

**VILLAGE OF
MANCHESTER, VERMONT**

ANNUAL REPORT

YEAR ENDED APRIL 30, 2022



Village of Manchester Office

Hours: 9:00 am to Noon, Monday – Thursday, or by appointment

Closed on all major holidays

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Mailing Address: PO Box 482, Manchester, VT 05254

Physical Address: 45 Union Street, Manchester

IMPORTANT NOTICES

- Please be sure to obtain a permit from the Village for all special events, reception tents, road openings (driveways), or demolition. Permit applications are subject to review at warned meetings. Permit approvals may take up to 45 days depending on the day they are considered fully submitted.
- Zoning Permits are required for signs, new construction and exterior changes including color, alterations, some tree removal, or any land development.
- Please see the Village of Manchester website for meeting agendas, meeting minutes, permit applications and other information. The Village Bylaws, Ordinances and other regulations are also available online (www.villageofmanchester.com)

VILLAGE OFFICERS

	Term Ends		Term Ends
TRUSTEES:			
Orland Campbell, President	2022	Bill Mariano	2023
James Lewis	2022	Brian Maggiotto	2022
Nina Mooney	2023		
DEVELOPMENT REVIEW BOARD (DRB)			
Craig Powers, Chair	2023	Dana McCloskey	2023
Tom Deck, Vice Chair	2022	Gordon McClellan	2022
Donald Brodie	2023	Jack Morris	2022
Renee Waller	2023		
DRB ALTERNATES			
Terry Findeisen	2022	Katie Pinkus	2022
Hong Campbell	2022		
Larry Kolloff	2022		
DESIGN REVIEW COMMITTEE (DAC)			
Terry Findeisen, Chair	2022	Larry Kolloff	2022
Peter Campbell	2022	Katie Pinkus	2022
Hong Campbell	2022		
PLANNING COMMISSION (PC)			
Audrey Kolloff, Chair	2022	Anthony MacLaurin	2023
Rich Heilemann, Vice Chair	2023	Tom Scarnecchia	2024
Renee Waller	2022	Christie Bronstein	2024
Eric Dorsch	2024		
Bennington County Regional Commission (BCRC) Representative:			
Anthony MacLaurin	2022		
Secretary to the Trustees & Asst. Clerk:		Roads Foreman:	
Missy Johnson		Alan Mowrey	
Administrative Officer:		Tree Warden/Road Comm'r:	
Curan VanDerWielen	2025	James Lewis	
Clerk/Treasurer/Tax Collector:		Village Counsel:	
Donald Brodie	2022	Witten, Woolmington, Campbell Bent & Stasny, P.C.	
Auditors:			
Keld Alstrup	2022	Ariel Rudiakov	2022
Amy Swinarton	2022		

VILLAGE OF MANCHESTER, VERMONT ANNUAL MEETING, JULY 12, 2021

President Campbell opened the meeting at 5:08 pm. He thanked everyone for coming to the meeting and directed attention to the Warning for the meeting on page 18 of the Annual Report.

ARTICLE I: To hear the reports from the Officers.

President Campbell provided information on the location of the various reports written by representatives from each of the Village committees and boards and the report submitted by the outgoing zoning administrative officer. There were no questions or comments.

ARTICLE II: To vote on authorization for total funding expenditures to be used for operating expenses of \$782,650.00 of which \$555,150.00 shall be raised by taxes.

President Campbell directed attention to the Proposed Village Budget on pages 9 & 10 of the Annual Report. He provided an overview of the budget process and stated that this budget was largely based on historical requirements and pay increases.

Ms. Hong Campbell questioned the amount of the increase. Mr. Brodie responded by saying it was two cents for every \$100 of property value. Mr. Alstrup questioned the salt budget, compared the Village use to the Town of Manchester, and expressed environmental concerns. Trustee Lewis discussed the state buying cooperative which helps to keep the cost of salt down and mentioned that the sidewalks were also salted which contributed to some of the use.

