

**Regular Meeting  
Village of Manchester Board of Trustees  
Monday, December 8, 2015  
4:30 p.m., Village Offices  
45 Union Street**

**Present:** President, Brian Knight, Trustees: Tom Dyett, Andrea Ross, Jim Lewis, Clerk/Treasurer and Tax Collector, Julia Arvin

**Absent:** Trustee, Tom Deck

**Guests/Visitors:** No visitors or guests were present

**President Knight called the meeting to order at 4:33 pm.**

- 1. President Knight motioned to approve the minutes of the last meeting of the Board of Trustees on October 5, 2015 as written. Trustee Ross seconded the motion. All voted unanimously.**
- 2. President's Update: This is a new portion of Board of Trustees meetings added to provide the Board with updates on matters that were handled since the last regular meeting.**
  - a. A letter was received from Donald Brodie voicing disapproval of use of the public address system on the Burr and Burton Academy football field on Sundays which may have been a violation of Village Ordinances. The matter was assigned to the Eric Scott, Zoning & Planning Administrator. Eric contacted BBA and there is no intention of using the PA system in a like fashion in the future.**
  - b. A letter was received from Marion Haines in advance of the holiday wreaths being delivered and attached to light posts around the Village.**

Last year, the Road Crew ran out of wreaths before they reached the post in front of Ms. Haines' home. This year the Garden Club, who has been kind enough to donate the wreaths for many years, was contacted and enough wreaths were provided for each light post in the Village. The Trustees would like to formally thank the Garden Club for their efforts with the wreaths for both this year and for years past.

- c. A Special Events Permit Application was received by the Southern Vermont Art Center for SolarFest, a music and educational gathering, to take place at the Art Center on July 17-19, 2016. In addition to completing the Special Events Permit Application, the Art Center was asked to insure that surrounding immediate neighbors would be informed of the plan to hold the festival. A list of neighbors was provided to the Art Center and Eric Scott will be checking the list to assure that it is complete. The approval or denial of this application will be addressed at the next regular meeting of the Board of Trustees to be held on January 4, 2016
  - d. The Planning Commission is proceeding very well on the revision of the Village Plan of Development. The final draft section of the project is scheduled to be completed this week. The finalized draft plan will still need to be submitted to the BCRC, Village Counsel and public hearing before it is adopted by the Board of Trustees.
  - e. Eric Scott is currently working on identifying concerns to Section IV of the Village Ordinances. This section addresses permitting procedures for various events. There is a possibility that there will be three different permit classifications with fees being waived for certain minor events. The "notification of neighbors" section of the application is likely to be a permanent change to the Special Events Application.
3. Reports:
- a. Road and Trees (J. Lewis):
    - i. The snow removal machine has been purchased for the sidewalks and it is undergoing some minor modifications.
    - ii. At this stage we have plenty of salt on hand.

- iii. The Union Street Bridge is approaching completion. The rehabilitation of the underside is scheduled to be completed this week. Hazardous materials (lead paint chips) were removed from the site and safely transported elsewhere for destruction. The bridge project should come in close to budget if not slightly under.
- iv. The River Road project has been delayed until the spring.
- v. The Road Crew is spending the next day or two cleaning up the road in front of the Taconic Hotel.

**b. Treasurer/Tax Collector (J. Arvin):**

- i. The Village borrowed funds from the Heavy Equipment Fund to make the first payment for the Union Street Bridge work. The amount of \$80,000.00 will be repaid to the Heavy Equipment Fund once the pre-approved state grant is received.
- ii. We received the State highway allotment in the amount of \$10,505.17.
- iii. The Town of Manchester has paid the first payment for tax appropriation for Village Highways and Sidewalks & Streetlights.
- iv. The Village received notice that the rent on the offices will not go up until possibly July.
- v. The Tax Collector's Report was distributed. There are 13 properties who have not paid. Taxes were recently received from Equinox Junior (3 years plus interest).

**c. Administrative Officer (E. Scott):** Written Zoning Report was reviewed. There were no questions or comments.

**d. Legal:** None.

**e. Other Business:**

- i. A letter was received from the Vermont Association of Chiefs of Police – the Trustees were invited to their luncheon. Trustees wishing to attend should let the secretary know.
- ii. Donald Brodie submitted a letter to the Board requesting that Bob Johnson be appointed to the Design Advisory Committee

**and as an alternate to the Design Review Board for a term to expire in July, 2016. Jim Lewis moved to appoint Bob Johnson as previously mentioned. Trustee Ross seconded the motion and so voted.**

**As there was no need to go into executive session, Trustee Ross motioned to adjourn the meeting. Trustee Lewis seconded the motion and all voted in favor. The meeting adjourned at 4:58 pm.**

**The next meeting of the Village Board of Trustees is scheduled for Monday, January 4, 2016.**

**Respectively Submitted,**

**Missy Bell-Johnson  
Secretary to the BOT, Assistant Clerk**