



# Village of Manchester, Vermont

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## MINUTES

### Regular Meeting

Village of Manchester Board of Trustees

Monday, February 5, 2018

4:30 p.m., at the Village Offices, 45 Union Street

**In attendance:** President, Brian Knight; Trustees: Jim Lewis and Bill Mariano;  
Secretary/Assistant Clerk & Treasurer, Missy Johnson

**Absent:** Trustees: Andrea Ross and Tom Deck; Clerk, Treasurer and Tax  
Collector, Julia Arvin

**Public:** Marian Haines and Richard Moore

President Knight opened the meeting at 4:30 pm.

Trustee Lewis motioned to approve the minutes of the January 8<sup>th</sup> meeting with an amendment to the date mentioned in line 2 (from November 6, 2017 to December 5, 2017.) Trustee Mariano seconded the motion and all voted in favor.

Trustee Mariano motioned to approve the State of Vermont Liquor License Renewal Applications for the following businesses:

The Inn at Manchester  
The Ekwanok Country Club  
Café Sora at the Southern Vermont Art Center  
The Taconic Hotel

Trustee Lewis seconded the motion and all voted in favor.

President Knight presented his update:

1. The Village is in receipt of a complaint from a resident. As the matter involves personnel, it will be taken up in Executive Session.
2. There was continued discussion on holiday decorations. President Knight made an informal recommendation that those interested should bring a proposal to the Planning Commission. The Planning Commission could formalize a plan and propose an amount for a budget item.
3. Maintenance on the Village fire truck shed was discussed.
4. The Development Review Board is in the process of tackling some major issues regarding revisions to the bylaws. The Board of Trustees recognizes the importance of the role of the DRB and encourages the board to be conscientious and careful in their

work. The procedure for the review of the bylaws once the DRB is finished with its revisions was discussed.

**Reports:**

**Roads and Trees (J. Lewis);**

- a. It has been a challenging month with snow and ice storms. It is estimated that salt expenses will exceed the budgeted amount. There is no estimated amount at this time as it will depend on the weather for the next couple of weeks.
- b. Bids for the tree work are going out this week.
- c. Developing a contingency plan in the case of worker injury or illness was discussed briefly.
- d. It was noticed that there is a lack of police presence in the Village. Speeding on West Road is becoming an issue again. Our test enforcement program with the Town of Manchester Police Department has ended. Those with concerns are urged to contact the Town of Manchester Police Department directly.

**Treasurer/Tax Collector (J. Arvin);** the monthly financial reports were distributed. It is clear that expenses are going to exceed the budget. This year's funding for the rock wall may need to be used to offset the cost of road salt. All were urged to watch spending. Again, an increase in taxes next year is warranted to cover the number of projects coming up.

**Administrative Officer (E. Scott)** – Verbal report through President Knight: the Bylaw revisions are being worked on. No new applications have been received.

In Other Business, the assistant clerk submitted the annual state Certificate of Highway Mileage for approval. President Knight motioned to adopt the slight correction proposed by the state making the total mileage of class 1, 2 and 3 roads for the Village of Manchester 9.107. Trustee Lewis seconded the motion and all voted in favor.

At 5:17 pm, Trustee Mariano motioned to go into executive session to discuss a personnel matter. Trustee Lewis seconded the motion and all voted in favor.

At 5:27 pm the Trustees came out of executive session. President Knight motioned to seek legal counsel regarding the letter received from a resident. It was also determined that President Knight would work with counsel to develop an appropriate response to the letter. The letter will be distributed to all trustees via email. Trustee Lewis seconded the motion and all voted in favor.

There being no further business, Trustee Lewis motioned to end the meeting. President Knight seconded the motion and all voted in favor. The meeting ended at 5:29 pm.

The next Regular Meeting of the Board of Trustees is scheduled for Monday, March 5, 2018 at 4:30 pm.