

**VILLAGE OF MANCHESTER  
P.O. Box 482  
MANCHESTER, VERMONT 05254**

**Regular Meeting  
Village Board of Trustees  
Monday, January 5, 2015  
4:30 p.m., Village Offices  
45 Union Street**

**Present: President Brian Knight, Trustees Tom Dyett, Jim Lewis, Ramsay Gourd, and Andrea Ross, Treasurer Julia Arvin, and Administrative Officer Eric Scott**

**Also present: Mr. Donald Brodie**

**President Knight called the meeting to order at 4:35 p.m. and asked for a motion on the minutes of December 1, 2014. Trustee Gourd moved to approve the minutes, as submitted, seconded by Trustee Lewis and unanimously voted.**

**Under reports, Trustee Gourd reported that Village use of salt is about on par so far this year. He also advised that, since we postponed the repaving of River Road because it got too late in the season, perhaps we should get bids on grinding down the pavement (reclaiming) and putting down a thicker coat. Alan believes it would be a much better job and last a lot longer.**

**He also advised the Trustees that the lights in front of the Equinox Jr. Shops have been repaired.**

**Lastly, he reported that Alan had had a small accident at the corner of Seminary Avenue and Route 7A. He had his strobe lights on, and his directional signal on indicating he was making a left-hand turn. He followed Village procedure and called the police. The Village will obtain a copy of that report.**

**President Knight queried about the work that had to be corrected on Dillingham Avenue. Trustee Gourd advised that the bills were not that much. It was therefore decided that the Trustees would take no further action.**

**Under the administrator's report, Eric advised the Board that he had inspected the event barn at the Inn at Manchester and had given them a Certificate of Occupancy.**

**He also has ordered a database program from Microsoft called MS Access.**

**The Treasurer reported that there are seven (7) properties with outstanding taxes. She asked if the Board had received the latest financial figures from Accountant Ron Smith. All had gotten them.**

**Under other business, Trustee Lewis asked about the site plan for the Pines property on Franklin Street. Eric reported that the Village has not received one yet.**

**At 5:00 p.m., Trustee Gourd moved to go into executive session, seconded by Trustee Lewis.**

**The Trustees came out of executive session at 5:13 p.m. Trustee Gourd moved to approve the job description for the position of secretary to the Board of Trustees as it pertains to hours, salary range, skills, etc., as well as the draft of the advertisement. The initial committee that will look over the applications received will be made up of Andrea Ross, Melissa Greason, Julia Arvin and President Knight. Trustee Lewis seconded the motion and it was unanimously voted. The full Board of Trustees will make the final decision on the position.**

**The next meeting will be on Monday, February 2, 2015 at 4:30 p.m. in the Village Offices.**

**Trustee Gourd moved to adjourn at 5:20 p.m., seconded by Trustee Lewis and so voted.**

**Melissa S. Greason, Secretary**