



Village of Manchester, Vermont

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DRAFT MINUTES

Regular Meeting

Village of Manchester Board of Trustees

Tuesday July 5, 2022 at 4:30 pm

Village of Manchester Office, 45 Union Street, Manchester Village

Trustees and Staff in Attendance: President Orland Campbell; Trustees: Brian Maggiotto, Jim Lewis, Nina Mooney and Bill Mariano; Clerk/Treasurer and Tax Collector Donald Brodie; Office Administrator/Assistant Clerk Missy Johnson; and, Zoning Administrative Officer Curan VanDerWielen.

President Campbell opened the meeting at 4:29 pm.

President Campbell had a correction for the June 6, 2022 minutes in regard to the Orvis Fly Fishing event he mentioned that “food vendors were waived from providing proof of insurance for this event.”

Trustee Mooney moved to approve the minutes with the mentioned correction. Trustee Mariano seconded the motion and all voted in favor.

Mr. Maggiotto confirmed that the signs for the recently permitted farm stand at Orvis would not be located on Route 7A.

Ms. Ogden then provided background on some trees located in the Dillingham/Franklin area. She mentioned this area was once an orchard and that there are still some of the heirloom fruit trees now located on private properties, that deserve some attention in order to preserve the legacy of this orchard. It was also determined that there is at least one of these trees located in the right-of-way. Ms. Ogden realized, and it was confirmed, that the Village could not involve itself with the trees on private property but that any of these trees located in the right-of-way would be identified for attention in the 2023 Tree List and that these trees could be pruned and otherwise cared for. It was also determined that the trustees would discuss the concern regarding the privately owned trees with the property owners in this area.

Ms. Johnson provided a brief office update. The Planning Commission recently provided the office with its first email list for Village communication. A policy for sending bulk electronic emails has been drafted and is being worked on for trustee review and discussion at the August, 2022 regular meeting of the BOT. She provided the reasoning and goals for the policy. The need for a trustee Communications liaison was also mentioned. President Campbell confirmed that the trustees would want/need to approve messages being sent via email. She mentioned that the office had been busy and that she was working on month end/quarter end taxes and reporting. It was also mentioned that only five properties remain delinquent in property taxes.

Mr. VanDerWielen reviewed the zoning administrative officer’s written report (on file). He discussed his recent work on short term rentals and strongly recommended that the Village partner with the Town of Manchester on a related study. Mr. Brodie recommended that the trustees vote to partner with the town as well. Trustee Mooney mentioned that the Village pays taxes to the Town of Manchester and therefore should be covered for the expense of the study. President Campbell stated that the Village receives payment from the Town of Manchester each year, in part, to compensate for Trustee Mooney’s concern.

Trustee Maggiotto stated that what was known on short terms rentals was already available in a Harvard study, and he would like to see what this study covers before agreeing to pay in. Mr. VanDerWielen agreed to get back to the BOT after it was determined that the board was interested but need to know more about the scope of the study and how the Village would be viewed.

Mr. VanDerWielen also discussed improving social media efforts for better communication with the Village residents and businesses. It was agreed that the next BOT would be take on this subject.

Mr. VanDerWielen asked the board if it could review a Special Event Permit received that morning. The Taconic Hotel is hosting an event and a tent will be erected. The trustees commented on the lack of information on the application and asked Mr. VanDerWielen to obtain additional information. Trustee Mooney moved to provide conditional approval for the permit pending additional information. Trustee Lewis seconded the motion and all voted in favor.

After public comment from property owners on Riverbend Drive and a lengthy discussion, Trustee Lewis moved to approve the Village of Manchester Noise Ordinance (distributed and on file.) Trustee Mooney seconded the motion and all voted in favor. The ordinance is now in a public comment period for 60 days.

Trustee Lewis provided the Road and Trees Report. Dips were installed on Franklin/Dillingham and "Slow" signs have been ordered. The work contracted for with Kyle Zecher for tree trimming and removal is expected to start soon. The condition of one of the trees planted last year on Orvis flats was discussed.

Mr. Brodie provided the Clerk, Treasurer and Tax Collector's Report. The Village is doing well financially. Assuming the proposed budget is passed at the Annual Meeting the expected tax rate will be .1656 which is down from .1714 last year.

Regarding pay increases for the staff, a COL wage increase was previously agreed to by the BOT during budget discussions. Mr. Brodie asked for confirmation that if the budget is passed at the Annual Meeting, this increase would be automatically triggered retroactive to May 1, 2022 (the beginning of the fiscal year.) The board unanimously agreed.

President Campbell provided a brief update on the Village legal matter with the Equinox Hotel.

At 6:14 pm Trustee Lewis moved to adjourn the meeting. Trustee Maggiotto seconded the motion and all voted in favor.

The next Regular Meeting of the Board of Trustee will be held on Monday, August 1, 2022 at 4:30 pm.

Respectfully Submitted,
Missy Johnson, Office Administrator