



May 4<sup>th</sup>, 2026

Members Present: Tom Deck (President), Scott Swinarton, Jim Lewis

Others Present: Donald Brodie (Village Clerk), Sarah McClintock (Treasurer), Curan VanDerWielen (Village Manager), Terry Findeisen (Zoning Administrator)

**Call to Order:** 4:32 PM by Deck.

**1. Approval of the Agenda**

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

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 April meeting, as submitted.**

Motion made by Lewis. Motion seconded by MacLaurin.

Motion approved, unanimously.

**3. Monthly Reports**

**a. Road Commissioner**

Lewis reported on the ongoing sidewalks and parking expansion project underway in front of the Equinox Junior shops. Lewis noted that contracting for the sidewalk either had to be scheduled for June 1<sup>st</sup> or October 1<sup>st</sup> due to scheduling constraints, and it had been decided to move the project timeline up to the June date. VanDerWielen noted that the move would stress the Village's current cash position, and that it was almost certain that an amount to cover the earlier-than-expected contracting would have to be borrowed from an appropriate fund. VanDerWielen suggested initiating this loan from either the Highways or Heavy Equipment funds. MacLaurin asked about the full scope of the project. Lewis explained the full scope of work. Lewis added that he had decided against planting dogwood trees in the area due to a concern about survivability with road salt, and suggested a fruitless crabapple tree.

Lewis then provided a brief update on the status of hiring a new road specialist in anticipation of Dan Marchegiani's departure at the end of June. VanDerWielen noted that the job had not been posted as he had been waiting until the end of FY25 to post it, but that it would be up either that night or tomorrow morning. VanDerWielen added that nixing the Commercial Driver's License (CDL) requirement would significantly widen the hiring pool. A short conversation on winter maintenance coverage ensued.



**b. Tree Warden**

Lewis noted no further updates.

**c. Village Manager**

VanDerWielen provided an update on Village Administration, detailing recent work to finalize the draft budget for July, clean up the end-of-year financial reports ahead of an independent audit, regulatory reporting for VTRANS and ARPA, and to start work on the Annual Report for this year. VanDerWielen added that he had been in discussion with Alan Mowrey about the timing of heavy equipment purchases this year due to the accelerated timeline of the Equinox Junior project. VanDerWielen then discussed briefly his assistance with several Planning Commission projects, including an ongoing Public Utility Commission (PUC) case and a Main Street Master Plan concert the Commission was gearing up to pursue. VanDerWielen also discussed ongoing financial reporting work which included working with NEMRC to solve several coding errors in the accounting system. Finally, VanDerWielen provided an update on several high-level meetings himself and Deck has arranged with the Equinox Resort management and with the management/Selectboard of the Town. A short discussion ensued regarding the Equinox Resort.

**d. Zoning Administrator**

Findeisen provided an update on the Zoning Office, detailing a set of recent minor and administrative permits. A short discussion ensued regarding a renovation of a residence at 4181 Main Street. Findeisen also provided an update on the status of Short-Term Rental registrations, noting several ongoing compliance issues. Findeisen then provided an update on an ongoing case with the PUC, noting that AT&T was currently working on an alternative proposal for a set of telecommunications equipment, which would then be reviewed by the Planning Commission. The project had also recently been pulled from PUC review pending an agreement with the Village. A short discussion on the matter ensued. Finally, Findeisen mentioned the Main Street Master Plan concept the PC was pursuing, noting the ‘walking park’ aspect of the project. Deck asked Findeisen to expand on the ‘walking park’ concept. A short discussion then ensued regarding the scope of the project.

**e. Treasurer & Tax Collector**

McClintock ceded her time to VanDerWielen to present the financial reports. VanDerWielen then presented the financial reports, noting that in terms of cashflow the Village was ~20% down the amount of cash it had available compared to the same period, last year. As such, the Village was going to have to be cautious about spending through June, until the first state and local highways subsidy payments could be received, and soon following, the collection of property tax payments. VanDerWielen emphasized again that he believed it would be inevitable that the Village would have to borrow from one of its funds to cover some of the costs of an ongoing sidewalks project.



VanDerWielen also noted that the collection of revenues from permits and registrations in the Zoning Office had exceeded projections by just under \$8,000. McClintock congratulated Findeisen on her performance. VanDerWielen then explained a pair of known accounting issues he was still working with Kylie Allen and NEMRC to resolve. Deck expressed his frustration with NEMRC and his belief the Village should arrange and perhaps lead a coalition of municipalities to bring the issue to a head in the Legislature. MacLaurin asked why Village continued to use NEMRC. VanDerWielen explained the constraints at the state and local level which had kept Village using NEMRC despite known issues. The discussion continued, with no action taken.

**f. Clerk**

Brodie noted no updates.

**4. Review of Pending Itinerant Vendor Permit Applications**

Deck introduced the topic of discussion. VanDerWielen presented the one pending permit packet, which was for Big Pop's Sandwich Shop. VanDerWielen noted no recent violations and a complete permit packet before recommending it for approval. MacLaurin asked if any changes were being made. VanDerWielen noted on such changes.

