

Village of Manchester

Board of Trustees

Regular Meeting: Monday, September 13, 2021 at 4:30 pm

Village of Manchester Offices, 45 Union Street, Manchester

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

**Public:** Sarah Foster, American Museum of Fly Fishing

President Campbell opened the meeting at 4:31 pm.

Mr. Bodie pointed out that he had nominated Missy Johnson to be the assistant clerk & treasurer at the August 2, 2021 Regular Meeting of the BOT and asked that the minutes be changed to show this correction. Trustee Maggiotto moved to approve the minutes contingent on the change being made. Trustee Lewis seconded the motion, and all voted in favor.

Ms. Foster provided a handout to the BOT and Mr. Brodie regarding the Museum's multi phased plan to utilize its property by developing a walking trail through the property. She spoke on several of the phases and mentioned partnering with the Battenkill Conservancy and the Vermont Trust for Public Land for assistance. President Campbell mentioned, that as currently proposed, the trails would fall under a category of "landscaping" and therefore would not trigger zoning review. Trustee Maggiotto expressed concern regarding establishing these trails close to and around existing pond and streams and urged Ms. Foster to work with the Vermont Agency of Natural Resources. It was mentioned that this project would primarily be a state approved idea. Whether or not Act 250 would be triggered was mentioned. The possibility of merging the trail with other trails in the area was also discussed. The Trustee unanimously decided to go on the record as supporting this plan. Those working at the Museum were encouraged to keep in touch with the BOT during the process.

Ms. Johnson provided a staff update. The office is busy as tax season is in full swing. The transition to NEMRC is going well. Monthly financial reports are still being worked out. A request to change the office schedule was presented. The administrative officer would like to close the office on Fridays in conjunction with several other towns in the area. President Campbell mentioned that this would be discussed during executive session. Ms. Johnson was then asked about her preferences regarding the services provided by the Village accountant. It was agreed that the Village would continue to work with the Village accountant in order to have his firm review, on a monthly basis, the accounts receivable/payable, review the bank and investment accounts, to balance the checking account, and to assist with the Annual Report.

Ms. Johnson then explained that the Village received a copy of a Third-Class Liquor License from DLC for the 1811 House/Equinox Hotel but that the application had not been completed by the company. Discussion regarding the service of liquor to wedding guests on the 1811 House property was discussed and Trustee Maggiotto explained the differences in attainable liquor licenses to the BOT. Ms. Johnson indicated she would follow up with DLC and the hotel regarding to confirm the status of this application/permit.

The request for a resolution supporting Maple Leaf Rentals was not heard as needed information regarding this request was not received by the Village office.

Discussion followed on possible procurement of tickets for issuance by the zoning administrator for bylaw and/or ordinance violations. It was generally agreed that President Campbell would recommend the use of form letters to be issued in the event of a bylaw or ordinance violation. President Campbell continued by informing the BOT that the administrative officer is required, by state statute, to “enforce the bylaws and ordinances as they are written.” It was generally agreed that the Village bylaws needed to be updated. The fact that the bylaws and ordinance were not enforced in the past and the effect this has had on the community was discussed. Trustee Mariano brought up the recent enforcement of the bylaws as it related to realtors in the area.

It was mentioned that discussion at the August meeting resulted in the confirmation of a modified Village of Manchester Zoning map produced by the BCRC and defining the B-2 district; however, it appears no vote was taken. Trustee

Maggiotto moved to approve the map as presented and Trustee Lewis seconded the motion. All voted in favor.

The Trustees then reviewed the proposed/updated Village of Manchester Employee CDL Drug and Alcohol Testing Policy and President Campbell provided an overview of the policy and the requirements from the federal government and the Village's insurance carrier. Hard copies were presented for review as well as provided to the BOT prior to the meeting. President Campbell moved to approve the policy with the changes noted in the draft. Trustee Lewis seconded the motion and all voted in favor.

The road foreman had been consulted regarding the proposed speed dips on Franklin Avenue. It is believed that there would be issues with water flow if the dips were installed. Instead of dips he recommended temporary speed bumps that can be taken up when needed. The procedure the Village would use to approve the dips was discussed and it was determined that a special meeting was not necessary. Trustee Mooney expressed concern about the noise the bumps would make when people drove over them. Mr. Brodie indicated that Equinox on the Battenkill was using bumps. Trustee Mooney stated that she did not want to abandon the dip idea and that it should continue to be discussed.

The discussion moved on to the possibility of changing the permit application fees schedule. President Campbell provided an overview of the current schedule and issues it creates. He noted where the schedule could be improved. It was mentioned that there was no past record found where the BOT had approved the current fee schedule. After brief discussion, Trustee Mooney moved to change the Zoning Permit Fee Schedule to include the applicant providing a "good faith estimate" of the project costs with no review of the costs upon completion of the project. Trustee Lewis seconded the motion and all voted in favor.

It was agreed that the discussion on a potential right turning lane on Seminary would be tabled for now.

President Campbell indicated that the Postmaster would like short term parking signs in front of the Village Post Office. It was agreed that signs would be placed at two parking stalls in front of the Post Office.

There was discussion on Village properties for short term lease (i.e. Air BnB). Trustee Maggiotto provided that the Village of Woodstock had placed a limit on the number of days homes can be rented. Mr. Brodie stated that this was an important topic that should be fully discussed. A pending Vermont legislature bill relating to this subject was discussed. Policing any policy or law would be an issue.

There was no update on police coverage for the Village available.

Trustee Lewis mentioned the need for a police officer at the 3-way intersection of West Road, Seminary and Route 7A in the morning and when school is let out for the day, as well as after special events/games held at the school. It was mentioned again that BBA should be approached to assist/cover in any costs involved.

There was no update on the River Road Rock Wall repairs.

Mr. Brodie provided a Report of the Clerk Treasurer & Tax Collector. Tax payments are coming in steadily. It appears about half of the funds have been received. He then provided an update on ARPA follow-up as the Village is listed on the State Treasurer's website as a municipality approved to receive funds. The Village will receive approximately \$75,000 over the next two years. The BOT will need to determine how the money is spent. The funds will be held in a separate interest-bearing account. It was mentioned that reasons the Village would have for dispersing the funds to the general fund for expenses are very limited.

Mr. Brodie mentioned requesting a donation from the businesses benefiting from the new sidewalk project to offset the costs of this project. The need for a Zoning Change of Use at the Silver Fork was also mentioned.

Trustee Lewis provided a Report of the Road Commissioner and Tree Warden. It was again mentioned that the tree project needs to be started as soon as possible as we are running out of time to plant the trees. An update from Trustee Mooney was requested.

Mr. Brodie inquired about the need for road striping. A flashing light to slow down traffic was discussed. General discussion on an increase of incidences of speeding in the Village (and a number of complaints on the subject) was discussed. A “

“Seasonal Recreational Area Designation” to lower the speed limit was discussed. Again, enforcement is the problem.

Mr. Brodie indicated that the Employee Benefit Fund transition from Schwab to Fidelity was being worked on.

As there was no public available for comment and no further business, President Campbell moved to go into executive session to discuss personnel matters. Trustee Lewis seconded the motion and all voted in favor.

The Trustees went into Executive Session at 6:07 pm. Upon exiting from executive session President Campbell moved to change the operating hours of the Village office by closing the office on Friday. Trustee Maggiotto seconded the motion and all voted in favor. The meeting was then adjourned.

The next Regular Meeting of the Village of Manchester Board of Trustees is currently scheduled for Monday, October 4, 2021.

Respectfully Submitted,  
Missy Johnson, Office Administrator