



Town of Manchester VT

Town and School District Report - Part B

Town and School Meetings Schedule



Town “Floor Meeting”

**Manchester Elementary-Middle School
Saturday, March 1, 2014—1:00 PM**



School “Floor Meeting”

**Manchester Elementary-Middle School
Monday, March 3, 2014—7:00 PM**



Australian Balloting

**Manchester Town Hall
Tuesday, March 4, 2014—8:00 AM-7:00 PM**

NEW TOWN REPORT FORMAT: The Town has divided the 2013 Town Report into two parts - Part A and Part B. Part A, mailed to all postal patrons of zip codes 05254 and 05255, includes the proposed budgets for the school district and municipal government, tax information, Town Meeting Warning, minutes from previous Town Meetings and contact information. Part B includes reports of officers and not-for-profits, financial reports and information, and the list of appointed and elected Town officials. Part B can be picked up at Town Meeting, Kilburn's Convenience Store, Town Hall (Town Clerk and Town Manager's offices), Discount Beverages and the Mark Skinner Library. Residents may also request that Part B be mailed to them by contacting Ioana Drew at 802-362-1313, option 2 or emailing i.drew@manchester-vt.gov. Both Part A and Part B can be downloaded at <http://manchester-vt.gov/document-center/>. This new method is designed to save the taxpayers money and reduce paper consumption.

Acknowledgements

Printing:
Photos:

**Express Copy
Lee Krohn**

Prepared by:
Edited by:

**Ioana Drew
Tara Dowden**

THANK YOU TO ALL WHO PARTICIPATED IN MAKING THIS REPORT POSSIBLE.

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Appointed Town Committees and Officials

BENNINGTON REGIONAL COMMISSION

Hopkins, Allison 2016
Kelley, Rick 2015

BOARD OF SEWER COMMISSIONERS

Beattie, Ivan 2014
Bell, Wayne 2015
Lattuga, Carol 2015
Nichols, Steven 2016
Souls, Lisa 2014

BOARD OF WATER COMMISSIONERS

Beattie, Ivan-*Chair*
Kilburn, Douglas
Zoller, Lambert

CONSERVATION COMMISSION

Benoit, Alan 2016
Keyes, Lauren 2015
Stewart, Catherine 2014
Cooperman, Michael 2015

DESIGN REVIEW BOARD

Ferrarin, Raymond 2015
Madkour, Brenda 2016
Maiden, Shirley 2014
McLeish, Robert 2014
Watanabe, John-*Chair* 2015
*Brockett, Hailey** 2014
*Goepel, Hannah** 2014
*Pammi, Teja** 2014
*Somple, Sammy** 2014

DEVELOPMENT REVIEW BOARD

Benoit, Alan 2016
Cutler, Greg 2016
Ferrarin, Raymond 2016
Griffin, John 2016
Ringwood, John 2016
Waker, Timothy-*Chair* 2014
Watanabe, John 2015
*Aiello, Robert (Chris)** 2014
*Keyes, Lauren** 2014
*Stark, Larry** 2014

ENERGY COMMISSION

Benoit, Alan-*Chair*
Cohen, Michael
Kilburn, Michael
O'Keefe, John

INVESTMENT ADVISORY BOARD

Brodie, Donald
Dowden, Tara
Ferrarin, Marie
Fielding, David-*Chair*
O'Keefe, John
Shaw, Andrew

MARK SKINNER LIBRARY TRUSTEE (TOWN)

Bernal, Patrick
Drunic, Stephen
Novak, David
Lemonik, Robert
Seff, Meg
*Grant, Abbey**

PARKS AND RECREATION ADVISORY COMMITTEE

Benway, Linda 2015
Brown, Barry 2015
Charbonneau, Joe 2015
Deck, Tom 2015
Heekin, Tim 2015
Judge, Thomas 2015
McCoy, Tom 2015
Memoe, Betsy 2015
Morris, Maryanne 2015
Murphy, Steven 2015
Thomas, Jason 2015
*Bazyk, Morgan** 2014
*Gourd, Griff** 2014
*MacKenzie, Lauren** 2014
*Souls, Lisa*** 2014

PLANNING COMMISSION

Boshart, Greg 2017
Drunic, William-*Chair* 2016
Glabach, Chris 2016
Grossfeld, Steven 2017
Pevnick, Justin 2017
*Oh, Stella** 2014
*Avlon, Kiana** 2014

TRANSPORTATION INITIATIVE COMMITTEE

Beattie, Ivan
DiLiello, Leo
Drunic, William
Hand, Jim
Mancini, Ronald-*Chair*
Wilbur, Marge

TREE COMMITTEE

Benoit, Alan 2015
Hopkins, Allison 2015
Zecher, I. Stanford Jr. 2015

OTHER APPOINTED OFFICIALS

Fire Warden Grant, Lawrence 2018
First Constable Hall, Michael 2014
Health Officer Sheldon, Dave 2016
Service Officer Hall, Michael 2014
Tree Warden Beattie, Ivan 2015
Zoning Administrator Hopkins, Allison 2016

* *Student members*

** *Selectboard member*

Elected Local, State and Federal Officials

ADVISORY COMMITTEE ON CEMETERIES

Bell, Wayne	2014
Griffin, John	2015
Ferrarin, Raymond	2015
Orava, Heather	2014

JUSTICES OF THE PEACE

Bell, Wayne	2015
Bernal, Bliss	2015
Carroccio, Carol	2015
Gavel, Bonny	2015
Hill, Alison	2015
Kilburn, Cynthia	2015
Kropa, Frank	2015
Madden, Deborah	2015
O'Donovan, Howard	2015
Powers, Barbara	2015
Spence, Linda	2015
Walker, Sheila	2015

LISTERS

Green, Perry	2015
Moore, Pauline	2014
Scribner, Joyce	2016

MODERATOR

Nawrath, W. Michael	2014
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SELECTBOARD

Beattie, Ivan- <i>Chair</i>	2014
Bell, Wayne	2015
Lattuga, Carol	2015
Nichols, Steven	2016
Souls, Lisa	2014

MEMS BOARD OF DIRECTORS

Conner, Margaret	2014
Johnson, Kim- <i>Clerk</i>	2014
Kaplan, Mark	2015
McNabb, Katy	2015
Vogel, Brian	2016

TOWN CLERK

Spence, Linda	2015
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TOWN TREASURER

Fielding, Jr., David	2015
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TRUSTEES OF PUBLIC FUNDS

Brodie, Donald	2015
Ferrarin, Marie	2014
Shaw, Andrew	2016

PRESIDENT OF THE UNITED STATES

Barack Obama
ph #: (202) 456-1414

GOVERNOR

Peter Shumlin
ph #: (802) 828-3333

US SENATORS

Bernie Sanders
ph #: (800) 339-9834
Patrick Leahy
ph #: (802) 229-0569

US REPRESENTATIVE

Peter Welch
ph #: (888) 605-7270

VT STATE ATTORNEY GENERAL

William Sorrell
ph #: (802) 828-3171
e-mail: atginfo@atg.state.vt.us

VT STATE TREASURER

Elizabeth Pearce
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Jim Condos
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Section Six: Annual Reports

TOWN GOVERNMENT

Selectboard

This past year saw the completion of two major projects: the Roundabout and the new Park House at the Dana L. Thompson Memorial Park.

The Town finished work on the Roundabout the spring of 2013. Originally slated to take three construction seasons, the project began in the spring of 2012 and finished in the spring of 2013. Special thanks goes to the Agency of Transportation, especially Joel Perrigo; Jason Waysville and Boswell Engineering, who performed the onsite engineering; Schultz Construction, who worked day and night to get the project done as quickly as possible; and our in-house team of Lee Krohn, Tricia Hayes, our public information officer, and Jeff Williams and Dave Sheldon. Without all of their hard work, the project could not have been completed as quickly and with minimal disruptions. As a result, downtown Manchester is now graced by two new roundabouts, which work efficiently and smoothly even on the busiest days. The Town sidewalks have been replaced and upgraded, new street lighting illuminates Depot Street, Main Street and Bonnet Street, and benches, trees and other streetscape and landscape elements have been added to enhance the look and feel of our downtown core. Lastly, the overhead utility lines along the project were removed, creating better views of our beautiful surrounding mountains and landscape.

Then, after the project was done we celebrated like only Manchester can. On summer solstice it seems like almost everyone in Town celebrated in the middle of historic Main Street, complete with The Don't Leave Band, performers and food vendors. The concept was so popular that the Town held another street festival in August. Both celebrations helped to bring people together.

In an effort to encourage more outdoor dining in the newly reconstructed downtown, the Selectboard adopted a new commercial sidewalk use policy in March. At least three establishments took advantage of the new policy in 2013. Keeping a focus on the downtown area, the Town applied for a village center designation in September of 2013.

The new Park House at the Dana L. Thompson Memorial Park, which replaced the old pool house, opened this past spring. The Selectboard, the Thompson family, and the Manchester Police Department rededicated the Park as

the Dana L. Thompson Memorial Park in May as part of Law Enforcement Memorial Week. Chief Thompson was murdered in 1972 during a robbery at a local business. The Board was joined by a large contingency of members of the Manchester Fire Department, the State Police Color Guard and other members of law enforcement community, the local Boy Scout troop, and a countless town residents. During the event, the Thompson family unveiled a commemorative plaque that hangs in the Park House and members of the Manchester Police Department unveiled a memorial stone, placed in the center walk to the new Park House. The event will help to ensure that Chief Thompson's ultimate sacrifice to Manchester and its citizens will not be forgotten by future generations.

In the fall of 2013, the Town worked with the Vermont Council on Rural Development to help facilitate "Manchester 2020," a community visioning process. Manchester resident Brian Keefe chaired the Manchester 2020 effort. After a series of well-attended public meetings, Town residents identified four priorities: develop a small business incubator; become a biking center and destination; attract higher education opportunities; and redevelop the riverside and open a riverwalk. After the priorities were identified, subcommittee chairs were designated and subcommittees formed from interested residents. The Town and its subcommittees continue to work on the four priorities identified by Manchester 2020.

The Town signed an agreement with Vermont Voltage, a professional soccer team, that brought professional soccer to the Town-owned Applejack Field in the summer of 2013. The Voltage played three games in 2013, and we expect even more games in 2014. Also in Parks and Recreation news, the Selectboard adopted a new user policy for Town parks and facilities and appointed new members to the Advisory Committee on Parks and Recreation.

In December, the Selectboard met with the Dorset Selectboard in a meeting at the Bennington County Court House in Manchester Village. At the meeting, the two boards signed a historic agreement which laid the foundation for possible consolidation and collaboration of public safety functions between the two towns.

In 2012, the Town Selectboard and Board of Water Commissioners signed an agreement with Bennington County Habitat for Humanity. Under the agreement, Habitat

Economic Development

agreed to upgrade the water main along Jennifer Lane and pave the roadway. The work was finished in the fall of 2013 under the supervision of the Town's engineer and Town Water Department. As a result, Jennifer Lane now has better fire suppression, water service, and a newly paved roadway.

In November, the Selectboard and community celebrated heroes that live among us when we awarded the Unsung Hero Award to: Karen Allen, Lysa Cross and Beverly Van Sickle. Like past recipients, these individuals tirelessly, and quietly, work hard to make Manchester such a special place. In October the Selectboard dedicated the conference room at Town Hall to beloved former employee Betty A. Tobin. In November, along with the Manchester Historic Society, the Selectboard dedicated a new interpretive panel in the Town's historic Depot District.

Last year also brought with it personnel changes at Town Hall. After twenty-four years of dedicated service to the Town, Lee Krohn, our Planning Director and Zoning Administrator, left to pursue new challenges up north. Earlier in the year Matthew Daskal joined the team at Town Hall as Director of Operations and Human Resources, assuming many of the duties and responsibilities of our former Human Resources Administrator, Cynamon Marshall, who resigned in 2012. James Blanchard was appointed as corporal of the Police Department and Jason Thomas and Abby Zimmer were appointed as police officers by the Town Manager. Officer Zimmer becomes the first full-time female police officer. In November, the Board appointed Allison Stori Hopkins as the new Director of Zoning and Planning. In the latter part of 2013, the Town implemented a new health insurance policy in order to comply with new state and federal changes to health care.

While change is inevitable, the Town has been well served by our committed, long-tenured employees who maintain, protect and manage the Town and our collective assets. Without the thirty or so full-time employees and numerous part-time employees, we would not be able to provide the residents and visitors of Manchester with the same high level of service.

During 2013 the Selectboard met twenty-four times in regular and special meetings.

*Respectfully submitted,
Selectboard*

*Ivan C. Beattie, Chair, Wayne E. Bell, Vice-Chair,
Carol M. Lattuga, Steven A. Nichols, Lisa Souls*

We continue to work with both existing and prospective businesses and landowners to carry on with the revitalization of our business district. This year we earned the "Village Designation" for our historic Main Street District. This designation makes building owners eligible for historic tax credits when they make interior or exterior improvements to historic buildings. They also get priority consideration when applying for planning grants and funding from the Vermont Community Development Program.

We are currently considering the possibility of expanding this program to the "Downtown Designation" which will expand the district to our other historic districts as well as expand the services we can offer our businesses.

The SCORE (Service Corps of Retired Executives) branch that we helped form continues to grow with additional counselors as well as prospective business entrepreneurs seeking mentoring as they work toward developing new businesses or growing their current businesses.

The municipality continues to invest in the infrastructure of the community. The Junction Roundabout project was completed with landscaping and striping. The Park House has increased the usage of The Dana L. Thompson Memorial Recreation Area and has generated a renewed interest in continuing to improve the Park for community use.

The Community Visit (now known as Manchester 2020) process that occurred this past winter has spawn four groups that have been working to fulfill their mission. The Biking group has published a Cyclist's Guide to Manchester and the Mountains, put bike racks out, and will have a repair center. The Riverwalk group has already cleared some of the Riverwalk as well as fund raised and received a grant to have a base mapping project done for the Riverwalk. The Education group has done a study of the needs and desires of the community for more local education and how to implement it. The Incubator group is studying the needs of entrepreneurs and facilities available to meet these needs. This is only a small portion of what these groups have achieved. They welcome all volunteers interested in assisting them.

*Respectfully submitted,
Pauline Moore, Economic Development Coordinator*

Emergency Management

During 2013, as part of its regular function, Manchester Emergency Management (MEM), along with police, fire and rescue, focused on the advancement of emergency management responsibilities within the Public Safety Department. A joint committee was formed between the Towns of Manchester and Dorset to decide if a further study is warranted to explore the feasibility of merging several of our emergency response departments.

Although throughout the United States we experienced numerous disasters, Manchester was again relatively quiet. In Manchester, we finished constructing our Emergency Operations Center. The room will serve dual purposes. It will be used as a command center if an event should occur, and as space to provide training for emergency managers and first responders.

Manchester's Emergency Operations Plan was updated and a number of our local emergency planning maps have been digitized to aid responders online and in the field. Currently, MEM is working with the Vermont Department of Homeland Security to help find funding for a new communications dispatch center and to help organize a table top training exercises for all the public safety departments.

*Respectfully submitted,
Andrew Reed, Emergency Management Coordinator*



Fire Department

The Manchester Fire Department responded to 161 calls for our fiscal year 2012-2013. Of those calls, 134 were for fire related incidents including structure fires, smoke/odor conditions, carbon monoxide alarms, monitoring, etc., 27 calls were rescue related including automobile accidents and search/rescue.

Members of Manchester Fire attended a combined total of 1702 hours during the year. Two Firefighters earned their Firefighter Level I certifications this year: Tom Zoufaly and Mike Bober. We currently have one member enrolled in Firefighter Level II: Mike Bober.

In addition to these calls and training, our members attended monthly meetings, work parties, parades, provided fire safety education to community schools, and were at Race for the Cure and many other community events.

We would like to thank the area residents and businesses of our community for your continued support of our fundraising endeavors throughout the year. It is always a pleasure to see you enjoying your pancake breakfasts!

I would like to thank the firefighters and their families whose commitment and dedication enables our town to have such a successful volunteer fire department.

The Manchester Fire Department has recently joined the web. You can visit our website at ManchesterFireDepartment.com or find us on your favorite social networking sites including: Facebook, Twitter, Instagram, Google+ and Tumblr. Our department is proud to utilize these services to keep in contact with the community throughout the year, sharing messages of safety, and current events that happen around the department.



