



December 1st, 2025

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

Members Absent: Jim Lewis, Scott Swinarton

Others Present: Donald Brodie (Village Clerk), Sarah McClintock (Village Treasurer & Tax Collector), Curan VanDerWielen (Village Manager), Jim Henderson (BCRC)

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 Swinarton.

Motion approved, unanimously.

2. Approval of the Draft Minutes

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

Motion made by Deck. Motion seconded by MacLaurin.

Motion approved, unanimously.

3. Monthly Reports

a. Road Commissioner

Lewis deferred his report to be delivered by VanDerWielen. VanDerWielen stated that there was not much to report outside of normal roads maintenance. He noted that heavier road salt purchases and more Highways Dept. overtime was likely to be the most significant financial actions through the month, which was normal for the Winter season.

b. Tree Warden

VanDerWielen stated that very few tree updates were available, but that the new Holiday Tree had been planted and was set to be lit, later that week. MacLaurin asked if the new plantings in front of the Miner Cottage had been resolved. VanDerWielen noted that when last discussed in October, it was resolved to revisit the issue closer to the planting season in the Spring, probably March. Deck added an anecdote about the content of that October discussion, specifically that it had occurred too late in the planting season to act on any decision and there was still a question about specific placements and sizes.

c. Village Manager

VanDerWielen provided an update on the administrative efforts over the past month, including a finalization of the cleanup of the Village accounting system, continuing progress on the development of the Village Strategy document, the restart of the records



digitization project, and a handful of trainings both he and Terry Findeisen had attended throughout the month.

d. Zoning Administrator

Deck introduced a written report provided by Findeisen. The Board reviewed the report. Swinarton asked about a sign replacement at the Taconic Hotel and VanDerWielen reported that he believed it was going through an Act 250 amendment process due to how the hotel was originally permitted by the state. MacLaurin asked whether Burr and Burton Academy had filed for a permit to place an oil tank by the school's maintenance building. VanDerWielen stated that he was unfamiliar with the issue but that he would bring the matter to Findeisen's attention. Deck asked about the status of Short-Term Rental registrations and violations. VanDerWielen provided a brief update and helped clarify a set of complaints received by the office regarding a Main Street property. MacLaurin commented that he was impressed with the cleanup of a different Main Street property and its re-roofing.

e. Treasurer & Tax Collector

McClintock deferred her report to VanDerWielen. VanDerWielen presented the financial reports. VanDerWielen highlighted the now finalized balance sheet from NEMRC following the accounting cleanup. McClintock and Swinarton asked several questions regarding the structure of the report, which VanDerWielen helped clarify. McClintock asked for a summary balance sheet for the next month. VanDerWielen also provided a report on the status of tax collection, noting a ~97% collection status.

f. Clerk

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

4. Review of Union Street Traffic Study as Prepared by BCRC

Deck opened the floor to Henderson to present the Union Street Traffic Study. Henderson presented the Study, which was conducted from September 18th-25th on Union Street and analyzed 16,693 vehicles travelling the road during that period. Henderson walked the Board through the data collected and several outliers, including the fastest recorded speed of 84mph associated with a vehicle 91' 2" in length, which could either be a long vehicle or a pair of fast moving vehicles. A discussion ensued regarding the Study; specifically, solutions for controlling speeding on the road was discussed. Henderson noted that several possible infrastructures solutions, but highlighted the use of warning signs and increased traffic enforcement in the area. VanDerWielen noted that he would likely bring it up to the Town Manager in Manchester Center at a future meeting and asked if Henderson would provide a report which depicted the number of enforceable traffic violations. Henderson noted that he would provide that report.

5. Review of Tree Inventory Proposals as Prepared by Bartlett Tree Experts

Deck introduced the topic of discussion and the proposals provided by Bartlett Tree Experts. MacLaurin asked about the difference between the two proposals, and VanDerWielen clarified that they were for different scopes of work: (1) for a street tree inventory of just Main Street and



(2) for a street tree inventory of the entire Village. While the previous street tree inventory included the entire Village, it had been discussed whether to perform it along just Main Street as part of a master plan of the historic corridor. MacLaurin asked if the Village proceeded with monies would be budgeted for next year. McClintock confirmed that they would be budgeted for, if selected. Brodie asked about grant opportunities. VanDerWielen noted that the available grants through the state were terminated earlier this year due to a disruption in federal sources. Deck noted the alternative would be to work through Vermont Urban and Community Forestry Program, although they had been less responsive in assisting than Bartlett had been. VanDerWielen noted that the major difference between the two would be that Bartlett would provide a professional product while working with the state would be a volunteer project handled internally. It was resolved to revisit the proposals when the Board began its annual budget review.

6. 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. It was resolved to revisit the discussion with Nina Mooney in the January meeting.

New Business:

A short discussion on the amounts to be spent on holiday staff bonuses was conducted. After several proposals were reviewed, the amounts of the holiday staff bonuses were agreed on.

Motion: To issue holiday staff bonuses and in the amount as proposed, in the total amount of \$1,900.

Motion made by Deck. Motion seconded by Swinarton.

Motion approved, unanimously.

Adjournment: 5:33 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, January 5th, 2026.

Respectfully submitted,

Curan VanDerWielen, Village Manager