August 4th, 2025

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

Members Absent:

Others Present: Curan VanDerWielen (Village Manager), Sarah McClintock (Village Treasurer), Donald Brodie (Village Clerk), Rich Heilemann (Planning Commission Chair), Nick Parks (Planning Commissioner), Eric Salat, Kevin Walla, + 1 Other

Call to Order: 4:31 PM by Deck.

1. **Approval of the Agenda**

Motion: To approve the agenda, with an additional item to hold an Executive Session following regular business.

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 July meeting, as posted.

Motion made by MacLaurin. Motion seconded by Swinarton.

Motion approved, unanimously.

3. **Monthly Reports**

a. **Road Commissioner**
Deck noted that Lewis was absent due to a recent injury. VanDerWielen reported on the recent work of the Highways Department, including regular roads maintenance, looking at the Village Firehouse with administration to scope out possible work for next fiscal year, and ongoing tree work.

b. **Tree Warden**
VanDerWielen had no updates from Lewis regarding trees. Deck noted that a point about Main Street trees would be addressed later in the meeting.

c. **Village Manager**
VanDerWielen reported on recent items associated with Village administration, including onboarding Terry Findeisen, research and grant application work regarding the Village Firehouse building, financial reporting cleanup, technical improvements associated with the website, and continuing work on developing long term strategy.

d. Zoning Administrator

VanDerWielen reported on activity related to the Zoning Office, noting that a handful of permits had come through that month, but that the majority of work regarding onboarding Findeisen.

e. Treasurer & Tax Collector

McClintock presented the financial reports for the month and noted that tax billing would begin on August 5th. MacLaurin asked what the Village tax rate was this fiscal year. VanDerWielen responded that it was 13.99%. McClintock noted that the Town highway allotment had come in recently and that the majority of bills the Village had recently lagged on to control cashflow had been caught up on. The only large lagged bill left regarding paving work on Ways Lane, which was planned to be paid the following month.

f. Clerk

Brodie commented on the need to appoint Village Officers and the ongoing search for additional volunteers in several committees.

4. Appointment of Village Officers

a. Village Treasurer and Tax Collector

i. Deck motioned to appoint McClintock as Village Treasurer and Tax Collector. Motion seconded by MacLaurin. Motion approved, unanimously.

b. Village Clerk

i. Deck motioned to appoint Brodie as Village Clerk.
Motion seconded by MacLaurin. Motion approved, unanimously.

c. Assistant Village Clerk

i. Brodie appointed VanDerWielen as assistant Village Clerk.

5. Appointment of Development Review Board Members

a. Craig Powers
b. Donald Brodie
c. Andrew Cairns
d. Andrew Zinberg (One-Year Term)

Deck motioned to appoint all listed to the Development Review Board.
Motion seconded by Swinarton. Motion approved, unanimously.

6. Appointment of Planning Commission Members

a. Rich Heilemann
b. Anthony MacLaurin
c. Donna Suley (One-Year Term)

Deck motioned to appoint all listed to the Planning Commission.

Motion seconded by Swinarton. Motion approved, unanimously.

7. **Appointment of Design Advisory Committee Members**
   a. Hong Campbell
   b. Claudia Burns
   c. Nan Forti
   d. Larry Kolloff

Deck motioned to appoint all listed to the Design Advisory Committee.

Motion seconded by Swinarton. Motion approved, unanimously.

8. **Presentation on the Bylaw Modernization Project by the Village Planning Commission**

Deck introduced the topic of discussion, thanking the Planning Commission for its time on the matter. Deck additionally noted that the purpose of the presentation would be purely informational. VanDerWielen noted upcoming public hearings on the draft on August 13th with the Planning Commission and September 8th for the Board of Trustees.

Heilemann made a presentation of the proposed amendments to the Village Zoning Bylaws and Maps, walking the Board through the methodology, the values considered, the majormost changes, and offered a comparison of the maps. A short discussion ensued regarding changes in dimensional standards, with MacLaurin and Heilemann noting the depth of discussion engaged by the Planning Commission with residents, internally, and with BCRC to find the most appropriate set of standards. VanDerWielen added that while many of the dimensional standards would be changing, the massing of all the regulations together offered a similar outlook in enforcement as before. Similar consideration had been given when producing the new zoning district maps and tailoring development and use standards to recent experiences expressed by members of the DRB.

Swinarton asked about enforcing permit completion to avoid partially constructed projects. A short discussion ensued regarding the bond and other enforcement mechanisms available to the municipality, and what limitations existed in statutory law. MacLaurin emphasized the need for a careful consideration of the changes, and implored the members of the Board to review the changes thoroughly.