Manchester Fire Fighters 2013

The following is a list of our current members:

Bacares, Orlando, *Firefighter*
Beideman, Bill, *Rescue Lieutenant/Safety Officer*
Bober, Mike, *Training Coordinator/Firefighter*
Bourn, Phil, *Chief*
Bowen, Norm, *Firefighter/Past Chief*
Bushee, Mike, *Firefighter*
Casey, Sean, *Firefighter*
Coniglio, Noel, *Firefighter/Lifetime Member*
Corey, Josh, *Firefighter*
Dilworth, Zach, *Firefighter*
Doherty, Jim, *Hose Captain*
Dopkins, Seth, *Firefighter*
Fielding, Bruce, *Hose Captain*
Fuller, Terry, *Hose Captain*
Grant, Lawrence, *Firefighter/Past Chief/
Lifetime Member /Fire Warden*
Greene, Jamie, *Firefighter*
Healy, Scott, *Ladder Captain*
Holms, Richard, *Fire Police*
Johnston, Marc, *2nd Assistant Chief*
Kilburn, Troy, *Firefighter*
King, Jay, *Firefighter*
Knight, Carroll, *Captain/Past Chief/Fire Police*
Mariano, William, *Firefighter*
Ouellette, Tom, *Fire Police/Past Chief*
Owens, Shari, *Firefighter/Treasurer*
Porch, Brian, *Firefighter*
Reed, Andy, *Rescue Captain, Secretary*
Roberts, Mark, *Firefighter*
Roy, Francois, *Firefighter*
Slade, Mark, *Firefighter*
Thompson, Charles, *Fire Police/Past Chief*
Towslee, Chris, *1st Assistant Chief*
Towslee, Mark, *Ladder Lieutenant*
Walker, Geoffrey, *Firefighter*
Ward, Jonathan, *Firefighter*
Welsh, Scott, *Firefighter*
Wilcox, Gary, *Firefighter/Lifetime Member*
Zoufaly, Tom, *Firefighter*

*Respectfully submitted,
Philip Bourn, Fire Chief*

Investment Advisory Committee

The year 2013 was a very strong year for U.S. stocks, fueled in large part by the Federal Reserve's ongoing support and by improvement in the economic outlook. In regards to returns, 2013 was the reverse of 2012 where as the U.S. had the highest returns compare to developed and under developed foreign markets.

Previously, the Investment Advisory Committee managed Group A Funds, while Group C Funds and Group B Funds were managed by an outside third party money manager. On December 14, 2012 the Selectboard approved the Investment Advisory Committee's recommendation to manage Group B Funds in house and not use a third party money manager.

The Investment Advisory Committee met during 2013 to monitor and rebalance the portfolios as necessary with a focus on cash flow requirements, investment returns and risk management. The portfolios were managed primarily on a balanced allocation, approached and weighted towards U.S. investments comprising of exchange traded funds, short duration fixed income, and cash and cash equivalents.

Total funds under management at December 31, 2013:

Capital Improvement Reserve	\$1,139,276
Cemetery Trust	186,950
Fire Department Equipment	391
Local Option Sales Tax	343,103
Otto Condermann	30,125
Police Benevolent	77,693
Recreation Savings	50,415
Sewer Capital Reserve	624,681
Water Capital Reserve	623,441
Madeline Warner Trust	51,669
Total	<u>\$3,127,744</u>

*Respectfully submitted,
David Fielding, Chair
Investment Advisory Committee*

Please remember to check your smoke detectors and CO detectors in March and November and be sure to practice your family escape plan.

Listers Board

The property market in Manchester has been fairly stable with the number of sales increasing but sale values remaining fairly static. In the 18 month period (7/1/11 – 12/31/12), we had 65 residential sales (not including condos and mobile homes). The sale prices had a wide range with a low of \$104,000 to a high of \$3,150,000 and with a median sale price of \$339,000. In the 7/1/12 to 12/31/13 period, we had 94 sales with a median sale price of \$311,000. Two thirds of the sales were for \$400,000 or less and four sales greater than a million dollars.

Over the last four years, we have continued to adjust the values of classes of properties as we have enough data to support the changes. This year, we completed the residential properties adjustments and we continue to adjust condominium developments when sales indicate a trend.

We support the Town's decision to replace listers with an assessor. Manchester is a complicated town with many different categories of properties: commercial, industrial, residential, condos, mobile home parks and several land categories including forest and recreation. It is always a struggle to find individuals to run for the position of lister who have the desire to take several of the IAAO (International Association of Assessors & Listers) courses which are necessary to qualify an individual to serve the Town and townspeople with the quality of service they deserve.

As always, we appreciate the cooperation and support we receive from the community.

*Respectfully submitted,
Joyce Scribner, Chair, Perry Green, Pauline Moore*

Parks and Recreation

The completion of the Park House in March of 2013 was a turning point for the Town of Manchester and the Parks and Recreation Department. The new Park House allows the Manchester Parks and Recreation Department the ability to enhance its programming while providing a much needed activity room, public restroom facilities, locker rooms and a state of the art mechanical room for the pool filters.

During the spring of 2013, the Manchester Parks and Recreation Department featured BBA tennis and baseball, along with the Equinox Lacrosse Jamboree, and Little League Baseball. Community Soccer was offered for boys and girls ages 3-5 that brought in over 120 participants. The Manchester Parks and Recreation Easter Egg Hunt had approximately 250 children participating. Vermont Voltage professional soccer chose Applejack Field to be its home field in southern Vermont. The Voltage played 4 games during the spring and summer of 2013.

During the summer of 2013, the Triton Swim Team registered over 100 participants and hosted several meets at the pool. The Manchester Parks and Recreation swim instructors taught over 300 children how to swim and the pool saw an average of 275 people swimming on a daily basis. Summer camp moved from MEMS to the Rec Park Activity room and focused on enjoying all the activities that summer at the park has to offer. The camp staff was the best in a number of years boasting excellent reviews by the participants. Sandlot Soccer/Swim, sponsored by Gatehouse Financials, had the highest number of registrations in its ten years of operation.



Planning and Zoning

The Department also sponsored Challenge British Soccer, Vermont Voltage Soccer, Cliff Drysdale Tennis Camps, and the USTA Junior Tennis Team. The Independence Day Celebration was set to a firework musical extravaganza on Applejack Field honoring Wendall ("Wendy") Cram, World War II veterans, and the legendary 10th Mountain Division. Wendy is a World War II veteran of the elite 10th Mountain Division. He qualified for the 1940 Winter Olympics but the Olympics were cancelled due to the war. The grand finale erupted to the 1812 Overture and included the earthshaking black powder cannons of Forsyth's Rifles. Hundreds of spectators enjoyed live music, swimming, and picnicking throughout the day.

Fall 2013 at the Dana L. Thompson Memorial Park hosted BBA Football and Soccer on Applejack Field, as well as on the other playing fields at the park. The Manchester Youth Soccer League also called the Rec Park home for games and practices, along with Equinox Football and Storm Football. The department also sponsored many programs in the activity room such as: tumbling, yoga, Halloween Spooktacular Party, Family Movie Night Series, Star Gazing, and many other community meetings and birthday parties. Manchester Parks and Recreation has most recently registered and offered a quality basketball program for 100 children and 13 volunteer coaches. The teams range from kindergarten to 6th grade with practices and games at area schools. The annual Chili Challenge was held in February at the Equinox Resort with over 25 participating restaurants and over 600 attendees that tasted and voted on their favorite Chili and/or Macaroni and Cheese. The Chili Challenge is Manchester Parks and Recreation Department's major fund raiser. All of the proceeds from the Chili Challenge feed the scholarship fund which assists residents in covering registration costs for department programs.

The Manchester Parks and Recreation Department is grateful for the support of the Manchester tax payers for approving the bond and the completion of the new Park House. Without your generosity, we would not have this beautiful facility to house our offices and enhance our programming. The Manchester Parks and Recreation Department recognizes that many of our programs are successful because of the volunteers we have in the community. We would like to thank all of the volunteers and supporters of the Manchester Parks and Recreation Department. You are vital to the success of our programs. We are continually striving to offer programs and facilities to meet the needs of the Manchester community. We always welcome suggestions for improvement and volunteers to help us in our mission.

*Respectfully submitted,
Liz Ambuhl, Director*

Planning Commission

In early 2013, under the guidance of former Planning Commission chair Brian Keefe, Town planner Lee Krohn, and Town Manager John O'Keefe, and with the able assistance of Paul Costello and the team from the Vermont Council on Rural Development, the Planning Commission participated in a community visioning process. Manchester 2020 presented a number of forums where citizens could provide input on what Manchester should focus on in the next 5 to 10 years. Of the dozens of creative and good ideas presented, four rose to the top as the focus narrowed: riverside and open a river walk, development of a small business incubator, attract higher education opportunities, and becoming a biking center and destination.

Throughout the year, the Planning Commission discussed Town signage and the character of our community. It also continued its review of zoning bylaws in response to citizen requests and updated definitions and various sections of the bylaw so as to be in sync with the current plan and the wishes of the community. The Commission pursued and obtained major grant funding from the State for planning projects. Chief among these grants include a Depot Street corridor planning grant and one to study the interface of Memorial Avenue and Main Street. The Depot Street corridor study seeks to examine Depot Street and potential improvements focused on ideals of complete streets: access for not only vehicles, but also pedestrians and bicycles, as well as the aesthetic and downtown concerns. At Memorial Avenue and Main Street, the study plans to, in coordination with MEMS, examine pedestrian and traffic safety.

This past year saw the departure of some of our board members. Will Hersom moved out of state, Craig Hunter moved out of town, and John Ringwood decided to continue his years of gracious and positive service on the Development Review Board. We thank Will and John for their many years of dedicated service and particularly to John who served as our chairperson for the last few years.

Development and Design Review Boards

The well established process of the Development and Design Review Boards meeting together continues to make the application presentations, discussions and approvals work smoothly, effectively, and efficiently for both the Boards and the applicants. During this process, both Boards make sure to not only adhere to the zoning ordinances as they have been set forth but to also work collaboratively with the applicants to make the best decisions for the community.

Manchester's continued vibrancy is evident in the ongoing amount of permitting, both commercial and residential. Design and development have seen a good number of applications and development efforts. On the residential side, there were a few new houses, many additions including porches, rooms, barns, home occupations approvals, and other forward progress, as well as exterior improvements to properties. On the commercial side, projects include several large commercial plaza redevelopments (planned or in progress), major hotel development, business expansions, many new signs, and several other significant projects in the early application stages.

Also in 2013, our Planning Director and Zoning Administrator, Lee Krohn, decided to pursue different opportunities that were available to him after 24 years of service. In December, Allison Hopkins was hired as the new Director of Zoning and Planning. She joined the Town after a comprehensive recruitment process. Allison brings over a decade of experience in zoning and planning to the community.

Respectfully submitted,
William Drunic, Chair, on behalf of the Planning Commission
Tim Waker, Chair, on behalf of the Development Review Board
John Watanabe, Chair, on behalf of the Design Review Board

Police Department

"Few things can help an individual more than to place responsibility on him, and to let him know that you trust him."
-Booker T. Washington

Much has happened at the Manchester Police Department over the past year. We are fully staffed once again with 8 full-time officers and 4 dispatchers. Manchester's first woman officer, Abigail Zimmer, completed the Vermont Police Academy full time basic training in December, and Jason Thomas was hired to fill a vacancy created when Officer Epstein took a Sergeant position with the Winhall Police Department. We are fortunate to be complimented by a staff of part-time police officers and dispatchers who provide a vital role in our operations. I am pleased to work with a competent staff of committed individuals who work hard to provide the best of services to our community.

Our community is still experiencing a significant amount of drug issues, primarily heroin and the associated crimes of burglary and larceny. A second drug sweep was conducted resulting in fewer arrests. This should signal that usage is declining. We continue to aggressively seek out the suppliers who are providing the drugs to our community, poisoning our youth, families, and friends.

The department has adopted a policy of 'if you commit a

crime here we will come after you". It is our way of saying, "this is our community, if you come here with the intent of disrupting our peaceful way of life we will come after you and hold you accountable wherever you are". The department is actively participating in increased training with particular focus in the field of technology. Sergeant Owens will be attending the FBI National Academy this summer. Officers are attending training in special investigations such as computer forensics, sexual abuse, and non-lethal weapons.

We are exploring ways to become more integrated with the community. Within the next few months, we will be offering "coffee with a cop" events where the public can meet with officers from the department and share their ideas, concerns or complaints.

I have been outspoken in so far as our judicial system regarding drug offenders, drug dealers, welfare fraud and mental health issues. I will continue to advocate for changes in the laws that will make our community safer.

Below are a few statistics for 2013:

Incidents	3298	Traffic citations	379
Criminal arrests	110	Warnings	685

Thank you for the privilege and opportunity to serve as your police chief. Please feel free to contact me any time.

Respectfully submitted,
Michael Hall, Chief of Police

Sewer and Water Department

The 2013 year was a busy year for the Sewer and Water Departments. The Roundabout was completed with the installation of new water and sewer mains which replaced some very old lines.

The water main on Jennifer Lane was also replaced with a new eight inch water main that allows for new fire protection in that area.

A new water model for the Town Water Department was completed. The model is now in service through Dufresne Group Consulting Engineers. The new, updated ISO rating is much higher. This will help the Town in the future. Ongoing leak detection helps identify water leaks and improve the efficiency our our system.

The Sewer Department worked on some collection system deficiencies. We installed a sewer manhole at the end of the sewer main by Ye Olde Tavern and we partially replaced a sewer main on Witherell Lane that was not functioning properly.

Respectfully submitted,
Dave F. Sheldon, Superintendent

Town Clerk's Office

Real estate sales were way down this year, as were permits for building, etc. That being said, this office remained busy throughout the year keeping the land records and other documents recorded, filed and in an orderly manner. My sincere thanks and appreciation to Anita Sheldon, my trusted Assistant Town Clerk for her dedication and professionalism. The duties of this office are varied. They require great detail, ethics, and adherence to Vermont State Statutes.

Dog licenses are in for 2014 and must be obtained on or before April 1st in order to avoid paying a fine. Please stop in and get your dog license early. Feel free to give our office a call if you need verification of your rabies certificate.

Absentee/early ballots are available for Town Meeting up until 5:00 pm, Monday March 3rd. You can obtain an absentee/early ballot by either stopping into the Town Clerk's office to vote or by calling to request that a ballot be mailed to you. A family member, authorized agent or health care provider may request a ballot on a voter's behalf.

The deadline to register to vote, if you are not already registered, is Wednesday, February 26th at 5:00 p.m.

The polls will be open from 8:00 am to 7:00 pm at Manchester Town Hall on Tuesday, March 4th.

Voting at the polls this year will be a different experience. Sadly, my good friend and trusty last shift entrance checklist check-in clerk, Kathy Sessions, passed away. She was an amazing worker and meticulous at her job. She will be greatly missed in many ways.

As I enter into my 27th (gasp) year in the Town Clerk's Office, I can honestly state that being a Municipal Clerk is one of the most rewarding professions I have encountered. I thank you all for allowing me the honor of serving as your Town Clerk. I will continue to strive for excellence and continuing education in this role.



*Dog license are DUE on
April 1st, 2014.
Fees increase SIGNIFICANTLY on
April 2nd. Please license your dog today!*



Ioana Drew - Karl Wayne Spence the peekapoo

Births

Girls	13
Boys	11
Total	24

Of the 24 births, 19 occurred in Bennington, VT and 5 in Rutland, VT.

Deaths

Females	41
Males	27
Total	68

Marriage Licenses

New York	27	Rhode Island	2
Manchester, VT	12	Virginia	2
Massachusetts	10	Colorado	1
New Jersey	10	District of Columbia	1
Connecticut	4	Louisiana	1
Florida	4	Georgia	1
California	3	New Mexico	1
Illinois	3	New Hampshire	1
Pennsylvania	3	Ohio	1
Texas	3	Tennessee	1
		Wisconsin	1
		Total	92

*Respectfully submitted,
Linda Spence, CMC/MMC, Manchester Town Clerk*



Section Six: Annual Reports

MANCHESTER SCHOOL DISTRICT

Superintendent of Schools Report

There were significant changes to the structure of the supervisory union in the 2012-2013 school year. The Mountain Towns Regional Education District and the Winhall Town School District joined the BRSU on July 1, 2013. The addition of these districts was projected to save the other BRSU districts approximately \$160,000 on an annual basis. During the budget process in the Fall of 2013, however, it was determined the BRSU needed an additional accounting position. This position will reduce the projected savings to \$100,000 a year. This new position was included in the FY 2015 budget.

There were other changes to BRSU staff during the year. Judy Adams, the long-serving BRSU Assistant Superintendent, decided to leave the organization in order to be closer to family and to pursue other interests. Her Assistant Superintendent position was combined with the Curriculum Director position, and a new Director of Student Services position was created to supervise special education programs among the districts. Jackie Wilson was hired for the Assistant Superintendent position. Her responsibilities include providing governance support to the Mountain Towns RED and Winhall districts. Daphne Tuthill was hired as the Director of Student Services. She is a very experienced administrator whose leadership will be instrumental when the supervisory union centralizes special education in the near future.

A central theme of the supervisory union's management approach remains building capacity among its member districts to share services in order to lower administrative costs. Our districts went out to bid for a five year contract on copiers and printers along with a larger group of school districts in northern New England. The result of this process will be a significant reduction in our copier and printing costs. We also deployed a web-based system that allows us to monitor copiers and printers in real time. This data will allow us to better manage our printing costs relative to our budgets.

