September 14th, 2026

Members Present: Jim Lewis (Acting Chair), 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 Lewis

1. **Approval of the Agenda**

Motion: To approve the agenda.

Motion made by MacLaurin. Motion seconded by Mooney.

Motion approved, unanimously.

2. **Approval of the Draft Minutes of August 10th, 2026**

Motion: To approve of the draft minutes, as submitted

Motion made by Mooney. Motion seconded by MacLaurin.

Motion approved, unanimously.

3. **Monthly Reports**

a. **Road Commissioner**
Lewis reported that the Village had recently hired a new Roads Specialist, Derek Drolette, who would begin on September 28th. Otherwise, operations were continuing as normal. Lewis also noted that Alan Mowrey might be out for a few weeks later in the Fall. VanDerWielen added that the department was preparing to purchase its new utility vehicle, probably in October.

b. **Tree Warden**
Lewis reported that he had inspected tree damage reported in the previous meeting, but that the reported beech trees turned out to be dead ashes affected by emerald ash borers. These ashes were safe to remain standing and would be removed over time as budgetary resources allow. Lewis also reported that he had selected a white fir for the new Holiday Tree, adding that it would be planted within the next month. A short discussion on its placement on the Village Green ensued. It was resolved to retain the existing planting arrangement, but to remove a small dying crabapple tree on the Green. Lewis asked VanDerWielen about the status of several plantings planned for Main Street. VanDerWielen noted that it required coordination with a resident who had pledged to assist in their planting, and promised to create a program for their planting by the time of the next meeting.

c. **Village Manager**
VanDerWielen reported on recent efforts in Village administration. Most work hours had been directed towards receiving, recording, depositing, and answering inquiries about property tax bills, which were due September 17th. VanDerWielen noted that no tax receipts had been received from Cotality, the largest mortgage escrow servicer for the community. This entity represented close to 20% of all residential properties within the Village. McClintock and VanDerWielen agreed to reach out to Cotality the next morning to ensure that timely payment was received. VanDerWielen also noted continued efforts towards creating a Winter Market in December, and that he would begin updating the office's IT equipment, starting with the purchase of new laptops in October.

d. **Zoning Administrator**
VanDerWielen reported on the Zoning Office, noting a handful of recent permits. VanDerWielen also reported on recent work performed by the Planning Commission. The ongoing PUC case with AT&T was in negotiation, however, new materials had recently been received for their review. The Commission would be reviewing them as a group on Wednesday. In addition, the Commission scoping out its Local Hazard Mitigation Plan update and would be engaging in November on work for the Main Street Master Plan.

e. **Treasurer & Tax Collector**
McClintock reported on Village finances, presenting reports on account balances, the balance sheet, expenditure reporting, and tax collection reporting. The Village was close to 60% of all tax receipts having been received. VanDerWielen reported that the final two major expense categories needing to be fulfilled for the year included the new utility vehicle mentioned earlier and the aggregate cost of winter maintenance. McClintock also noted that her and VanDerWielen would be handling all the annual fund transfers on November 1st.

f. **Clerk**
Brodie noted no updates from the Clerk's Office.

4. Final Review of 2024 Financial Review by Sullivan & Powers

Lewis introduced the topic of discussion and opened the floor to VanDerWielen to present. VanDerWielen gave an overview of the report itself and asked for questions or comments in the interim since the last meeting, during which the report was introduced. Brodie noted a question about methodology in accounting for the funds. VanDerWielen noted he would follow up with Sullivan & Powers for an answer. Brodie then commented that he believed the report appeared sound and saw nothing outstanding to discuss. McClintock concurred. No action was taken.

5. **Review and Selection of Proposals for Village Tree Inventory and Management Plan**

   VanDerWielen presented a draft RFP for the Street Tree Inventory project before noting three responses to the RFP received over the past month. These came from Greater Heights out of Bennington, SavaTree out of Jamaica, and Bartlett Tree Experts out of Dorset. VanDerWielen presented all three proposals and noted several distinctions between them. A discussion ensued concerning the three proposals received. The respective costs and differences in scope were taken into account. In addition, previous working experience was also considered. After significant discussion, it was decided that Bartlett would be most appropriate considering all factors taken into account.

Motion: To select Bartlett Tree Experts' Proposal for the Tree Inventory and Management Plan

Motion made by Lewis. Motion seconded by Swinarton.

Motion approved, unanimously.

6. **Opening of Bids for 2026 GIA Stormwater Infrastructure Project**

   Lewis introduced the topic if discussion and asked VanDerWielen if the only bid was that received by Hermann Construction. VanDerWielen confirmed that it was the only bid. The bid came it at $3,5000 for the project, which would be significantly below budget. Swinarton asked about the nature of the project. A short discussion on the project and the Grants In Aid program ensued.

Motion: To accept the bid for $3,500 from Hermann Construction for the 2026 GIA Stormwater Infrastructure Project

Motion made by Swinarton. Motion seconded by Mooney.

Motion approved, unanimously.

7. **Discussion on Political Signs in Manchester Village**

   VanDerWielen introduced the subject matter, presenting a memorandum he had prepared on the subject. Political Signs had been of serious discussion at recent Selectboard meetings in Manchester Center, and Brodie had asked VanDerWielen to prepare a review should the debate spill over to Village. Brodie added that he had spoken with several persons at Town Hall on the matter and it appeared there was significant pushback on their regulations, though the Village's differed significantly. No action was taken.

8. **Public Comments**

   There were no public comments.

9. **Old Business**

   Lewis opened the floor to discuss police cameras. A short discussion on the matter ensued. MacLaurin expressed that the use of the cameras did not concern him. Mooney and Lewis noted some concern over the Flock company operating the cameras. Brodie noted that a single camera in question was on a Village light post and that the Trustees had the authority to remove the camera in coordination with the police department. Swinarton offered that the discussion was ongoing in Manchester Center and that it might be best to table discussion until further decisions were made there. It was resolved to table discussion to see what further action was taken by Manchester Center.

   A short discussion on the marble rock and preserving the mile marker ensued, both outside the Equinox Junior shops. It was resolved to table discussion to a future meeting.

10. **New Business**

    Lewis asked if there were any reports about pending or probable civil litigation. VanDerWielen noted no updates on any.

Adjournment: 5:14 PM.

Motion: To adjourn.

Motion made by Mooney. Motion seconded by Swinarton.

Motion approved, unanimously.

The next regular meeting of the Board of Trustees will be held at 4:30 PM on Monday, October 5th, 2026.

Respectfully submitted,

Curan VanDerWielen, Village Manager