



Village of Manchester, Vermont

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DRAFT MINUTES

Regular Meeting

Village of Manchester Board of Trustees

Monday, December 3, 2018

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

In Attendance: President, Brian Knight; Trustees: Tom Deck and Nina Mooney;
Clerk/Treasurer & Tax Collector, Julia Arvin; Assistant Clerk/Treasurer/Secretary, Missy Bell-Johnson

Absent: Trustees: Jim Lewis and Bill Mariano

Public: Marion C. Mueller, Arthur Short, Marian Haines, Richard Moore, Donald Brodie

President Knight opened the meeting at 4:30 pm. Trustee Deck motioned to approve the minutes from the last Regular Meeting of the Board of Trustees held November 5, 2018. Trustee Mooney seconded the motion and all voted in favor.

Adjustments were made to the agenda as follows:

- The Road Foreman's Update was postponed until the January meeting and will include discussion on potential truck repairs and bids for a new truck;
- Marian Haines' requests to have a section of sidewalk repaired and tree stumps removed was postponed for the January Meeting so that Trustee Lewis could be present.
- Continued discussion and possible approval to purchase solar traffic signs was also postponed for the January Meeting

Trustee Mooney commented on the purchase of a new truck and expressed concern in having all questions answered prior to the deadline for ordering same. Trustee Deck provided that the Road Foreman had information that would be brought to the meeting in January. The truck will need to be ordered in January at the latest. Richard Moore asked if a third party was asked for an opinion on the old truck. President Knight reviewed Village procedures for the "recycling" of Village trucks

Mr. Short from Village Glen provided the Trustees with a letter from the Village Glen Homeowners' Association approving the transfer of ownership of the Village Glen Road to the Village of Manchester.

Tom Deck distributed a handout on changing the fiscal year published by the Vermont League of Cities and Towns. The ultimate goals of changing the fiscal year is still being assessed. Julia spoke with the Village accountant and a representative from the Town of Manchester (who did the same thing a couple of years ago.) She also talked to the Vermont League of Cities and Towns about the subject. All thought there were advantages to having a shorter time when we have no income. The concern about the Grand List cannot be alleviated because the state controls the release of it and that date can be changed at any time.

President Knight presented a list of "Outstanding Issues" that the Trustees are working on and asked that the assigned trustees strive for meaningful progress with these matters. He clarified the issues and the assignments as follows:

- Potential Village Glen Road Adoption – assigned to Jim Lewis
- Fiscal Year End – assigned to Tom Deck
- Traffic at the "Library intersection" - assigned to Tom Deck
- Holiday Lighting – assigned to Nina Mooney
- Equinox Hotel Traffic/Parking Challenges – assigned to Bill Mariano
- Sidewalk Issues(repair & possible extension) – for the Trustees as a whole (budgeting matter)
- Overtime Policy – assigned to Julia Arvin

Ms. Arvin presented the Treasurer/Tax Collector report by distributing a report on taxes collected, the monthly report on Heavy Equipment Allocations, and A Summary of Vermont Wage and Hour Laws (booklet published by the State of Vermont Department of Labor). She continued by stating that 12 properties are currently outstanding which is on target with past years at this time. She mentioned that a monthly report on overtime will be provided at the monthly meetings going forward, and a line item has been added for overtime on the monthly financial sheets.

Ms. Arvin asked the Trustees if a change is warranted to the policy of requiring two signatures on checks for one thousand dollars or more and explained challenges the secretary has had in obtaining a second signature on payroll checks. She asked the Trustees to consider two possible solutions of 1) adding another signer, or 2) allowing payroll checks to require one signature only.

Ms. Arvin continued her report by discussing Village budgets in the state of Vermont. She recently reviewed budgets of several Vermont Villages with similar road mileage to the Village of Manchester. She kept in mind similarities and differences in municipality amenities. The result was a general view that Villages are more expensive than towns to maintain and she provided reasons for this fact. She stressed that when comparing the Village of Manchester with other municipalities that it is important to look past just the road mileage.

The postponement of the Budget Tutorial and the new date and time (Monday, December 10th at 4:30) was provided.

Under Other/New Business:

- **Marian Haines asked that the trustees acknowledge the death of Diana Olcott and updated all on the status of Marge Wilbur. She indicated that she had visited both women recently and felt she had left both of them with a feeling of hope that she could assist in keeping the amenities the Village is accustomed to (i.e. rock walls and marble sidewalks.)**
- **Ms. Haines mentioned that tree stumps in the right-of-way need to be ground down and commented that it makes the Village look unkempt.**
- **President Knight continued the discussion on Village amenities and mentioned that this was a Planning Commission item. The continued maintenance and potential expense of expansion of the rock walls and marble sidewalks boils down to the costs and what the taxpayers are willing to spend above that what is absolutely necessary.**
- **President Knight continued by discussing holiday decorations and his desire to see the Planning Commission approve a plan for moving forward with this concern. He expressed that the Planning Commission is the most important group the Village has as it sets the Village theme.**
- **Richard Moore brought up the recent Village Center Designation by the state and asked about potential grant money. President Knight explained that the properties in the Village Center and some private homes can benefit from this designation but the municipality will not necessarily benefit. Trustee Deck mentioned that Eric Scott was in the process of preparing a briefing on the designation, so further information will be forthcoming.**
- **Julia Arvin posed questions about holiday decorations at the town center. Marian Haines mentioned that the garland and wreaths are not real and this should be a money saving consideration for the Village as well.**
- **Marianne Mueller commented about the lack of an overtime policy. She also expressed a desire for the Village to inform the public when a meeting is rescheduled. She talked about the need for a newsletter, perhaps sent via email to people who are interested.**
- **Donald Brodie asked about the Village's new landlord and mentioned he had heard the Town of Manchester was taking over the County Courthouse.**
- **President Knight commented on the nature of public meetings. He stated that the secretary has a duty to record what took place at the meeting and that the minutes are a matter of public record and will be posted to the website. Anything that is said is going to be in the minutes. He urged all to be careful about what is said.**
- **Marian Haines discussed the prevalence of rumors and the necessity to obtain written confirmation of information. She mentioned a recent rumor circulating about Donald Brodie leaving the Development Review Board. Mr. Brodie assured the group that he was not leaving the board but that he was encouraging younger people to participate in all the boards/commissions, etc.**

There being no further business the meeting ended at 5:22 pm.

Respectfully Submitted,

Missy Bell-Johnson