



March 3rd, 2025

Members Present: Tom Deck (Chair), Anthony MacLaurin [via Zoom], Jim Lewis, Nina Mooney

Members Absent: Scott Swinarton

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

Call to Order: 4:52 PM by Deck.

1. Changes to Agenda:

Deck noted that an executive session to discuss a personnel matter would be held immediately following the regular meeting.

Motion: To approve the agenda, with the addition of an executive session to discuss a personnel matter.

Motion made by Deck. Motion seconded by Lewis.

Motion approved unanimously.

2. Approval of the draft meeting minutes for the regular meeting held February 3rd, 2025

Motion: To approve the minutes of the regular meeting of the BoT held Monday, February 3rd, as submitted.

Motion made by MacLaurin. Motion seconded by Deck.

Motion approved unanimously.

3. Monthly Reports

a. Road Commissioner

Lewis opened the floor to Mowrey to speak. Mowrey spoke to the status of the budget for road salt and recent absences of staff. Mowrey then presented the need for road paint spraying machine, arguing that the purchase of the ~\$6,000 machine would save the Village money over the long run considering the ~\$8,000 it spent just to stripe crosswalks in the downtown this past year. Mowrey noted that additional striping items could be handled throughout the year and that the only additional costs would be a handful of stencils and the paint itself, which would be supplied through Sherman-Williams.

Mooney asked if the Town had a paint striper, to which Mowrey responded that it did but it was not available to the Village. Deck agreed with Mowrey and noted the improvement in quality of service that would be found in having the capability to



perform it internally. Mooney asked about the lifespan of the machine, to which Mowrey responded that the model as presented was entirely mechanical in function, and thus assuming the use of replacement parts, it could last for many years. Mooney asked if the machine was easy to use. Mowrey responded that it was intuitive to use. Mooney asked where the sprayer was made. Mowrey responded that he was unsure.

Motion: To authorize the purchase of the paint striper machine (Powerline 3500S), as presented.

Motion made by Mooney. Motion seconded by MacLaurin.

Motion approved, unanimously.

MacLaurin asked about the status of the budget. Deck noted that VanDerWielen and McClintock were currently working on the budget and would be back in touch soon with the schedule set for its review. VanDerWielen stated that he would send out a schedule following the meeting. McClintock noted that the budget format would be more accessible and streamlined than previous years. Mowrey stated that he would set a scope of items and estimates for the budget. A short conversation ensued regarding several road maintenance items.

b. Tree Warden

Lewis reported that he would be working with VanDerWielen on tree budgeting and a tree list because of a delay across the past couple of years.

c. Village Manager

VanDerWielen reported on various items associated with the operation of the Village offices, including the creation of a new email server and cloud-based document sharing platform, the hiring of a new Zoning Administrator, minor updates to the health insurance, several Short-Term Rental applications, personnel updates, and upcoming VLCT training events available to Village volunteers and staff.

d. Zoning Administrator

VanDerWielen reported on a handful of zoning violations, the submittal of several sizeable zoning permit applications including with Burr and Burton Academy and Southern Vermont Arts Center, and an update on the status of the Planning Commission's bylaw modernization project. Mooney asked about vacancies on the various boards. VanDerWielen noted that none had been filled since February, but that outreach was continuing. A short discussion ensued regarding Burr and Burton Academy's Smith Center renovations and Friendship Field turfing.



e. Treasurer & Tax Collector

McClintock presented the Chart of Accounts, as submitted.

McClintock noted that due to an issue with the dating recorded within NEMRC, she would be distributing updated financial statements to the Board later that week. McClintock detailed additional issues, such as the absence of the \$200,000 VTRANS grant for the rock wall project. VanDerWielen stated that he would be working with Kylie Allen to correct the matter. McClintock also updated the Board on work being performed to correct the book entries for the reserve accounts within NEMRC.

f. Clerk

No updates were noted by the Clerk.

4. 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, although noting that he believed the Equinox Resort was unaware of the fee for their Second Class license, and thus the Board should condition its approval on the supply of that fee.

Motion: To approve of all liquor licenses as submitted, including the Equinox Second Class license, pending payment.

Motion made by Mooney. Motion seconded by MacLaurin.

Motion approved unanimously.

A short discussion ensued regarding the definition of Second Class Licenses.

New Business: None.

Old Business:

The Board reviewed the police reports supplied by the Town of Manchester. A short conversation ensued regarding the statistics supplied.

Executive Session:

Motion: To enter an Executive Session to discuss a personnel matter.

Motion made by Lewis. Motion seconded by Mooney.

Motion approved unanimously.

The Board entered an executive session to discuss a personnel matter at 5:24pm. No action was taken.



Adjournment: 5:32 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, March 3rd, 2025.

Respectfully submitted,

Curan VanDerWielen
Interim Village Manager

DRAFT