



June 2nd, 2025

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

Members Absent:

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

Call to Order: 4:30 PM by Deck.

1. Approval of the Agenda

Motion: To approve the agenda, with an additional item to vote on the Planning Commission's recommendation to appoint Terry Findeisen Zoning Administrative Officer.

Motion made by Deck. Motion seconded by MacLaurin.

Motion approved, unanimously.

2. Approval of the Draft Minutes

Motion: To approved of the draft minutes for the regular May meeting, as posted.

Motion made by Deck. Motion seconded by Lewis.

Motion approved, unanimously.

3. Monthly Reports

a. Road Commissioner

Lewis reported on the onboarding of the new Road Specialist, Dan Marchegiani and a short discussion ensued regarding ongoing Highways Department work. Lewis asked if in the draft FY2026 budget an additional \$5,000 could be allocated for equipment repairs, given new information from Alan Mowrey regarding the skid steer. VanDerWielen recommended handling the item at the Annual Meeting.

b. Tree Warden

Lewis reported that someone had run over the new curb in front of the Equinox Junior shops, but had not damaged the actual curbing. In order to avoid a repeat issue, Lewis recommended planting a Bradford Pear Tree in the new space so that drivers avoid the curb. A short discussion ensued regarding the proposed planting and it was resolved to proceed with the planting when next convenient. Lewis added that a 200-year old silver maple in front of St. John's Chapel had been damaged in a recent storm, but that it was determined as outside of the right-of-way.



c. **Village Manager**

VanDerWielen reported on recent items associated with Village administration, noting the hiring of the new Road Specialist (Marchegiani) and recent offer to Terry Findeisen to become the Zoning Administrative Officer. VanDerWielen also presented a draft version of the Annual Report, noting that he was hoping to send them for print tomorrow and to mail them early the next week. Brodie noted that volunteers were welcome to handle VanDerWielen in applying stamps and labels to the reports, given the number of reports needed. VanDerWielen also presented a budget projection for the “gap” between the end of FY2025 and when tax receipts were projected to start coming in, either in late August or September.

d. **Zoning Administrator**

VanDerWielen reported that a handful of zoning permits had been issued recently and zoning violations identified. VanDerWielen then reported that the Planning Commission was approaching its final review of the new land use regulations and hoped that a final draft would be available sometime in July. Lewis asked as to why zoning violations were reported to the Board. VanDerWielen explained that it was part of the regular zoning report and that, although not litigation, they did amount to initiations of legal items and thus were important to keep the Board informed of. MacLaurin noted that he thought it was important the Board review the new land use regulations carefully, noting several statutory changes the new document would bring Village into compliance with. VanDerWielen explained some of the largest changes and told the Board that he would prepare a complete summary of the changes being made relative to the existing Zoning Bylaws. A short discussion ensued regarding the content and the procedure of the review of the new land use regulations.

e. **Treasurer & Tax Collector**

McClintock opened the floor to VanDerWielen to present, as she had just returned to Vermont earlier that day. VanDerWielen presented the financial reports, noting that the organization was on-budget and on-schedule relative to its projected expenditures thus far. Without an approved budget, VanDerWielen noted that it was difficult to make exact comparisons, but that so far spending had met the self-imposed limits he had set regarding budgeting for the next couple of months.

f. **Clerk**

Brodie asked if the Trustees planned to hold a separate meeting following the Annual Meeting to set the tax rate and recommended that the Trustees hold a special meeting within ten days of the Annual Meeting. A short discussion ensued regarding the status of the Grand List and the timing of the collection of tax bills for the fiscal year.

4. **Review of Special Events Permit Applications**

a. **American Museum of Fly Fishing – Special Event – August 9th, 2025**

Deck opened the floor to present. VanDerWielen ran through the permit materials submitted, recommending it for approval.



Motion: To approve of the special event permit, as submitted.

Motion made by Mooney. Motion seconded by MacLaurin.

Motion approved, unanimously.

b. Inn at Manchester – Special Event – June 20th-21st, 2025

Deck opened the floor to present. VanDerWielen ran through the permit materials submitted, recommending it for approval. A short discussion ensued regarding location on the property.

Motion: To approve of the special event permit, as submitted.

Motion made by Mooney. Motion seconded by MacLaurin.

Motion approved, unanimously.

5. Vote on Appointment of New Zoning Administrative Officer

Deck introduced the topic of discussion, noting the Planning Commission's unanimous recommendation of Findeisen to the Board for the role. A short discussion ensued regarding Findeisen's resume and the experience she would bring to the role. VanDerWielen strongly recommended Findeisen for the role.

Motion: To appoint Terry Findeisen the new Zoning Administrative Officer for a 3-year term.

Motion made by Lewis. Motion seconded by Mooney.

Motion approved, unanimously.

6. Public Comments

No public comments were raised.

New Business:

No new business was raised.

Old Business:

The Board tabled the review of police reports.



Adjournment: 5:11 PM.

Motion made by Swinarton. 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

DRAFT