



# Village of Manchester, Vermont

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## Regular Meeting

Village of Manchester Board of Trustees

Monday, August 5, 2019

4:30 p.m., at the Village of Manchester Office, 45 Union Street

**Present:** President, Brian Knight; Trustees, Jim Lewis, Bill Mariano, Nina Mooney and Richard Moore; Treasurer/Clerk and Tax Collector, Julia Arvin; Assistant Clerk/Treasurer and Secretary, Missy Bell-Johnson

**Public:** Donald Brodie, Anthony MacLaurin, Marian Haines

President Knight opened the meeting at 4:30 pm and welcomed the newest trustee, Richard Moore. He noted that a quorum was present.

Trustee Mariano motioned to approve the minutes with the following inclusion:

“The top of Ways Lane is a dangerous intersection and one the state is no longer allowing to be constructed. The Village could have piggy-backed on to the state project and altered the intersection at a cost of about \$5,000 to the Village. The state would have picked up the remainder of the cost.”

Trustee Lewis seconded the motion and all voted in favor.

Trustee Moore mentioned that minutes from the tax rate meeting were needed.

## Updates on Outstanding Issues:

- **BCRC Traffic Study:** President Knight mentioned that the Bennington County Regional Commission is sending representatives to the September BOT meeting to discuss the traffic study at Seminary/West Road and Route 7A. BBA provided a copy of their traffic study. President Knight will share the study with the trustees after he has had a chance to read it.
- **Bennington County Courthouse:** President Knight mentioned that there was nothing new to report about the Bennington County Courthouse. Trustee Mariano questioned the extent of the Town’s responsibilities for the maintenance of the building. Other questions were posed and discussed. No hard date for the handoff has been set.
- **Holiday Lighting and Lamp Post Retrofit Update & Bid Opening:** The two bids received were opened and discussed. Trustee Mariano motioned to accept Monument Electric’s

bid at it was the low bid. Marian Haines provided a recommendation as she had used their services in the past. Trustee Mooney seconded the motion and all voted in favor. President Knight asked Marian Haines for a description of what she wants to do with the lamp posts. Trustee Mooney recommended that a sample of what will be hung should be provided to the Village Office for viewing and to assist the BOT in its ultimate decision to approve the decorations. The reason all of the lamp posts were included in the bid was discussed. Trustee Moore asked, and it was agreed, that copies of bids be sent to all trustees when they go out so the trustees can be better informed.

President Knight stressed that everyone involved in this project be sensitive when speaking with the Garden Club. The Village has been very happy to receive their generous gift of holiday wreaths in the past. We need to make sure that we thank them and make sure to ask if they would like to participate with the new decorations and treat them in a courteous manner. It was mentioned that there have been people concerned about having artificial wreaths. Marian Haines spoke of the challenges she has faced in getting a meeting with the Garden Club and noted that the wreaths provided by the Garden Club were small. She also mentioned that she had a number of pledges for the holiday décor.

There was no President's Update.

Reports:

Roads and Trees: Trustee Lewis expressed his frustration in getting companies to bid on the River Road paving project. One bid, from Pike Industries, has been received. They did a commendable job on Brightwood and Witherall.

The crew will be putting in a new culvert on River Road, in conjunction with the paving project, in order to divert water that is pooling in this area. The project was budgeted for. There was discussion regarding the Village's responsibility for this project. Donald Brodie cited a Village Ordinance regarding the discharge of water onto a Village roadway. He added that when a culvert on Swan Lane in Manchester was installed, that he paid for the culvert despite the fact the location was in the ROW. Trustee Moore questioned whether the Village was requesting bids from out-of-state paving companies. Trustee Lewis answered in the affirmative. It was mentioned that Riverbend Drive will still have a problem and the Village is not completely taking away the issue – just a part of it. Some of the paving material from the River Road project will be used on Union Street. The illegal curb cut at Equinox on the Battenkill and the water from that area running onto Union Street was discussed.

Trustee Lewis mentioned a recent bid from Pike for the paving of River Road that totaled \$108,000. Alan is expected to complete the swale himself which is about \$9,000. The Village cannot hold Pike to the price on the bid. Trustee Mooney questioned whether the project needed to be done before winter? Trustee Lewis stated that Pike has reserved the asphalt so it will be done this year. Trustee Mooney agreed with the timeline as long as there is no overtime. Trustee Lewis motioned to accept Pike's bid as presented. President Knight seconded and so voted. Trustee Moore asked if the project is not started this year, would the Village have an out.

Trustee Lewis discussed the tree inventory and said bids would be going out around November for work to be completed during the winter. Anthony MacLaurin mentioned that the line painting

on Seminary needed to be refreshed. Weeds are also an issue at the roundabout near Shaws. It was explained that the round-about was in Manchester Center.

Marian Haines asked if there was an update regarding the roundabout in the Village. President Knight answered that the BCRC traffic study was discussed earlier in the meeting and indicated that the purpose of the study is to determine what, if anything, can be done about the issues in this area.

Trustee Lewis asked if anyone had seen an increase in traffic on Prospect and then asked Anthony MacLauren how the parking situation on West Union was. Anthony said all was fine.

Treasurer/Tax Collector: Ms. Arvin provided that the tax bills will go out on Tuesday. She did not provide the trustees with a tax collection report as no taxes were collected in the last month. She did distribute the Heavy Equipment Report and mentioned that the new truck is ready for customization. She also spoke of the timing of this year's HE Fund appropriation (October.) She asked for a motion to take Tom Dyett off the signature list with Berkshire Bank. Trustee Lewis motioned as requested and Trustee Mariano seconded and so voted.

The check signing policy was reviewed. New signers were discussed and it was agreed and unanimously voted that all of the trustees would be placed on the signature card with "all permission" with Berkshire Bank as follows:

Brian Knight  
James Lewis  
William Mariano  
Richard Moore  
Nina Mooney

Julia Arvin is also to be listed with "all permission", and Missy Bell-Johnson is to be added as "inquiry and check signing only."

Ms. Arvin spoke about a response to Keld Alstrup's question posed at the Annual Meeting regarding interest on the Village bank accounts. She provided a summary of the accounts and explained that the money market accounts were making .1% interest and the checking account did not make any interest. She mentioned frustration with finding a person at the bank to discuss the matter with. Trustee Moore offered to assist with this project and Ms. Arvin accepted the offer. Ms. Arvin wrapped up this discussion by saying she would get back to Keld Alstrup with a more firm answer as soon as one is available.

Ms. Arvin mentioned that the Village has financial policies in place. Hard copies of the policies can be made available if requested. A question regarding bonding was received and some research was done to provide the answer. There are no actual bonds for Village employees or officials but the liability insurance covers employees and officials actions resulting in fraud, theft and errors and omissions. Copies of this policy are also available.

Ms. Arvin appointed Ms. Bell-Johnson as assistant clerk and treasurer for 2019-20.

An update on the status of grants was provided.

**At 5:16 pm, President Knight motioned to go into executive session to discuss personnel matters. Trustee Lewis seconded the motion and all voted in favor.**

**Executive session ended at 5:39 pm. President Knight motioned to appoint and re-appointment members to the Development Review Board, the Design Advisory Committee and the Planning Commission as provided in a letter dated July 16, 2019 from the chairs of the Planning Commission, Development Review Board and the Design Advisory Committee. Trustee Lewis seconded the motion and all voted in favor.**

**The meeting ended at 5:40 pm.**

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***\*Note: the paving of this area after a Town of Manchester Water/Sewer project did not cost the Village anything other than labor in preparing the area for the pavement.***