to Highways Department estimated given recent insight from Mowrey and a complete recalculation of the Heavy Equipment depreciation schedule given that the expected lifespan of several items had decidedly increased. McClintock explained the change in more detail, noting her work with Sullivan & Powers to arrive at the correct method of accounting for the reserve.



MacLaurin asked about the inflation rate assumed across several budget items. VanDerWielen noted that a 3.8% COLA increase had been budgeted for wages and that the inflation rate utilized was the same Manchester Center used. Swinarton asked about increases in insurance rates. VanDerWielen noted that Village was aware of increases on a vendor-by-vendor basis and that expected increases had been stitched into the budget. Mooney asked if the Zoning Administrator role was a full-time role. VanDerWielen responded that it was and that shifts in the projected expenses of the role relative to last year could largely be accounted for due to his own moving out of the role into Village Manager and the onboarding of a new staff member for Zoning.

McClintock walked the Board through additional avenues to reduce the amount to be raised by taxes by assuming a greater utilization of existing reserves (such as the Beautification Fund) or a reduction of amounts being transferred to reserves, although noting that such adjustments would have a relatively small impact. Brodie noted that when comparing the amount to be raised by taxes to previous years and the recommended budgets, that the draft budget appeared to be consistent with the direction of Village over time. Deck agreed with Brodie.

Motion: To approve of Draft Budget for Fiscal Year 2025-26, to be Approved by the Village Voters at the 2025 Annual Meeting.

Motion made by Deck. Motion seconded by Swinarton.

Motion approved unanimously.

9. Review and Vote on the Warning of the 2025 Annual Meeting

Brodie presented the draft Warning, noting the July 14th date and each line as drafted. A discussion ensued regarding the timing of tax bills for the year and upcoming elections and appointments. VanDerWielen noted that Swinarton and Mooney's terms were up. Brodie also noted Article 7, which would allow the Trustees to appoint the Clerk, Treasurer, and Tax Collector, given the recently identified need to fill vacancies.

Motion: To approve the Warning of the 2025 Annual Meeting.

Motion made by Mooney. Motion seconded by Lewis.

Motion approved unanimously.

10. Review of Possible Photos to be Used in the Annual Report

VanDerWielen recommended tabling the item. The Board resolved to table discussion on the item.

11. Public Comments

No public comments were raised.



New Business:

VanDerWielen introduced a recently received special events permit from the Ekwanok Country Club for a fireworks display on May 23rd for a wedding being held on site. VanDerWielen recommended approving the permit, but having the Board authorize VanDerWielen to issue the permit on their behalf given the status of it not having been warned.

Motion: To authorize VanDerWielen to issue Special Events Permit Application S-06-25.

Motion made by Mooney. Motion seconded by Lewis.

Motion approved unanimously.

Mooney noted the recent curb addition made in front of the Equinox Junior Shops and asked the Board whether they wanted to plan the area with grass or plantings. It was resolved to plant the area with grass.

Old Business:

The Board reviewed the month's police reports. A short discussion ensued regarding the calculations used by the State to determine the distribution of police ticketing revenues and whether Village was owed monies from said revenues.

Adjournment: 5:47 PM.

Motion made by Deck. Motion seconded by Lewis.

Motion approved unanimously.

The next regular meeting of the Board of Trustees will be held at 4:30 PM on Monday, June 2nd, 2025.

Respectfully submitted,

Curan VanDerWielen
Village Manager