



# Village of Manchester, Vermont

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## Regular Meeting

Village of Manchester Board of Trustees

Tuesday, July 5, 2016

4:30 p.m., Village Offices

45 Union Street

**In attendance:** President, Brian Knight; Trustees: Jim Lewis and Tom Deck

**Absent:** Trustees: Tom Dyett and Andrea Ross; Clerk/Treasurer and Tax Collector Julia Arvin

**Public:** Donald Brodie

President Knight called the meeting came to order at 4:28 pm as a quorum was established and time was an issue as Trustee Deck had another meeting to attend this evening.

Trustee Deck motioned to approve the minutes from the Regular Meeting of the Board of Trustees held June 6, 2016. Trustee Lewis seconded the motion and all voted in favor.

### 1. President's Update:

- Section IV of the Ordinances has passed the adoption phase of approval and is now official pending the BOT approval of the fees and appointment of the administrator. President Knight motioned to adopt the fees associated with Section IV of the Village of Manchester Ordinances as proposed by Administrative Officer Eric Scott and to appoint the administrative officer as the administrator of the fees and permits associated with this ordinance. The fees proposed are:

Hospitality Business	\$50.00
Resident Special Event	\$25.00
Temporary Sales	\$10.00 (if permit is necessary)
Itinerant Vendor	\$25.00

Jim Lewis seconded the motion and all voted in favor.

- Clerk/Treasurer Julia Arvin is looking into revenue expected from the Town of Manchester Police Department Village patrol program from the tickets issued. More information will be forthcoming at the next meeting. The report recently submitted from Chief Hall was reviewed.

- **There was a quick review of the budget for the coming year.**

**2. Reports:**

- a. Roads and Trees (B. Knight for J. Lewis): the highway garage was damaged by last week's hail storm and an insurance claim is being filed.**
- b. Treasurer/Tax Collector (J. Arvin): Financial reports were previously distributed by email and are on file at the Village of Manchester office– Ms. Arvin was not present to present.**
- c. Administrative Officer (E. Scott) – the written zoning report was previously distributed by email and on file at the Village of Manchester office.**

**3. Other Business: nothing discussed**

- 4. Executive Session: At 4:40 pm a motion was made by Tom Deck to go into executive session to discuss appointments to be made at the upcoming annual meeting. Jim Lewis seconded the motion and all voted in favor.**

**At 4:50 pm President Knight motioned to end the executive session, Trustee Lewis seconded the motion and all voted in favor. A complete list of those seeking re-election and those to be appointed and reappointed to the Development Review Board, Planning Commission, Design Advisory Committee and Development Review Board Alternates is on file at the Village of Manchester office.**