Mr. Alstrup mentioned that the budget for salt remains the same while there is no budget for repair of the River Road rock wall. It was mentioned by the Trustees that repair of the rock wall was a topic that has been discussed for years. The fact that the wall is not completely owned by the Village was reiterated. It was agreed by President Campbell and Mr. Alstrup that this matter still needed to be addressed. Making the road safe is the primary concern. Mr. Alstrup asked that if the Village was inclined not to maintain the wall any longer that the decision be made public and/or allow the residents to vote on the matter.

Mr. Powers questioned the \$50,000 traffic enforcement line item. Hiring a police officer, on a part-time basis to assist with traffic matters at, and

around BBA is the reason behind this new line item. At this time the BOT is reviewing options for this new service. It was mentioned that there is no guarantee this money will be spent.

President Campbell took a minute to discuss the employees at the Village and their respective roles. He welcomed the road crew worker, Ben Colegrove.

Mr. Powers moved to accept the 2021/22 Village of Manchester Budget as written. Ms. Hong Campbell seconded the motion, and there was a unanimous vote in favor.

ARTICLE III: To set a date on which taxes shall be payable and impose a penalty of 8% for delinquencies, and to charge the maximum statutory rate of interest of one percent (1%) per month on all delinquencies taxes for the first three months and one and one-half percent (1.5%) per month thereafter.

Mr. Brodie moved to have this Article approved as written. Mr. Alstrup seconded the motion and there was unanimous approval.

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

Mr. Brodie moved to approve this Article as written. President Campbell provided a brief history of why this Article is necessary. Mr. Powers requested a sticker be placed on the tax bills, with this wording, so that notification of such will be clear to all. Ms. Hong Campbell asked if the Village accepted credit cards, Venmo, etc. for tax payments. Mr. Brodie indicated that the Village only accepted checks for tax payments at this time. Mrs. Heilemann seconded the motion and there was unanimous approval.

ARTICLE V: To elect all Officers required by law.

Trustee Lewis moved to nominate Orland Campbell as President for a one-year term. Mr. Brodie seconded the motion and there was unanimous approval.

Mr. Brodie nominated Martha Heilemann for a two-year term as Trustee. Trustee Lewis seconded the motion and there was unanimous approval. Martha Heilemann refused the nomination.

Mrs. Heilemann nominated Craig Powers for a two-year term as Trustee. Mr. Alstrup seconded the motion and there was unanimous approval. Mr. Powers refused the nomination.

Mr. Powers nominated Bill Mariano and Nina Mooney for two-year terms as Trustees. Mr. Alstrup seconded the motion and there was unanimous approval.

Mr. Powers then nominated Mr. Brodie for Clerk/Treasurer and Tax Collector for a one-year term. Mrs. Heilemann seconded the motion and there was unanimous approval.

Mr. Brodie nomination Amy Swinarton, Ariel Rudiakov and Keld Alstrup for re-appointment as Village Auditors. Mr. Powers seconded the motion and there was unanimous approval.

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

Ms. Haines asked the BOT is they were aware why the Village was seeing so may large trucks on Route 7A. The Board was unaware of any activity that would cause more than the normal traffic on Route 7A. There was general discussion regarding overweight trucks and how they are policed. Speeding was mentioned as a concerning issue. President Campbell indicated that he would forward the concerns to the Chief of the Manchester Police Department. Trustee Lewis mentioned that the school zone surrounding BBA was recently expanded and now has a 25 MPH speed limit.

Dr. Heilemann mentioned the Planning Commission upcoming public hearing.

Ms. Hong Campbell brought up concerns regarding landscape companies parking in the road and mentioned that this was a serious safety issue. President Campbell mentioned that he has spoken the Town of Manchester police chief and that the officers were not happy with this new practice either, but it is unknown at this time what can be done about it. It was also mentioned that parking in the right-of-way in the Village of Manchester is illegal.

Ms. Haines mentioned that although she was sad to see such apathy in the residents of the Village of Manchester that she was glad the meetings could be held in person again.

There being no further questions or comments, Dr. Heilemann moved to adjourn the meeting. Mr. Alstrup seconded the motion and there was unanimous approval.