A significant milestone of the 2012-2013 school year was the successful completion of teacher contract negotiations after two and a half years of negotiation. Under these negotiations, six teacher contracts were merged into a single, three-year agreement. This new agreement includes common contract language on most issues and a single

set of salary schedules. Each district's teachers were "transitioned" to the new set of salary schedules in the first year of the agreement based on each district's unique financial capacity. The first year transition salary increase was an average of 3.4%. Teachers will receive a 3% salary increase in each year of the other two contract years. Teachers also agreed to increase their contribution to the costs of health insurance. Teacher contract negotiations will begin again in the Fall of 2014. At these negotiations, Flood Brook teachers will join the other BRSU teachers in the negotiations process, and the issue of health insurance relative to the Affordable Care Act will be addressed.

It is my privilege to serve BRSU districts as superintendent. Thank you for your continued support of our schools.

*Respectfully submitted,
Daniel M. French, Superintendent of Schools*

Assistant Superintendent of Schools Report

Given the increasing demands of new standards and assessment systems, and the diverse and complex needs of our learners, the importance of working collaboratively to address curricula and instructional needs has never been more critical. While all of our schools are unique, quality instruction and curriculum is not unique to a specific school. The BRSU is fortunate to have strong instructional leaders serving as principals, and a cadre of talented, committed teachers. The expertise that these educational leaders bring to the table, coupled with their commitment to collaboration, benefit all the children in the BRSU.

Over the past year, intentional focus has been given to reading, writing, mathematics, and personalized learning. Areas of focus are determined by reviewing student performance data and assessing new learning demands presented by the Common Core Standards. Many of our school communities have adopted Ends Policies this year and future curricula planning will consider these new policies.

The BRSU is committed to creating personalized learning environments for our students. In a personalized system

Annual AHERA Notification

TO: Parents, Teachers, Employees, other personnel or their guardians

FROM: Daniel M. French, Superintendent of Schools

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 [g][4]) requires that written notice be given that the following schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public in our office and at the administrative office of each facility listed below.

SCHOOL	ADDRESS	PHONE
Dorset School	130 School Drive Dorset, VT 05251	802-362-2606
Flood Brook School	91 VT Route 11 Londonderry, VT 05148	802-824-6811
Manchester Elementary Middle School	80 Memorial Ave. Manchester Ctr., VT 05255	802-362-1597
Sunderland Elementary School	98 Bear Ridge Rd. Sunderland, VT 05250	802-375-6100
Currier Memorial School (UD#23)	234 North Main St. Danby, VT 05739	802-293-5191
Mettawee Community School (UD#47)	5788 VT Route 153 West Pawlet, VT 05775	802-645-9009
Bennington-Rutland Supervisory Union	6378 VT Route 7A Sunderland, VT 05250	802-362-2452

students actively participate in identifying their learning goals and become self-directed expert learners who monitor their progress. All of our current curriculum work is framed by our commitment to personalization. This year, our students in grades K-8 developed a Personal Learning Plan and we will continue to revise and improve this learning practice over the next few years. In the near future, students will start to build an electronic portfolio to showcase their learning achievements.

The ability to read well and comprehend complex text is a necessary skill. All of our teachers in grades K-4 are currently engaged in Guided Reading professional development. A Guided Reading approach identifies where learners are in the continuum of reading proficiency and then provides instruction targeted specifically to the reader's needs. Teachers in grades 5-8 received training in complex text instruction in non-fiction reading, and non-fiction reading instruction is a common practice in content classrooms.

We are in year two of a commitment to non-fiction writing. Research shows that non-fiction writing proficiency is one of the most significant levers for increasing academic achievement in all areas. For the past two years, all of the teachers across the BRSU have worked on developing non-fiction BRSU writing benchmark assessments for students in grades K-8. Through this work we have developed teacher knowledge on how to teach and assess non-fiction writing.

Several of our schools in the BRSU (Manchester Elementary Middle School, Dorset School, and Flood Brook School) have launched a new approach to mathematics instruction called the Progressive Math Initiative (PMI). The PMI approach, via the use of technology, enables the teacher to constantly assess individual student understanding, and adjust learning to better meet student needs. PMI is an open curriculum model. This means that the content can be revised and improved on a continual basis.

To meet the curriculum needs of our growing supervisory union, two teacher coaches were hired at the BRSU level. Jennifer Turner, a former kindergarten teacher from Currier Memorial School is the BRSU Math Coach and Julie Burchstead is our new Literacy Coach. Both Jenn and Julie come with years of teaching experience and high levels of expertise in their content. We are fortunate to have them supporting all of our teachers in the BRSU.

*Respectfully submitted,
Jackie Wilson, Assistant Superintendent of Schools*



Manchester School District Board of Directors Report

Providing a high quality education to all our students while remaining fiscally responsible to taxpayers is the difficult challenge facing every school board. This year, MEMS was fortunate to end FY14 with a surplus of \$241,000, which was achieved through prudent financial planning and careful spending on the part of the BRSU and the MEMS Administration. The Board of Directors has chosen to apply the entire surplus toward the FY15 budget to lessen the overall tax implications. When combined with other cost saving measures, we were able to reduce costs to the taxpayers by \$311,402.

In addition to our work on the budget, the Board spent much time on the creation and adoption of a school-wide ENDS policy. An ENDS policy describes the effect an organization seeks to have on the world outside itself: What do we want our students to know and to have experienced during their time at MEMS? What skills will they need to become productive members of our community? What resources will we spend to meet these goals? ENDS policy is about setting goals. It is then up to the Principal and her team to determine the means necessary to meet these goals. We believe that Principal Merrill and our talented teaching staff can meet the challenge we have set them.

In addition to the ENDS policy, the Board adopted the Guiding Principles of the Manchester School District Board of Directors, which will help us in setting priorities for resource allocation and policy making.

MEMS Ends Policy

Vision

To inspire children to a love of learning and life-long success.

Global Ends

MEMS will provide a rich environment of rigorous academics, social and cultural activities, and civic engagement to prepare students to become productive, self-reliant, responsible, ethical, creative, and compassionate members of society, at a cost the community will support.

ENDS Policy

Academics:

- Core Content
Ninety percent of students who have been in the district for a full school year will advance at least one grade level by the end of each year in the core aca-

ademic content areas of reading, writing, mathematics, science, history and social studies.

- Visual and Performing Arts
All students will be provided with opportunities, and are expected to participate, in enriching visual and performing arts.
- Physical Education and Health
Students will develop personal and social skills and behaviors that will support their physical, emotional, and mental well-being. Students will demonstrate an understanding of how nutrition, exercise and athletics, creative outlets, self-reflection, and personal relationships contribute to a healthy, well-adjusted, and productive person.

Opportunities and Skills:

Students should have opportunities to pursue their unique interests, passions, and curiosities within the classroom setting. Ninety percent of all graduating eighth-grade students will have acquired real world skills such as keyboarding, basic financial literacy, and public speaking.

Policy Development and Review:

This policy was developed in collaboration with the administration and staff of MEMS, the Manchester School Board and the community whose input informed both the ENDS Policy and the Guiding Principles of the Board (see attached). This policy, and all other MEMS board policies, will be reviewed by the board at least every 18 months and revised for relevance and usefulness.

Guiding Principles of the Manchester School District Board of Directors:

- The Board believes every child can learn.
- The Board expects every child to learn to their potential.
- The Board believes every child can achieve his or her potential when challenged and stimulated intellectually.
- The Board believes every child deserves exemplary staff, facilities and resources.
- The Board believes every child and member of the school community deserves a safe and secure environment.
- The Board believes every child needs to understand their role in both the school community and the larger community and be encouraged to become active in their community.
- The Board believes every child should be instilled with values such as citizenship, integrity, dependability, and accountability.
- The Board believes in focusing on the whole-child and that all students deserve access to good nutritional choices and physical fitness as well as access to the fine and performing arts.

- The Board believes every child deserves to be treated with respect and should respect others.

In closing, I would like to thank those parents, staff and community members who attend our monthly meetings, which are held on the first Tuesday of every month at 6:30pm at MEMS. I encourage all members of the Manchester community to join us. Thank you also to Principal Merrill, Superintendent French, and the staff and teachers of MEMS and the BRSU for their hard work on behalf of our children.

*Respectfully submitted,
Katy McNabb, Board Chairperson
Manchester School Board of Directors*

Manchester School District Audit Report

The Manchester Board of School Directors engaged Jeffrey R. Bradley, CPA, Mendon, Vermont to conduct an audit of its FY'13 accounts. Copies of the audit report will be available upon completion for public inspection at the Office of the Superintendent of Schools (362-2452).

Manchester School District Enrollment-December 1, 2013

MANCHESTER ELEM/MIDDLE SCHOOL			
GRADE	RESIDENT	NON-RESIDENT	TOTAL
PK	30	0	30
K	37	2	39
1	40	2	42
2	34	2	36
3	28	2	30
4	43	3	46
5	40	4	44
6	38	3	41
7	33	17	50
8	43	14	57
TOTAL	366	49	415

GRADE	BURR & BURTON ACADEMY	LONG TRAIL SCHOOL	OTHER: PUBLIC SCHOOLS	OTHER: PRIVATE SCHOOLS	TOTAL
9	54	7	2	1	64
10	50	3	0	5	58
11	69	1	1	8	79
12	73	1	0	4	78
TOTAL	246	12	3	18	279

MEMS Principal Report

Manchester Elementary Middle School is guided by our mission to engage students in academic work resulting in high levels of achievement, responsibility and citizenship. In addition to offering a rigorous academic curriculum, we provide opportunities to foster interest in the visual and performing arts and support students in achieving personal health goals. We also encourage our students to become actively involved in our local, national and global communities and to develop lifelong dispositions toward learning in a safe school environment.

MEMS continues to transition from the Vermont Grade Expectations to the Common Core State Standards adopted by Vermont last year. These standards provide a road map for teachers with defined, high level learning outcomes for students. School-wide goals in the areas of literacy, mathematics, writing and personalized learning guide our work. We expect students to:

- demonstrate growth in their ability to read and comprehend complex literary and informational text,
- demonstrate increased performance levels in operations and algebraic thinking, measurement and data, geometry, numbers/operations and computational fluency, and
- write competently to inform, explain and argue.

Federal, district and local assessments provide benchmark information to inform and assess our ongoing student and school-wide learning goals.

In October 2012, the BRSU developed a Personalization Logic Model to facilitate the implementation of high leverage activities to personalize learning for all students. Personalized Learning Plans (PLP's) have been introduced to support the development of individual student goals. Students in grades K-8 develop, with teacher facilitation, PLP's and share them at student-led conferences. Students connect their aspirations, academic goals, civic and ethic goals and personal dispositions to specific learning goals in their PLP, thus creating purposeful learning.

Extra- and co-curricular activities support our students and complement our academic experiences. Activities such as, but not limited to, Green Mountain Chorus and Band, a Vermont choral and instrumental competition, Spelling Bee Teams, seasonal athletic teams, and visual arts groups support our students' learning experiences. Our Middle School Student Congress promotes school-wide community building by modeling strong leadership and citizenship, demonstrating positive school spirit and facilitating healthy peer decision-making throughout the year. The MEMS Community Service Program creates

opportunities for purposeful civic learning. Service learning deepens a student's, or class', understanding of leadership, system change and social responsibility. Events such as our annual canned food drive to support the Manchester Food Cupboard, Nothing But Nets, which supports the purchase of mosquito nets to help protect against malaria in Africa, and Beautiful Lengths, a national hair donation program to help those who suffer from the many conditions causing hair loss, exemplify our students' selfless acts of giving.

The staff at Manchester Elementary Middle School is committed to delivering a well-rounded, high quality educational experience for all students. Staff members engage in ongoing professional development to address federal, district and local initiatives to meet our goals. In addition to their teaching responsibilities, they commit to fostering the development of the whole child by playing the additional role of mentor, guide, coach and advisor, connecting all aspects of our students' learning.

MEMS teams with local organizations to advance school safety and community responsibility. The Safe Routes to Schools (SRTS) program is conducting a study to review safe walking, biking and rolling routes to school. The SRTS program helps to improve the health of our children and community. In addition to this partnership, MEMS collaborates with the Manchester Police Department to provide a safe school environment and quick response protocols in the event of a crisis. The partnership

with our MEMS Parent-Teacher Organization provides free, fun family events such as the Fall Harvest Festival, Bingo Night and family ice and roller skating, as well as sponsoring the Scholastic Book Fair and Staff Appreciation Luncheons. The Friends Foundation of MEMS continues to provide financial support to expand educational opportunities for all students. Recently the Friends Foundation purchased 16 Smart Boards, allowing every math classroom in grades K-8 to have access to cutting edge technologies.

Diverse learning opportunities combined with a rigorous curriculum and high expectations for establishing learning dispositions generate a healthy, productive learning environment. As a 21st century educational leader, it is my role to model, facilitate and support these well-rounded learning opportunities which leverage our learning environment for all students in an equitable, fiscally responsible and sustainable system.

I am incredibly proud of the work we do to ensure academic growth and develop responsible citizens. I invite you to visit our school to see how MEMS students are succeeding. I appreciate the support provided by our superintendent, supervisory union, School Board of Directors, community and parents. It is my honor to serve the students, parents and community of Manchester, Vermont.

*Respectfully submitted,
Sarah Merrill, Principal*



The RELIGHT School Lighting Efficiency Project and the Green Mountain Evergreen Fund

BRSU schools received lighting audits through an Efficiency Vermont program which offers no-cost lighting audits to school districts. This program is called RELIGHT. These audits showed that by eliminating some light fixtures and replacing others, the districts could save up to a combined \$26,000 per year in electricity costs. These proposed projects will replace aging light fixtures, and the lighting design will improve light quality in classrooms, libraries and common areas. See the table A for estimated project costs by school.

The RELIGHT School Lighting Efficiency Project

The methodology used in the lighting audit was to measure the light level in each space, assess the condition of each lighting fixture, and then count and analyze each lighting component for line item payback using good quality, high efficiency equipment and control technologies for occupancy and daylight. Scrutinizing existing light levels became a focal point of the study because of reduced lighting level recommendations for schools included in the latest edition of Illuminating Engineers Society 10th Edition Handbook. Increased technology use in classrooms including Smart Boards and digital projectors as well as better fluorescent lamps, better papers and better inks have all contributed to the recommendation to

reduce school light levels. The new light level recommendation for schools is twenty foot-candles (20FC) as compared to the old recommendation of 50FC. The RELIGHT project will bring light levels down from the 60FC level currently found in many BRSU classrooms to the recommended 20FC by installing new surface mounted fixtures in older sections and recessed fixtures in the newer. The new light fixtures have an expected life of at least 15 years.

The Green Mountain Evergreen Fund

The Green Mountain Power Evergreen Fund is a \$500,000 revolving loan fund available to schools in the Green Mountain Power service territory for the purpose of financing energy efficiency projects. The Evergreen Fund allows schools to borrow up to \$150,000 for up to five years at 0% interest and no closing costs. The loans are paid back with a monthly payment on the school's electric bill. All school boards except Sunderland and the Mountain Towns RED are asking voters to authorize their districts to borrow using the Evergreen Fund to implement the proposed RELIGHT lighting projects. Sunderland and the Mountain Towns RED will use local reserve funds.

Efficiency Vermont has offered \$97,984 in rebates if the districts complete these proposed projects. Once a project is put out to bid and subject to voter approval, all districts except Sunderland and the Mountain Towns RED will borrow the actual cost of these projects less the Efficiency Vermont rebates from Green Mountain Power's Evergreen Fund.

Table A

School	Cost	Efficiency VT Rebate	Rebate Percent	Cost Less Rebate	Project Management	Total
Currier	\$12,730	\$4,967	39%	\$7,763	\$3,000	\$10,763
Dorset	\$46,650	\$24,522	53%	\$22,128	\$4,500	\$26,628
Flood Brook	\$27,625	\$12,714	46%	\$14,911	\$3,750	\$18,661
Manchester	\$96,648	\$39,831	41%	\$56,817	\$9,000	\$65,817
Mettawee	\$34,519	\$11,475	33%	\$23,044	\$5,000	\$28,044
Sunderland	\$14,305	\$4,475	31%	\$9,830	\$5,000	\$14,830



Burr and Burton Academy

At heart, Burr and Burton Academy is a community school. We dedicate ourselves to giving each student an exemplary education with opportunity to fulfill his or her individual promise. A Burr and Burton education, therefore, is a comprehensive and challenging endeavor. We address intellectual, physical, artistic and moral development through engaging and vigorous educational experiences in academics, athletics, and the arts.

Broad-based Learning

Broad-based learning is a core tenet. We celebrate the vital life lessons that students learn on an athletic field or in a field study placement, along with the passions that others find in studying literature, languages, mathematics, sciences, or history. We recognize the creative arts as an important component in a well-rounded education; our extraordinary program includes music, dance, theater, cinematography, painting, drawing, sculpture, ceramics, photography, fashion, architecture, and graphics.

