



Village of Manchester, Vermont

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MINUTES

Regular Meeting

Village of Manchester Board of Trustees

Monday, November 6, 2017

4:30 p.m., at the Village Offices, 45 Union Street

In Attendance: President, Brian Knight; Trustees: Tom Deck, Bill Mariano and Andrea Ross (by phone); Clerk/Treasurer and Tax Collector, Julia Arvin and Secretary, Assistant Clerk & Treasurer, Missy Bell-Johnson

Absent: Trustees, Jim Lewis

Public/Guests: Richard Moore, Marian Haines, Donald Brodie, Dorothy Casale

President Knight called the meeting to order at 4:34 pm and welcomed the guests.

Trustee Deck motioned to approve the minutes of the Regular Meeting of the Board of Trustees held October 2, 2017 as written. Trustee Mariano seconded the motion and all voted in favor.

As Jim Lewis is on a leave of absence, President Knight presented the Curb Cut Application for 2577 Main Street, property owned by Dorothy Casale and Daniel Ransom. A site visit was conducted last week and it was determined that the project was substantially compliant with state guidelines. President Knight motioned that the curb cut be granted. Trustee Mariano seconded the motion and all voted in favor.

The Board then considered the Curb Cut Application for the Inn at Manchester. A site visit was also conducted last week at the Inn. The prescribed distances from a curb cut to the main road were reviewed and it was determined that the proposed curb cut was located too close to Route 7A. The possibility of vehicle lights disturbing the residents at the home across Shepard's Lane from the proposed curb cut was also discussed. President Knight denied the application but stated that if the applicant would be willing to adjust the location of the curb cut, the BOT would review the application. Donald Brodie asked if it was the same road as was used for the work road during the construction of the event barn. Tom Deck answered that he believed it was.

The Board then considered a request of the Planning Commission for a resolution to start the application process to have the Village of Manchester designated as a Village Center. A list of benefits was reviewed. If passed, the Village would have priority with state programs. Trustee Deck mentioned that Rupert and Peru have also applied. Trustee Deck recommended that the BOT approve the application by passing the resolution. Trustee Ross asked if there was a fee (no). Julia Arvin brought up the subject of the neighborhood designation area being exempt to Act 250. Tom Deck explained that it does not pertain to corporate entities. Brian Knight asked to learn more about the program before the BOT votes on the application. Tom Deck agreed. The application is being returned to the Planning Commission so that additional information can be obtained about the program. Trustee Deck, as liaison, to the PC was asked to report back to the BOT.

Marian Haines briefed the Board on the holiday lighting community volunteer project which is a “resident inspired and funded project.” Essentially the proposed project involves having white lights wrapped around the holiday wreaths that are donated to the Village by the Garden Club. Brian Knight mentioned that having lights on the wreaths would be very nice but that the lamp posts do not have the right plugs needed to connect the electric string lights with a power source. He also spoke of other concerns the Village has with the project. Julia Arvin mentioned that she consulted the Village of Manchester’s insurance carrier, who advised that the Village would be liable for the volunteers working on the light posts. This would result in a non-budgeted expense. Trustee Ross suggested that the volunteers look at solar lights as an option. Dorothy Casale mentioned that perhaps the Garden Club could be approached and they could be provided the funding for the lights. Ms. Haines then reiterated that she would like to see all property owners on Main Street placing “candle” lights in their windows during the holiday season.

President Knight provided his monthly Update. The new Equinox Pond parking area seems to be working. Congestion seems to be eliminated. Signing at the site is still pending. The Development Review Board has started reviewing and updating the bylaws and Eric Scott has been asked to keep the Planning Commission up-to-date.

Reports:

- a. Roads and Trees (B. Knight): Alan and Adam are ready for winter. Salt and sand have been purchased.
- b. Treasurer/Tax Collector (J. Arvin): A little over half of the delinquent taxes have been received. Two cycles of notices have been sent with another cycle scheduled in two weeks. The Salt Comparison Report was submitted.
- c. Administrative Officer (E. Scott) – Written Zoning Report submitted and is on file. Almost no permit activity going on. Issues with noise ordinances were discussed.
- d. There was no other business.

At 5:28 pm, Trustee Deck motioned to go into Executive Session to deal with trustee assignments and placement and a personnel matter. Trustee Ross seconded the motion and all voted in favor.

At 5:50 pm, Trustee Deck motioned to come out of Executive Session and Trustee Mariano seconded the motion. Trustee Deck motioned to clarify that all employees are to receive a

3% cost of living pay increase for the 2017/18 fiscal year, retroactive to May 1, 2017. Trustee Mariano seconded the motion and it was unanimously approved.

President Knight motioned for Bill Mariano to be appointed as Acting Road and Tree Commissioner until Jim Lewis resumes his duties. Tom Deck seconded the motion and it was unanimously approved. Trustee Mariano accepted the position.

There being no further business, Trustee Ross motioned to end the meeting. Trustee Deck seconded the motion and all voted in favor. The meeting ended at 5:55 pm.

The next Regular Meeting of the Board of Trustees will be held on December 4, 2017 at 4:30 pm.

Respectfully Submitted,

**Missy Bell-Johnson, Secretary, and
Julia Arvin, Clerk**