Respectfully Submitted,
Missy Johnson
Assistant Clerk

Attested by:
(Signature on File)

07/15/2021

Orland Campbell,
President of the BOT & Moderator

Date

(Signature on File)

07/15/2021

Jim Lewis
Trustee, Road Commissioner & Tree Warden

Date

LETTER FROM THE TRUSTEES

Covid has continued to maintain its grip and influence the community. Affecting tourism, businesses, education, and life in general. On the positive side - the Village received \$107,000 from the Federal Government to help it in dealing with the effects of the Virus, and another \$107,000 is expected later this year as a final payment of our share. The uses for which the Treasury allows this money to be used changed over the course of the year. The rules now allow it to be spent for regular village expenses, which is what the Trustees have voted to do.

In the personnel area, the Village was successful in finding a new road maintenance worker, Scott Stannard. We were also able to replace our former zoning administrative officer ("ZAO") with Curran VanDerWielen; it took two tries, however, as our first hire left due to a tragic housefire. Merrill Bent, of Woolmington, Campbell, Bent & Stasny has become the Village's new attorney. As there is a major effort to revise and update of our Zoning Bylaws and begin digitization of the Village records, the hours and duties of our ZAO have been increased, and a part time office assistant, knowledgeable in accounting areas, is also slated to be added to the office staff.

Responding to increasing issues arising from noise, the Trustees have been working on developing and adopting a noise ordinance that would serve to address the issue and provide a regulatory mechanism with fines which would, hopefully, control the problems that have arisen. We have had input from citizens, businesses, the Planning Commission, and other towns during our considerations and will, hopefully have the ordinance adopted, and in force, in the near future.

Considering options for the future, the Board sought to investigate the possibility of changing its relationship with the Town of Manchester in various ways - complete merger, merger with separate Village Zoning, a division of services, paying for services - etc. At a public meeting where the issue was discussed, however, the idea was totally rejected by those who chose to attend and comment. Despite this rejection, the possibility of merger is still being discussed by some Village leaders.

This brings me to the subject of participation in our Village government. This year the president and one other trustee will not be seeking re-election. Every year there is a need for interested folks to become elected officials whether it be trustee, treasurer or clerk. The Village also needs residents to serve as members of the Village committees overseeing planning, zoning, and design. Democracy is not a spectator sport; it requires participation, and the citizens of Manchester Village have been largely absent from the process. For the Village to continue as a viable entity, it needs its people to become and/or stay involved in that process. Even attending one annual meeting a year is a step in the right direction.

I will end by thanking the hard-working folks who make our village go: our four employees together with the citizen volunteers who have stepped up over the years to shape, develop, and preserve the Village of Manchester. Thank you for all you do to keep our village a beautiful and special place.

Orland Campbell for the Village of Manchester Board of Trustees,
Jim Lewis, Nina Mooney, Brian Maggiotto, Bill Mariano

VILLAGE OF MANCHESTER PLANNING COMMISSION, DEVELOPMENT REVIEW BOARD AND DESIGN ADVISORY COMMITTEE REPORT

The Village of Manchester Planning Commission (“PC”) had several changes in membership in the last year. Most notable is the recent passing of our esteemed colleague, Commissioner Lu French. We are grateful for the time she devoted to the work of the Commission and especially for her focus on the Energy Plan. Her gracious energy and commitment to the Village of Manchester will be missed.

Commissioner Jock Lawrason resigned from the commission due to relocation. We thank him for his service to the Commission. New members: Eric Dorsch, Christie Bronstein and Tom Scarnecchia were all recently welcomed to the Commission.

The Planning Commission moved into the final phase of approval on the energy chapter of the Village of Manchester Plan of Development and a public hearing, for its adoption, will take place in July 2022. The Bennington County Regional Commission (“BCRC”) is anticipated to approve the plan in the fall of 2022. With this energy chapter in place, the Village of Manchester will expect to receive ‘substantial deference’ from the Public Utility Commission in Montpelier when they are reviewing applications for renewable energy installations.

The Planning Commission reviewed the Land Use and Connectivity Study conducted by the BCRC. The study included a survey of Village residents on various community-oriented topics. The survey received over 90 valued replies, which was deemed a strong community response by BCRC. The Village will be utilizing this study for future projects.

