



November 3<sup>rd</sup>, 2025

Members Present: Tom Deck (President), Anthony MacLaurin, Nina Mooney

Members Absent: Jim Lewis, Scott Swinarton

Others Present: Donald Brodie (Village Clerk), Sarah McClintock (Village Treasurer & Tax Collector), Terry Findeisen (Zoning Administrative Officer), Rich Heilemann (Chair, Planning Commission), Nick Parks (Planning Commissioner)

**Call to Order:** 4:30 PM by Deck.

**1. Approval of the Agenda**

**Motion: To approve the agenda, as posted.**

Motion made by Deck. Motion seconded by Mooney.

Motion approved, unanimously.

**2. Approval of the Draft Minutes**

A short discussion was had regarding the possibility of using AI tools to assist in drafting minutes and reducing the length of meeting minutes.

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

Motion made by MacLaurin. Motion seconded by Deck.

Motion approved, unanimously.

**3. Monthly Reports**

**a. Road Commissioner**

Deck noted Lewis was not present and asked VanDerWielen for an update.

VanDerWielen noted no significant business outside of normal operations, but did note that the department had recently submitted its road salt quote acceptances and begun orders. VanDerWielen added that the upcoming Winter months would probably result in higher-than-normal financial activity in Highways Department overtime and road salt purchasing.

**b. Tree Warden**

Deck stated that the holiday tree had recently died and had been assessed by Jeromy Gartner at Bartlett Tree Experts. Gartner had suggested that based on test results and a visual assessment, the tree had died due to being “double-balled” by the nursery it was purchased from. Deck noted that Alan Mowrey had arranged to cut the tree down and that he would be inspecting the root ball accordingly. McClintock asked about pursuing a warranty claim on the tree. VanDerWielen responded that it was out of warranty due to



the large discount the Village had negotiated on its price. Mooney asked if the nursery had been contacted, which Deck answered it had and provided an alternate explanation which did not appear to explain the issue with the tree. Deck then noted that Mowrey was arranging to put a pipe in the ground at the site to plant a temporary tree for this year and that he would be arranging for such a tree from Equinox Nursery.

Mooney asked about the status of the new trees being planted in front of the Little Equinox Shoppes. VanDerWielen noted that Lewis was picking a pair of dogwoods for planting in the Spring, but that he had no further details. MacLaurin asked about the trees in front of the Miner Cottage. VanDerWielen noted that they would likely be 5-6 inch caliper red or sugar maples, but that they would be revisiting the matter in March ahead of any plantings. MacLaurin and Mooney stated that they thought the plantings should be of a larger caliper. VanDerWielen noted that they would revisit the question of size and type in March.

VanDerWielen also provided a short update on the development of a street tree inventory, noting ongoing conversations with Vermont Urban and Community Forestry Program and Bartlett Tree Experts.

**c. Village Manager**

VanDerWielen provided an update on Village administration, including ongoing tax collection, updates to the Village website (including documents, bug fixes, and security), updates on the monthly newsletter, and the finalization of the accounting 'clean-up' from 2024. MacLaurin recommended including a mention of the Courthouse project in the newsletter. A short discussion ensued regarding possible additions to the newsletter, such as a 'real-estate' corner, photo submissions, *etcetera*. VanDerWielen also presented an outline on a draft Village 5-year strategy document he was working on.

**d. Zoning Administrator**

Findeisen reported on recent updates in the Village zoning office, noting work with the Act 250 office on amending the signs at the Taconic Hotel, several smaller administrative permits, and a roof replacement permit on Main Street. Findeisen then reported on Short-Term Rental registrations and violations before detailing upcoming permits. These included a full renovation of the Harrigan House which would likely be filed later in November, an amendment to Burr and Burton Academy's (BBA) permit for the renovation of 'Friendship Field', and a small accessory building at the Ekwanok Country Club.

MacLaurin asked Findeisen about the storage of equipment behind the BBA maintenance building and overflow parking issues associated with BBA. A short discussion ensued regarding parking sign regulations, screening requirements, and ongoing BBA parking issues. MacLaurin noted an anecdote from Mowrey about BBA students parking at the Village maintenance building and blocking the delivery of road salt, which had prompted Mowrey to install several "No Parking" signs along the entry.



**e. Treasurer & Tax Collector**

McClintock reported on the balances of the Village accounts, the status of delinquent tax collection, the status of the accounting 'clean-up' and what reports could be expected the next month as a result of that. McClintock then reported on the Village's revenues and expenses, noting that the majority of the Village's expected revenue was in and that at the half-way point through the fiscal year the Village remained a little under 50% of the way through its budget. McClintock asked VanDerWielen to present the 'gap' report on cashflow, and VanDerWielen presented the report and added some context on why the Village was slightly 'behind' on its budgeted expenses, noting several larger expected bills had not come in yet.

