VILLAGE OF MANCHESTER VERMONT

July 13th, 2026

Members Present: Tom Deck (President), Jim Lewis, Anthony MacLaurin, Nina Mooney, Scott Swinarton

Others Present: Donald Brodie (Village Clerk), Sarah McClintock (Treasurer), Curan VanDerWielen (Village Manager)

Call to Order: 7:24 PM by Deck.

1. **Approval of the Agenda**

   VanDerWielen noted that item 3(c) should be struck from the agenda, as the Clerk would be appointing their own Assistant Clerk.

Motion: To approve the agenda, with item 3(c) struck.

Motion made by Deck. Motion seconded by MacLaurin.

Motion approved, unanimously.

2. **Approval of the Draft Minutes**

Motion: To approved of the draft minutes for the regular June meeting, as submitted.

Motion made by MacLaurin. Motion seconded by Mooney.

Motion approved, unanimously.

3. **Appointment of Village Officers**
   a. **Village Treasurer and Tax Collector**

Motion: To appoint Sarah McClintock as Treasurer and Tax Collector.

Nomination made by Mooney. Motion seconded by Lewis.

Motion approved, unanimously.

   b. **Village Clerk**

Motion: To appoint Donald Brodie as Village Clerk

Nomination made by Deck. Motion seconded by Swinarton.

Motion approved, unanimously.

4. **Appointment of Development Review Board Members, Two-Year Term**
   a. **Claudia Burns**
   b. **Orland Campbell**
   c. **Andrew Zinberg**

Motion: To appoint Claudia Burns, Orland Campbell, and Andrew Zinberg to individual two-year terms on the Development Review Board.

Nomination made by Mooney. Motion seconded by MacLaurin.

Motion approved, unanimously.

5. **Appointment of Planning Commission Members, Two-Year Term**
    a. **Donna Cauley**
    b. **Eric Dorsch**
    c. **Nick Parks**

Motion: To appoint Donna Cauley, Eric Dorsch, and Nick Parks to individual two-year terms on the Planning Commission.

Nomination made by MacLaurin. Motion seconded by Lewis.

Motion approved, unanimously.

6. **Appointment of Design Advisory Committee Members, One-Year Term**
    a. **Hong Campbell**
    b. **Claudia Burns**
    c. **Nan Forti**
    d. **Larry Kolloff**

Motion: To appoint Hong Campbell, Claudia Burns, Nan Forti, and Larry Kolloff to individual one-year terms on the Design Advisory Committee.

Nomination made by Mooney. Motion seconded by MacLaurin.

Motion approved, unanimously.

7. **Review and Approval of Village Tax Rate for Fiscal Year 2026-27**

Deck introduced the topic of discussion. VanDerWielen presented materials detailing the projected tax rate based on the recently voted-in budget and assuming a 0.60% growth in the Village Grand List. This tax rate would be 14.18%. VanDerWielen noted that this was only a projection as the Grand List had not been completed as of the meeting. Brodie asked VanDerWielen if the tax rate could be change by the Board in the coming weeks, if Grand List growth were significantly different than what was projected. VanDerWielen affirmed that the Board could through a special public meeting. Brodie recommended that the Board set a preliminary rate with the intent to adjust it if the Grand List figure were significantly different than projected. Brodie stressed the immediate need to collect taxes due to the Village's limited cashflow. If the preliminary rate could reasonably hold then bills could be issued much sooner, whereas revisiting the rate would delay the issuance of bills by some weeks. A short discussion then ensued on the matter. It was eventually resolved to set the rate, as described by Brodie and VanDerWielen.

Motion: To asset the FY 2026-27 Village Tax Rate at 14.18%.

Nomination made by Mooney. Motion seconded by Lewis.

Motion approved, unanimously.

8. **Review and Authorization of Annual Planning Projects with Bennington County Regional Commission**

Deck introduced the topic of discussion and asked VanDerWielen to walk the Board through what was up for review. VanDerWielen presented a proposal from Bennington County Regional Commission (BCRC) to update the Village's Local Hazard Mitigation Plan (LHMP). An up-to-date LHMP is necessary to received certain state and federal emergency relief funding in the case of a natural disaster, however, Village's had elapsed several years prior. An update to the LHMP would normally cost ~$12,000 in technical assistance, but due to changes in federal grant programs, the BCRC has agreed to support $6,000 of that total. As such, the final cost to Village will be $6,000. A short discussion on the project ensued.

Motion: To Approve the LHMP Proposal from BCRC.

Nomination made by Mooney. Motion seconded by MacLaurin.

Motion approved, unanimously.

VanDerWielen then next presented information on an initiative taken up by the Planning Commission to develop a Main Street Master Plan. This Master Plan would be funded through Municipal Planning Grant (MPG) monies and BCRC would be hired both to administer the grant and to provide technical assistance on the project. Key items to be developed would include standardized streetscape planning in the historic core, plans for future pedestrian and cycling infrastructure, and a draft of a new urban forestry ordinance.

Motion: To Approve Pursuing a Main Street Master Plan with BCRC.

Nomination made by Deck. Motion seconded by MacLaurin.

Motion approved, unanimously.

9. **Public Comments**

10. **Old Business:** *No old business was discussed.*

11. **New Business:**

Mooney mentioned her interest in developing a preserving structure around a marble historic mile marker in front of the Equinox Junior Shops. VanDerWielen commented that the Village had budgeted some monies for such a pursuit in the just-approved budget, and that he would be glad to coordinate with Mooney on the effort.

VanDerWielen then mentioned a growing interest in developing a Winter Market in the Village Core during the holiday season. He asked for authorization to form an advisory committee to such an end, using those monies budgeted by the Board for its creation, this Winter. A short discussion on this and planned holiday festivities ensued. It was resolved that a Trustee should chair the committee, and it was a greed Deck should serve this role.

Motion: To Form a Winter Market Advisory Committee, with Tom Deck as Chair and Curan VanDerWielen as Clerk.

Nomination made by Lewis. Motion seconded by Mooney.

Motion approved, unanimously.

Deck then announced the recent passing of Scott Stannard. Deck commended Stannard and his service to the Village.

Adjournment: 7:47 PM.

Motion: To adjourn.

Motion made by Deck. Motion seconded by Mooney.

Motion approved, unanimously.

The next regular meeting of the Board of Trustees will be held at 4:30 PM on Monday, August 10th, 2026.

Respectfully submitted,

Curan VanDerWielen, Village Manager