

VILLAGE OF MANCHESTER

MANCHESTER, VERMONT 05254

**Regular Meeting
Village Board of Trustees
Monday, July 6, 2015
4:30 p.m., Village Offices
45 Union Street**

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

Absent: There were no Trustees absent

Guests: There were no guests at this meeting.

President Knight called the meeting to order at 4:30 PM

1. Approval of minutes for:

- Regular Meeting of May 4, 2015: The minutes for this meeting were approved with a change to page two. The correct amount of the grant for the Union Street Bridge is \$175,000. Trustee Lewis motioned for approval of the minutes with that change and Trustee Gordon seconded the motion. All voted similarly.
- Regular Meeting of June 1, 2015: Trustee Gourd moved to approve the minutes as submitted and Trustee Ross seconded. So voted.
- Special Budget Meeting of June 19, 2015: The first paragraph of these minutes will be deleted. Additions to the minutes include: 1) Road Forman, Alan Mowrey will receive a 5% raise retroactive to May 1, 2015 (this is part of the budget), 2) There will be a \$9,000 transfer made from the Permits and Fees account to the General Fund (included in the budget) and, 3) The Heavy Equipment Fund will not be funded during the 2015/16 Fiscal Year

(this is included in the budget amounts.) Trustee Lewis motioned to approve the minutes with the above mentioned changes and Trustee Dyett seconded and so moved.

2. Reports:

A. Roads, etc. & Trees (R. Gourd): There was nothing major to report. The River Road paving looks good. Trustee Gourd commended the road crew and expressed what a great job they have done during his tenure. He further stated: "It has been a pleasure to work with Alan and Adam."

B. Treasurer/Tax Collector (J. Arvin): There has been nothing more collected in overdue taxes since the last update.

There was an error in Melissa Greason's bio in the Annual Report. Personal apologies have been made and Brian will correct the mistake at the annual meeting.

The board was notified that it is necessary at this point in time for Missy to work more than the average three hours per day, Mon – Thurs. This information was provided as notification only as any effect on the budget will be negligible.

As we are now in the beginning of the new fiscal year and the end of the tax year, a proposed short term loan from the Heavy Equipment Fund to the General Fund was requested.

Clerk/Treasurer/Tax Collector Arvin proposed the amount of \$60,000 now with additional funds possibly required in the near future depending on the rate of receipt of the property taxes. The Town of Manchester has been contacted about printing the tax bills. Tax bills will go out at the end of July. Trustee Gourd motioned to permit the loan for \$60,000 and Trustee Lewis seconded and so moved.

Clerk/Treasurer/Tax Collector Arvin provided information on the second payment of the highway allotment from the Town of Manchester. The amount of the allotment was \$4,632.12. The

amount budgeted is \$11,000.00. The amount was based on the town's budget and it was exceedingly difficult to gauge just how much the allotment would be.

- C. Administrative Officer (E. Scott) – Written Zoning Report: President Knight requested that the written reports be provided to all trustees prior to the meeting so they have time to review it. The report was reviewed. No questions were posed on the content except for the new permits and the underlying ordinance supporting the permits. Three applications are currently replacing the previous application(s). Changes include: obtaining knowledge that neighbors have been informed prior to an event, and permits must be received in the Village Office 45 days prior to an event. The changes were prompted by recent undesirable developments occurring after a permit was granted (to avoid future possible challenges.)

Questions and concerns about the process and the underlying ordinance were many. It became obvious that the applications and the ordinance must be reviewed more carefully by the Trustees in order for discussions can take place on needed amendments. This matter will be added to agenda for the Regular Meeting of the Board of Trustees scheduled for August 3, 2015.

Because public knowledge of the changes to the applications for permits is a concern, a notice will be included in the tax bill scheduled to go out at the end of the month.

3. Legal: None

4. Liquor Licenses: None

5. Other business:

- Discussion on the upcoming annual meeting and the subsequent meeting to appoint officers, etc. The Trustees coordinated their schedules and assured that all are aware of upcoming meetings.

The Trustees reviewed the process according to the Village Charter.

- President Knight discussed the recent public hearing on the updated Equinox/HEI Act 250 plan. President Knight attended the meeting and established the Village of Manchester as an interested party.
- A list of list of holidays was reviewed and approved (list attached.)

6. Executive Session to Discuss Personnel Issues: There was no need for an executive session

Trustee Gourd moved to adjourn the meeting at 5:51 pm, Trustee Lewis seconded and so moved.

Respectfully Submitted
Missy Bell-Johnson, Secretary

Holidays for the Village of Manchester

New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

- Holidays are paid for all employees if they are scheduled to work on the day the holiday falls.
- Note: Should offices/facilities be closed for "snow days", employees affected will not be paid for that day. Time lost may be made up on another day or over a course of days.