Salat asked for an updated version of the draft from the original, distributed publicly in September 2024. VanDerWielen noted he would send Salat an updated version. Salat asked for clarification on how the Community Housing Overlay would work and how the Village interfaced with regional affordable housing projects, proposed or otherwise. VanDerWielen explained to Salat the standards of the Community Housing Overlay and the limitations Manchester Village faced jurisdictionally in commenting on development projects beyond its borders. Walla asked if the Perfect Piece and nearby shops had been rezoned as discussed in a prior Planning Commission meeting from Mixed-Use 2 to Mixed-Use 3. VanDerWielen confirmed that they had.

9. **Discussion on the Possible Purchase of Highway Equipment**
Deck introduced the topic of discussion, noting the need for deep brush cutting equipment, particularly a flail mower attachment to the skid steer. Given that ~$16,000 was budgeted for such mowing, Alan Mowrey had suggested purchasing the ~$19,500 attachment and conducting the work internally, moving forward. VanDerWielen noted that the purchase was logical but unbudgeted for in equipment repairs.

Mooney asked if this would create overtime for the Department. VanDerWielen responded that he was unsure, but that it was unlikely. MacLaurin expressed his support for the purchase given the good return on investment. Swinarton noted that he had discussed the matter with Mowrey and that financing options could be available for it. A discussion on possible financing options ensued. VanDerWielen noted that he would collect financing options. McClintock noted that with the majority of the cost already budgeted, it logically could be purchased outright given the existing savings in the operating account. It was resolved that VanDerWielen would report on the matter later in the month, with a decision made internally.

10. **Discussion on the Development of a Village Tree Strategy and New Tree Inventory**
Deck introduced the topic of discussion, starting by introducing a recent conversation with a Main Street resident, Rick Anderson, who wanted to remove a large oak tree within the street right of way which was creating a perceived safety risk for his property. Deck noted that Anderson had offered to remove and replace the tree without cost to the Village and to adhere in that work to all Village specifications.

Deck added that this had prompted a discussion between himself, VanDerWielen, Lewis, and Mowrey this past month on developing a strategy for new plantings and removals along Main Street, and the need to develop a new Village tree inventory. VanDerWielen presented meeting notes as a result of that meeting, outlining the basic items which would be covered under such a strategy or policy document. Items which needed to be resolved including a clearer program for future plantings, a more uniform standard for tagging, and a clear phasing/timeline on the development and maintenance of an inventory. MacLaurin suggested Joe Blair for the development of an inventory.

A short discussion ensued regarding the Main Street tree in front of the Anderson residence. Burns asked who would be responsible for developing and maintaining street right-of-way tree plantings and removals. VanDerWielen noted that internally it was a mixed effort between himself, Mowrey, and Lewis, but that ultimately it was a Board responsibility.

11. **Discussion on Holiday Decorations and Possible Events**
A short discussion ensued regarding the possible expansion of the holiday tree lighting to include a small winter market: inviting local businesses and residents to set up tents somewhere in the Village Core as part of the tree lighting. Deck noted that although if carried through this year it would be limited in scope, that in future years the event could be expanded further and coordinated with local stakeholders, like the Equinox Resort. McClintock added further ideas

about coordinating with an opening of the Courthouse and perhaps events at the First Congregational Church. Mooney offered additional events within the Courthouse which could be helpful.

12. Public Comments

No public comments were raised.

New Business:

Deck commented on the ongoing discussion internally to develop a protective overhang for an 18th century road marker in front of the Equinox Junior Shoppes, noting that himself, VanDerWielen, Mowrey, and Lewis had recently discussed it with input from Shawn Harrington. A short discussion ensued regarding what such an arrangement could look like. McClintock suggested possibly removing the marker and placing it within the Courthouse as a part of a display.

Mooney raised the possibility of developing a sign or pattern to put on the marble rock in front of the Equinox Junior shops. A short discussion ensued during which it was resolved to revisit the matter in the next meeting after having developed several ideas.

MacLaurin commented on the need to develop and post new road marker signs coming in and out of Manchester Village. VanDerWielen noted that the Village had not budgeted for new signs but that he would explore cost and possible makers.

Old Business:

No old business was discussed.

Motion: To enter Executive Session to discuss Pending or Probable Civil Litigation (5:47pm).

Motion made by Deck. Motion seconded by MacLaurin.

Motion approved, unanimously.

Motion: To exit Executive Session to discuss Pending or Probable Civil Litigation (5:55pm).

Motion made by Deck. Motion seconded by Mooney.

Motion approved, unanimously.

Adjournment: 5:55 PM.

Motion: To adjourn.

Motion made by MacLaurin. Motion seconded by Swinarton.

Motion approved, unanimously.

The next regular meeting of the Board of Trustees will be held at 4:30 PM on Monday, September 8th, 2025.

Respectfully submitted,

Curan VanDerWielen
Village Manager