



Regular Meeting of the Village of Manchester Board of Trustees
Monday, August 5, 2024, 4:30 pm
Village Office, 45 Union Street, Manchester Village

In Attendance: President Tom Deck, Trustees: Jim Lewis, Nina Mooney, Anthony MacLaurin; Administrator Missy Johnson; Treasurer & Tax Collector Sarah McClintock and Clerk Donald Brodie

Public: Claudia Burns, Warren Cairo

DRAFT MINUTES

President Deck opened the meeting at 4:30 pm. He explained that Mr. VanDerWielen Village Zoning Administrative Officer, was ill and that voting pertaining to agenda items regarding zoning and planning would be postponed until the next Regular Meeting scheduled for September 9, 2024. (*Please note change in regular date due to the Labor Day holiday.*) Trustee MacLaurin asked to remove number 4 and 8 from the agenda as he felt the new Village manager should be hired before those items were reviewed. Trustee Lewis moved to approve the agenda as amended. Trustee MacLaurin seconded the motion, and all voted in favor.

Trustee MacLaurin moved to approve the June 2024 Regular Meeting Minutes as presented. Trustee Lewis seconded the motion, and all voted in favor.

President Deck moved to approve Peter Mull's resignation as trustee from the BOT. Trustee Lewis seconded the motion, and all approved. There was discussion about appointing Scott Swinarton to the board immediately to fill Mr. Mull's position. Ms. Johnson recommended keeping in line with the Open Meeting law and adding this appointment to the agenda for the September Regular Meeting. She noted that there was no time to warn of this addition to the agenda for this month. There was discussion that the BOT had appointed others to fill vacant positions without warning. Mr. Brodie indicated that he would like to see the September warning indicate that Mr. Swinarton was the considered appointee.

President Deck read the list of appointees and re-appointees provided by the chairs of the Planning Commission, Development Review Board and the Design Review Board. Trustee MacLaurin moved to appoint the appointments and re-appointments as listed.

President Deck seconded the motion, and all voted in favor. The following were appointed/reappointed:

- Planning Commission:
 - Christie Bronstein for a 2-year term
 - Eric Dorsch for a 2-year term
- Development Review Board:
 - Jack Morris for a 2-year term
 - Orland Campbell for a 2-year term
 - Claudia Burns for a 2-year term
- Development Review Board Alternates:
 - Terry Findeisen for a 1-year term
 - Larry Kolloff for a 1-year term
 - Hong Campbell for a 1-year term
- Design Advisory Committee:
 - Hong Campbell for a 1-year term
 - Terry Findeisen for a 1-year term
 - Larry Kolloff for a 1-year term
 - Claudia Burns for a 1-year term

The review and possible re-appointment of Missy Johnson as Assistant Clerk and Assistant Treasurer was tabled at the start of the meeting.

There was minor review of a received written concern regarding landing helicopters within the Village of Manchester. It was mentioned that Mr. VanDerWielen had identified possible avenues in making this subject either an ordinance or a bylaw if the board felt it was an issue to pursue. It was generally agreed that additional information and review was needed. The subject will be listed on the September 2024 agenda for follow-up.

There was minor discussion regarding changing Zoning Fees, Itinerant Vendor and Special Event Fees. The board expressed the need for additional time to review the proposal in order to have a meaningful conversation with the zoning administrative officer. This discussion was tabled until the September Regular Meeting.

President Deck read two Special Event Permits. Trustee MacLaurin moved to approve the American Museum of Fly-Fishing event to be held on August 10, 2024. Trustee Mooney seconded the motion, and all voted in favor. Trustee MacLaurin moved to approve the Orvis Managers' event to be held on September 16-18, 2024. Trustee Mooney seconded the motion, and all voted in favor.

A review of a Draft Village of Manchester Mission Statement was tabled at the beginning of the meeting. Trustee Mooney suggested that the Planning Commission Mission Statement be reviewed and incorporated.

The board then reviewed some proposed changes to the existing Conflict of Interest and Ethics Policy. Ms. Johnson explained that it had become obvious that the existing policy clearly addressed conflict of interest matters but did little to provide information or guidance on ethics matters. She proposed that the existing policy be bifurcated with the original policy remaining unchanged (except for minor grammatical modifications) and that the Village adopt a second policy to emphasize and outline potential ethics challenges and provide guidance. Questions and concerns were voiced. Ms. Johnson indicated that this was a draft proposal, and that feedback was needed and welcome. It was generally agreed that additional review of the policy was needed. The matter was tabled until the September 2024 meeting.

The board then discussed the Grand List total provided by the Town of Manchester Assessor's Office. Trustee MacLaurin moved to set the tax rate of 0.1072 for the 2024/25 tax year. Trustee Mooney seconded the motion, and all voted in favor.

Trustee Mooney moved to approve the proposed due date of October 10, 2024 as the date all property tax bills will be due in the Village Office. Trustee MacLaurin seconded the motion, and all voted in favor.

1) Reports:

- i. Ms. Johnson indicated that her report was the information provided for this meeting.
- ii. The Zoning & Planning report for July is in writing and was provided to the board by email with a hard copy available at the meeting. *This report is on file at the Village Office.*
- iii. Mr. Lewis provided a Roads & Trees report. Trees continue to come down during the summer storms. So far, the road foreman has been able to handle the clean up on his own. The Union Street Culvert Project has been completed. Work continues on the River Road Stone Wall Project. Because Alan has helped so much with the project, a generous adjustment in amount due to Ed's Masonry is being deducted from the final bill.
- iv. Ms. McClintock provided a summary of what was discussed in the Investment Committee meeting.
- v. Mr. Brodie indicated that progress was being made.

2) In Old Business Trustee Mooney asked for an update on work that was to take place at the corner of Union Street & Main Street.

3) In New Business Trustee Mooney would like to see a pothole filled in front of the Post Office.

At 5:00 pm, President Deck moved to go into Executive Session to discuss personnel matters. Trustee Lewis seconded the motion, and all voted in favor.

Respectfully Submitted,
Missy Johnson, Administrator