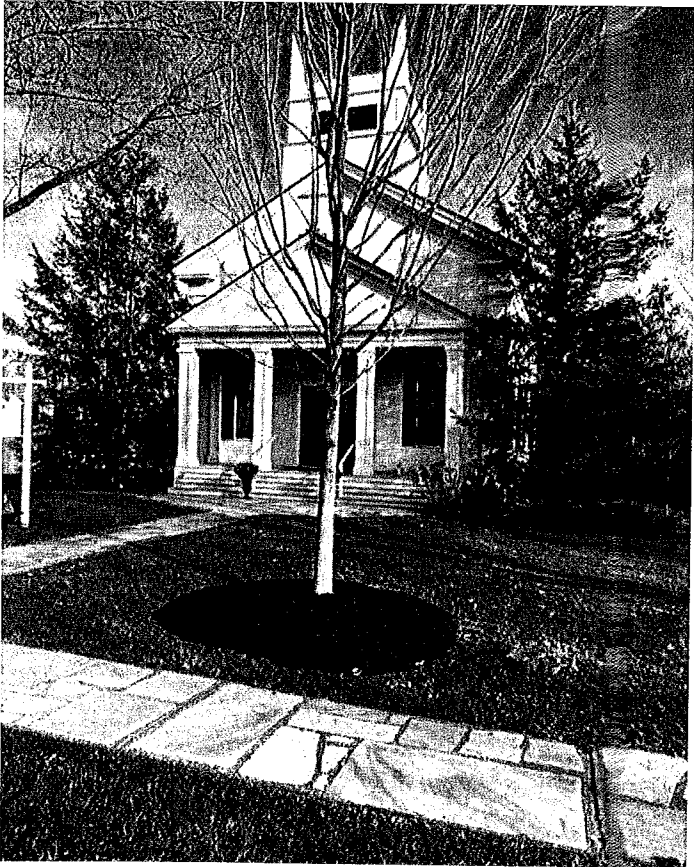


**VILLAGE OF
MANCHESTER, VERMONT
ANNUAL REPORT
YEAR ENDED APRIL 30, 2023**





IMPORTANT NOTICES

- Please be sure to obtain a permit from the Village for all special events, reception tents, road openings (driveways), curb cuts (digging in the road or ROW) 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 information. The Village Bylaws, Ordinances and other regulations are also available online (www.villageofmanchester.com)

Cover Photo by Jim Lewis

The Village of Manchester is working on replacing trees in the right of way on Main Street. This photo is of one of the new trees recently planted. It was a beautiful fall day at the Historic Saint John's Chapel.

VILLAGE OFFICERS

	Term Ends		Term Ends
TRUSTEES			
Tom Deck	2023	Anthony MacLaurin	2024
James Lewis	2024	Peter Mull	2023
Nina Mooney	2023		
DEVELOPMENT REVIEW BOARD (DRB)			
Craig Powers, Chair	2023	Dana McCloskey	2023
Donald Brodie, Vice Chair	2023	Jack Morris	2024
Orland Campbell	2024		
DRB ALTERNATES			
Terry Findeisen	2023	Katie Pinkus	2023
Hong Campbell	2023	Larry Kolloff	2023
DESIGN ADVISORY COMMITTEE (DAC)			
Terry Findeisen, Chair	2023	Larry Kolloff	2023
Hong Campbell	2023	Katie Pinkus	2023
Claudia Burns	2023	Peter Mull	2023
PLANNING COMMISSION (PC)			
Rich Heilemann, Chair	2023	Anthony MacLaurin	2023
Audrey Kolloff, Vice Chair	2024	Tom Scarnecchia	2024
Eric Dorsch	2024	Christie Bronstein	2024
Village Administrator, Asst. Clerk & Treas.		Roads Foreman	
Missy Johnson		Alan Mowrey	
Zoning Administrative Officer		Tree Warden/ Rd. Comm.	
Deborah Towslee	2026	Jim Lewis	2023
Clerk/Treasurer/Tax Collector			
Donald Brodie	2023		
Auditors		Ariel Rudiakov	2023
Keld Alstrup	2023		
Amy Swinarton	2023		
Bennington County Regional Commission			
Deborah Towslee	2023		

VILLAGE OF MANCHESTER, VERMONT
MINUTES OF THE ANNUAL MEETING, JULY 11, 2022

(This report has been edited to fit in the space provided.
Unedited minutes are available at: villageofmanchester.com)

President Campbell opened the meeting at 7:00 pm. He thanked everyone for attending and commented on the large turnout.