The Planning Commission, with input from the Development Review Board and the BCRC, also began revisions to the Village Bylaws this year. Work on the Bylaws is anticipated to be ongoing throughout 2022.

The board members of the Development Review Board (“DRB”), with excellent advice from the Design Review Board (“DAC”), continue to provide a broad range of expertise and opinions, which help to shape comprehensive zoning decisions to fit the Village Plan of Development. Both the DRB and DAC managed to have in person and Zoom meetings simultaneously this year which greatly improved the process of reviewing applications and allowed the public to participate more. Residential and commercial renovations continue to breathe new life into many existing buildings in the Village; and there are also some new homes being built, which contribute to stable growth of the community.

The PC, DRB and DAC appreciate the ongoing commitment of the volunteers who serve for the benefit of our Village and encourage Village residents to become involved in our local government.

Respectfully submitted,

Audrey Kolloff, Chair
Richard Heilemann, Vice-Chair
Planning Commission

Craig Powers, Chair
Tom Deck, Vice-Chair
Development Review Board

REPORT OF THE ADMINISTRATIVE OFFICER

This fiscal year (FY 2021-2022) has been one of the busiest on record for the Zoning Office. Thirty-nine Zoning Permits of all types have been issued, an additional 7 Permit Applications received, 3 Notices of Violation posted, 3 additional alleged Violations investigated, and 5 Certificates of Zoning Compliance issued. While approximately one-in-four of Zoning Permits for FY 2021-2022 were issued by the Administrative Officer as Minor Permits, many of the publicly reviewed permits issued consisted of projects with large scopes. These included new residential or commercial construction, major additions to residences or businesses, and complete exterior renovations. The largest project by estimated valuation and extent permitted in FY 2021-2022 was the Lincoln Hall Project at Hildene. In terms of Zoning Permits exclusively, this amounts to \$19,305,884.94 in estimated valuation for local development and \$40,950.00 in scheduled or collected Zoning Permit fees. That amounts to more than a 400% increase across both indicators, respective to FY 2020-2021. It is likely this upward trajectory in activity will be sustained through FY 2022-2023.

Throughout this flurry of activity, the Administrative Officer has continued to work closely with other municipal bodies on their regular hearings and deliberations, including long-run planning and zoning permit review. In addition, the Administrative Officer has also worked closely with the Development Review Board, Planning Commission, and Design Advisory Committee on a series of special projects including the modernization of Village Zoning Bylaws, an effort to completely digitize Village archival records, a redesign of internal recordkeeping and zoning permit form(s), and other efforts designed to improve the accountability, public accessibility, and effectiveness of local governance.

The Administrative Officer has also assisted the Board of Trustees in its issuance of Annual Special Events Permits, the processing of Special Events Permits, Itinerant Vendor Permits, and Temporary Sales Permits. Altogether, the Board has issued 25 Special Events Permits, 2 Itinerant Vendor Permits, and 2 Temporary Sales Permits as of April 30, 2022. The Administrative Officer has provided input on potential Solar Screening and Noise ordinances too.

Moving into FY 2022-2023, the Zoning Office will likely continue to work with a sustained uptick in development activity. Much progress has been made towards improving both public accessibility to and the effectiveness of the Zoning Office in recent months, and the Administrative Officer will continue to work to those ends throughout the next year.