Accomplishments

This past year brought several notable accomplishments. Having put digital literacy and citizenship at the top of our agenda, we distributed 770 iPads to students and staff and have continued to explore ways to enhance learning experiences with appropriate technology tools. We celebrated the first operational year of the Mountain Campus, a semester-long expeditionary learning program. We launched Homework Academy, an after-school study collaborative, and the Student Success Program, an initiative that seeks to ensure that all of our students see and then seize the myriad possibilities before them.

Our students have wonderful opportunities, and we are proud of the following statistics that reflect the high level of student engagement and the success of our programs:

Our graduation rate is virtually 100%.

- 85% of our students participate in extracurricular activities (in 38 clubs and 17 sports)
- Students took over 395 AP tests, with 73% scoring 3 or above
- SAT scores are more than 100 points higher than the national average
- 83% of the Class of 2013 is pursuing further education

Financial Discussion

Burr and Burton is mindful of fiscal realities and budgetary limits; we do our absolute best to maintain affordability. As you can see from our financial statements, with this cost-of-living tuition increase and declining demographics, our sending towns will actually spend *less* on tuition in the upcoming year. To make up this shortfall, we will supplement tuition revenues with \$1 million in fundraising and \$580k in endowment draw. We will also ensure that we are appropriately staffed to meet the enrollment decline.

Closing Thoughts

As Manchester and other sending towns have a vested interest in a healthy Burr and Burton, we have a vested interest in maintaining our strong relationships with our sending towns. Since 1829, Burr and Burton has served the communities of southern Vermont, and we expect to continue this tradition for many years to come.

We appreciate your consideration and support, and we look forward to our continued partnership.

Respectfully submitted,
Mark H. Tashjian, Headmaster, Seth Bongartz, Chair, Board of Trustees



Burr and Burton Academy Budget

	Audited Financials 2012-2013	Approved Budget 2013-2014	Draft Budget 2014-2015
OPERATING REVENUES AND GAINS			
Tuition and fees	\$ 12,412,109	\$ 13,023,541	\$ 12,413,000
Food Service	337,698	340,000	340,000
Contributions and grants - operating	1,171,365	960,488	1,000,000
Endowment draw	470,210	580,000	580,000
Other (Lab Fees, Gate Receipts, Yearbook, Graduation, Permits)	<u>62,473</u>	<u>50,000</u>	<u>65,000</u>
Total revenue	\$ 14,453,855	\$ 14,954,029	\$ 14,398,000
OPERATING EXPENSES			
Salaries and wages	\$ 8,172,765	\$ 7,946,861	\$ 8,000,000
Employee benefits	<u>2,540,407</u>	<u>2,796,537</u>	<u>2,900,000</u>
Total personnel	10,653,639	10,743,398	10,900,000
Advertising	21,144	20,500	20,500
Change in actuarial valuation of split interest agreements	25,728	26,000	26,500
Commissions, fees and subscriptions	311,268	294,869	300,000
Depreciation	1,100,949	1,188,639	1,159,463
Equipment and leases	135,679	143,775	135,031
Fuel oil	199,239	229,951	250,000
Graduation	20,243	15,825	15,825
Insurance	213,919	215,523	223,744
Interest	60,589	62,948	60,438
Investment management fees	66,468	70,000	70,000
Printing and advertising	49,499	49,470	50,000
Professional development	87,585	115,720	100,000
Professional fees	62,401	49,250	50,000
Provision for uncollectable pledges	4,604	25,000	25,000
Purchased services and service contracts	577,224	521,867	500,000
Repairs and maintenance	107,065	125,000	140,000
Room and board	230,100	223,650	230,750
Scholarships and awards	38,553	39,000	39,000
Supplies	700,242	623,783	430,000
Telephone and postage	68,690	105,138	70,000
Textbooks	23,571	47,923	20,000
Transportation and travel	358,204	388,299	370,879
Utilities	<u>161,481</u>	<u>158,362</u>	<u>158,362</u>
Total operating expenses	\$ 15,278,084	\$ 15,483,890	\$ 15,345,492
TOTAL SURPLUS (DEFICIT)	\$ <u>(824,229)</u>	\$ <u>(529,861)</u>	\$ <u>(947,492)</u>



Section Six: Annual Reports

NON-PROFIT ORGANIZATIONS & GOVERNMENT AGENCIES

Bennington Area Habitat for Humanity

Bennington Area Habitat for Humanity (BAHfH) is the local affiliate of Habitat for Humanity International, an organization aimed at eliminating sub-standard housing worldwide. Habitat has built over 800,000 homes worldwide, housing more than 4 million people. BAHfH serves all of Bennington County to provide safe, decent, and affordable housing in partnership with residents who otherwise would not have access to sufficient housing. Partner homebuyers are selected based on their need for housing, their income (30-70% of the Bennington County median income), and their credit rating. Each homebuyer must pay back a 0% mortgage to Habitat (with mortgage, property tax and insurance tailored so their total housing payments are not more than 30% of their income) and each person over 18 must participate in completing the 200 sweat equity hours required per adult. Many homebuyers contribute more hours building their homes. The monthly mortgage payments are recycled to build more homes for more homebuyers.

BAHfH is locally run and locally funded. With the exception of some contract services, Habitat homes are built by local volunteers. Area businesses and service providers help with building, and by donating materials and financial support. Town appropriations go directly toward purchasing building supplies and materials for our local projects.

Fiscal year 2013 (July 1, 2012-June 30, 2013) was a very productive year for Bennington Area Habitat for Humanity. Jennifer Lane in Manchester was the focus of most of our work this past fiscal year. We began and completed our 2nd home on Jennifer Lane, which was dedicated on February 24, 2013. 130 different volunteers worked at least one day on this home for a total of 2,790 hours. These two homes provide safe, affordable housing for two Manchester families. When the Jennifer Lane project is complete, a total of 22 homes will be built for lower income home buyers in Manchester, at least 11 of these homes will be built by Habitat.

Currently our third and fourth homes on Jennifer Lane are under construction. In October 2013 we finished the first phase of the infrastructure work on Jennifer Lane.

We will cover this aspect of our work in detail in our report for fiscal year 2014. In the meantime, we hope people will come to the site to see our progress. We welcome visitors to our build sites every Wednesday or Saturday, whenever we have a home/project in progress, so they can see the inspiring work being done by people from our community for and with people who live and work in our community. For more information about our projects, please visit us at www.benningtonareahabitat.com.

We encourage residents of Manchester to apply for homes, help at the build site, or help with a variety of behind the scenes committees required to keep the organization running. We are most grateful for the Town of Manchester's continued support and hope we can count on your assistance in the future. Together, we will make a significant difference in the lives of hard-working, low-income area residents.

*Respectfully submitted,
Monica Knorr, President, Board of Directors*



Jennifer Lane water main construction



Bennington County Regional Commission

The Bennington County Regional Commission (BCRC) works with and on behalf of its member municipalities to build strong, resilient, and sustainable communities, to foster economic prosperity, and to promote a high quality of life for residents of the region.

In addition to its ongoing role in supporting the comprehensive planning work of municipal officials and volunteer boards and commissions, the BCRC serves as a regional center for work in community development, transportation, health community design, energy, environmental conservation, solid waste management, and emergency management. The BCRC also regularly conducts and sponsors public meetings and workshops throughout the region. More information on these programs can be found at www.bcrcvt.org.

During the past year, the Commission has completed a variety of projects, including: an economic development strategy, a village revitalization plan, local and regional energy studies, a local food system plan, a comprehensive assessment of mixed use development and opportunities throughout the region, an evaluation of recreational facilities, planning and feasibility studies for improvements to roadway corridors and for bicycle and pedestrian improvements, local hazard mitigation and emergency response plans, and reviews and updates to municipal plans and land use regulations.

The BCRC plays an important role in coordinating work among local governments, state and federal agencies, regional public and nonprofit organizations, educational institutions, and private interests. The Commission works with our member towns and villages, and these other organizations, to implement the ideas and projects that derive from our planning work. For example, the BCRC has worked with the Windham Regional Commission on a variety of projects associated with developing strong downtowns and village centers and ensuring economic resiliency, is engaged in economic development initiatives with the Bennington Economic Development Partners and the Bennington County Industrial Corporation, supports Shires Housing in the development of workforce housing and mixed use developments, assists with private developers with brownfield and renewable energy development, is coordinating work with local colleges and the Better Bennington Corporation on downtown improvement initiatives, manages local transportation improvement projects, and helps implement a range of solid waste, composting and hazardous waste management projects.

The BCRC is governed by locally appointed commissioners from seventeen area municipalities and several elected commissioners who represent interests ranging from public health to environmental conservation. Our office, located at 111 South Street in Bennington, is open Monday through Friday. A small expansion of the office completed this year accommodates a new staff person, an Americorps VISTA member, and student intern. The added capacity enables the BCRC to provide enhanced services to our communities in several key areas.

*Respectfully submitted,
Jim Sullivan, Director*

BROC-Community Action in Southwestern Vermont

BROC – Community Action in Southwestern Vermont would like to take this opportunity to thank the citizens of Manchester who have supported our agency at Town Meeting over the years. BROC continues to experience a large number of low-income individuals and families coming through our doors each day.

Last year, BROC helped meet the basic needs of 192 individuals in the Town of Manchester, as well as worked with 4 homeless individuals to find housing. In addition, BROC weatherized the homes of 6 individuals through our Weatherization & Energy Conservation. BROC's Economic & Workforce Development Program worked with 9 Manchester residents interested in starting or expanding a small business, and our Child & Adult Care Food Program reimbursed 1 day care home provider for serving approximately 10 low-income children nutritious snacks and meals. BROC also created several new partnerships and collaborations throughout the year with local organizations and businesses to help raise food for our emergency food shelf, as well as to help raise much needed funds so that the needs of our neighbors continue to be met.

With your help, BROC is able to help many families facing the difficult decisions on how to make their budgets work with economic instability and continuing rising prices. Sometimes being able to access a few meals from BROC or having a dry, warm place to stay at night can make all the difference.

*Respectfully submitted,
Linda G. Rooker, Executive Director*

Center for Restorative Justice

Center for Restorative Justice (CRJ) would like thank the citizens of Manchester for being our partners in providing alternative community justice programming and for making our community a safer place to live. Your support has allowed CRJ to continue to expand our continuum of community justice programs serving all of Bennington County.

CRJ is pleased to be the community's hub for alternative community justice programming. Our **Court Diversion Program** serves youth and adults referred by the Bennington County State's Attorney. These individuals are given the opportunity to have their charges dismissed once they successfully complete a restorative diversion contract. Our **Juvenile Restorative Probation Program** is a program that works specifically with adjudicated youth referred to a restorative panel as either a condition of probation or as a direct referral from the Family Court Judge. CRJ's **Youth Substance Abuse Safety Program** provides education and intervention services to young people charged with civil underage drinking and possession of marijuana violations. We support youth through a wide variety of **Youth Support Services** such as our **Street Checker Program** which focuses on supporting youth on juvenile probation to be successful in the community. CRJ offers a variety of **Skill Building Groups** using evidence-based curricula to help young people learn the necessary skills to be successful, productive citizens. Our afterschool drop-in program Student Hope and Opportunity Program, known as **SHOP**, provides teens with a safe, supportive, substance-free place to get help with homework, participate in structured activities or simply hang-out afterschool. Our newest program, the **DLS Diversion Program**, allows for individuals to have their driver's license reinstated while paying off their fines to the Vermont Judicial Bureau. CRJ's **Pre-Charge Programs** are offered to students at the middle school and high school level. Students who successfully complete this program learn how their actions have affected others and may avoid further school sanctions or criminal charges. Our **Reparative Program** works with adults referred as a condition of their probation as well as direct referrals from the court. This program follows restorative justice principles. Finally, CRJ's **Reentry and COSA Programs** support individuals returning to the Bennington community from incarceration through restorative interventions, volunteer support, navigation services and intensive case management.

The programs described above are made possible due to generous citizen support and community partnerships. Thank you very much!

Respectfully submitted,
Leitha Cipriano, Executive Director

The Collaborative

Substance use and abuse has a profound impact on Vermont's youth. It contributes to injuries, school drop out rates, teen pregnancy, interpersonal violence, suicide attempts, depression, youth crime and many other social problems. The Collaborative works closely with schools, law enforcement, medical professionals and parents to keep the rates of alcohol and substance use low.

In 2014, the Collaborative marks ten years of providing quality alcohol, tobacco, and other drug prevention education and substance free events and programs for Northshire youth. We appreciate your support.

The Collaborative's mission is to promote the development of a healthy, involved community supporting substance free youth in a caring environment. We work hard to help create a healthy, substance-free environment for youth in the Northshire, from Londonderry and the mountain towns to Manchester, Dorset and beyond. This year's successes include:

- The Prescription Drug Take Back initiative garnered over 400 pounds of unused prescription drugs in our community; ongoing collection efforts are in place, making our program a "best practice" for the state.
- The Refuse to Use Program has more than 350 students from 7 area schools participating. Participants receive a free Stratton Resort, Riley Rink or Viking Nordic season pass by signing a pledge to be substance free and completing over eight hours each of hands-on education learning about refusal skills, healthy alternatives and the risk and harms of alcohol, tobacco and drug use. In the summer, successful participants receive a Dorset Theater pass.
- Sticker Shock events had students place 5,000 stickers on cases of beer and carry-out bags at local stores. The stickers say, "*STOP and do the right thing. Don't give alcohol to anyone under 21. It could cost you \$2,000 or two years in prison.*"
- Over 200 middle school youths participate in programs and events such as Vermont Kids Against Tobacco youth group, dances and positive youth development programs.
- Over 300 high school students participate in programs and events that include Students Against Destructive Decisions, an anti-tobacco group called Our Voices eXposed, broomball games, movie nights and pick up game nights and activities during out of school time.

Respectfully,
Maryann Morris, Executive Director

Town of Manchester

Greater Northshire Access Television (GNAT)

GNAT is a non-profit organization created in 1995 whose mission is to provide public access to media technologies, equipment, training, and local information for our regional community, to facilitate and foster free speech, to promote and facilitate civic and cultural engagement, and to be the community resource for new media technology and training.

Service Area / Broadcast Channels

GNAT-TV broadcasts local community based public, education and government "PEG" programs on Comcast Cable Channels:

- Channels 15, 16 & 17: Arlington, Dorset, Manchester, Peru, Rupert, Sandgate, Sunderland and Winhall
- Channels 8,10 & 18: Stratton
- Channel 8: Weston and Londonderry

All local programs also available: www.gnat-tv.org.

Media and Training Services

GNAT provides opportunities for individuals and groups to produce and broadcast original, non-commercial television programs. GNAT maintains community television studio facilities, lends high quality video equipment and provides technical training to all residents, community organizations and schools within the eleven towns in our viewing area.

Government Access Services to Towns

GNAT provides video production services, television and Internet broadcasts of town meetings, school board meetings and other educational, civic and community events.

GNAT employs local citizens who videotape and process footage from the government meetings and events. Providing these services costs an estimated \$6,000 per year, per town.

To provide consistent and sustainable coverage of government meetings and to continue improving our delivery systems for cable broadcast and internet viewing, GNAT respectfully requests your support.

*Tammie Reilly
Executive Director*



Green Mountain National Forest

It goes without saying that the State of Vermont, our towns, and the Green Mountain National Forest (GMNF) have come a long way since Tropical Storm Irene. Federal funding was made available for many infrastructure and natural resource repairs and improvements throughout the National Forest – we thank the community of volunteers, partners and local contractors that supported us as we all faced what will be remembered for many years to come as a very challenging time for us all. U.S. Forest Service employees have been working hard and have repaired nearly all of the roads and trails that were impacted by the storm and we now stand ready to move forward with major Integrated Resource Projects and a more traditional program of work. As we reflect on 2013, we would like to thank you and your community for the support and interest that you have shown in the management of the 400,000 plus acre GMNF which serves several million outdoor recreation enthusiasts and is critical to your local economy.

We are proud that the Green Mountain National Forest is part of Vermont and part of your town. It is truly one of Vermont's treasures and the largest contiguous public land area in the state. We take great pride in achieving quality public land management under a sustainable multiple-use management concept to meet the diverse needs of the people—people in your town as well as all of the visitors who come to enjoy the National Forest. The Green Mountain National Forest is greatly involved with many projects including: land acquisition, road, dam and facility construction and maintenance, recreation programs, wilderness projects, botany programs, forest vegetation management, environmental planning, watershed improvement, forest ecosystem monitoring, fire activities, conservation education and other research. For a complete summary report, please contact the GMNF.

Forest Service Offices in Manchester Vermont:

Offices are open Monday - Friday 8:00 am to 4:30 pm.