ARTICLE I: To hear the reports from the Officers:

President Campbell provided information on specific challenges the Village faced in the last year including: Covid; replacement of the zoning administrative officer – twice; change in accounting system with new software; mounting concerns in regard to noise and speeding; and keeping costs in check. He continued by reviewing the process in having a Village of Manchester Noise Ordinance approved.

President Campbell asked if the voters at this meeting wished to allow non-voters present to speak. Anthony MacLaurin moved to allow non-voters to be heard. Tajlei Levis seconded the motion and a majority voted in favor.

ARTICLE II: 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.

Trustee Maggiotto stated that now was a time to enjoy the benefits of federal funding the Village has received in the past year. President Campbell then provided a partial list of projects that will benefit from this funding including digitization of zoning records; improvements to the Village website; improvements in communication and hiring a part-time office staff person. He continued by saying the Village was in very good financial condition.

Dr. Heilemann mentioned that as a member of the Planning Commission, he sees the challenges the Village staff has had recently. He explained this was a time of transition and that neglected record keeping in the zoning office was in the process of being repaired which would put the Village in a better position to obtain grants in the future.

Trustee Maggiotto and President Campbell discussed the effect of increased reporting to, and statutory requirements from, state and federal agencies and the effect this has had on the Village staff. He continued by saying that the need to modernize Village responses is clear. He added that it will cost money to bring the Village into the current century. Other goals such as full transparency and improvements in communication with Village residents was also mentioned.

Mrs. Heilemann asked about the administration salary budget, and it was noted that the accompanying note to that budget entry was in error. Donald Brodie and President Campbell explained that the increase in the line item was due to the hiring of the part-time employee, an increase in approved working hours and a cost of living pay increase.

It was asked if a merger with the Town of Manchester was still being discussed. It was noted that no expenses relating to a potential merger appeared to be budgeted for. President Campbell explained the legal process of having services merged with the town and noted that the exploratory discussion on this subject did not indicate the Village voters would embrace such a plan.

Donald Brodie moved to approve Article II as written. Craig Powers seconded the motion, and all voted in favor.

ARTICLE III: 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 (1.5%) per month thereafter.

Donald Brodie moved to set the date of September 23, 2022 as the date taxes would be payable. After learning the 23rd of September was a Friday, President Campbell asked if date could be moved to the 22nd as the Village Office is closed on Fridays. A question was taken regarding the cut-off time for payment and it was confirmed that payments would need to be in the Village Office by 5:00 pm on the due date in order to be considered timely. Donald Brodie amended his motion to reflect the date of September 22, 2022 and to have the remainder of Article III approved as written, as the date taxes would be payable. Anthony MacLaurin 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 p.m. on September 22, 2022. Payments postmarked on the due date, but not physically delivered to the Village office will not be considered timely.

Donald Brodie moved to have Article IV approved as written After a brief review of this necessity of this procedure, and there being no questions or comments, President Campbell seconded the motion, and all voted in favor.

ARTICLE V: To elect all Officers required by law:

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

President Campbell noted that the president of the Board of Trustees' primary duty was to facilitate/moderate meetings. Trustee Maggiotto moved to nominate Tom Deck. Mrs. Heilemann seconded the motion. Melissa Levis asked if it would be possible to ask Mr. Deck some questions before the vote. President Campbell said that questions could not be asked as the replies would be considered "campaigning" and that this was not allowed under Vermont state elections laws. Claudia Burns objected to President Campbell's answer and said that she had no idea who Tom Deck is and she would like to know more about a person who could be serving as president of the board. President Campbell reiterated that there would be no questions posed.

The ensuing vote for Mr. Deck as President of the Board of Trustees was unanimous with no voiced opposition.

- Vote for two trustees for a two-year term. The nominations went as follows:
 - Nina Mooney moved to nominate Jim Lewis as trustee. Craig Powers seconded the motion.
 - Melissa Levis moved to nominate Anthony MacLaurin as trustee. Keld Alstrup seconded the motion.
 - Anthony MacLaurin moved to nominate Melissa Levis as trustee. Ann Marie Malack seconded the motion.

