



Village of Manchester, Vermont

PO Box 482
Manchester, Vermont 05254-0482
(802) 362-1515
villageofmanchester.com

Regular Meeting
Village of Manchester Board of Trustees
Monday, November 7, 2016
4:30 p.m., Village Offices
45 Union Street

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

Absent: Trustees: Andrea Ross and Tom Deck

Public: Donald Brodie

President Knight opened the meeting at 4:38 pm.

1. Bill Mariano motioned to approve the minutes from the Regular Meeting of the Board of Trustees held October 3, 2016. Jim Lewis seconded the motion and all voted in favor.
2. President's Update:
 - a. At President Knight's request, an update of the Right-of-Way project was provided by Bill Mariano.
 - b. The Trustees were asked to take another look at the Special Events Permit to see if additional changes are necessary.
 - c. A brief update on the Village Police Coverage program was provided. Additional information will be presented by Julia Arvin in the Treasurer/Tax Collector's report.
 - d. A brief update on the Bennington County Courthouse and its ownership and potential future was provided. The Village of Manchester is not getting involved with any discussions at this time. There is a record of correspondence between the Judiciary and the Town of Manchester and it is available for review if anyone is interested.
3. At the Design Review Board's recommendation, Trustee Lewis motioned to appoint Dana McCloskey to the Design Advisory Committee. Trustee Mariano seconded the motion and all voted in favor.
4. Reports:
 - a. Roads and Trees (J. Lewis):
 - i. The oil pan needs to be replaced on the new truck (\$800.00).
 - ii. Alan is working is working very light duty for the next several weeks.
 - iii. The new lawn mower is saving a lot of time on leaf clean-up

- iv. The quote from Townsend's General Home Repairs for the replacement of the roof (hail damage) of the Village Highway Garage was approved. The cost will be borne by our liability insurance carrier.
- b. Treasurer/Tax Collector (J. Arvin):
 - i. Ms. Arvin will be attending public records seminar in December
 - ii. Tax Revenue report was distributed and reviewed. Only 39 unpaid properties at this point.
 - iii. Financial reports look pretty good but we are over budget on Legal and Accounting.
 - iv. In October the Heavy Equipment Fund was paid back for the loan provided to the General Checking Account taken in September. The Heavy Equipment Fund was also funded for the 2016/17 fiscal year.
 - v. One of the budget challenges is health care costs. This line item was budgeted for aggressively, but the premium is currently coming in about \$6,000 under budget.
 - vi. Julia and Missy met with a representative from Vermont League of Cities and Towns/PACIF regarding keeping our liability premium down. Best practices were discussed. While it is unlikely that we will see a decrease in our premium, we will continue to work with VLTC in the coming months to make sure we are compliant with best financial practices based on our limited staff. President Knight recommend that the auditors may be utilized if needed.
 - vii. The Village Police Coverage program was discussed and an updated report pm expenses and ticket revenue was distributed.
 - viii. Information on a new state wide property parcel program distributed.
- c. Administrative Officer (E. Scott) – Written Zoning Report (submitted and on file).
 - i. The Planning Commission has completed its work on the Plan of Development. President Knight thanked the committee for a job well done. Draft copies of the Plan were distributed to each of the Trustees for review and comment. All comments must be submitted to Eric Scott by November 29th. The draft Plan will be on the BOT's December agenda for possible approval. This will be followed by a public hearing and then final approval by the BOT. The date for the public hearing is to be determined. Potentially, January 9th could be the final BOT approval and the Plan would take effect the next day.
- d. Development Review Board (A. Ross): No report submitted.
- e. Planning Commission (T. Deck): No report submitted.

5. Other business:

- a. Trustee Deck has proposed a date change for BOT meetings in the future from the first Monday of the month to the first Tuesday of the month. After discussion there was a consensus agreement that meetings should continue as scheduled – 1st Monday of the month at 4:30 pm.
- b. Vermont Public Radio has recently aired programs addressing the State Open Meeting Law. A reminder to the Trustees that discussions about Village business must be held in a warned meeting. Beware of social networking and use of the internet when discussing Village business.

There being no further business, Trustee Lewis motioned to end the meeting. Trustee Mariano seconded the motion and all voted in favor. The meeting adjourned at 5:22 pm.