Curan VanDerWielen,
Administrative Officer

VILLAGE OF MANCHESTER

PROPOSED BUDGET - Updated 5/24/22
YEAR ENDING April 30, 2022

	BUDGET April 30, 2022	YTD ACTUAL 4/31/2022	PROPOSED BUDGET April 30, 2023
HIGHWAY MAINTENANCE			
Labor - Regular	\$ 105,000.00	\$115,465.00	\$ 132,000.00
Labor - Overtime	30,000.00	31,047.00	35,000.00
Labor - Payroll Taxes (note 1)	11,500.00	12,663.35	14,446.00
Labor - Employees' Health & Dental Insurance	50,000.00	43,528.50	45,000.00
Labor - Health Equity	5,500.00	2,109.44	5,000.00
Labor - Municipal Employees' Retirement (note 2)	8,300.00	8,717.11	10,855.00
Municipal Roads General Permit	500.00	740.00	500.00
Materials and Supplies - Salt	55,000.00	40,393.09	55,000.00
Materials and Supplies - Other	6,500.00	4,778.56	5,000.00
Equipment and Repairs	7,000.00	9,446.67	10,000.00
Equipment Purchase	-	-	115,000.00
Gas and Oil	15,000.00	15,764.19	30,000.00
Highway Resurfacing, Ditches, Culverts, Etc.	50,000.00	21,885.80	50,000.00
Garage Operating Expenses	6,600.00	9,418.97	10,000.00
Signs/Maintenance	2,000.00	738.46	2,000.00
Uniforms	2,000.00	2,269.34	2,500.00
Trees and Beautification	25,000.00	25,775.00	40,000.00
Sidewalk and Curbing	100,000.00	101,600.91	5,000.00
Miscellaneous, Sidewalk and Roadside Maintenance	30,000.00	29,441.69	15,000.00
Traffic Enforcement	50,000.00	-	-
Village Firehouse Maintenance	5,000.00	-	5,000.00
Stone Walls	-	-	50,000.00
Dump Fees	750.00	809.22	1,000.00
Total Highway Maintenance	565,650.00	476,592.30	638,301.00
ADMINISTRATION			
Salaries (note 9)	23,000.00	39,130.00	93,200.00
Tax Collector Fees (note 12)	-	5,502.51	-
Payroll Taxes (note 1)	2,000.00	3,466.59	8,100.00
Office Supplies and Expense	8,700.00	16,122.34	10,000.00
Technology Upgrades (New)	-	-	5,000.00
Municipal Website Upgrade (New/One-Time Expense)	-	-	15,000.00
Dues & Subscriptions (New)	-	-	5,000.00
Rent	7,000.00	6,960.00	7,000.00
Insurance	26,000.00	17,577.00	26,000.00
Employees' Health Insurance	-	-	10,000.00
Professional Fees - Legal	1,000.00	-	3,000.00
Professional Fees - Accounting	4,000.00	3,490.00	5,000.00
Professional Fees - NEMRC	-	4,640.00	7,000.00
NEMRC Licensing	-	1,270.00	1,270.00
Other Expense/Miscellaneous Other	2,000.00	3,194.02	2,000.00
Total Administration	73,700.00	101,352.46	197,570.00
ZONING & PLANNING			
Administrative Officer	23,000.00	19,405.29	51,000.00
Payroll Taxes (note 1)	2,000.00	118.83	2,000.00
Employees' Health Insurance	-	-	10,000.00
Expenses	1,500.00	5,212.16	1,500.00
Legal Fees	2,000.00	-	5,000.00
Records Digitization	-	-	3,000.00
Bylaw /Plan/Ordinance Revisions	5,000.00	-	5,000.00
BCRC Appropriation	4,000.00	4,000.00	4,000.00
Total Planning and Zoning	37,500.00	28,736.28	81,500.00
STREETLIGHTING			
Electricity	13,000.00	11,869.19	13,000.00
Improvements/Maintenance	2,000.00	627.22	2,000.00
Total Streetlighting	15,000.00	12,496.41	15,000.00
HIGHWAY EQUIPMENT RESERVE FUND			
Equipment Reserve (replacement of backhoe) (note 7)	16,500.00	16,500.00	-
Equipment Reserve (replacement of truck #1) (note 8)	14,600.00	14,600.00	5000.00
Equipment Reserve (replacement of truck #2) (note 9)	18,000.00	18,000.00	5000.00
Equipment Reserve (replacement of lawnmower) (note 10)	1,700.00	1,700.00	-
Equipment Reserve (replacement of sdwlk tractor) (note 11)	10,000.00	10,000.00	5,000.00
Total Highway Equipment	60,800.00	60,800.00	15,000.00
HIGHWAY RESERVE	30,000.00	30,000.00	90,000.00
TOTALS AND TOTAL RECOMMENDED BUDGET	782,650.00	709,977.45	1,037,371.00
ADDITIONS (REDUCTIONS)			
State Aid - Highways	(44,500.00)	(48,555.83)	(50,000.00)
Town Highway Allotment (note 13)	(58,000.00)	(41,687.30)	(60,000.00)
Equipment Reserve Transfer	-	-	(95,000.00)
Permits and Fees Transfer	(80,000.00)	(120,456.18)	-
Federal Relief Funds Received I	-	-	(107,000.00)
Federal Relief Funds Pending Receipt II	-	-	(107,000.00)
Traffic Fines	-	(101.50)	-
Cash (Carryover) Deficit from Prior Year (note 14)	(45,000.00)	(45,000.00)	(78,318.00)
	(227,500.00)	(255,800.81)	(497,318.00)
AMOUNT TO BE RAISED BY TAXES (note 15)	\$ 555,150.00	\$ 454,176.64	\$ 540,053.00