**Motion: To approve of Itinerant Vendor Application I-26-02, as presented.**

Motion made by Deck. Motion seconded by Lewis.

Motion approved, unanimously.

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

Deck introduced the topic of discussion. VanDerWielen presented the pending permit packets in order of receipt, starting with an annual outdoor event at the Equinox Village. VanDerWielen noted a completed packet and no known complaints from the year previous before recommending it for approval.

**Motion: To approve of the Equinox Village Special Events Permit, as presented.**

Motion made by Deck. Motion seconded by MacLaurin.

Motion approved, unanimously.

VanDerWielen then introduced the next pending permit packet, consisting of an annual Orvis Company outdoor event. VanDerWielen noted a completed packet and no known complaints from the year previous before recommending it for approval. A short discussion on the event ensued.

**Motion: To approve of the Orvis Company Special Events Permit, as presented.**

Motion made by MacLaurin. Motion seconded by Deck.

Motion approved, unanimously.



VanDerWielen then introduced the final pending permit packet, consisting of a tag sale at 3436 Main Street. VanDerWielen noted a completed packet and the limited anticipated attendance of the event. MacLaurin asked about parking arrangements for the sale. VanDerWielen explained the parking arrangements provided but noted a concern he had received from Nina Mooney earlier that day. Specifically, there was concern that overflow parking in front or beside the Equinox Junior shops could drown out Mother’s Day weekend traffic for the shops. Lewis suggested the applicant ask the nearby St. John’s Church if they could use their lot for auxiliary parking, noting that it had been done in the past for similar events. VanDerWielen noted he would inform the applicant of this condition.

**Motion: To approve of the Rubick Tag Sale Special Events Permit, as presented, with the condition that the applicant explore an alternative parking scheme at St. John’s Church.**

Motion made by MacLaurin. Motion seconded by Lewis.

Motion approved, unanimously.

## **6. Review of Pending Liquor License Applications**

Deck introduced the topic of discussion. VanDerWielen noted the only item up for review as a 1<sup>st</sup> Class Liquor License application from the Wilburton Inn. VanDerWielen noted not recent violations nor any recent complaints. A short discussion on noise complaints with the Wilburton Inn ensued, with it concluded that with only one recorded complaint within the past year, the issue appeared to have largely been resolved.

**Motion: To approve Wilburton Inn’s 1<sup>st</sup> Class Liquor License Application, as presented.**

Motion made by MacLaurin. Motion seconded by Deck.

Motion approved, unanimously.

## **7. Review of Draft Budget for FY2026/27.**

Deck introduced the topic of discussion. MacLaurin congratulated VanDerWielen for the completion of the budgeting process. Deck then opened the floor to VanDerWielen to present.

VanDerWielen presented the draft budget, starting with a line-by-line overview of the budget as a whole. MacLaurin commented that he believed in future versions it would be helpful to see the percentage change in each line against what had been spent in the previous year.

VanDerWielen agreed to include the line in future documentation. VanDerWielen then walked the Board through each line of the budget, noting small adjustments made to various items since the last review. These included items such as refining the total budget for sidewalks projects (\$95,000 across various lines), slightly increasing the budget for accounting work, and making appropriate adjustments to the various insurance figures now that all adjustments had been received by various vendors. Additional changes included a new professional development line, accounting for a lowered cost regarding an update to the Local Hazard Mitigation Plan, and the removal of all reductions to expenses using Highways Fund monies.



A short discussion on the creation of the proposed Contingency Fund ensued, specific to where the seed capital for the new fund should come from. Whether to utilize funds from the Beautification Fund or from tax revenues were both raised. It was eventually resolved to raise seed capital in the amount of \$10,000 from this year's tax revenue. It was also resolved to utilize more of the Beautification Fund to offset relevant expenses in the next FY. VanDerWielen noted that \$8,300 in Beautification monies were already budgeted as offsets to relevant expenses in the next FY.

Based on this final piece of information, VanDerWielen provided an estimated tax rate and average effect in dollars on individual property tax bills. McClintock asked when the Town of Manchester distributed their tax bills. VanDerWielen responded that he believed it was a couple weeks before Village typically did, although the Grand List might not be available until right up to Village's distribution. McClintock stated that she believed Village tax bills should line up relatively similarly to the Town's tax bills, offering mid-August as a likely distribution period.

Brodie made two suggestions for changes to how personnel compensation were handled. The first was to begin planning for a substantial payout for Mowrey upon his retirement. The second was a suggestion to round up the proposed salaries of VanDerWielen and Findeisen in the next FY. A brief discussion on both suggestions ensued. It was resolved to explore methods of providing a sum to Mowrey at retirement in the form of a deferred annuity or other instrument. With regard to the second item, it was resolved to retain the existing COLA structure but to "boost" the holiday bonus budget from \$1,800 to \$3,000 aggregated across all employees.

## **8. Public Comments**

No public comments were raised.

### **Old Business:**

No old business was discussed.

### **New Business:**

No new business was discussed.

**Adjournment:** 5:44 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, June 1<sup>st</sup>, 2026.

Respectfully submitted,

Curan VanDerWielen, Village Manager