



Village of Manchester, Vermont

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Draft Minutes

**Regular Meeting, Village of Manchester Board of Trustees
Monday, August 6, 2018, 4:30 p.m., at the Village Offices, 45 Union Street**

In Attendance: President, Brian Knight, Trustees: Tom Deck, Jim Lewis, Bill Mariano; Clerk/Tax Collector & Treasurer, Julia Arvin; Assistant Clerk/Secretary, Missy Bell-Johnson

Public: Richard Moore, Donald Brodie,

President Knight brought the meeting to order at 4:29 pm. Trustee Lewis motioned to approve the Regular Meeting Minutes from July 9, 2018. Trustee Mariano seconded the motion and all voted in favor. Trustee Mariano motioned to approve the minutes from the 2018/19 Village of Manchester Annual Meeting. Trustee Lewis seconded the motion and all voted in favor.

Two paving bids were opened for projects on Brightwood and Witherall. A third bid could not be obtained. Peckham's bid was \$92,906.00 and Pike's was \$74,421.25. Trustee Lewis motioned to table the awarding of the bid until a second round of bidding could be obtained. Trustee Deck seconded the motion and all voted in favor. Bid requests will be sent out to additional paving companies.

After reviewing the application, Trustee Mariano motioned to approve a Class I Liquor License for The Crooked Ram at 4026 Main Street. Trustee Lewis seconded the motion and all voted in favor.

President Knight mentioned that it was a relatively quiet month. He had spoken with some people regarding the projects on Main Street and they seemed pleased with the progress. Hermann Construction will be formally thanked by the Village of Manchester once the project is completed.

Trustee Lewis provided the Roads and Trees Update:

- The island portion of the Union Street/Route 7A intersection project is nearing completion. The Road Crew did a terrific job. Mr. Moore mentioned that the road was blocked in the southbound lane last week. He mentioned that the Equinox should have people out front directing traffic. Trustee Deck mentioned that he had been stopped 4-5 times by people parked in Route 7A in front of the Equinox Hotel. The extension of the driveway at the Equinox was discussed.

Julia Arvin provided the Treasurer/Tax Collector Update.

- **There was a transfer of funds from the Permits and Fees account to the general fund as budgeted.**
- **The tax bills were picked up and will go out this week.**
- **Questions regarding the increase in taxes were discussed. Richard Moore asked if the tax rate would go down next year. President Knight answered by saying that “we will not know until next year, but the likelihood of not having to spend the same amount on roads, sidewalks and walls is rather slim.” Ms. Arvin will provide some guidance to the office staff in anticipation of similar questions.**
- **No tax collection report was provided because there were no new taxes received.**
- **The Heavy Equipment Account update was provided. Money borrowed from this account will be paid back as soon as possible along with the allocation for this year.**
- **An update on the pending Open Records Policy was provided.**
- **Educational opportunities on budgeting were discussed.**
- **President Knight mentioned that the Village is in receipt of a notice from the Village attorney and rates are going up. He asked for cooperation in keeping control of this budget item.**

The Administrative Officer’s Report is available and on file at the Village office.

In other business, Trustee Deck posed a couple of questions regarding the budgeting process and asked the Trustees to think about a possible date change for the annual meeting. Discussion on these topics ensued and questions were answered by both President Knight and Treasurer Arvin. Factors which caused the increase in taxes this year were discussed. Trustee Lewis reminded all that the budget includes only projects that absolutely must be done. President Knight stressed the need to have all trustees and interested residents at the budget meetings.

At Mr. Moore’s request, President Knight provided an update on PILOT requests and the topic was discussed.

At 5:10 pm Trustee Deck motioned to go into executive session to discuss appointments. Trustee Mariano seconded the motion and all voted in favor.

At 5:32 pm Trustee Mariano motioned to come out of executive session and approve the appointment of committee and board members as proposed and presented by a joint letter from the Planning Commission, Development Review Board and Design Advisory Committee Chairs. Trustee Lewis seconded the motion and all voted in favor.

There being no further business, Trustee Lewis motioned to end the meeting. Trustee Mariano seconded the motion and all voted in favor. The meeting ended at 5:36 pm.

Respectfully Submitted,

**Missy Bell-Johnson
Assistant Clerk/Treasurer and Secretary**