

September 16th, 2026

Members' Present: Nick Parks (Chair), Donna Cauley (Vice-Chair), Richard Heilemann, Anthony McLaurin

Others Present: Curan VanDerWielen (Village Manager), Dara Zink (BCRC) Callie Freshburn (BCRC)

Hazard Mitigation Planning

1.0 The Village introduced Callie Freshburn, a BCRC joining remotely, who is helping manage four concurrent hazard mitigation plans across the region. Manchester Village's plan update will leverage regular Planning Commission meetings as working sessions, satisfying FEMA's requirement for ongoing public engagement.

- A. All collaborative documents will be shared via a Google Docs folder titled "Manchester Village HMP" — accessible from the email bcrc.zoom@gmail.com.
- B. Commission members are encouraged to review, comment, and add to documents in real time.
- C. Notable Local Hazard Detail Surfaced: Significant volumes of water flow down off the mountain via West Union Street during flood events, creating ground-level spouts and impacting Prospect Street basements — a locally known but under-documented hazard worth capturing in the plan.

2.0 Community Engagement Strategy

The team evaluated two primary options for public outreach:

Option	Description	Typical Turnout / Response
 Community Survey	Online survey, potentially using ArcGIS's mapping platform so residents can pinpoint specific locations of concern	~20–30 responses, depending on outreach effort
 Public Meeting	In-person presentation, dot voting on hazard priorities, and large-map marking exercise	Variable — Arlington drew ~15; Sandgate was mostly select board members

The Commission agreed to proceed with a survey-first approach, noting that a poorly attended public meeting could hurt team morale. They also discussed leaving open the option for residents to join a Planning Commission meeting for a live discussion.

2.1 Survey dissemination plan:

- A. Simple flyers with QR codes linking directly to the survey, distributed around the village (bulletin boards, post office, Village office).
- B. Link posted directly on the Manchester Village website — QR code and website link should both bypass intermediate pages and go straight to the survey.
- C. Outreach via the Village's email list (~280 addresses) and Front Porch Forum.
- D. Paper copies available at the Village office with a return address for those who prefer not to use the online version.



- E. Survey questions to be finalized at the next Planning Commission meeting (Wednesday, October 21 at 11:00 AM).
- F. BCRC would like to pilot ArcGIS's survey platform with Manchester Village, allowing respondents to drop pins on a map to identify specific areas of concern — a step up from standard survey tools.

3.0 Stakeholder List Review

Callie and Kelly (BCRC) presented a draft stakeholder list covering community partners, state agencies, utilities, schools, businesses, and emergency response organizations. The Commission reviewed and refined the list in detail.

Key decisions:

3.1 Schools

- A. Added: Mountain Maple Street School, Manchester Village School
- B. Removed / deprioritized: Red Fox, Fiddleheads, Long Trail School (though it was noted Long Trail buses up the mountain, which could be relevant)
- C. Outreach to schools will go through Celeste (administrative contact) to be forwarded to Superintendent Randy; individual principals included for FEMA's vulnerable-population tracking requirements.
- D. The primary concern for schools: bus route accessibility during hazard events and ability to get students home safely.

3.2 Businesses & Organizations Added

- A. Equinox Preservation Trust (Rick Ledoux — focus group candidate)
- B. Aquatic Country Club
- C. Orvis
- D. Taconic Hotel
- E. Blue Heron Properties (Wallace Holding Company)
- F. Crooked Ram / Mulligans
- G. Shaw's (Village contact to be sourced)
- H. Manchester Capital Management
- I. Land Rover
- J. Scott Swinnerton (builder — business/construction input)
- K. Equinox Terrace, Equinox Village, The Meadows (three separate senior/residential properties)
- L. Manchester Music Festival
- M. Silver Fork, Manchester Business Association
- N. USPS (Post Office)

3.3 Emergency Response & Agencies Added / Confirmed

- A. Northshire Medical Center
- B. Southern Vermont Medical Center (SVMC)
- C. US Forest Service



- D. Forest Fire Warden / Game Warden
- E. Matt Jakubowski — Assistant Fire Marshal, DPS (handles commercial work for the Village, based in Rutland area)
- F. Manchester Fire Department, Manchester PD, Northshire Rescue Squad — confirmed on list

3.4 Focus Group Candidates

- A. Sean Harrington — Historical Society; deep local history knowledge for tracking past hazard events
- B. Scott Swinnerton — Builder; construction and infrastructure perspective
- C. Rick Ledoux — Equinox Preservation Trust; on-the-ground knowledge of water flow off the mountain
- D. Donald Brody — Strong historical knowledge of the village

4.0. Hazard Mitigation Goals Homework

The Commission reviewed the six goals from Manchester Village's 2017 Hazard Mitigation Plan. Members were assigned homework to consider tweaks or rewrites before the next meeting. Examples from Benson, Shoreham, and Brandon were shared for reference (links to be included in the Google Docs folder).

4.1 Preliminary feedback from the discussion:

Goal 3:

The word "program" felt awkward — "plan" may better reflect how DPW maintenance and infrastructure management works in practice.

Goal 6:

The word "incorporate" was flagged; "align" was suggested to better convey that the hazard mitigation plan should work *in concert with* other village plans (e.g., the Main Street Master Plan).

Goal 7:

A proposed tweak to remove the public engagement requirement was gently pushed back on by BCRC — FEMA now requires annual review of the plan with documented public feedback, so this language needs to remain robust.

No decisions were made on October 16th 2026 — goals review is homework. Final discussion and any revisions will take place at the next Planning Commission meeting, October 21st, 2026, at 11:00 AM.

NOTE: The preceding meeting minutes utilized the recorded Zoom meeting and Zoom AI.