Manchester - Ranger Station (ph: 802-362-2307)

Contacts:

Bill Jackson, District Ranger, South zone - Manchester Ranger District (ph: 802-362-2307)

Coleen Madrid, Forest Supervisor (ph: 802-747-6700)

*Respectfully submitted,
Bill Jackson, District Ranger, Manchester Ranger District
Chris Matrick, District Ranger, Rochester, Middlebury Ranger Districts, and Colleen Madrid, Forest Supervisor*

Green Mountain RSVP and Volunteer Center

Integrated Solid Waste Applications Program

Green Mountain RSVP (Retired and Senior Volunteer Program) and Volunteer Center, part of the Corporation for National and Community Service – Senior Corps, is a nationwide program for people age 55 and older who wish to have a positive impact on the quality of life in their communities. Through meaningful and significant use of their skills and knowledge, they offer their volunteer service to non-profit and community organizations.

For 41 years, RSVP in Bennington County has been helping local non-profit and civic organizations by recruiting and placing volunteers to meet community needs. Volunteer Center offers the same involvement to community-minded people under age 55. Green Mountain RSVP & Volunteer Center serves as a clearinghouse of opportunities and we view people, especially seniors, as our most valuable resource. We work hard to ensure that volunteers contribute their time, energy and skills to programs that have a significant, positive impact on the quality of life in Bennington County.

Bone Builders (osteoporosis prevention exercise classes), Seniors for Schools (helping young students read), and TeleCare (calling homebound elders) are three of the important programs RSVP sponsors in Bennington County. Our volunteers continually address community concerns such as health and independent living for elders, literacy, emergency preparedness and the needs of lower-income citizens.

In the Manchester area, 35 RSVP volunteers served 2335 hours last year at the AARP Tax Aide Program, Equinox Terrace, the Manchester Senior Nutrition Program, the Mark Skinner Library, Hildene, Manchester Health Services and The Bennington Area United Way. They also served at Southwestern VT Medical Center Hospital, Meals on Wheels and Head Start. RSVP volunteers lead 2 Bone Builders classes in Manchester. Throughout Bennington County, 203 volunteers gave 25,541 hours of service last year to 87 different organizations.

It is the generosity of the voters of Manchester that allows RSVP to continue these excellent programs that benefit so many Manchester residents.

*Respectfully submitted,
Patricia M. Palencsar, Executive Director*

To comply with state requirements, the Towns of Arlington, Dorset, Glastenbury, Manchester, Pownal, Rupert, Sandgate, Shaftsbury and Sunderland implemented actions identified in their Solid Waste Implementation Plan (SWIP). This plan was approved by the Vermont Agency of Natural Resources in 2008 and will need to be updated once the “materials management plan” is finalized. The Bennington County Regional Commission (BCRC) assists the nine towns in implementing actions identified in the SWIP. One major action under this plan is the collection and proper disposal of household hazardous waste (HHW) from residents and conditionally exempt generator waste (CEG) generated by small businesses. Proper collection and disposal of these materials protects the environment and public health and safety. This year, BCRC held one event at the Arlington Memorial High School and Middle School and a second at the Dorset School. A total of 225 households from the six towns attended the events. Shaftsbury held two events at their transfer station for residents of Shaftsbury, Pownal and Stamford and a total of 195 households participated. Both BCRC and the Town of Shaftsbury are currently planning household hazardous waste events for May and for October of 2014. BCRC also sold 52 compost bins to SWIP town residents.

The Vermont E-Cycles program, initiated in 2011, allows for free disposal of electronic devices, at sites approved by the Vermont Agency of Natural Resources, so these are no longer accepted at HHW events. The Vermont E-Cycling program provides for the collection of computers, monitors, printers, computer peripherals, and televisions, regardless of brand, age or condition, for consumers, charities, school districts, and small businesses. Free collection locations exist throughout the state and operate year-round. In Bennington County, sites include the Bennington, Northshire (Dorset), Pownal, and Sunderland Transfer Stations. Other electronic devices are also accepted at these locations, though there may be a fee to dispose of those items.

Vermont ANR has also implemented of a plan to accept the return of fluorescent bulbs at various retail establishments throughout the county. Residents can dispose of fluorescent bulbs including compact fluorescent bulbs (CFLs) at several hardware stores and other retail establishments. Information on this program is available at <http://www.lamprecycle.org/vermont.shtml>.

The Bennington County Regional Commission continues to assist the ISWAP Towns (Arlington, Dorset, Manchester, Sandgate and Sunderland) with various solid waste



and hazardous waste issues, and manages the financial aspects of recycling at the Northshire and Sunderland Transfer Stations on behalf of the towns. Over the next year, BCRC will be assisting the towns in the development of a materials management plan, which will replace the current SWIP. This plan will conform to the state plan that will be adopted early in 2014 and will direct the towns in the fulfilling their obligations under the Universal Recycling Law (Act 148).

*Respectfully submitted,
Michael S. Batcher, AICP, Regional Planner*

Manchester Dog Park

The Manchester Dog Park was established in 2008 by a group of dedicated dog lovers and volunteers. We are southwestern Vermont's only public space that offers dogs a chance to meet, romp and socialize off-leash in a safe, welcoming environment.

The MDP is centrally located within the Dana L. Thompson Recreation Park at 340 Recreation Park Road, Manchester, VT. The dog park is free and open to the public from dawn to dusk, year-round.

MDP offers a half acre of securely fenced, open play area with three separate sections. Two of the sections were designed for training sessions or more timid, elderly or smaller dogs. All friendly, healthy and licensed dogs are welcome at the park, whether they hail from Manchester, neighboring towns or are visitors to the Manchester area.

While the canine companions cavort, owners have an equally good opportunity to socialize with other dog-lovers. There are benches for relaxing and enjoying the beautiful mountain and Recreation Park views. The park provides Mutt Mitts to pick up the inevitable deposits from our doggie friends and covered barrels to dispose of the waste. Keeping the park clean and safe is everyone's responsibility.

The MDP is a 501(c)3 organization and relies on your donations. We need your help to ensure this valuable community asset continues to thrive. Donations can be sent to Town of Manchester Parks and Recreation, 6039 Main Street, Manchester Center, VT 05255.

For further information please check our website at www.manchestervtdogpark.org or email us at info@manchestervtdogpark.org.

*Respectfully submitted,
Manchester Dog Park*

Manchester Rescue Squad

Manchester Rescue Squad (MRS) is a private non-profit organization that provides primary EMS coverage to Manchester, Dorset, Danby, Mt. Tabor and parts of Winhall and Rupert as well as mutual aid coverage to neighboring EMS services.

We provide the communities we serve with paramedic level service and strive to keep abreast of the ever changing medical technology available for the pre-hospital setting. MRS prides itself with having the most technologically advanced equipment available.

In addition to providing emergency medical coverage, mutual aid to neighboring EMS services, and scheduled medically necessary transfers when available, MRS also provides education to the community in the form of CPR, AED (Automated External Defibrillation), and First Aid courses.

In fiscal year 2013 MRS had the following responses:

Manchester	815	Mt. Tabor	11
Dorset	202	Rupert	2
Danby	86	Out of Area	83
Winhall	15		

Total calls FY 2013: 1,214

*Respectfully submitted,
Michael Casey, CCEMT-P, Chief Operations Officer*



Manchester Rescue Squad Budget

Income			
4000-1 · Current Income			
4000 · Patient Med Ins Receipts	\$475,264.57		
4005 · Patient Direct Payments	\$31,566.40		
4010 · Municipal	\$28,500.00		
4013 · Annual Fund	\$0.00		
4015 · Memorials	\$2,060.00		
4020 · Gen Contributions	\$10,627.00		
4022 · Donations - Anne	\$15,432.00		
4025 · Membership	\$56,790.00		
4031 · CPR Classes	\$1,122.00		
4051 · Classes	\$745.00		
4500 · Ambulance Coverage	\$908.00		
Total 4000-1 · Current Income	\$623,014.97		
4100 · Interest Earned	\$3.71		
4300 · Miscellaneous Income			
4301 · Standby	\$1,250.00		
4300 · Misc. Income - Other	\$674.12		
Total 4300 · Miscellaneous Income	\$1,924.12		
4550 · New Income			
4502 · Contributions & Memorials	\$0.00		
4503 · Contributions other	\$0.00		
4551 · Annual Fund x2	\$34,418.00		
Total 4550 · New Income	\$34,418.00		
Total Income	\$659,360.00		
Expense			
5000.1 · Administrative Expense			
5010 · Wages (Medical Staff)	\$300,377.44		
5015 · Holiday Pay	\$11,088.67		
5020 · Overtime	\$67,607.47		
5030 · Vacation	\$14,360.34		
5100 · Building Maintenance/Cleaning	\$1,138.55		
5150 · Building Cleaning Supplies	\$1,157.46		
5505 · Employee Medical Insurance			
5600 · Mileage	\$0.00		
6001 · Insurance Expense			
6004 · Workmen's Compensation	\$18,887.30		
6007 · Public Officials	\$2,142.00		
6008 · Prop/IM/Crime	\$1,328.00		
6009 · Auto	\$4,484.30		
6010 · Employment Practices	\$760.00		
6011 · General Liability	\$2,429.70		
6019 · Excess	\$12,802.20		
6001 · Insurance Expense- Other	\$0.00		
Total 6001 · Insurance Expense	\$42,833.50		
6012 · Functions			
6013 · Holiday Party	\$57.90		
6014 · Meeting Exp, food	\$98.01		
6012 · Functions - Other	\$0.00		
Total 6012 · Functions	\$155.91		
6020 · Misc-reimbursable mutual aid	\$0.00		
6049 · Professional Services			
6050 · Accounting	\$2,600.00		
6051 · Legal	\$460.00		
6052 · Billing - medical services	\$73,016.96		
6053 · Billing- subscription service	\$0.00		
6055 · Bookkeeping	\$8,205.00		
6056 · Medical for staff/volunteers	\$49.00		
6057 · Consultant	\$25,664.00		
6565 · Oppenheimer Funds - Company	\$3,900.00		
6049 · Professional Services - Other	\$0.00		
Total 6049 · Professional Services	\$113,894.96		
6300 · Office Supplies/Software			
6305 · Equipment	\$61.55		
6310 · Software	\$41,440.49		
6315 · Equipment Contracts	\$1,180.00		
6300 · Office Supplies/Software - Other	\$1,384.27		
Total 6300 · Office Supplies/Software	\$4,066.31		
6311 · Office Supplies - General	\$639.26		
6400 · Public Relations - Fundraising	\$4,867.91		
6560 · Payroll Expenses	\$30,345.77		
6750 · Utilities			
6755 · Electricity	\$4,426.15		
6760 · Water	\$427.71		
6765 · Heat	\$10,464.64		
6750 · Utilities - Other	\$0.00		
Total 6750 · Utilities	\$15,318.50		
Total 5000.1 · Administrative Expense	\$639,347.51		
5080 · Payroll Service charge	\$769.95		
5490 · Grounds/Snow/Sewer - MTO Charge	\$2,292.21		
6000.01 · Direct Service Expense			
5200 · Crew Expense			
5205 · Beverage Expense	\$69.72		
5200 · Crew Expense - Other	\$0.00		
Total 5200 · Crew Expense	\$69.72		
5300 · Communications/Repairs			
5310 · Radio	\$227.50		
5330 · Cellular	\$1,586.43		
5340 · Telephone/Internet	\$2,382.87		
Total 5300 · Communications/Repairs	\$4,196.80		
5700 · Medical Equipment			
5702 · Medical Equipment Repairs	\$0.00		
5703 · Medical Equipment - Monitors	\$24,017.87		
Total 5700 · Medical Equipment	\$24,017.87		
5710 · Medical supplies			
5711 · Oxygen	\$2,044.56		
5710 · Medical supplies - Other	\$14,451.71		
Total 5710 · Medical supplies	\$16,496.27		
5800 · Education			
5805 · Volunteer Course Expense	\$420.00		
5815 · Paid Employee Course Exp	\$665.75		
5820 · AMLS Course	\$150.00		
5845 · EMS Conference	\$546.40		
5855 · Instructors Expense	\$860.00		
5800 · Education - Other	\$0.00		
Total 5800 · Education	\$2,642.15		
6033 · Educational Supplies			
6034 · Medical Training Supplies	\$234.95		
6035 · CPR Class Supplies	\$327.00		
6033 · Educational Supplies - Other	\$0.00		
Total 6033 · Educational Supplies	\$561.95		
6500 · Staff Recruitment	\$223.00		
6680 · Travel & Meeting Expense			
6685 · Travel	\$111.55		
6680 · Travel & Meeting Expense - Other	\$0.00		
Total 6680 · Travel & Meeting Expense	\$111.55		
6700 · Uniforms	\$375.95		
6800 · Vehicles Maintenance/Repairs			
6810 · Diesel Fuel Usage	\$22,926.30		
6820 · Repairs & Maintenance	\$27,663.94		
6800 · Vehicles Maintenance/Repairs/Other	\$0.00		
Total 6800 · Vehicles Maintenance/Repairs	\$50,590.24		
7100 · Gifts/Dues/Subscriptions	\$0.00		
Total 6000.01 · Direct Service Expense	\$99,285.50		
6002 · Interest EXP	\$17.01		
6017 · Public Relations/Fundraising	\$107.88		
6100 · Subscriber Mutual Aid	\$267.17		
6330 · Postage & Printing	\$1,576.74		
6995 · Finance/Late Charges	\$3.26		
6996 · Bank Service Charges	\$280.00		
Total Expense	\$743,947.23		
Net Income	(\$84,586.43)		

Mark Skinner Library

This past year has been particularly exciting at your public library. With strong leadership at the board and executive director levels, a clear vision of our expanding role in the greater community, and most exciting of all—our new “community hub”, the Manchester Community Library, is on track to open in the fall of 2014. Many folks are not aware that libraries in Vermont receive no funds from the State. We are proud that we are constructing the new 21st-century library facility in Manchester Center entirely with private funds, and we rely on our local community to help support the costs to operate it.

For the past three years, we have not asked for increased support from the Town; we chose to look carefully at our staffing requirements and operating expenses, aggressively seek out revenue streams, and build a sustainable budget. Now we must ask for the taxpayers to invest in your public library. We are feeling the pinch and we can't do it alone.

Why is this important? Many library resources are particularly valued by those who are unemployed, retired, or searching for a job, as well as those living with a disability, on a fixed income, and internet users who lack home internet access. A strong public library that proactively addresses the wide-ranging needs of residents is a key part of Manchester's infrastructure, joining top-notch schools, municipal services, cultural opportunities, and recreational facilities in attracting new residents, visitors, and companies and improving the overall quality of life in our community.

Each year, the Mark Skinner Library is challenged in serving our community with excellence on an ever-tightening operating budget and we appreciate the continued support of Manchester residents to help us with our day-to-day operations. In the proposed budget before you, we are asking for \$44,800 to be added to the \$153,200 we've received for the past four years—bringing the Town's support to \$198,000 or 42.5% of our operating costs covered by local taxes. (Also worth noting: on average, in Vermont, public libraries receive 82% of their operating costs from local taxes.) The Library will still need to raise \$268,000 above and beyond our request for Town support to balance our budget.

- **The Library is an essential community institution.** A strong public library provides important services and benefits to people of all ages, addressing a variety of needs. And in some professionally conducted polls, people have actually rated libraries higher than other public services.

- **The Library is economically efficient and an excellent steward of public monies.** We manage our budget carefully and get the most value out of every dollar. Contrast this to the way many corporations and governments waste money or inefficiently use funds. Our model of sharing allows us to serve many people with few resources. Our collections are currently linked with our two school libraries, through the Northshire Library Media Consortium, as well as the state-wide Inter Library Loan network, allowing patrons broader access to books, audiobooks, and DVDs while reducing collection redundancies.
- **The Library offers services and products that level the playing field** by helping bridge the gap between the haves and the have nots, especially when it comes to literacy and computer skills training. We provide people of any income level or background access to high-quality information, to computers, or to borrow what they want. This ensures that knowledge and technology are available to everyone, not just to those who can afford their own. Our existence helps raise the education levels of society as a whole.
- **The Library is “green”** because we purchase a limited number of items that many people can share. For instance, people can borrow DVDs, magazines, and books rather than every person having to buy his or her own copy. We also offer access to databases that would be prohibitively expensive to subscribe to on one's own. People can use shared computers, photocopy and fax machines, and meeting rooms.
- **The Library is a good community partner.** We are enthusiastic about building lasting relationships and breaking down community silos to support and synchronize with the many worthy organizations in our area. In the new library, two local non-profit organizations—Manchester Historical Society and Vermont Reading Partners—will have a permanent home.
- **The Library is good for the future of Manchester.** Collaborative meeting spaces and the information kept in libraries can help everyday people start their own small businesses, which helps grow the economy. People find more value in areas that have a strong library nearby. A town that values its library demonstrates that it considers the education of its public a priority.

