August 10th, 2026

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

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

Call to Order: 4:30 PM by Deck.

1. **Approval of the Agenda**

Motion: To approve the agenda.

Motion made by Mooney. Motion seconded by MacLaurin.

Motion approved, unanimously.

2. **Approval of the Draft Minutes (Annual, July 13th 2026)**

Motion: To approve of the draft minutes for the annual meeting, as submitted.

Motion made by Deck. Motion seconded by Swinarton.

Motion approved, unanimously.

3. **Approval of the Draft Minutes (Regular, July 13th 2026)**

Motion: To approve of the draft minutes for the regular July meeting, as submitted.

Motion made by Deck. Motion seconded by MacLaurin.

Motion approved, unanimously.

4. **Monthly Reports**

   a. **Road Commissioner**
   Lewis reported that one of the Roads Specialists in the Highways Department had recently resigned, and that the Village was now looking for a new hire. VanDerWielen noted 21 applicants for the job just since the past week, adding that he believed the role would be filled within the month. Lewis also reported that Alan Mowrey had lined up the 40-year-old grater Village owned for a sale, the proceeds of which would assist in paying for the new utility vehicle authorized for purchase under the new budget.

   b. **Tree Warden**
   Lewis reported on the condition of the new crabapple trees in front of the Equinox Junior, noting that they would need new mulching and water bags to assist with their acclimation process. Lewis also reported that he was in the process of selecting a new holiday tree for this year. Swinarton noted a series of beech trees along Prospect and Taconic which appeared to be diseased. A short discussion on the health of the street

trees ensued. Lewis offered to inspect the trees and direct attention to Kyle Zecher or Joe Blair to see what might need to be done to bring them back to health.

c. Village Manager

VanDerWielen reported on recent efforts in Village administration. Significant time had been spent in the previous month preparing documents for and working with Sullivan & Powers to prepare this year's financial review. Additionally, taxes had been mailed at the end of July and collections had begun, with 1/6th of tax revenue already having been received. He also noted recent work with the Planning Commission on the new Local Hazard Mitigation Plan and on a new Main Street Master Plan, both with BCRC's assistance. Finally, VanDerWielen noted that the Winter Market Committee would hold its first meeting the following week and emphasized the need to appoint its members.

d. Zoning Administrator

VanDerWielen reported on the Zoning Office, noting a handful of recent permits and a zoning violation case. A short discussion on the zoning violation ensued, with VanDerWielen noting that it had been resolved as of that morning with the collection of a fine and a new set of permitting documents. VanDerWielen mentioned again the projects currently being worked on by the Planning Commission, as well.

e. Treasurer & Tax Collector

VanDerWielen reported on the Village finances, presenting the balance sheet, expenditure report, account balances report, and budget status report. ~$105,000 in taxes had been collected so far ahead of the September 17th due date. Mooney asked about other revenues. VanDerWielen presented the status and explained the source of all other revenues for the year. The largest expected draws on Village funds for the remainder of the FY included the costs of winter maintenance and the purchase of the new utility vehicle. VanDerWielen also noted that he and McClintock would be working to reimburse the correct fund for the Village's recent inter-fund loan this month, ahead of the October deadline.

f. Clerk

Brodie noted no updates from the Clerk's Office.

5. Review of 2024 Financial Review by Sullivan & Powers

Deck introduced the topic of discussion and opened the floor to VanDerWielen to present. VanDerWielen gave an overview of the report itself and noted that he hoped that members of the Board would take more time to review before the next meeting, considering its detail. Brodie commented that after reviewing he believed it was a good and healthy report. MacLaurin asked about the timing of the next audit, which is set for 2028. It was resolved that the Trustees would review the report in the interim and that discussion would resume at the next meeting should any questions or concerns need to be addressed.

6. **Review of Draft RFP for Street Tree Inventory**

   VanDerWielen presented a draft RFP for the Street Tree Inventory project, noting that he was hoping to send invites to apply the next morning so as to give applicants a month to respond ahead of the Board's review in September. Lewis asked if tree tagging was part of the scope of the proposed work. VanDerWielen confirmed that it was. The last comprehensive tree tagging was performed in 1994 and recordkeeping of the exact number, type, and condition of the trees had since become scattered. The Village had budgeted $14,250 for this year's project.

Motion: To approve of draft RFP for a street tree inventory.

Motion made by Deck. Motion seconded by Mooney.

Motion approved, unanimously.

7. **Discussion on the Use of Police Cameras Within Manchester Village**

   Deck introduced the topic of discussion. Lewis recalled that the topic had been on national news coverage and social media in recent months. Deck noted that he hoped that the Trustees would consider revisiting the matter after having approved the placement of a set of Flock cameras several years prior. Deck expressed a belief that due to changing public sentiment and given the history of the Flock firm that the time was right to re-review the Village's position on the matter. MacLaurin noted that the use of such cameras was common practice in the United Kingdom and that the practice was increasingly normal in the U.S. Swinarton asked about the specific use of the cameras and their utility for the local police department. A short discussion on the matter ensued. No action was taken, although possible action was reviewed. It was resolved to table to topic until the next meeting, to allow the Trustees and Village staff time to perform additional research on the matter.

8. **Appointments of Members to Winter Market Advisory Committee**

   Deck introduced the need to appointment members to the Winter Market Advisory Committee. VanDerWielen introduced the names of several potential members recently nominated.

Motion: To appoint Sarah McClintock, Patricia Haubner, and John Burnham to the Winter Market Advisory Committee.

Motion made by Mooney. Motion seconded by Deck.

Motion approved, unanimously.

9. **Public Comments**

   There were no public comments.

10. **Old Business**

Deck noted an ongoing discussion about preserving the mile market. Mooney noted her interest and offered several ideas. VanDerWielen noted that he had also spoken to the Manchester Historic Society about becoming involved and that the Village had budgeted $1,500 to the project. It was decided to wait for specific recommendations from the Historic Society.

Mooney noted that she was working on obtaining a quote on providing some lettering on the marble rock at the intersection of Union and Main Streets. New updates were pending.

11. New Business

No new business was discussed.

12. Executive Session

Motion: To enter executive session to discuss pending or probable civil litigation.

Motion made by Deck. Motion seconded by Swinarton.

Motion approved, unanimously.

The Trustees entered executive session at 5:18pm.

Motion: To exit executive session to discuss pending or probable civil litigation.

Motion made by Deck. Motion seconded by Swinarton.

Motion approved, unanimously.

The Trustees exited executive session at 5:36pm.

Adjournment: 5:37 PM, *de facto*.

The next regular meeting of the Board of Trustees will be held at 4:30 PM on Monday, September 14th, 2026.

Respectfully submitted,

Curan VanDerWielen, Village Manager