**f. Clerk**

Brodie noted no updates with regard to the Clerk's office.

**4. Review of Planning Commission Petition to Public Utility Commission and Possible Associated Board Letter**

Deck introduced the topic of discussion and opened the floor to Heilemann and VanDerWielen to present. Heilemann presented, introducing the Public Utility Commission (PUC) application from AT&T to install a new telecom-utility cabinet on a pre-existing Main Street light pole, behind the Silver Fork. Heilemann noted the location within the National Historic District, the possible disruption of the streetscape by elongating the height of the pole, the above-average telecom coverage strength pre-existing in the area, and recent discussions to put utilities underground along that corridor. With that context, the Planning Commission had prepared and resolved to send an appeal to the PUC consisting of a letter, which recommended against the installation of the cabinet on those bases, and related contradictions to the Village Plan of Development. Heilemann also noted Nick Park's substantial contributions in assembling the research and text of the letter, which had also been reviewed by Village counsel. Heilemann finished by asking the Board for its support and possibly drafting its own letter to support the Commission's appeal.

Deck opened the floor for questions. Brodie commented that the pole in question had been installed for the former Mark Skinner Library in order to illuminate the entrance, noting that it was installed not for the streetscape but as a safety matter. Mooney asked about alternatives to the placement, as she felt the additional coverage capacity offered by the cabinet was needed. MacLaurin stated that the Commission had discussed putting it in the dome of the courthouse, amongst others. Heilemann stated that the Commission ultimately had felt it wasn't the Village's prerogative to find alternatives but to answer the application as it was submitted and noted that the letter did indicate that the Village was open to alternatives.

McClintock asked about any possible health considerations associated with its installation. Heilemann stated that they could not find any evidence showing any public health risks. MacLaurin added that he felt that when driving up Main Street, the elongated pole would



unnecessarily interrupt the viewshed of valley. Brodie suggested removing the light pole out. Heilemann agreed with MacLaurin.

MacLaurin asked when the filing deadline was. VanDerWielen responded that it was due on November 17<sup>th</sup>. Deck noted his support for the Board preparing its own letter supporting the appeal. Mooney agreed but added that the letter should state that the Village was willing to work with the applicant in determining alternative locations. Heilemann agreed. VanDerWielen recommended preparing the Board letter as an attachment to the Commission's, rather than as a separate submittal.

**Motion: To submit a letter attached to the Planning Commission's appeal to the PUC on the matter discussed.**

Motion made by Deck. Motion seconded by MacLaurin.

Motion approved, unanimously.

VanDerWielen noted that he would prepare a letter for the next day, accordingly.

**5. Discussion on Holiday Tree, Tree Lighting, and Other Holiday Decorations**

Deck introduced the topic of discussion and repeated the resolution to remove the dead holiday tree with a temporary tree. Deck noted the need to determine a date for the tree lighting. A short discussion on the matter ensued, taking into account the other local events in early December. It was determined to proceed on December 4<sup>th</sup> at 6:00pm, and to invite a choir to the event. McClintock confirmed that the Garden Club would be providing the wreaths again this year and VanDerWielen noted that Mowrey would be purchasing some new lights as several strands for the wreaths had broken in the previous year. McClintock added the need to volunteers to assist with stringing the lights on the wreaths before the Garden Club attached the bows. It was agreed to coordinate with the Garden Club further on logistics.

**6. Review of Proposed Village Records Management & Retention Policy**

Deck introduced the topic of discussion. VanDerWielen presented the policy, noting that its adoption was meant to work in tandem with a push internally to digitize and re-file the Village's records. VanDerWielen noted that the policy would also demonstrate to relevant stakeholders that the Village was retaining, maintaining, and destroying records in a manner consistent with state and federal law. The policy included statutory records management requirements, Village-specific archiving requirements, and a retention schedule for all records. A short discussion ensued regarding the need and services available for document shredding.

**Motion: To adopt the Records Management & Retention Policy**

Motion made by Mooney. Motion seconded by MacLaurin.

Motion approved, unanimously.



## **7. Public Comments**

No public comments were raised.

### **Old Business:**

Deck noted the need to discuss the stenciling on the marble rock at the intersection of Union and Main Streets. A short discussion ensued regarding the style and type of decoration, with no action taken.

### **New Business:**

No new business was discussed.

**Adjournment:** 5:20 PM.

### **Motion: To adjourn.**

Motion made by Deck. Motion seconded by MacLaurin.

Motion approved, unanimously.

The next regular meeting of the Board of Trustees will be held at 4:30 PM on Monday, December 1<sup>st</sup>, 2025.

Respectfully submitted,

Curan VanDerWielen, Village Manager