The Board of Trustees and the staff strive to make your public library a vital community resource, offering free programming, services, and access to information to all

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Mark Skinner Library Budget

	Actual Budget Aug. 1,'12 - July 31,'13	Current Estimated Budget '13-'14	Proposed Budget '14-'15
Ordinary Income/Expense			
Income			
41110 · Annual Giving & Donations	51,412.00	70,000.00	100,000.00
41210 · Fundraising Events (inc. SRP)	16,300.00	36,350.00	25,000.00
41310 · Sponsorships/Grants	32,250.00	13,500.00	25,000.00
41710 · Bequests	0.00	0.00	0.00
43110 · Interest on Operating A/C	38.00	100.00	50.00
45030 · Endowment Distributions	34,941.00	49,200.00	85,000.00
46100 · Non-Resident Memberships	8,450.00	10,000.00	15,000.00
46150 · Space Rental	668.00	1,000.00	11,000.00
46180 · Fines/Copies/Lobby Sales	3,861.00	6,000.00	6,000.00
47240 · Other Program Income	683.00	0.00	850.00
48010 · Town Appropriation	153,200.00	153,200.00	198,000.00
Total Income	301,803.00	339,350.00	465,900.00
Expense			
50000 · Payroll, Taxes & Benefits			
50110 · Gross Wages	170,791.54	182,520.18	257,500.00
50210 · Payroll Taxes Fed	12,019.65	13,962.79	17,650.00
50220 · Payroll Taxes SUI	1,166.82	6,825.62	7,250.00
50310 · Health Insurance	17,534.59	18,221.00	23,450.00
50315 · Retirement Fund	2,882.56	2,411.00	3,650.00
50320 · Workman's Comp	616.00	825.00	1,250.00
50900 · Payroll Service Charge	1,426.25	1,600.00	1,600.00
50999 · Payroll Allocations	-17,238.38	-13,715.00	0.00
Total 50000 · Payroll, Taxes & Benefits	189,199.03	212,650.59	312,350.00
51000 · Administrative Expense			
51010 · Office Supplies	3,609.34	2,500.00	3,000.00
51030 · Postage	1,837.00	2,200.00	2,500.00
51110 · Collection Supplies	737.72	1,250.00	1,500.00
51310 · Computer Equipment	0.00	2,000.00	2,000.00
51320 · Computer Supplies/Repairs	207.26	2,000.00	2,000.00
51330 · Computer/Network Maintenance	0.00	1,500.00	1,500.00
51350 · Library Op. System (Follett)	1,086.33	1,200.00	2,500.00
51510 · Professional Development	1,047.82	2,000.00	1,200.00
51520 · Mileage	973.85	1,000.00	1,000.00
51530 · Memberships/Dues/Subscriptions	2,603.76	2,500.00	3,600.00
51710 · Public Relations	539.20	1,000.00	1,500.00
51720 · Volunteer Recognition	476.26	500.00	500.00
51730 · Board Expense	130.36	150.00	500.00
51900 · D&O Insurance	977.47	1,010.00	1,200.00
51910 · Misc. Admin. Expense	743.37	500.00	500.00
Total 51000 · Administrative Expenses	14,969.74	21,310.00	25,000.00
52000 · Fundraising Expenses			
52110 · Annual Giving Expenses	1,855.55	3,200.00	4,500.00
52210 · Events Expenses (inc. SRP)	1,691.65	9,410.00	3,000.00
Total 52000 · Fundraising Expenses	3,547.20	12,610.00	7,500.00
53000 · Professional Fees			
53100 · Bookkeeping/Auditor	5,660.00	6,250.00	6,000.00
53150 · Legal Fees	0.00	0.00	0.00
53510 · Other Professional Fees	0.00	300.00	0.00
Total 5300 · Professional Fees	5,660.00	6,550.00	6,000.00

	Actual Budget Aug. 1,'12 - July 31,'13	Current Estimated Budget '13-'14	Proposed Budget '14-'15
54000 · Other Fees			
54010 · Bank Fees	55.00	50.00	50.00
54210 · Govt Fees/Registrations	0.00	0.00	
54310 · Federal Income Taxes	0.00	0.00	
Total 54000 · Other Fees	55.00	50.00	50.00
55000 · Materials & Programs			
55010 · Books & Media - Adult	12,656.53	15,000.00	14,600.00
55015 · Periodicals	409.57	400.00	400.00
55020 · Audio Tape Rental	6,275.61	7,000.00	7,000.00
55050 · Books & Media - Children	2,351.61	3,500.00	2,500.00
55210 · Programs - Adult	4,948.03	6,000.00	5,000.00
55220 · Programs - Children	525.39	1,000.00	1,300.00
55230 · Summer Reading Program	3,387.30	2,500.00	1,200.00
55240 · Listen Up Vermont	1,000.00	1,000.00	1,000.00
Total 55000 · Materials & Programs	31,554.04	36,400.00	33,000.00
56000 · Facilities and Equipment			
56110 · Electric	7,802.78	8,000.00	22,000.00
56120 · Fuel	31,689.94	32,000.00	1,500.00
56130 · Telephone/Internet	2,095.04	2,200.00	5,500.00
56150 · Water/Sewer	535.72	550.00	2,000.00
56160 · Fire Alarm System	653.40	700.00	2,000.00
56210 · Trash Removal	1,626.24	1,650.00	2,500.00
56220 · Grounds keeping	3,139.70	3,500.00	8,500.00
56310 · Cleaning	8,630.61	8,600.00	8,500.00
56510 · Repairs & Maintenance	5,545.43	6,500.00	18,000.00
56520 · Minor Furnishings & Equipment	79.99	250.00	1,500.00
56710 · Property & Liability Insurance	3,857.00	4,000.00	8,000.00
Total 56000 · Facilities and Equipment	65,655.85	67,950.00	80,000.00
Total Expense	310,640.86	357,520.59	463,900.00
Long Term Building Contingency Fund	2,000.00	2,000.00	2,000.00
Total Operating Expenses	312,640.86	359,520.59	465,900.00



residents. We welcome your comments and suggestions, and hope you'll come and check out all that's happening at your library, and join us as we evolve to meet the ever-changing needs of our community. Thank you very much for your continued support.

Hours: Tu/Th 10-6, W 10-8, F/Sa 10-4, Su/M-closed;

Phone: 362-2607;

E-mail: info@markskinnerlibrary.org;

Website: www.markskinnerlibrary.org

*Respectfully submitted,
Betsy Bleakie, Executive Director*

Neighbor to Neighbor

Neighbor to Neighbor is a non-profit program that brings together dedicated volunteers to help our older and disabled neighbors remain independent and in their own homes for as long as possible. Volunteers provide non-medical assistance with daily activities instrumental to independent living. In addition we provide social programs that keep people connected to each other and the community.

In 2013, Neighbor to Neighbor assisted 83 care recipients living throughout the Northshire area. A total of 69 volunteers gave over 5,000 hours of their time. 31 Manchester volunteers assisted 43 Manchester care recipients, helping with transportation to medical and other services, help with shopping, food preparation, exercise, chores, and friendly visits. In addition, we teamed up with local youth groups and congregations to assist with yard work and other outdoor needs. We scheduled several social events, lunches and movies and we collaborate with Arlington Middle and High School and Manchester Elementary School, allowing our care recipients to attend school plays and concerts. For many of our care recipients, this is the only opportunity they have to get out and socialize with their peers.

All of our services are offered free of charge. We are working hard to build financial sustainability through fundraising events, publicity, education, and private and corporate donors. On behalf of the Steering Committee, our volunteers, and most especially those we serve, Neighbor to Neighbor offers a sincere thank you for your support.

*Respectfully submitted,
Kate Coss, Program Director*



Project Against Violent Encounters

In 2013, PAVE continued to offer comprehensive services to victims of domestic violence, sexual violence, dating violence, and stalking, to citizens throughout Bennington County. These services include: 24 hour emergency hotline, court and social service advocacy, support groups, case management, emergency financial assistance, information and referrals, legal assistance, access to emergency and transitional housing, supervised visitation, parenting classes, and community and in-school education.

PAVE has a core of twenty trained volunteer advocates. Over the past year, these dedicated citizens helped us provide safety, support, and options to approximately 600 women, men, and children.

Our supervised visitation program, housed in the Family Time Center, provided fifty-eight children safe access to over 1,450 hours of visitation with non-custodial parents. Trained monitors supervised visits for families referred by the Department of Children and Family Services, the courts, lawyers, and probation and parole. Further, our supervised visitation program continued to offer the Nurturing Parent program to over 25 parents and children.

Through our emergency and transitional housing programs, we provided 33 adults and 21 children with 2,370 nights of shelter services. We also assisted 8 families transition to stable housing.

PAVE provided services to 16 Manchester residents, five of whom initially contacted us through our 24-hour emergency hotline service. Many of these residents received long-term, ongoing case management, including safety planning, criminal justice, civil and legal advocacy. In addition, 40 children from Manchester participated in our children's groups.

We continue to offer violence prevention programming throughout Bennington County to adults and young people, pre-school through college. During the past year, our Youth Educator provided education programs to over 3,000 children, teachers and parents. We have expanded our outreach efforts to include presentations and videos on cable access television, on media including YouTube, and our website (pavebennington.org) and social.

We thank you for your ongoing commitment to PAVE.

*Respectfully submitted,
Linda Campbell, Executive Director*

Southwestern Vermont Council on Aging

The Southwestern Vermont Council on Aging provided the following services to elders in Manchester in 2013.

SENIOR MEALS

The Council helped provide 3,785 meals that were delivered to the homes of 35 elders in your community. This service is often called “Meals on Wheels”. We also supply “Blizzard Bags” containing shelf-stable meals to home delivered meal participants and other isolated elders for use during a weather related emergency. In addition, 76 Manchester elders came together at a luncheon site in your area to enjoy a nutritious meal and the good company of others; 1,571 meals were provided to this group over the past year.

CASE MANAGEMENT ASSISTANCE

SVCOA case management staff helped 82 elders in Manchester. Case managers meet with an elder privately in the elder’s home or at an another agreed upon location and assess the elder’s situation. They work with the elder to identify needs and talk about possible services available to address those needs. If the elder desires, the case manager can link the client to appropriate services, coordinate and monitor services as necessary and provide information and assistance to caregivers. Case managers also help elders connect with in-home assistance programs, including a program called Choices for Care. This program is especially helpful to frail elders facing long term care placement who still wish to remain at home.

OTHER SERVICES AND SUPPORT

1) Our “Senior HelpLine” assistance at 1-800-642-5119: our Senior HelpLine staff provides telephone support to elders and others who needed information on available programs and community resources; 2) Medicare and health benefit counseling and assistance through our State Health Insurance Program; 3) Legal service assistance through the Vermont Senior Citizens Law Project; 4) Information about elder issues via the “60Plus” column appearing in the Rutland Herald; 5) Nutrition education and counseling services provided by SVCOA’s Registered Dietician; 6) Senior Companion support for frail, homebound elders; 7) Outreach services to elders dealing with mental health issues through our Elder Care Clinician program. This service is provided in cooperation with Rutland County Mental Health; 8) Transportation assistance; 9) Caregiver support, information and respite to family members and others who are providing much needed help to elders in need of assistance; 10) Money management programs that offer a volunteer bill payer or representative payee service.

Tutorial Center

2014 marks The Tutorial Center’s 43rd year of helping the region’s children and adults achieve educational, career, and life success! Please accept our thank you for your many years of support for our work. We are proud to be the Northshire’s community education center, and a recognized national model for what a community education center can do for its community. Your support enables us to help EVERY child or adult who comes to us.

The Tutorial Center has long-established learning centers in Manchester and Bennington enabling residents up and down Bennington County to have easy access to our assistance. And just recently, we have opened a new learning center at Smokey House in Danby specializing in alternative experiential high school education in a farm-and-forest setting. We are very excited to be bringing education back to Smokey House under the name “The Tutorial Center at Smokey House”, and Northshire students of all ages will have opportunities to participate in our new, motivating, hands-on learning experiences!

As discussed during the Manchester 2020 forum, the Tutorial Center is Vermont’s most comprehensive community education center, offering learning opportunities that meet the school, personal, and career learning goals of children and adults. Our educational services include tutoring for all ages, adult literacy, dropout prevention, alternative high school education, English language classes for non-English speakers, the High School Completion program, GED preparation and testing, our acclaimed Bridge to College and Careers program (in partnership with CCV-Bennington), job readiness training, enrichment classes, the Northshire Digital Arts Center’s technology and business workshops for employees and the self-employed, and our innovative and nationally recognized Youth Agriculture Project.

This past year, we provided tutoring services for 216 students to support their educational or work success. In addition, 311 adults were enrolled in our FREE adult education services. 53 of these adult learners earned their missing high school credential!

Our exciting Youth Agriculture Project (YAP) continues to grow, with 24 at-risk youth ages 16-21 participating this year in this work-based educational program. More than 1,000 pounds of organic food was grown, harvested, and distributed to the community by our youth. Our YAP maintains and coordinates the Manchester Community and Educational Garden at the recreation center, in partnership with Transition Town Manchester, MEMS, and the Town of Manchester – we hope you have walked by and seen the growth of this important community resource.

We also expanded the YAP Food Network in 2013 increasing our area food hub that links local farmers to customers such as the Southwest Vermont Medical Center. The YAP Food Network provides special work experiences for young adults and is one way The Tutorial Center “gives back” to our region: we created 3 new jobs, several college internships, and local farmers sold over \$25,000 of food through the Network this season. This winter, the New England Literacy Resource Center is sponsoring us to broadcast a national webinar to encourage other U.S. communities to replicate our YAP! For more information on the Youth Agriculture Project and all of The Tutorial Center’s educational services, you can visit www.tutoringvermont.org.

High-quality educational activities that respond to community needs – and produce lasting community impacts – this is what your town funding supports. We, and our students, thank you.

*Respectfully submitted,
Jack Glade, Executive Director*

Vermont Association for the Blind and Visually Impaired

More than 10,500 Vermont residents are blind or visually impaired. Vision problems can complicate an individual’s ability to perform daily tasks, stay mobile inside and outside the home, and enjoy leisure activities. Additionally, Vermont’s rural nature makes it less likely for those with visual impairments to encounter others who face similar challenges, and thus creates feelings of isolation and a sense that they are not understood by their peers.

During Fiscal Year 2013, VABVI served 1,417 clients from all 14 counties in Vermont, including 55 adult clients and 18 students in Bennington County.

Since 1926, VABVI, a nonprofit organization, has diligently pursued our mission of enabling Vermonters with vision problems, to achieve and maintain independence. We are the *only* private agency in Vermont to offer a complete range of services to visually impaired residents – and at no cost to the client.

Services include Rehabilitation (adapting to daily living tasks); Orientation and Mobility (providing white cane and guide dog instruction, allowing individuals to navigate through their home and community independently); Assistive Technology (adaptive aids allow clients to successfully perform most activities they desire); Social Networking (improving social skills and providing a support network); and Statewide Transportation (volunteer drivers provide rides to medical appointments, grocery stores and for personal visits).

VABVI has four offices statewide, located in Brattleboro, Montpelier, Rutland and South Burlington. For more information about VABVI’s services, or to volunteer, please contact us at (800) 639-5861, email us at general@vabvi.org or visit us our website at www.vabvi.org.

*Respectfully submitted,
Emily Mason, Development Coordinator*

Vermont Center for Independent Living

Since 1979, the Vermont Center for Independent Living (VCIL) has been teaching people with significant disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

Data for our FY’13 (Oct. 2012-Sept. 2013) show VCIL responded to over 2,218 requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to 310 individuals to help increase their independent living skills (including 10 peers who were served by the AgrAbility program and 11 peers who received specialized Benefits to Work Counseling). VCIL’s Home Access Program (HAP) assisted 173 households with information on technical assistance and/or alternative funding for modifications; 47 of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided 164 individuals with information on assistive technology; 40 of these individuals received funding to obtain adaptive equipment. 428 individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60.

VCIL’s central office is located in downtown Montpelier and we have five branch offices in Bennington, Chittenden, Lamoille, Rutland and Windham Counties. Our Peer Advocate Counselors and services are available to people with disabilities throughout Vermont.

During FY ’13, 3 residents of Manchester received services from the following programs:

- Meals on Wheels Program (MOW)
- Peer Advocacy Counseling Program (PAC)

To learn more about VCIL, please call VCIL’s toll-free I-Line at: 1-800-639-1522, or, visit our web site at www.vcil.org.



Section Seven: Financial Information

FINANCIAL REPORTS

Note: The Town's auditing firm, Love, Cody & Company CPAs has reviewed Town finances for the fiscal year ending June 30, 2013. The final audit report is available for public inspection at the offices of the Town Manager (362-1313 option 2) and the Manchester Finance Department (362-1313 option 4).