VILLAGE OF MANCHESTER
SUPPLEMENTARY INFORMATION

NOTES TO PROPOSED BUDGET

- Note 1. Social security/medicare taxes of 7.65% plus 1% state unemployment tax
Note 2. 6.50% of wages
Note 7. Equipment reserve (backhoe): replacement net cost of \$140,000 over 8 years
Note 8. Equipment reserve (truck #1): replacement net cost of \$90,000 over 5 years
Note 9. Equipment reserve (truck #2): replacement net cost of \$125,000 over 8 years
Note 10. Equipment reserve (mowing tractor): replacement net cost of \$20,000 over 10 years
Note 11. Equipment reserve (sidewalk tractor): replacement net cost of \$80,000 over 10 years
Note 12. Tax collector fees are assessed on delinquent taxpayers and paid upon receipt, thus not requiring any budgeting
Note 13. Based on Town 2022/23 estimate
Note 14. General fund cash balance and property tax receivable less accounts payable, payroll taxes payable and accrued expenses
Note 15. Tax Rate
Proposed current year rate per \$100 (grand list TBD)
Prior year rate per \$100 (grand list of 223,945.00) = 0.171

Fixed Assets:

Village Highway Garage (Built 12/00/02)	340,949.41
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Village Highway Equipment (current valuations pending):

2014 John Deere Loader
1987 John Ddere Grader
2020 International Truck
2017 Ford F550 Truck
2015 Catapillar 2570
2016 Kubota Tractor

VILLAGE OF MANCHESTER

BALANCE SHEET APRIL 30, 2022

	GENERAL FUND	SPECIAL FUNDS AND RESERVES	GENERAL FIXED ASSETS AND LONG-TERM DEBT
ASSETS			
Cash - General Checking Account	\$ 367,313.54	\$317,000.62	
Cash - Health Equity	\$ 2,956.08		
Property taxes receivable	6,424.24		
Other receivable (town highway allotment)	58,000.00		
Prepaid Expenses	1,879.94		
Fixed assets*			1,223,099.10
Debit Card	150.47		
Federal Recovery Funds	106,558.93		
Prepaid Expenses	1,879.94		
Total Assets	<u>\$ 436,573.80</u>	<u>\$ 317,000.62</u>	<u>\$ 1,223,099.10</u>
LIABILITIES AND FUND EQUITY			
LIABILITIES			
Accounts payable	\$ -		
Encumbrances	-		
Payroll taxes and withholdings	6,431.33		
Retirement withholdings	1,455.27		
Health Insurance Payable	3,795.72		
Accrued expenses	-		
Due to general fund	-		
Total Liabilities	<u>11,682.32</u>	<u>-</u>	<u>-</u>
FUND EQUITY			
Fund balances		185,318.20	
Reserved			
Restricted for specific purposes			
Permits and fees fund	-	-	
Employee benefit fund	-	74,245.14	
Equipment reserve	-	212,755.38	
Highway reserve		30,000.10	
Investment in general fixed assets			1,223,099.10
Unreserved			
Designated for subsequent year expenditure	-	-	-
Undesignated		<u>-</u>	<u>-</u>
Total Fund Equity	<u>-</u>	<u>317,000.62</u>	<u>1,223,099.10</u>
Total Liabilities and Fund Equity	<u>\$ 436,573.80</u>	<u>\$ 317,000.62</u>	<u>\$ 1,223,099.10</u>