- o Bill Mariano moved to nominate Arthur Short as trustee. Nina Mooney seconded the motion.
- o Orland Campbell moved to nominate Tom Scarnecchia as trustee. Nina Mooney seconded the motion.

The nominees' names were written on a bulletin board and each candidate was asked to introduce themselves. Voters were directed to check-in to assure voting eligibility and to obtain a blank ballot which was used to write down up to two nominees names. The ballots were placed by the individual voters in the ballot box. When the voting ceased, the clerk, assistant clerk and Brian Maggiotto (as witness), retired to an adjoining room and counted the ballots. They returned to the main room at 8:10 pm and the two candidates with the most votes were announced by the Village clerk. President Campbell asked for the count and one was provided.

A question regarding the duties of the clerk was posed and answered by Donald Brodie. Jack Morris moved to nominate Donald Brodie as Clerk/Treasurer and Tax Collector. Craig Powers seconded the motion, and all voted in favor.

Donald Brodie then nominated Amy Swinarton, Ariel Rudiakov and Keld Alstrup to continue in their roles as Village Auditors. President Campbell seconded the motion and all voted in favor.

President Campbell expressed his pleasure in the great progress the Village residents have made in interest in Village matters from the last annual meeting to this meeting.

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

General displeasure with the frequency and severity of excessive vehicle speed in the Village was discussed and commented on by various residents who live in all areas of the Village. There was consensus that the Manchester Police Department is doing little to slow traffic down. Various other ways to deal with speeding traffic were discussed. The recent installation of speed dips on Franklin Avenue was mentioned. The trustees mentioned that Village residents are also considered residents of the Town of Manchester. As the Town of Manchester oversees the Manchester Police Department, it is acceptable, and recommended, to contact the Manchester Police Department and/or the Town of Manchester Select Board directly regarding issues with speeding traffic. The possibility of lowering the speed limit to 25 mph through the entire Village was raised. The possibility of photo enforcement was also raised.

A comment was taken regarding homes in disrepair in the Village and the potential effect on the value of nearby homes. President Campbell discussed his knowledge of these properties and mentioned that these homeowners likely do not have the financial means to maintain the homes. He also mentioned that it was not against any Village ordinance or state law to have an unkept property.

The potential Village approval of the Noise Ordinance was discussed. President Campbell provided information on what those in opposition can do to end the adoption of the current version. Comments were taken.

President Campbell recommended a hearing on the matter. The public was urged to bring concerns to the trustees. Ms. Johnson asked that all concerns be conveyed to the Village of Manchester office for proper distribution and record keeping.

The maintenance of the River Road Rock Walls was discussed including the plans to repair an important section of the wall this year. President Campbell mentioned that he had conducted a title search for the transfer of ownership from Wilbur to the Village of Manchester, but that he did not find such a transfer in the Manchester Land Records.

Keld Alstrup thanked President Campbell for his service to the Village of Manchester for the past two years. All applauded.

There being no further public comment or business, Trustee Mariano moved to adjourn the Annual Meeting. Trustee Mooney seconded the motion, and all voted in favor. The meeting ended at 9:04 pm.

Respectfully Submitted,
Missy Johnson, Village Administrator

Attested by:

(Signature on File)

7/14/2022

Orland Campbell
President of the BOT & Moderator

Date

(Signature of File)

7/14/2022

Bill Mariano
Trustee

Date

LETTER FROM THE PRESIDENT OF THE BOARD OF TRUSTEES

When I walked in the door after last year's Annual Meeting and told my wife, Debbie, that I was now president of the Board of Trustees for the Village, it was not the most popular news I had brought home - that is for sure. Admittedly, I too was a bit apprehensive about this role. However, I quickly found out that the Village has a wonderful staff of employees, and volunteer boards. These good people were busy creating a better future for our little slice of Vermont. I quickly realized the Village was in a good place.

The first initiative was to take over ownership and maintenance of our own municipal website. Although the process was not easy, we achieved much of our goal. The website has been completely redesigned, and most importantly, we now control the flow of content in-house with limited help from outside vendors. This allows us to disseminate Village information quickly and more cost effectively.

