

Village of Manchester  
Board of Trustees  
Regular Meeting: August 2, 2021 at 4:30 pm  
Village of Manchester Offices, 45 Union Street, Manchester

DRAFT MINUTES

In Attendance: President Orland Campbell; Trustees: Jim Lewis, Bill Mariano and Brian Maggiotto; Clerk/Treasurer & Tax Collector Donald Brodie and Assistant Clerk/Treasurer and BOT Administrator Missy Johnson

Public: No public in attendance.

President Campbell opened the meeting at 4:33 pm.

Trustee Lewis moved to approve the minutes from the July 6, 2021, Regular Meeting of the Board of Trustee. Trustee Maggiotto seconded the motion, and all voted in favor.

Missy Johnson provided a brief staff update and notification that tax bills will be mailed out the week of August 16, 2021.

A list of recommended re-appointments for the Planning Commission, Development Review Board, Design Advisory Committee and Development Review Board Alternates was read. Trustee Lewis moved to re-appoint the following members:

To the Development Review Board:

- Donald Brodie for a 2-year term;
- Renee Waller for a 2-year term;
- Craig Powers for a 2-year term.

To the Planning Commission:

- Richard Heilemann for a 2-year term;
- Anthony MacLaurin for a 2-year term;
- Lu French for a 2-year term.

To the Design Advisory Committee:

- Terry Findeisen for a 1-year term;
- Hong Campbell for a 1-year term;
- Peter Campbell for a 1-year term;
- Larry Kolloff for a 1-year term;
- Katie Pinkus for a 1-year term.

To the DRB as Alternates:

- Katie Pinkus for a 1-year term;
- Larry Kolloff for a 1-year term;
- Hong Campbell for a 1-year term;
- Terry Findeisen for a 1-year term.

Also nominated and appointed were:

- Anthony MacLaurin as Liaison to the BCRC for a 1-year term, and
- Missy Johnson as the Assistant Clerk/Treasurer.

Trustee Mariano seconded the motion, and all voted in favor.

President Campbell mentioned that he did not have anything new to the board on regarding police coverage but that he would be following up with the Town to propose a possible share in overall payroll for better coverage in the Village during key times.

The possibility of initiating a right-hand turn lane at Seminary and 7A was discussed. The parking spaces would be lost. Discussion as to whether a special meeting needs to be called to complete this project was held.

A speed bump or dip on Franklin Avenue was discussed. The need to follow up with the Road Foreman on this and other road related discussions was mentioned, and it was decided that a meeting will be set up in the next week or so.

A recent letter on the condition of the River Road Rock Wall was reviewed. It was generally thought that the Cascades wall was not the responsibility of the Village. The stone wall further down RR on the right side is part of the roadway and challenges with this area were mentioned.

Support of keeping this area safe was mentioned as was the fact that there is a history of the Village fixing the wall. Many of the residents who have purchased homes in this area were told that the Village maintained the structure.

President Campbell introduced Jennifer Woolf who was recommended by the Planning Commission hiring committee to fill the position of Zoning Administrative Officer. President Campbell stated that Ms. Woolf had been hired, and formal recognition of her status should be adopted by the BOT. Trustee Maggiotto moved to formally provide Ms. Woolf with a 3-year term as Administrative Officer per state statute. Trustee Mariano seconded the motion, and all voted in favor.

President Campbell informed the Board that going forward the Special Event rules would be in full force. All businesses hosting special events will be responsible for submitting a yearly Special Event Permit Application and Certificate of Insurance. As this Village ordinance has not been upheld for the past couple of years, fees will be waived this year. Trustee Maggiotto asked if the requests for the renewal of these permits be sent out in conjunction with the liquor license renewals. There was discussion regarding raising the fee for this permit but no vote was taken.

Mr. Brodie asked for a motion to agree to a tax rate of .1714 for the 2021/22 tax year. Trustee Lewis moved as requested. Trustee Mariano seconded the motion, and all voted in favor.

President Campbell then talked about the fact that the Village Business District II was not located on the current zoning maps and that he would like the BCRC to recreate the map.

A recent miscommunication regarding a tree removal was discussed. Ms. Johnson indicated that there are several different rules regarding taking down trees in the Village and it can be confusing for staff, elected officials and property owners who have question on this subject. A more concise, single policy was requested. The need to add some funds to the tree budget for emergencies was raised along with the need to appointment of an official who would be responsible for the policy. A retreat was requested to work on this project with the DRB.

There were questions on who had knowledge regarding the tree planting project and if anyone had contacted the nursery to order the trees.

Damage from the recent storm was discussed and a possible report/claim to FEMA mentioned. Trustee Lewis stated that the road crew had not reported any serious damage.

The ARPA program was then brought up. It was mentioned that the board had not voted on whether to participate in the program and the deadline to submit required documents had passed. It was agreed that Mr. Brodie would look into whether an exception could be made so that the Village could participate. President Campbell moved to have the Village of Manchester participate in ARPA should Mr. Brodie be able to secure the Village's involvement with the program. Trustee Lewis seconded the motion, and all voted in favor.

Trustee Mariano mentioned the parking spot at Land Rover. It was agreed that the Board had already voted to have this parking spot removed. Trustee Lewis will mention it to the road crew.

Trustee Mariano asked if the Board would consider bringing in one of the forks at on the Route 7A side of Ways Lane due to line of site/safety issues. It was agreed that this topic would be brought up with the Road Foreman at the upcoming meeting.

It was mentioned that the Shepard's Lane sign on the Mulligan's side of the road is missing.

The need to secure Village legal counsel (to be used in the event the Village needs legal advice) was brought up. Attorney Merrill Bent was recommended.

President Campbell mentioned that the Planning Commission would like to send out post cards urging people to complete a questionnaire on the BCRC website.

There being no further business, Trustee Mariano moved to adjourn. Trustee Maggiotto seconded the motion, and all voted in favor. The meeting ended at 5:52 pm.

The next Regular Meeting of the Village of Manchester Board of Trustees has not yet been scheduled.

Respectfully Submitted,  
Missy Johnson, BOT Administrator