* Fixed Assets are currently estimated due to pending valuations

VILLAGE OF MANCHESTER

GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE YEAR ENDED APRIL 30, 2022

	ANNUAL BUDGET	YTD ACTUAL	ACTUAL OVER (UNDER) BUDGET
REVENUES			
Property taxes	\$ 555,150.00	\$ 563,945.97	\$ 8,795.97
Exempt property payments in lieu of taxes	-	371.05	371.05
State aid - highways	44,000.00	48,555.83	4,555.83
Town highway, sidewalk and streetlight allotment	58,000.00	41,687.30	(16,312.70)
State grant	-	1,948.59	1,948.59
Fines	-	-	-
License/Permit fees	-	36,697.74	36,697.74
Interest and collection fees on taxes	-	6,402.51	6,402.51
Interest	-	465.03	465.03
Rentals, equipment and materials	-	-	-
Other	-	2,174.47	2,174.47
Total Revenues	<u>657,150.00</u>	<u>702,248.49</u>	<u>45,098.49</u>
EXPENDITURES			
Highway maintenance (Schedule 1)	565,650.00	476,592.30	(89,057.70)
Equipment reserve (truck)	60,800.00	60,800.00	-
Loan repayments (truck)	-	-	-
Streetlighting			
Electricity	13,000.00	11,869.19	(1,130.81)
Improvements/Maintenance	2,000.00	627.22	(1,372.78)
Administration			
Salaries	23,000.00	39,130.00	16,130.00
Tax collector fees	-	5,502.51	5,502.51
Payroll taxes	2,000.00	3,466.59	1,466.59
Office supplies and expense	8,700.00	16,122.34	7,422.34
Rent	7,000.00	6,960.00	(40.00)
Insurance	26,000.00	17,577.00	(8,423.00)
Employees' health insurance	-	-	-
Legal and accounting	1,000.00	-	(1,000.00)
General administration	2,000.00	3,194.02	1,194.02
Planning and Zoning			
Administrative officer	23,000.00	19,405.29	(3,594.71)
Payroll taxes	2,000.00	118.83	(1,881.17)
Expenses	1,500.00	5,212.16	3,712.16
Legal fees	2,000.00	-	(2,000.00)
Bylaw/sign ordinance revisions	5,000.00	-	(5,000.00)
BCRC appropriation	4,000.00	4,000.00	-
Total Expenditures	<u>748,650.00</u>	<u>670,577.45</u>	<u>(78,072.55)</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ (91,500.00)</u>	<u>\$ 32,974.06</u>	<u>\$ (31,671.04)</u>

VILLAGE OF MANCHESTER

GENERAL FUND SCHEDULE OF HIGHWAY MAINTENANCE EXPENDITURES YEAR ENDED APRIL 30, 2022

	ANNUAL BUDGET	YTD ACTUAL	ACTUAL OVER (UNDER) BUDGET
HIGHWAY MAINTENANCE			
Labor			
Regular	\$105,000.00	\$ 115,465.00	10,465.00
Overtime	30,000.00	31,047.00	1,047.00
Payroll taxes	11,500.00	12,663.35	1,163.35
Employees' health & dental insurance	50,000.00	43,528.50	(6,471.50)
Labor - Health Equity	5,500.00	2,109.44	(3,390.56)
Municipal Employees' Retirement	8,300.00	8,717.11	417.11
Municipal Roads General Permit	500.00	740.00	240.00
Materials and supplies			
Salt	55,000.00	40,393.09	(14,606.91)
Other	6,500.00	4,778.56	(1,721.44)
Equipment and repairs	7,000.00	9,446.67	2,446.67
Equipment Purchase	-	-	-
Gas and oil	15,000.00	15,764.19	764.19
Highway resurfacing, ditches, culverts, etc.	50,000.00	21,885.80	(28,114.20)
Garage operating expenses	6,600.00	9,418.97	2,818.97
Signs	2,000.00	738.46	(1,261.54)
Uniforms	2,000.00	2,269.34	269.34
Trees and Beautification	25,000.00	25,775.00	775.00
Sidewalk and Curbing	100,000.00	101,600.91	1,600.91
Miscellaneous, sidewalk and roadside maintenance	30,000.00	29,441.69	(558.31)
Stonewalls	-	-	-
Traffic Enforcement	50,000.00	-	(50,000.00)
Firehouse Maintenance	5,000.00	-	(5,000.00)
Dump fees	750.00	809.22	59.22
Total	<u>\$ 565,650.00</u>	<u>\$ 476,592.30</u>	<u>\$ (89,057.70)</u>