I'm also happy to report that the Village continues to manage the Reserve Funds which are responsible for large purchases and road projects. This is an effective way to ease the tax burden and responsibly plan for the future. I applaud our past boards for having the foresight in keeping an eye on the future. A new truck was acquired with these funds last year. It took Alan some time to get the kinks out of this new addition, but it is now running smoothly and working like it should.

The Board of Trustees recently hired Deborah Towslee as the Village Zoning Administrator. We were all sad to see Curran Van Der Wielen leave. However, Deborah brings a wealth of talent and skills to her new position. I, for one, am excited to see her grow into her new role.

I would like to thank Alan and Scott - our Road Crew. I know we all appreciate all they do, particularly during snowstorms. Alan has been wonderful to work with and truly adds a lot to our village. We are fortunate to have him leading the way. As spring arrives the Village truly looks magnificent. Alan and Scott should get the utmost credit for making our Village shine all year long.

I want to thank Missy Johnson, our Village Administrator, for all the wonderful work she has done this past year. We were shorthanded at the end of the winter and Missy kept it all together for all of us. She had many accomplishments this year beyond her normal responsibilities. She developed an employee handbook, helped with the website, led the charge to finding the new Village attorney, and

(Continued on next page.)

(President's Letter – Cont.)

handled countless other duties that came up. I am grateful for her contributions, and I look forward to working with her again this coming year.

Lastly, I want to thank our volunteers who serve the Village. We could not function without our volunteer residents who give up their time and expertise to help move the Village forward. I try to attend as many municipal meetings as possible throughout the year, and I have been incredibly impressed with the level of insight and the hard work accomplished by our boards and committees. The volunteers are truly the backbone of our Village. Our residents owe all of you a debt of gratitude for your dedication to serve.

The future is looking bright and I'm excited for what the next year will bring for our community. There are some exciting projects and plans in the works, and my hope is that at this time next year, I will find myself writing another positive report on the state of this beautiful place we are all proud to call home.

Respectfully Submitted,
Tom Deck

REPORT OF THE DESIGN ADVISORY COMMITTEE

The Design Advisory Committee (DAC) continues to meet monthly to review applications for completion, clarity and general design and code compliance. The DAC advises the applicants on improvements to be made on applications and presentations prior to presenting to the Design Review Board (DRB). The DAC made recommendations and comments on each applicants' Criteria for Approval to the DRB. Applications and supporting documentation are being submitted to the DAC via email prior to the meetings for review. This change in process has allowed the Chair and committee to review the applications ahead of the scheduled meeting and has been enormously effective in preparing for discussions with applicants. Two new DAC members, Peter Mull, also a Board of Trustees member, and Claudia Burns joined July 2023.

Respectfully Submitted,
Terry Findeisen, Chair

REPORT OF PLANNING COMMISSION

The Planning Commission (PC) saw the completion, and approval by the Board of Trustees of the Energy plan, as part of the Town Plan of Development, in September 2022. Modification of the Town Plan of Development is a project that has spanned over two years. As part of the Energy Plan, the PC formed the Village Energy Sub-Committee to address commitments made in the plan. Special thanks to Audrey Kolloff for her help in the completion of the plan and her agreeing to chair the Sub-Committee.

The PC is continuing work on Zoning Bylaws modernization with guidance from the BCRC. A draft of the Zoning Bylaws is currently being reviewed and will be ready for a public hearing later this year. The intent of the changes is to make them easier to read and to comply with State regulations. Many of the changes are intended to improve the availability of affordable housing.

The Village is applying for a Municipal Planning Grant to address bicycle and pedestrian safety along the 7A corridor. Partnering with the Town of Manchester, this scoping grant will address what is needed to create a safe, inviting cycling and walking route between Barnumville Rd. in Manchester Center and Prospect St. The need for improved safety in these areas was identified by the Municipal Planning grant that was initiated in 2021.

A Joint study with the Town of Manchester was undertaken to evaluate positive and negative impact of Short-Term Rental market. Ongoing discussions and full review of this study will determine what regulatory directions the Village should take.

