

Village of Manchester Annual Meeting
Monday, July 8, 2024, 7:00 pm
Village Courthouse, 45 Union Street, Manchester

Trustees In Attendance: Nina Mooney and Anthony MacLaurin; Staff in Attendance: Missy Johnson and Curan VanderWeilen; Officers: Donald Brodie and Sarah McClintock

Minutes

Trustee Mooney opened the meeting at 7:01 pm. She welcomed those in attendance and began reading the Articles for consideration.

ARTICLE 1: To hear the reports of the Officers.

Ms. Johnson indicated that the Annual Report held all reports provided to the public. Ms. McClintock asked to be heard so that she could read a prepared Budget/Actual Status Synopsis Ms. Mooney allowed the reading.

- I. FY2024 Budget vs. Actual Expenses: Actual expenses in FY2024 vs. Budgeted expenses in FY2024 dropped 28%, or \$341 k, to a total of \$892 k. The drop was primarily due to:
 - (1) A \$166 k drop in expected Highway Maintenance related to the timing of projects like Stone Walls on River Road and Hwy Resurfacing & Culverts.
 - (2) A \$ 29 k drop in funds spent on beautification/trees – again due to timing with the contractor, who has scheduled the trees, but not planted them yet.
 - (3) A \$ 20 k drop in Gas/Oil and Salt due a lower price on the Gas/Oil front and a generally light winter.
- II. FY2024 Tax Revenues: tax revenues were strong. With billing at \$647k in FY2024 (not including amounts billed in FY2023 and prior years), actual collections were more than billed this year at \$649k.
- III. FYE 2024 Cash Balances: cash balances are good, with \$103k in ready funds at the Bank of Bennington for day-to-day expenses, and \$469k in medium term funds at Fidelity that are conservatively invested in well rated mutual funds with a mix of equities and fixed income instruments.
- IV. FY 2025 Budget/Plan: the Planned Budget for 2025, presented in the Annual Report, is lower than the budget last year. The total amount to be raised from taxes will decline from \$692 k to \$532 k, reflecting:
 - (1) Funds raised last year that have not yet been spent on ongoing projects at River Road, for Highway resurfacing and Union St. culverts.
 - (2) In addition, we are expecting \$214 k in grants for River Road, Union St. and the Bylaw Revision project.

Ms. McClintock ended her report by stating that when the Village Grand List is provided by the Town of Manchester, she is optimistic that the tax rate will be lower than in the previous year. (No vote was taken on this Article.)

ARTICLE 2: To vote on authorization for total funding expenditures to be used for operating expenses of \$989,305.70, of which \$552,705.7 shall be raised by taxes.

Trustee Mooney asked for questions and comments on this Article and there were none. Mr. Brodie moved to approve Article 2 as written. Trustee MacLaurin seconded the motion, and all voted in favor.

ARTICLE 3: To set a date on which taxes shall be payable and to impose a penalty of 8% for delinquencies, and to charge the maximum statutory rate of interest of one percent (1%) per month on all delinquent taxes for the first three months and one and one-half percent (1 ½%) per month thereafter.

Trustee Mooney asked for questions and comments on this Article and there were none. Mr. Brodie moved to approve Article 3 as written. Trustee MacLaurin seconded the motion, and all voted in favor.

ARTICLE 4: To vote to authorize payment of real property taxes by physical delivery to the Village office before 5:00 p.m. on the due date. Payments postmarked on the due date, but not physically delivered to the Village office will not be considered timely.

Trustee Mooney asked for questions and comments on this Article and there were none. Trustee MacLaurin moved to approve Article 4 as written. Mr. Brodie seconded the motion, and all voted in favor.

ARTICLE 5: To elect all Officers required by law:

President of the Board of Trustees for a one-year term.

Trustee Mooney indicated that Tom Deck was interested in continuing as President of the Board of Trustees and asked if anyone present would like to be considered for the office. Hearing no interest from the public, Trustee Mooney moved to re-elect Tom Deck as President to the Board of Trustees for a one-year term. Trustee MacLaurin seconded the motion, and all voted in favor.

Trustee Mooney continued by indicating that current trustees Lewis and MacLaurin were also interested in keeping their respective positions and asked if anyone present would like to be considered for the office. Hearing no interest from the public, Mr. Craig Powers moved to re-elect Trustee Jim Lewis and Anthony MacLaurin to 2-year terms. Mr. Brodie seconded the motion, and all voted in favor.

Ms. Mooney continued with the position of Clerk. Mr. Powers moved to re-elect Donald Brodie as Clerk for a term of one-year. Ms. Sarah McClintock seconded the motion, and all voted in favor.

Mr. Brodie moved to re-elect Ms. McClintock for a one-year term as Treasurer and Tax Collector. Trustee MacLaurin seconded the motion, and all voted in favor.

Mr. Brodie moved to re-elect Amy Swinarton, Ariel Rudiakov and Keld Alstrup as Village Auditors for a one-year term. Trustee MacLaurin seconded the motion, and all voted in favor.

ARTICLE 6: Shall the Voters of the Village Manchester approve the creation of a Beautification Fund. Said Fund would be used to improve the aesthetic nature of the Village of Manchester with landscaping, including but not limited to, flowers, shrubs, & bushes.

Trustee Mooney asked for questions and comments. Several questions were posed regarding the placement of the beautification projects, the cost and how the fund would be managed. Mr. Brodie, Ms. McClintock and Trustee Mooney provided background on this Article including information on the amount of revenue expected each year from the fund. After all questions were answered. Mr. Brodie moved to pass the Article as written. Trustee MacLaurin seconded the motion, and all voted in favor.

ARTICLE 7: Shall the Voters of the Village of Manchester approve a transfer of \$60,000.00 from the existing Employees Benefit Fund to establish the Beautification Fund; and shall the annual income from these monies be used to accomplish goals as established by the Village of Manchester Board of Trustees.

Questions and comments were voiced and answered. Concern was voiced that details regarding the Employee Benefit Fund were not available. Mr. Brodie moved to have Article 7 approved as written. Trustee MacLaurin seconded the motion, and all voted in favor.

ARTICLE 8: To hear and discuss any other business that may properly come before the meeting, not to include any binding municipal action.

A concern about deferred maintenance to Village property was voiced. Concern over the Village Firehouse was raised. The future of the Village Courthouse was discussed. The need for a helicopter landing policy within the Village was discussed with several people agreeing that landing on Orvis Flats is a safety issue for the entire community. Follow-up on this concern was directed to Ms. Johnson. The continued safety issue at the crosswalk at West Road, Seminary and 7A was discussed again.

There being no further business before the Board of Trustees and no further questions or comments from the Villagers, Trustee MacLaurin moved to adjourn the meeting at 7:41 pm. Mr. Brodie seconded the motion, and all voted in favor.

Respectfully Submitted,

Missy Johnson
Village Administrator

Attested by:

Signed Electronically

Nina Mooney
Trustee and Ann. Mtg. Moderator

Date

Signed Electronically

Anthony MacLaurin
Trustee

Date