Town of Manchester — General Fund

Comparative Balance Sheet

	June 30, 2013	June 30, 2012
ASSETS		
Cash and Equivalents	\$414,621	\$158,910
Delinquent Taxes, Penalty, Int Receivable, Net of Allowance	366,404	317,643
Other Accounts Receivable	276,570	17,653
Due from Other Funds	(130,629)	324,419
Due from Other Governments	72,279	88,071
Tax Sale Land Acquisition	22,451	22,451
Prepaid Expenses	15,952	30,498
<i>Total Assets</i>	<u>\$1,037,648</u>	<u>\$959,645</u>
 LIABILITIES AND FUND BALANCE		
LIABILITIES		
Accounts Payable	\$237,187	\$211,230
Deferred Revenue	446,841	352,331
Accrued Wages and Pension	98,710	129,874
Due to Other Governments	706	0
<i>Total Liabilities</i>	<u>\$783,443</u>	<u>\$693,435</u>
 FUND BALANCE		
Restricted	67,723	51,126
Committed	10,000	60,000
Unassigned	176,482	155,084
<i>Total Fund Balance</i>	<u>\$254,205</u>	<u>\$266,210</u>
 TOTAL LIABILITIES AND FUND BALANCE	 <u>\$1,037,648</u>	 <u>\$959,645</u>

Town of Manchester — General Fund

Statement of Change in Fund Balance

	June 30, 2013	June 30, 2012
Fund Balance-Beginning of Year	\$266,210	\$326,211
Excess or (Deficiency) of Revenues Over Expenditures	<u>(12,005)</u>	<u>-60,000</u>
Fund Balance-End of Year	\$254,205	\$266,210

Town of Manchester—Sewer Department

Comparative Balance Sheet Budget

ASSETS	June 30, 2013	June 30, 2012
Current Assets:		
Cash and Equivalents	\$245,951	\$466,359
Investments	0	0
Accounts Receivable	88,454	92,424
Due from Other Funds	(92,672)	(6,567)
Prepaid Expenses	680	603
Deferred Charges	1,875	2,091
<i>Total Current Assets</i>	<u>\$244,288</u>	<u>\$554,909</u>
Capital Assets:		
Distribution and collection systems	\$1,244,285	\$1,196,580
Buildings and equipment	3,733,882	4,398,403
Construction in progress	651,176	0
Less accumulated depreciation	(4,143,585)	(4,135,046)
<i>Total Non-Current Assets</i>	<u>\$1,485,759</u>	<u>\$1,459,937</u>
TOTAL ASSETS	<u>\$1,730,047</u>	<u>\$2,014,846</u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts Payable	\$44,297	\$49,128
Accrued Liabilities	21,513	15,269
Bonds payable, current portion	17,308	21,205
<i>Total Current Liabilities</i>	<u>\$83,118</u>	<u>\$85,602</u>
Bonds payable, less current portion	\$1,267,692	\$1,310,046
TOTAL LIABILITIES	<u>\$1,350,810</u>	<u>\$1,395,648</u>
NET ASSETS:		
Invested in capital assets, net of related debt	\$122,785	\$128,686
Restricted	15,000	5,000
Unrestricted-designated	241,453	508,681
TOTAL NET ASSETS	<u>\$379,238</u>	<u>\$642,367</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$1,730,047</u>	<u>\$2,038,015</u>

Town of Manchester—Sewer Department

Statement of Revenues, Expenses, and Change in Net Assets—June 30, 2013

Operating revenues:	
Charges for services	\$364,351
Interest on delinquent accounts	\$2,753
Grant Income	\$0
	<u>\$367,104</u>
Operating expenses:	
Personnel services	\$186,072
Materials and supplies	\$16,501
Repairs and maintenance	\$30,128
Professional services	\$50,387
Utilities	\$31,306
Depreciation and amortization	\$39,969
Other	\$701
	<u>\$355,064</u>
<i>Operating income (loss)</i>	<u>\$12,040</u>
Nonoperating revenues (expenses):	
Investment income	\$1,472
Interest expense	(\$56,772)
	(\$55,300)
<i>Income (loss) before operating transfers</i>	(\$43,259)
Operating transfers in (out)	(\$9,897)
	<u>(\$9,897)</u>
<i>Change in net assets</i>	(\$22,992)
Total net assets-beginning of year	\$622,269
<i>Total net assets-end of year</i>	<u>\$599,277</u>

Town of Manchester—Sewer Department**Capital Improvement Fund—June 30, 2013**

ASSETS	June 30, 2013	June 30, 2012
Investments	\$534,541	\$478,132
Due from Other Funds	\$21,620	\$7,059
<i>Total Assets</i>	<u>\$556,160</u>	<u>\$485,191</u>
LIABILITIES-Due to Other Funds	\$0	\$0
FUND BALANCE-Restricted	<u>\$556,160</u>	<u>\$485,191</u>
 <i>TOTAL LIABILITIES AND FUND BALANCE</i>	 <u>\$556,160</u>	 <u>\$485,191</u>

**Town of Manchester—Sewer Department—Capital Improvement Fund
Statement of Revenues, Expenditures, and Change in Net Assets—June 30, 2013**

REVENUE		
Investment Income/Change in Market Value		<u>\$59,657</u>
<i>Total Revenue</i>		<u>\$59,657</u>
EXPENDITURES		
Capital Outlay		\$0
Investment Fees		<u>2,507</u>
<i>Total Expenditures</i>		<u>\$2,507</u>
EXCESS (DEFICIENCY) REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES		\$57,150
OPERATING TRANSFERS IN (OUT)		<u>\$13,820</u>
		<u>\$13,820</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES		\$70,969
NET ASSETS-Beginning of year		<u>485,191</u>
<i>NET ASSETS-End of year</i>		<u>\$556,160</u>

Town of Manchester — Water Department**Comparative Balance Sheet**

ASSETS	June 30, 2013	June 30, 2012
Cash and Equivalents	\$286,931	\$663,816
Investments	534,072	476,519
Accounts Receivable	153,750	164,181
Prepaid Expenses	680	603
Deferred Charges (Bond Issuance Costs)	5,527	6,215
Due from Other Funds	48,071	-7,170
<i>Total current assets</i>	<u>1,029,031</u>	<u>1,304,164</u>
Capital Assets		
Distribution system	10,364,984	10,186,353
Land	139,076	139,076
Buildings and equipment	252,219	205,753
Construction in progress	0	0
Less accumulated depreciation	(3,335,233)	(3,127,041)
<i>Total noncurrent assets</i>	<u>\$7,421,045</u>	<u>\$7,404,141</u>
<i>Total Assets</i>	<u>\$8,450,076</u>	<u>\$8,708,305</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts Payable	\$3,701	\$6,957
Accrued Liabilities	29,756	28,067
Bonds Payable-current portion	152,692	174,319
<i>Total Liabilities</i>	<u>\$186,148</u>	<u>\$209,343</u>
Bonds payable, less current portion	\$3,342,308	\$3,495,000
<i>TOTAL LIABILITIES</i>	<u>\$3,528,456</u>	<u>\$3,704,343</u>
NET ASSETS		
Invested in capital assets, net of related debt	3,914,952	3,734,822
Restricted	15,000	10,000
Unrestricted-designated	991,668	1,259,140
<i>Total Net Assets</i>	<u>\$4,921,620</u>	<u>\$5,003,962</u>
<i>TOTAL LIABILITIES AND NET ASSETS</i>	<u>\$8,450,076</u>	<u>\$8,708,305</u>

Town of Manchester — Water Department

Statement of Change in Net Assets

	June 30, 2013	June 30, 2012
Operating revenues		
Charges for services	\$589,872	\$573,071
Interest on delinquent accounts	4,441	4,528
Sale of equipment	6,775	130
Total operating revenues	<u>601,087</u>	<u>577,729</u>
Operating expenses		
Personnel services	180,947	173,645
Materials and supplies	15,940	7,522
Repairs and maintenance	22,666	33,425
Professional services	58,229	11,359
Utilities	41,061	36,187
Depreciation and amortization	235,583	235,238
Other	24,620	27,630
Total operating expenses	<u>579,046</u>	<u>525,006</u>
Operating income	<u>22,041</u>	<u>52,723</u>
Nonoperating revenues (expenses)		
Investment income	58,501	2,295
Interest expense	(157,294)	(165,419)
	<u>(98,792)</u>	<u>(163,124)</u>
Income before operating transfers	(76,751)	(110,402)
Operating transfers in (out)	<u>(5,588)</u>	<u>(5,127)</u>
Change in net assets	(82,339)	(115,529)
Total net assets-beginning of year	5,003,962	5,119,491
Total net assets-ending	<u>\$4,921,620</u>	<u>\$5,003,962</u>

Town of Manchester — Water Department

Capital Improvement Fund—June 30, 2013

	June 30, 2013	June 30, 2012
ASSETS		
Investments	\$3,354	\$3,347
Due from Other Funds	\$10,716	\$5,128
Total Assets	<u>\$14,070</u>	<u>\$8,475</u>
LIABILITIES-Due to Other Funds	\$0	\$0
FUND BALANCE-Restricted	<u>\$14,070</u>	<u>\$8,475</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$14,070</u>	<u>\$8,475</u>

**Town of Manchester—Water Department—Capital Improvement Fund
Statement of Revenues, Expenditures, and Change in Net Assets—June 30, 2013**

REVENUE		
Investment Income/Change in Market Value		<u>\$8</u>
Total Revenue		\$8
EXPENDITURES		
Investment Fees		<u>\$0</u>
Total Expenditures		\$0
EXCESS (DEFICIENCY) REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES		\$8
OPERATING TRANSFERS IN (OUT)		<u>\$5,588</u>
		\$5,588
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES		\$5,596
NET ASSETS-Beginning of year		<u>8,475</u>
NET ASSETS-End of year		<u>\$14,070</u>

Property Tax Relief Reserve Fund**Balance Sheet—June 30, 2013**

	June 30, 2013	June 30, 2012
ASSETS		
Investments	\$313,063	\$543,007
Due from Other Funds	\$10,000	(\$179,979)
<i>Total Assets</i>	<u>\$323,063</u>	<u>\$363,028</u>
LIABILITIES-Due to General Fund	\$0	\$0
FUND BALANCE-Designated	\$323,063	\$363,028
<i>TOTAL LIABILITIES AND FUND BALANCE</i>	<u>\$323,063</u>	<u>\$363,028</u>

Property Tax Relief Reserve Fund**Statement of Revenues, Expenditures, and Change in Fund Balance**

	June 30, 2013	June 30, 2012
REVENUE		
Local Sales Tax	\$0	\$0
Investment Income(Loss)/Change in Market Value	35,585	-4,137
<i>Total Revenue</i>	<u>\$35,585</u>	<u>(\$4,137)</u>
EXPENDITURES-Investment Fees	2,840	4,227
EXCESS REVENUES OVER EXPENDITURES	\$32,745	(\$8,364)
Operating transfers in (out)	(\$72,710)	(\$189,979)
EXCESS (DEFICIENCY) OF REVENUE AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	(\$39,965)	(\$198,343)
FUND BALANCE-Beginning of Year	363,028	561,371
<i>FUND BALANCE-End of Year</i>	<u>\$323,063</u>	<u>\$363,028</u>

Town of Manchester—Capital Improvement Reserve & Contingency (CIRC) Fund**Balance Sheet—June 30, 2013**

	June 30, 2013	June 30, 2012
ASSETS		
Investments	\$1,042,183	\$1,243,474
Accounts Receivable	0	0
Notes Receivable	0	0
Due from other funds	776,281	715,471
<i>Total Assets</i>	<u>\$1,818,464</u>	<u>\$1,958,945</u>
LIABILITIES		
Due to Other Funds	\$0	\$0
FUND BALANCE-Restricted	\$1,818,464	\$1,958,945
<i>TOTAL LIABILITIES AND FUND BALANCE</i>	<u>\$1,818,464</u>	<u>\$1,958,945</u>

Town of Manchester—Capital Improvement Reserve & Contingency (CIRC) Fund**Statement of Revenues, Expenditures, and Change in Fund Balance**

	June 30, 2013	June 30, 2012
REVENUE		
Interest Income(Loss)/Change in Market Value	\$58,647	\$88
<i>Total Revenue</i>	<u>\$58,647</u>	<u>\$88</u>
EXPENDITURES		
Investment Fees	\$5,525	\$8,140
<i>Total Expenditures</i>	<u>5,525</u>	<u>8,140</u>
EXCESS REVENUES OVER EXPENDITURES	\$53,122	(\$8,052)
OTHER FINANCING SOURCES/(USES)	\$0	\$0
Total Other Financing Sources/(Uses)	(\$193,603)	(\$33,332)
EXCESS (DEFICIENCY) OF REVENUE AND OTHER FINANCING SOURCES OVER EXPENDITURES & OTHER FINANCING USES	(\$140,481)	(\$41,384)
FUND BALANCE-Beginning of Year	1,958,945	2,000,329
<i>FUND BALANCE-End of Year</i>	<u>\$1,818,464</u>	<u>\$1,958,945</u>

Junction Improvement Fund**Balance Sheet—June 30, 2013**

ASSETS		
Cash	\$4,626	
Investments	\$0	
Due from Other Funds	\$728,272	
<i>Total Assets</i>		<u>\$732,898</u>
LIABILITIES		
Accounts Payable	\$532,052	
Due to other funds	\$748	
<i>Total Liabilities</i>		\$532,799
FUND BALANCE-Reserved		\$200,099
<i>TOTAL LIABILITIES AND FUND BALANCE</i>		<u>\$732,898</u>

Junction Improvement Fund**Statement of Revenues, Expenditures, and Change in Fund Balance—June 30, 2013**

REVENUES		
Investment Income		\$309
Junction contributions		0
CIRC contribution for Utilities		400,000
State Share of project		4,605,075
Non-participating Construction-Sewer		158,564
Non-participating Construction-Water		271,877
Miscellaneous		225
<i>Total Revenues</i>		<u>\$5,436,050</u>
EXPENDITURES		
Federal Participating-Design/Engineering/Construction	\$4,533,979	
Non-Participating-Design/Engineering/Construction	\$457,349	
Non-Participating-Design/Engineering/Construction-Sewer	\$157,073	
Non-Participating-Design/Engineering/Construction-Water	\$264,403	
<i>Total Expenditures</i>		\$5,412,804
EXCESS (DEFICIENCY) REVENUES OVER EXPENDITURES		\$23,246
FUND BALANCE-Beginning of Year		176,854
<i>FUND BALANCE-End of Year</i>		<u>\$200,099</u>

Note: Junction Reports are draft only, awaiting State Project Reviews; project incomplete as of June 30, 2013, so will be fully reported in FY 14.

Reappraisal Reserve Fund**Balance Sheet—June 30, 2013**

ASSETS		
Investments	\$83,382	
Due from General Fund	0	
<i>Total Assets</i>		<u>\$83,382</u>
FUND BALANCE-Reserved	83,382	
<i>TOTAL LIABILITIES AND FUND BALANCE</i>		<u>\$83,382</u>

Reappraisal Reserve Fund**Statement of Revenues, Expenditures, and Change in Fund Balance—June 30, 2013**

REVENUES		
Investment Income/Change in Market Value		\$10,140
Intergovernmental (State) Income		24,489
<i>Total Revenues</i>		\$34,628
EXPENDITURES-In house Reappraisal		53,822
EXCESS REVENUES OVER EXPENDITURES		(\$19,194)
Operating Transfer In (Out)		\$0
FUND BALANCE-Beginning of Year		102,576
<i>FUND BALANCE-End of Year</i>		<u>\$83,382</u>

Yetta Isaacs Fund**Balance Sheet—June 30, 2013**

ASSETS		
Investments	\$17,293	
<i>Total Assets</i>		<u>\$17,293</u>
LIABILITIES-Due to General Fund	\$0	
FUND BALANCE-Restricted	17,293	
<i>TOTAL LIABILITIES AND FUND BALANCE</i>		<u>\$17,293</u>

Yetta Isaacs Fund**Statement of Revenues, Expenditures, and Change in Fund Balance—June 30, 2013**

REVENUES		
	Investment Income/Change in Market Value	\$0
	Donations	0
	<i>Total Revenues</i>	<u>\$0</u>
EXPENDITURES		0
	Total Expenditures	<u>\$0</u>
EXCESS REVENUES OVER EXPENDITURES		\$0
FUND BALANCE-Beginning of Year		17,293
FUND BALANCE-End of Year		<u>\$17,293</u>

Manchester Recreation Committee Fund**Balance Sheet—June 30, 2013**

ASSETS			
	Investments	46,208	
	Accounts Receivable	2,500	
	Due from Other Funds	(175,747)	
	<i>Total Assets</i>		<u>(\$127,039)</u>
LIABILITIES			
	Accounts Payable	\$0	
	Deferred Revenue	0	
	<i>Total Liabilities</i>		\$0
FUND BALANCE-Committed			7,738
	Unassigned		(134,777)
TOTAL LIABILITIES AND FUND BALANCE			<u>(\$127,039)</u>

Manchester Recreation Committee Fund**Statement of Revenues, Expenditures, and Change in Fund Balance—June 30, 2013**