Respectfully submitted,
Rich Heilemann, Chair and Audrey Kolloff, Vice-Chair

REPORT OF THE DEVELOPMENT REVIEW BOARD

The Development Review Board (DRB) had no personnel changes in 2022-2023. The current Board members all provide a broad range of expertise and opinions, which helps to shape comprehensive zoning decisions to fit the Village Plan of Development. The zoning administrator will report more fully on the overall activity of the DRB with their annual report. Residential and commercial renovations continue to breathe new life into many existing buildings in the Village. There are also a few new homes being built, which contribute to the stable growth of the Village. The DRB continues to review the zoning bylaws at each meeting. These reviews help to guide future generations and keep the unique character of the Village intact.

Respectfully submitted,
Craig Powers, Chair

VILLAGE OF MANCHESTER
 PROPOSED BUDGET
 Year Ending 4/30/2023

	APPROVED BUDGET	ACTUAL	APPROVED BUDGET	ACTUAL	PROPOSED BUDGET
	April 30, 2022	April 30, 2022	April 30, 2023	April 30, 2023	April 30, 2024
HIGHWAY MAINTENANCE					
Labor - Regular	105,000.00	115,465.00	132,000.00	122,103.85	\$137,000.00
Labor - Overtime	30,000.00	31,047.00	35,000.00	32,949.72	\$37,000.00
Labor - Payroll Taxes	11,500.00	12,663.35	14,446.00	11,778.25	\$14,446.00
Labor - Employees' Health & Dental Insurance	50,000.00	43,528.50	45,000.00	45,043.12	\$45,000.00
Labor - Health Equity	5,500.00	2,109.44	5,000.00	5,103.50	\$5,000.00
Labor - Municipal Employees' Retirement	8,300.00	8,717.11	10,855.00	10,149.00	\$10,855.00
Municipal Roads General Permit	500.00	740.00	500.00	1,556.67	\$500.00
Materials and Supplies - Salt	55,000.00	40,393.09	55,000.00	55,053.93	\$55,000.00
Materials and Supplies - Other	6,500.00	4,778.56	5,000.00	5,363.53	\$5,000.00
Equipment and Repairs	7,000.00	9,446.67	10,000.00	18,158.47	\$10,000.00
Equipment Purchase	0.00	0.00	115,000.00	97,226.19	\$0.00 (7)
Gas and Oil	15,000.00	15,764.19	30,000.00	23,744.76	\$30,000.00
Highway Resurfacing, Ditches, Culverts, Etc.	50,000.00	21,885.80	50,000.00	18,493.80	\$150,000.00
Garage Operating Expenses	6,600.00	9,418.97	10,000.00	10,319.21	\$10,000.00
Signs/Maintenance	2,000.00	738.46	2,000.00	1,029.32	\$2,000.00
Uniforms	2,000.00	2,269.34	2,500.00	3,585.71	\$2,500.00
Trees and Beautification	25,000.00	25,775.00	40,000.00	35,010.67	\$30,000.00
Sidewalk and Curbing	100,000.00	101,600.91	5,000.00	5,632.54	\$50,000.00
Miscellaneous, Sidewalk and Roadside Maintenance	30,000.00	29,441.69	15,000.00	16,340.04	\$15,000.00
Traffic Enforcement	50,000.00	-	-	0.00	-
Village Firehouse Maintenance	5,000.00	0.00	5,000.00	0.00	\$0.00
Stone Walls, Incl. River Road	0.00	0.00	50,000.00	24,480.00	\$200,000.00 (5)
Dump Fees	750.00	809.22	1,000.00	995.74	\$1,000.00
Total Highway Maintenance	<u>565,650.00</u>	<u>476,592.30</u>	<u>638,301.00</u>	<u>544,118.02</u>	<u>\$810,301.00</u>
ADMINISTRATION					
Salaries	23,000.00	39,130.00	93,200.00	53,637.21	\$60,000.00
Tax Collector Fees	0.00	5,502.51	-	11,926.58	-
Payroll Taxes	2,000.00	3,466.59	8,100.00	5,589.35	\$4,600.00
Municipal Retirement	-	-	-	1,693.20	\$3,920.00 (12)
Office Supplies and Expense	8,700.00	16,122.34	10,000.00	8,417.28	\$10,000.00
Technology Upgrades	-	-	5,000.00	1,404.02	\$3,000.00
Municipal Website Upgrade (One Time Expense 2023)	-	-	15,000.00	4,255.00	\$0.00
Dues & Subscriptions	-	-	5,000.00	2,067.81	\$1,250.00
Rent	7,000.00	6,960.00	7,000.00	7,540.00	\$9,333.00 (1)
Insurance-Property, WC & Liability	26,000.00	17,577.00	26,000.00	20,145.50	\$20,000.00
Employees' Health & Dental Insurance	0.00	0.00	10,000.00	8,575.45	\$24,000.00
Professional Fees - Legal	1,000.00	0.00	3,000.00	45.00	\$15,000.00
Professional Fees - Accounting	4,000.00	3,490.00	5,000.00	797.50	\$22,000.00 (2)
Professional Fees - NEMRC	-	4,640.00	7,000.00	3,292.55	\$5,000.00
NEMRC Licensing	0.00	1,270.00	1,270.00	1,270.00	\$1,270.00
Other Expense/Miscellaneous Other	2,000.00	3,194.02	2,000.00	444.42	\$3,000.00
Total Administration	<u>73,700.00</u>	<u>101,352.46</u>	<u>197,570.00</u>	<u>131,100.87</u>	<u>\$182,373.00</u>

