



Village of Manchester, Vermont

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Regular Meeting
Village of Manchester Board of Trustees
Monday, October 3, 2016
4:30 p.m., Village Offices
45 Union Street

In Attendance: President Brian Knight; Trustees: Andrea Ross, Jim Lewis, Bill Mariano;
Clerk/Treasurer & Tax Collector Julia Arvin;

Absent: Tom Deck

Public: Donald Brodie

President Knight opened the meeting at 4:30 p.m.

1. Trustee Ross motioned to approve the minutes for the Regular Meeting of the Board of Trustees with the following change: "Road and Tree Report was made by Jim Lewis (not Brian Knight)." Trustee Lewis seconded the motion. The minutes, and agenda going forward will reflect this. All voted in favor of approving the minutes with this change.
2. President Knight asked to defer appointment of the Bennington County Regional Committee Representative (BCRC) and the member of the Design Advisory Committee (DAC) to executive session.
3. General Updates:
 - a. Bill Mariano stated that he is working with Orland Campbell to re-write Ordinance 10.5.3 regarding right-of-way issues.
 - b. Julia Arvin is working on developing a tracking system for the number and amount of traffic fines levied versus the amount of monies collected and expenses incurred.
4. President's Updates:
 - a. The Board of Trustees is working on determining if all employee benefit packages are in compliance with the new paid sick leave law effective January 1, 2017.
 - b. President Knight requested that the Board of Trustees review the monthly financial statements prior to the meeting and to ask questions and give input regarding the financial statements.
 - c. President Knight also asked the Board of Trustees to review the permit ordinance to determine if changes should be considered
5. Reports:
 - a. Roads and Trees (J. Lewis):
 - i. Gearing up for winter; salt and sand supplies are in good shape.

- ii. Alan will be out of work for 2 weeks shortly due to medical reasons.
 - iii. Trustee Lewis is pricing out switching from rock salt to a liquid product; the upfront cost could be high to retrofit our equipment but the on-going costs would be much lower.
 - iv. The sidewalk project on Main Street will be completed on October 4th – it looks great and is on budget.
 - v. The River Road project has been completed and was on budget.
 - vi. The Village does not have the funds to pave/work on Taconic but it should be considered for the 2017/18 budget.
 - vii. The Village's 50 year old chipper needs to be repaired (estimate \$1,900.00). The repair has been approved by Jim Lewis although Alan may not need to repair it before spring 2017.
 - viii. Route 7A from the Equinox to the Inn at Manchester needs some work; it was discussed that the Village may be able to obtain some state assistance. The 2017/18 budget should address this expense.
- b. Treasurer/Tax Collector (J. Arvin):
- i. Financial statements and Tax Collection reports were addressed.
 - ii. Tax collection is going well; 86% of monies collected.
 - iii. Reminder that the budget is very tight this year. We need to stay in budget on all lines.
- c. Administrative Officer (E. Scott) – Written Zoning Report – Reviewed by the trustees (submitted and on file)
- d. Development Review Board Report (A. Ross): no report.
- e. Planning Commission Report (T. Deck): not present, no written report submitted.
6. Trustee Ross motioned to go into executive session to discuss appointments. Trustee Mariano seconded the motion and all voted in favor at 5:58 pm.

The Trustees came out of executive session at 6:05 pm with the following recommendations:

- a. The Board of Trustees will develop guidelines to outline expectations for elected officials and committee members.
- b. Craig Power's recommendation for a new committee member for the Design Advisory Committee will be returned for submission to the Design Review Board. Should the Design Review Board accept his recommendation the Board of Trustees will then vote on placement of their nominee.
- c. Trustee Ross motioned to appoint Anthony McLaurin as the BCRC Representative for the Village of Manchester. Trustee Lewis seconded the motion and all voted in favor.

There being no further business, Jim Lewis motioned to adjourn the meeting. Bill Mariano seconded the motion and the meeting adjourned at 6:11 pm.

Respectfully Submitted,
Julia Arvin