REVENUES			
	Donations-General Camp Scholarships		\$790
	Interest on Investments/Chg in Market Value		4,157
	Applejack Sponsor		19,835
	Skatepark Fund Receipts		485
	Donations-Park Improvements-Lighting/Walk		5,000
	<i>Total Revenues</i>		<u>\$30,267</u>
EXPENDITURES			
	General Camp Scholarships		0
	Mt Laurel Scholarships		0
	Fund Raising Expenses		114
	Other expenses		0
	<i>Total Expenditures</i>		<u>114</u>
EXCESS REVENUES OVER EXPENDITURES			\$30,153
	Operating Transfers Out		0
FUND BALANCE-Beginning of Year			(157,192)
FUND BALANCE-End of Year			<u>(\$127,039)</u>

Town of Manchester—Bicentiquagenary Fund (250th Anniversary)**Balance Sheet—June 30, 2013**

ASSETS			
	Cash		\$128
	Accounts Receivable		\$0
	Due from Other Funds		\$0
	<i>Total Assets</i>		<u>\$128</u>
LIABILITIES-Due to Other Funds			\$6,500
FUND BALANCE-Designated			-6,372
	<i>Total Liabilities and Fund Balance</i>		<u>-\$17,628</u>
FUND BALANCE-Restricted			<u>\$128</u>

Town of Manchester—Bicenquingenary Fund (250th Anniversary)
Statement of Revenues, Expenditures, and Change in Fund Balance—June 30, 2013

REVENUE-Investment Income	\$2	
Booksales Proceeds	\$56	
Celebration Donation	\$0	
Promotional Items	\$151	
Cookbook Sales	\$80	
Total Revenues		\$288
EXPENDITURES		
Promotional Items	\$0	
Events	\$0	
Cookbooks	\$0	
Total Expenditures		0
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES		\$288
TRANSFER IN		0
FUND BALANCE-Beginning of Year		(6,661)
FUND BALANCE-End of Year		<u>(\$6,372)</u>

Byrne Grant

Balance Sheet—June 30, 2013

ASSETS		
Cash		\$0
Due to Other Funds		\$0
Total Assets		<u>\$0</u>
LIABILITIES		\$0
FUND BALANCE-Restricted		<u>\$0</u>
		<u>\$0</u>

Byrne Grant

Statement of Revenues, Expenditures, and Change in Net Assets—June 30, 2013

REVENUE		
Investment Income (Loss)	\$1	
Total Revenues		\$1
EXPENDITURES		
Public Safety per grant	\$2,266	
Total Expenditures		\$2,266
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES		(\$2,266)
FUND BALANCE-Beginning of Year		2,266
FUND BALANCE-End of Year-Restricted		<u>\$0</u>

Police Benevolent Fund

Balance Sheet—June 30, 2013

ASSETS		
Checking Account	\$6,322	
Investments	71,747	
Total Assets		<u>\$78,069</u>
LIABILITIES-Due to Other Funds	\$1,537	
Accounts Payable	2500	
FUND BALANCE-Restricted	74,033	
Total Liabilities and Fund Balance		<u>\$78,069</u>

Police Benevolent Fund

Statement of Revenues, Expenditures, and Change in Net Assets—June 30, 2013

REVENUE		
Investment Income (Loss)	\$6,965	
Donations-Unrestricted	295	
Total Revenues		\$7,260
EXPENDITURES		
Disbursements to Police Families	\$750	
Annual Retirement Award	3,000	
Memorials/Flowers	2,066	
BulletProof Vests	2,500	
Total Expenditures		\$8,316
EXCESS (DEFICIT) REVENUES OVER EXPENDITURES		(\$1,056)
FUND BALANCE-Beginning of Year		75,088
FUND BALANCE-End of Year		<u>\$74,033</u>

Town Service Officer Account**Balance Sheet—June 30, 2013**

ASSETS	
Checking Account	\$410
Accounts Receivable	0
<i>Total Assets</i>	<u>410</u>
LIABILITIES-Accounts Payable	\$0
FUND BALANCE-Restricted	410
<i>Total Liabilities and Fund Balance</i>	<u>\$410</u>

Town Service Officer Account**Statement of Revenues, Expenditures, and Change in Fund Balance—June 30, 2013**

REVENUES	
Transfer from Joseph Burr Fund	\$0
Interest on Investments	1
Town Appropriation	0
Donations	0
<i>Total Revenues</i>	<u>\$1</u>
EXPENDITURES	
Food	\$0
Heating Fuel/Lodging	0
Transportation	14
Misc	0
<i>Total Expenditures</i>	<u>\$14</u>
EXCESS REVENUES OVER EXPENDITURES	-\$13
FUND BALANCE-Beginning of Year	409
<i>FUND BALANCE-End of Year</i>	<u>\$396</u>

Fire Department Equipment Fund**Balance Sheet—June 30, 2013**

ASSETS	
Cash	\$1,527
Investments	392
Due from other funds	-131,217
<i>Total Assets</i>	<u>(\$129,298)</u>
LIABILITIES-Due to Other Funds	\$0
FUND BALANCE-Restricted	(129,298)
<i>TOTAL LIABILITIES AND FUND BALANCE</i>	<u>(\$129,298)</u>

Fire Department Equipment Fund**Statement of Revenues, Expenditures, and Change in Net Assets—June 30, 2013**

REVENUES	
Investment Income/Change in Market Value	\$5
Donations	0
Sale of Vehicle	14,000
<i>Total Revenues</i>	<u>\$14,005</u>
EXPENDITURES	
Capital Expenditures	\$0
<i>Total Expenditures</i>	<u>0</u>
EXCESS OF REVENUES OVER EXPENDITURES	\$14,005
Operating transfers in	75,000
Operating transfers out	(28,678)
<i>Total operating transfers</i>	<u>46,322</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES	60,328
Total Net Assets-Beginning of year	-189,626
<i>Total Net Assets-End of year</i>	<u>(\$129,298)</u>

Factory Point Cemetery Association**Balance Sheet—June 30, 2013**

ASSETS			
	Cash and Equivalents	\$29,689	
	Due from other funds	<u>-53,841</u>	
	<i>Total Assets</i>		<u>(\$24,153)</u>
LIABILITIES			
	Accounts Payable	\$500	
	Headstone Deposit Guarantees	<u>0</u>	
	<i>Total Liabilities</i>		\$500
	FUND BALANCE-Unassigned		<u>(24,653)</u>
	TOTAL LIABILITIES AND FUND BALANCE		<u>(\$24,153)</u>

Factory Point Cemetery Association**Statement of Revenues, Expenditures, and Change in Net Assets—June 30, 2013**

REVENUES			
	Trust Fund Receipts	\$19,260	
	Operating Receipts	6,155	
	Checking Account Interest	<u>35</u>	
	<i>Total Revenues</i>		\$25,450
EXPENDITURES			
	Contracted Burial Services	\$3,000	
	Wages & Payroll Taxes	969	
	Trees/Shrubs/Plants Maintenance	96	
	Markers	200	
	Recording Fees	0	
	Miscellaneous	<u>16,110</u>	
	<i>Total Expenditures</i>		<u>20,375</u>
	EXCESS OF REVENUES OVER EXPENDITURES		\$5,075
	NET ASSETS-Beginning of Year		<u>-29,228</u>
	NET ASSETS-End of Year		<u>(\$24,153)</u>

Factory Point Cemetery Trust Fund**Balance Sheet—June 30, 2013**

ASSETS			
	Cash and equivalents	\$30,101	
	Investments	171,149	
	Due from Other Funds	<u>-44,671</u>	
	<i>Total Assets</i>		<u>156,579</u>
LIABILITIES			\$0
	FUND BALANCE-Restricted		<u>156,579</u>
	TOTAL LIABILITIES AND FUND BALANCE		\$156,579

Factory Point Cemetery Trust Fund**Statement of Revenues, Expenditures, and Change in Net Assets—June 30, 2013**

REVENUES			
	Investment Income-Change in Market Value	\$16,100	
	Sale of Lots	1,800	
	Miscellaneous	16,110	
	<i>Total Revenues</i>		\$34,010
EXPENDITURES			
	Transfers to Operating Fund	19,260	
	Capital Projects Expenses	<u>0</u>	
	<i>Total Expenditures</i>		<u>19,260</u>
	EXCESS REVENUES OVER EXPENDITURES		14,750
	NET ASSETS-Beginning of Year		<u>141,829</u>
	NET ASSETS-End of Year		<u>\$156,579</u>

Joseph Burr Fund**Statement of Revenues, Expenditures, and Change in Net Assets—June 30, 2013**

FUND BALANCE-Beginning of Year			\$7,019
REVENUES			
Interest		\$23	
	<i>Total Revenues</i>	\$23	
EXPENDITURES-Transfer to Service Officer		0	
Excess Expenditures Over Revenues			23
<i>FUND BALANCE-End of Year</i>			<u>\$7,042</u>
ASSETS			
Cash		\$7,042	
Investments		0	
	<i>Total Net Assets-End of Year</i>		<u>\$7,042</u>

Otto Condermann Trust Fund**Balance Sheet—June 30, 2013**

ASSETS			
Cash		\$0	
Investments		26522	
	<i>Total Assets</i>		<u>\$26,522</u>
FUND BALANCE-RESTRICTED			<u>\$26,522</u>

Otto Condermann Trust Fund**Statement of Revenues, Expenditures, and Change in Net Assets—June 30, 2013**

Revenues			
Investment Income/Change in Market Value			\$3,050
Expenses			
Trust Fees			0
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES			\$3,050
NET ASSETS-Beginning of Year			23,472
NET ASSETS-End of Year			<u>\$26,522</u>

Madeline Warner Cemetery Fund**Balance Sheet—June 30, 2013**

ASSETS			
Cash		\$0	
Investments		44,328	
	<i>Total Assets</i>		<u>\$44,328</u>
LIABILITIES-Due to Other Funds		\$112	
NET ASSETS-RESTRICTED		44,216	
	<i>TOTAL LIABILITIES AND NET ASSETS</i>		<u>\$44,328</u>

Madeline Warner Cemetery Fund**Statement of Revenues, Expenditures, and Change in Net Assets—June 30, 2013**

Revenues			
Investment Income Change in Market Value			\$6,397
Expenses			
Memorial Day Flowers/Maintain Family Plot			56
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES			\$6,341
NET ASSETS-Beginning of Year			37,875
NET ASSETS-End of Year			<u>\$44,216</u>



Section Seven: Financial Information

PUBLIC DEBT

Town of Manchester - Water Department

Debt Requirements

Bond Payable, Vermont Municipal Bond Bank, Water Improvements Bond Refinancing, Principal Payments of \$50,000 to \$105,000 due annually Dec 1 through 2017, plus 5.132% interest paid semi-annually Jun 1 and Dec 1.	465,000
Bond Payable, Vermont Municipal Bond Bank, Water Improvements Bond-East Manchester Rd-Principal Payments of \$40,000 due annually Dec 1 plus 4.756% interest paid semi-annually Jun 1 and Dec 1.	880,000
Bond Payable, Vermont Municipal Bond Bank, Water Improvements Bond-Construction-Applewood, Riverside Heights, Design-Highland Ave, Franklin/Dillingham/Williams St, Construction-Main St for Roundabout-Principal Payments of \$24,615 to \$33,846 due annually Dec 1 through 2039, plus 4.723776% net interest paid semi-annually Jun 1 and Dec 1.	840,000
Bond Payable, Vermont Municipal Bond Bank, Water Improvements Bond-Replace water lines Highland Ave and Franklin/Dillingham/Williams St-Principal Payments of \$0 to \$56,260 due annually Dec 1 plus 4.900501% net interest paid semi-annually Jun 1 and Dec 1 through 2040.	<u>1,310,000</u>

TOTAL BONDS PAYABLE

\$3,495,000

SCHEDULE OF DEBT MATURITIES

	Principal	Interest	Total \$
2014	\$ 152,692	\$ 148,166	300,858
2015	152,692	141,192	293,884
2016	157,692	133,252	290,944
2017	223,952	124,048	348,000
2018	226,273	114,031	340,304
Thereafter	<u>2,581,699</u>	<u>1,240,669</u>	<u>3,822,368</u>
Total Payments	\$3,495,000	\$1,901,358	<u>\$5,396,358</u>

Town of Manchester - Sewer Department

Debt Requirements

Bond Payable-Vermont Municipal Bond Bank, Construction-Lincoln Ave, Design-Franklin/Dillingham/Williams, Construction-Main St for Roundabout-Principal Payments of \$15,385 to \$21,154 due annually Dec 1 through 2039, plus 4.723776% net interest paid semi-annually Jun 1 and Dec 1.	525,000
Bond Payable, Vermont Municipal Bond Bank, Sewer Improvements Bond-Improve sewer lines Highland Ave and Franklin/Dillingham/Williams St-Principal Payments of \$0 to \$32,640 due annually Dec 1 plus 4.900501% net interest paid semi-annually Jun 1 and Dec 1 through 2040.	<u>728,915</u>

TOTAL BONDS PAYABLE

\$1,253,915

SCHEDULE OF DEBT MATURITIES

	Principal	Interest	Total \$
2014	\$ 17,308	55,885	73,193
2015	17,308	55,612	72,920
2016	17,308	55,290	72,598
2017	49,948	54,133	104,081
2018	48,393	52,507	100,900
Thereafter	<u>1,103,650</u>	<u>621,493</u>	<u>1,725,143</u>
Total Payments	\$1,253,915	\$894,920	<u>\$2,148,835</u>

Town of Manchester - General Fund

Debt Requirements

Bond Payable-General Fund-Vermont Municipal Bond Bank, Public Safety Facility, \$100,000 due annually on Dec 1 through 2005, then \$95,000 annually through 2015, plus 5.427% interest paid semi-annually on Jun 1 and Dec 1.	285,000
Bond Payable, Vermont Municipal Bond Bank, Highway Garage Renovations-Principal Payments of \$20,000 due annually on Dec 1 through 2034, plus 4.756% interest paid semi-annually Jun 1 and Dec 1.	220,000
Bond Payable, Vermont Municipal Bond Bank, Highway Bond-Drainage Highland Ave; Reconstruction Municipal Parking Lot Elm/Highland; Reconfigure Barnumville Rd Intersection-Principal Payments of \$0 to \$16,100 due annually Dec 1 plus 4.900501% net interest paid semi-annually Jun 1 and Dec 1 through 2040.	229,999
Bond Payable, Vermont Municipal Bond Bank, Park House Bond-Principal Payments of \$75,000 due annually Dec 1 plus 3.34% interest paid semi-annually Jun 1 and Dec 1 through 2032.	1,500,000

TOTAL BONDS PAYABLE

\$2,234,999

SCHEDULE OF DEBT MATURITIES

	Principal	Interest	Total
			\$
2014	\$ 190,000	87,581	277,581
2015	190,000	80,084	270,084
2016	190,000	72,647	262,647
2017	111,100	67,027	178,127
2018	110,333	64,390	174,723
Thereafter	<u>1,443,566</u>	<u>507,751</u>	<u>1,951,317</u>
Total Payments	<u>\$2,234,999</u>	<u>\$879,480</u>	<u>\$3,114,479</u>

Town of Manchester - School District

Debt Requirements

LONG TERM DEBT

Vermont Municipal Bond Bank, dated July 27, 1994, due December 1, 2014, payable in \$95,000 annual principal payments through 6/30/13, \$90,000 thereafter, plus various interest rates up to 6.383%. (Refinanced 2003)	\$180,000
Vermont Municipal Bond Bank, dated July 15, 2003, due December 1, 2023, payable in \$40,000 annual principal payments, plus interest at an aggregate of 3.93%, for the Roof Project.	440,000
Vermont Municipal Bond Bank, dated July 2007, due December 1, 2027, payable in \$65,000 annual principal payments through 6/1/24, \$60,000 thereafter, plus net interest rate of 4.506054%, for Improvements--bathrooms, gym, security.	955,000
	<u>\$1,575,000</u>

	Principal	Interest	Total
2014	\$ 195,000	68,201	\$ 263,201
2015	195,000	58,235	253,235
2016	105,000	51,032	156,032
2017	105,000	46,614	151,614
2018	105,000	42,120	147,120
Thereafter	<u>870,000</u>	<u>175,870</u>	<u>1,045,870</u>
TOTAL	<u>\$1,575,000</u>	<u>\$442,072</u>	<u>\$2,017,072</u>
Less Interest Portion			-442,072
			<u>\$1,575,000</u>





NEW TOWN REPORT FORMAT: The Town has divided the 2013 Town Report into two parts - Part A and Part B. Part A, mailed to all postal patrons of zip codes 05254 and 05255, includes the proposed budgets for the school district and municipal government, tax information, Town Meeting Warning, minutes from previous Town Meetings and contact information. Part B includes reports of officers and not-for-profits, financial reports and information, and the list of appointed and elected Town officials. Part B can be picked up at Town Meeting, Kilburn's Convenience Store, Town Hall (Town Clerk and Town Manager's offices), Discount Beverages and the Mark Skinner Library. Residents may also request that Part B be mailed to them by contacting Ioana Drew at 802-362-1313, option 2 or emailing i.drew@manchester-vt.gov. Both Part A and Part B can be downloaded at <http://manchester-vt.gov/document-center/>. This new method is designed to save the taxpayers money and reduce paper consumption.