

**VILLAGE OF MANCHESTER**

**MANCHESTER, VERMONT 05254**

**Minutes**

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

**Present:** President Brian Knight, Trustees Tom Dyett, Jim Lewis, Andrea Ross and Ramsay Gourd. Clerk/Treasurer/Tax Collector Julia Arvin

**Absent:** No officials were absent from this meeting

**Also Present:** Mr. Donald Brodie, Ms. Ann Jackson, Ms. Sheila Childs, Ms. Peg Gregory and Mr. Michael Veitch

President Knight called the meeting to order at 4:30 pm and asked for a motion to approve the minutes of April 8, 2015. Trustee Lewis moved for approval of the minutes as submitted and Trustee Gourd seconded the motion and so voted.

The board agreed to proceed out of regular order of the agenda in order to hear those present who were concerned with three (3) separate special event permits. The following permits were approved:

- DiBlasio/Arvin high school graduation event: Permit approved unanimously.
- Vermont Craft Council Studio Tour: approved unanimously.
- United Counseling Service (“UCS”): UCS’s special event occurring in September 2014 was discussed by the board and comments were taken

from representatives from UCS. The Board expressed some concern about the event as the Village of Manchester received a number of negative comments regarding last summer's event – specifically regarding where attendees parked their vehicles. Representatives from UCS stated that the event was bigger than anticipated last year and that they had placed teens in charge of parking who were not authoritative enough with the attendees in directing the parking. (Subsequently, attendees parked along the West Road and High Fields Lane inconveniencing local residents and potentially creating a hazardous situation.) The group assured the Trustees that they will be making changes to the event plans and will have adults handling the parking at this year's event. They also mentioned the possibility of an additional police officer on site. The Trustees were satisfied with the changes proposed and it was expressed that the organizers had learned from the issues last year and were now better prepared to handle the crowds.

Trustee Gourd moved to approve the special event permit with the condition that there be no parking on the side of West Road or High Fields Lane. Trustee Lewis seconded and so moved.

### Reports:

Roads & Trees (R. Gourd): Written report was distributed and reviewed. Trustee Gourd and Alan Mowrey have been talking about the status of projects in fiscal year 2014/2015 ("this year") and what projects are on tap for fiscal year 2015/2016 ("next year".)

- A modified paving project on River Road will be completed this year. This will be followed by a full repaving next year.
- The Union Street Bridge project will be completed next year. A grant application has been completed and submitted for the Union Street Bridge project. If granted, it will provide up to \$175,000 for a project that is estimated to cost \$225,000.
- Approximately \$10,000 will be spent on the River Road rock wall this year.

- The purchase of an Avant machine that would be useful for a number of projects including snow blowing is also on the budget list for the highway/road department.

Other, smaller, projects include a curb reset near Orvis and a major drainage project on River Road. The smaller projects are expected to cost approximately \$16,000.

The request for bids on tree work were due on April 27, 2015. We received one bid back from Trees Incorporated and it is \$2,000 over what was budgeted.

The company that completed an inspection of the Village Office has been contacted and reminded to prepare a report/estimate on mold remediation. They have assured they are preparing the information and it will be forthcoming.

The Trustees discussed the above listed budget items and it appears that the necessary expenditures will be possible. Trustee Gourd and Mr. Mowrey will finalize the budget once the April numbers have been finalized.

**Zoning and Planning** (written report submitted by E. Scott):

The report was read out loud by President Knight. There was brief discussion about the “construction” access at the rear of the event barn at The Inn at Manchester. This issue will be passed to Zoning/Planning for further action if necessary.

There have been a number of concerns voiced over the height of the Taconic Hotel building (“Hotel”). The height may need to be verified. Eric Scott recently made a site visit and talked with the engineers and they did discuss the height of the building along and the concern of residents was conveyed. Other issues regarding this permit include a pending addendum to the permit regarding building #2. The Trustees discussed that the hotel, in its current building phase, may appear to be overly tall but that once the building is completed it may not look as tall. This matter is to be passed to the Development Review Board (“DRB”) for discussion and analysis. The Board of Trustees will await a report from the DRB before taking any action. It first needs to be determined if there is a violation. It was determined that any and all concerns about the Hotel will

be addressed/forwarded to Eric Scott. Additionally, it was discussed that there could be issues with the definition of “grade” in the bylaws and the DRB should be aware of this issue.

Treasurer/Tax Collector (J. Arvin): Solid figures are needed for the budget soon. The deadline for the end of the year written report is the third week of June. Meaningful work can be accomplished on budgets once the April numbers are completed (likely before May 15.) Working meetings between staff and Trustees were scheduled. The budget was scheduled to be finalized by May 29, 2015.

The Health Care Reimbursement Accounts (“HRA”) were discussed. Because the HRA account works on a calendar year it does not line up with the Village’s fiscal year. The town will need to deposit the full \$5,000 necessary to fund the HRA and remaining funds not used in the calendar year will be refunded. In the past, the accounts have been utilized by about half.

Missy Johnson, the incoming secretary/assistant clerk, is being added as a signer on the town’s bank accounts

The end of the year tax report was submitted and reviewed. There are more properties in the “outstanding” category. There are five new properties and two properties that have had ongoing tax issues. Possible trends were discussed.

Legal: There were no legal issues to report

Liquor License Renewals: None

Other Business:

Trustee Knight discussed a report that is being worked on which, when completed, will provide the town with information on the number of homes, residents and voters in the community. A draft report was recently submitted. A second draft of the report is being worked on.

**Trustee Gourd then moved to go into executive session to discuss personnel matters, Trustee Lewis seconded and so voted. The Board went into executive session at 5:17 pm.**

**The trustees came out of executive session at 5:26 pm. Trustee Gourd motioned to provide Eric Scott/Administrative Officer an increase in his rate of pay to \$22.00/hour effective June 1, 2015. Trustee Lewis seconded. All were in favor.**

**There being no further business, Trustee Gourd moved to adjourn at 5:15 pm, seconded by Trustee Lewis and so voted.**

**Respectfully submitted,**

**Missy Johnson, Secretary**