



# Village of Manchester, Vermont

PO Box 482  
Manchester, Vermont 05254-0482  
(802) 362-1515  
villageofmanchester.com

**Special Meeting – Budget Tutorial**  
**Village of Manchester Board of Trustees**  
**Monday, December 10, 2018**  
**4:30 p.m., at the Village of Manchester Office, 45 Union Street**

**In Attendance:** President, Brian Knight; Trustees: Tom Deck, Jim Lewis, Bill Mariano and Nina Mooney; Clerk/Treasurer & Tax Collector, Julia Arvin; Assistant Clerk/Treasurer/Secretary, Missy Bell-Johnson

**Public:** Richard Moore, Marian Haines, Marion Mueller, Arthur Short, Louise Riviaccio

Julia Arvin opened the meeting at 4:30 pm and distributed a handout titled: *Manchester Village Budget Workshop 12/10/18*. She then proceeded to discuss the purpose and goals for the workshop. She reviewed terms frequently used during the budgeting process and explained that the definition used within the Village may or may not be the formal definition.

She moved on to items considered during the budgeting process, line items in the budget and reviewed the Heavy Equipment Fund and how it works with the budget and equipment purchases.

Questions were posed at various times during the tutorial by all in attendance and answered by Ms. Arvin and the trustees.

Ms. Arvin continued by talking about the Grand List and the assessment process. She then moved on to the budget process itself and indicated when the budget meetings are held and stressed that the budget meetings are open to the public. She outlined the budget process and expressed that it was important to look at the potential ramification of the identified goals and develop policies if needed.

Information on budget reduction and off sets was provided along with a description of some of the different bank accounts held by the Village.

Lastly, Ms. Arvin reviewed sample spreadsheets showing how “a stable tax rate can support various budget amounts and how a stable budget can drive various tax rates.”

President Knight encouraged all to come to the budget meetings and discussed some of the Village amenities that contribute to the budget. He cautioned that when comparing the Village budget to other towns or villages that it is important to keep these characteristics in mind.

**There was brief discussion regarding the challenges presented at the Seminary/West Road /Route 7 intersection.**

**President Knight provided statistics relating to Village residents (554 registered voters, 448 tax payers and 106 part time residents.)**

**Ms. Arvin asked: What is the value of the Village to you and what do the residents want the village to be like? She offered that the Village leaders are committed to some amenities that provide a certain ambiance that is visually pleasing and allows pride in ownership. This is what make the Village feel special and contributes to the value of the homes here.**

**President Knight added to the discussion by stating that the Planning Commission sets the theme of the village. The Plan that is approved by the Planning Commission, and the residents, is essential to the continuation of the amenities the Village offers and to the budget. Maintaining these amenities costs money.**

**A brief discussion of the Village Plan, how it is written and revisions are made ensued.**

**As there were no further questions or comments Ms. Arvin thanked everyone for coming to the tutorial. Ms. Arvin was thanked by the attendees, and President Knight wished all a happy holiday season.**

**The tutorial ended at 5:19 pm.**

**Respectfully Submitted,**

**Missy Bell-Johnson**