



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: 4:31 PM by Deck.

1. Review and Possible Vote on an Amendment to Section IV of the Manchester Village Ordinances Concerning

Deck introduced the topic of discussion and asked VanDerWielen about the procedure for the public hearing. VanDerWielen recommended that he introduce the recent changes to the draft before the Board deliberated and a vote could follow discussion. VanDerWielen then introduced the draft amendment, noting that the amendment itself had:

- Been simplified to allow the Board more flexibility to determine the appropriateness of applications on a case-by-case basis.
- Defined a specific season during which itinerant vendors could operate, from April 15th-November 1st.
- Created a pre-April 1st application Board preference clause.
- Addendum checklist would be bundled with the approval of the Ordinance but would be attached to the application itself.

Deck commented that the changes made were largely designed to offer the Board and applicants more flexibility while still allowing for several key changes to the review process and applicability of the permit, as discussed in previous meetings.

Mooney asked as to why the Board had resolved to incorporate sales of goods and services which weren't food and beverage back into the set of permissible activity, given that it had previously opted to exclude non-food and beverage items in previous meetings. Lewis noted that several itinerant vendors had operated on Orvis properties selling craft goods, art, and non-food agricultural goods, and that he didn't want to handcuff the Board to only permitting a limited scope of activity. Deck agreed with Lewis, stating that he was not strongly opinionated on the matter. Mooney stated that she believed that allowing other forms of activity would make it more difficult to enforce. VanDerWielen noted that the Board had come to a position of handling permit applications on a case-by-case basis, allowing for a greater depth of review. VanDerWielen added that the checklist addendum to the permit would also allow the Board more flexibility to set and/or enforce different additional requirements for permit holders, without codifying it in ordinance.

Mooney recommended creating a statement of intent as to the purpose and intent of the ordinance, perhaps tying it to the Village Plan of Development. VanDerWielen provided options



for the creation of such a passage, including within the “Purpose” section of the ordinance itself. McClintock agreed that it appeared to be an appropriate place to situate such language. Mooney agreed with McClintock. Deck asked if the Board could ratify the document as-is while adding such language, later. VanDerWielen responded that they could.

Motion: To approve and adopt the draft amendment, as presented.

Motion made by Lewis. Motion seconded by MacLaurin.

Motion approved unanimously.

MacLaurin asked if the Village Plan of Development described purpose, and if so, if it could be incorporated into the draft. VanDerWielen noted that it did and was indeed possible. Mooney added that she believed reiterating that purpose would be helpful to applicants.

VanDerWielen asked if the Board intended to lift the moratorium on new applications at this meeting. Deck stated that he believed the Board should and motioned accordingly.

Motion: To lift the moratorium on new itinerant vendor permit applications, with immediate effect.

Motion made by Deck. Motion seconded by MacLaurin.

Motion approved unanimously.

Mooney asked about the timeline for application submittals relative to the April 1st preference deadline, as set. VanDerWielen stated that he believed within 60-days of the deadline would be appropriate. A short discussion ensued regarding the mechanics of the preference clause and the enforcement of the permit cap.

Adjournment: 4:52 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, April 7th, 2025.

Respectfully submitted,

Curan VanDerWielen
Interim Village Manager