

Regular Meeting of the Village of Manchester Board of Trustees
Wednesday, September 11, 2024, 4:30 pm
Village Office, 45 Union Street, Manchester Village

In Attendance: President Tom Deck, Trustees: Jim Lewis, Nina Mooney; Zoning Administrator Curan Van Der Wielen, Treasurer & Tax Collector Sarah McClintock, and Clerk Donald Brodie

Public: Scott Swinarton, Annette Bolt, _____ and Missy Johnson (online)

DRAFT MINUTES – Prepared by SM

Meeting opened at 4:30 pm by TD

1. Approval of Agenda:
Moved by TD, 2nd by JL, passed.
2. Approval of Draft Meeting Minutes for the Regular Meeting held on August 5, 2024:
Moved by JL, 2nd by NM, passed.
3. Possible Appointment of Scott Swinarton to the Board of Trustees – until the next Annual Meeting:
Moved by JL, 2nd by TD, passed.
4. Discussion and Vote on Itinerant Vendor Permit Application for Fleur Farm at 4363 Main Street:
Moved by TD. Questions from Board regarding size of parking lot to support 2 itinerant vendors. Clarification by Annette Bolt, owner of truck. It is proposed for the small lot owned by Perfect Piece north of its main lot. Concerns raised by NM, as a citizen and business owner in the Village, about the growing number of itinerant licenses, where they are cheaper than owning a brick and mortar retail store, but compete directly with them. Concerns raised by SM, as a resident, about increasing traffic congestion at the intersection of Main St., Long View and Ways Lane due to 2 existing itinerant businesses approved this year in that area. Moved again by TD, SS voted no and JL abstained. Motion did not pass. A more formal Itinerant Vendor Policy may be established in the future to address concerns raised.
5. Monthly Reports
 - a. Road Commissioner (JL)
The River Road wall is almost done, just needs paving. JL thinks the project will come in under budget and plans to use the savings for work on Ways Lane. A repeater Antenna will be installed on the side of the Village garage/service building and work will begin Jan 2025.
 - b. Tree Warden (JL)
JL plans to work on confirming how much is left in the Tree budget to plant more trees this Fall.

c. Zoning Administrator (CVDW)

CVDW is researching Neighborhood Development Area designation to open up more grant money. CVDW will not know until next year how many Short Term Rentals are in the Village. Is waiting for Fall/Winter season data.

d. Treasurer & Tax Collector (SM)

Review of Account Balances, confirmation that new Beautification Account established at Fidelity with transfer from Employee Benefit Account and mix will be roughly 60% equities and 40% fixed. All agreed continues to be a reasonable and conservative mix.

e. Clerk (DB)

Progress is being made.

5. Review of the Development Review Board's Recommendation and Possible Appointment of Nan Forti to the Design Advisory Committee – a 1-year term:

Moved by TD, 2nd by JL, passed.

6. Possible Approval of the Finding of the Hiring Committee for Curan VanDerWielen as Interim Town Manager:

Moved by TD, 2nd by NM, passed.

7. Possible Approval of the Finding of the Hiring Committee for the Hiring of a Village Bookkeeper:

The resume of Kylie Allen was presented by the Committee for consideration by the Board.

Moved by TD, 2nd by NM, passed.

9. Discussion and Vote on Special Event Permit Application for The Orvis Company at 4180 Main Street:

Confirmed Sheriff will be on site to assist with traffic. Moved by TD on condition that Orvis adhere to timing of closure and allows no helicopter landings, 2nd by NM, passed.

10. Discussion and Possible Vote on Changes to Permit Fees Structure, Multiple Categories:

CVDW presented attached proposal. Moved by TD, with clarification of the penalty for violation at 2x the fee, 2nd by JL, passed.

11. Old Business: None

12. New Business: None

13. Executive Session to Discuss Personnel Matters at 6:02

14. Adjournment at 6:24