**VILLAGE OF MANCHESTER
SPECIAL FUNDS AND RESERVES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
CASH/INVESTMENT BALANCE
YEAR ENDED APRIL 30, 2022**

	PERMITS AND FEES FUND	EMPLOYEE BENEFIT FUND	HEAVY EQUIPMENT RESERVE	HIGHWAY RESERVE FUND	ARPA FUND
Balance, beginning of year	\$ 86,101.00	\$ 75,234.63	\$ 95,170.23	\$ -	0.00
Receipts					
Interest income	173.38		346.38	2.10	66.11
Dividend income			-		
Permit fees					
Transfer in/deposit(s)	36,181.80		117,483.98	30,000.00	106,492.82
Disbursements					
Transfer to general fund	(122,456.18)		(84,500.00)		-106,492.82
Fair value change	-	3,330.72			
Due to general fund	-	-	-	-	-
Balance, end of year	<u>\$ 0.00</u>	<u>\$ 78,565.35</u>	<u>\$ 128,500.59</u>	<u>\$30,002.10</u>	<u>\$ 66.11</u>

VILLAGE OF MANCHESTER

**STATEMENT OF TAXES RAISED
YEAR ENDED APRIL 30, 2022**

GRAND LIST - \$223,945,000)
(Grand List for 2022-2023 - TBD)

PROPERTY TAXES (Current Year)

Billed \$ 555,150.00

Collected 555,242.40

Valuation Change adjustment -

Abated -

Property Taxes due \$ 6,094.47

Delinquent Property Taxes Received 5,974.09

Delinquent Property Taxes due 3,029.20

PROPERTY TAXES RECEIVABLE \$ 561,216.49 \$ 6,424.24

AUDITORS' REPORT

We have audited the receipts and disbursements and have found them correct to the best of our ability.


Amy Swinarton


Keld Alstrup


Ariel Rudiakov

WARNING

The Legal voters of the Village of Manchester are hereby WARNED to meet at the Bennington County Courthouse in the Village of Manchester on Monday, July 11, 2022 at 7:00 p.m. to transact the following business:

- ARTICLE 1: To hear the reports of the Officers.
- ARTICLE 2: To vote on authorization for total funding expenditures to be used for operating expenses of \$1,037,371.00, of which \$540,053.00 shall be raised by taxes.
- ARTICLE 3: To set a date on which taxes shall be payable and to impose a penalty of 8% for delinquencies, and to charge the maximum statutory rate of interest of one-percent (1%) per month on all delinquent taxes for the first three months and one and one-half percent (1 ½%) per month thereafter.
- ARTICLE 4: To vote to authorize payment of real property taxes by physical delivery to the Village office before 5:00 p.m. on the due date. Payments postmarked on due date, but not physically delivered to the Village office will not be considered timely.
- ARTICLE 5: To elect all Officers required by law:
- President of the Board of Trustees for a one-year term.
 - Two Trustees for two-year terms.
 - Clerk, Treasurer & Tax Collector for a one-year term.*
 - Three Auditors for one-year terms.
- ARTICLE 6: To hear and discuss any other business that may properly come before the meeting, not to include any binding municipal action.

*Note: these positions may be combined or candidates can be elected to each position individually.

Respectfully Submitted,
Donald Brodie, Clerk

NOTES

NOTES

VILLAGE OF MANCHESTER

PO Box 482

Manchester, VT 05254

2022 ANNUAL MEETING

Monday, July 11, 2022 at 7:00 p.m.

Bennington County Courthouse

45 Union Street, Manchester, VT 05254