ZONING & PLANNING					
Administrative Officer	23,000.00	19,405.29	51,000.00	41,204.19	\$47,000.00
Payroll Taxes	2,000.00	118.83	2,000.00	2,769.71	\$3,600.00
Employees' Health & Dental Insurance			10,000.00	3,557.32	\$0.00 (11)
Zoning Expenses	1,500.00	5,212.16	1,500.00	6,178.78	\$6,200.00
Municipal Retirement				883.66	\$3,290.00 (12)
Legal Fees	2,000.00	0.00	5,000.00	1,315.00	\$5,000.00
Records Digitization	0.00	0.00	3,000.00	1,157.11	\$3,000.00
Bylaw /Plan/Ordinance Revisions	5,000.00	0.00	5,000.00	0.00	\$1,500.00
MPG Scoping Grant					\$6,000.00
BCRC Appropriation (annual fee/resident billed in March/April)	<u>4,000.00</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>\$4,000.00</u>
Total Planning and Zoning	<u>37,500.00</u>	<u>28,736.28</u>	<u>81,500.00</u>	<u>61,065.77</u>	<u>\$79,590.00</u>
STREETLIGHTING					
Electricity	13,000.00	11,869.19	13,000.00	12,323.61	\$13,000.00
Improvements/Maintenance	<u>2,000.00</u>	<u>627.22</u>	<u>2,000.00</u>	<u>354.81</u>	<u>\$2,000.00</u>
Total Streetlighting	<u>15,000.00</u>	<u>12,496.41</u>	<u>15,000.00</u>	<u>12,678.42</u>	<u>\$15,000.00</u>
HIGHWAY EQUIPMENT					
Equipment Reserve (replacement of backhoe)	16,500.00	16,500.00	0.00	15,867.00	\$15,867.00
Equipment Reserve (replacement of truck #1)	14,600.00	14,600.00	5,000.00	17,850.00	\$17,850.00
Equipment Reserve (replacement of truck #2)	18,000.00	18,000.00	5,000.00	19,777.00	\$19,777.00
Equipment Reserve (replacement of lawnmower)	1,700.00	1,700.00	0.00	3,873.00	\$3,873.00
Equipment Reserve (replacement of sidewalk tractor)	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>12,844.00</u>	<u>\$12,843.00</u>
Total Highway Equipment	<u>60,800.00</u>	<u>60,800.00</u>	<u>10,000.00</u>	<u>70,211.00</u>	<u>\$70,210.00</u>
HIGHWAY RESERVE	<u>30,000.00</u>	<u>30,000.00</u>	<u>90,000.00</u>	<u>90,000.00</u>	<u>\$30,000.00</u>
TOTAL RECOMMENDED BUDGET	782,650.00	709,977.45	1,032,371.00	909,174.08	\$1,187,474.00
ADDITIONS /(REDUCTIONS) TO BUDGETED EXPENSES					
State Aid - Highways	(44,500.00)	(48,555.83)	(50,000.00)	(44,519.35)	(\$55,560.00)
State Grant - River Road Stone Wall				0.00	(\$180,000.00) (5)
Town Highway Allotment	(58,000.00)	(41,687.30)	(60,000.00)	(36,282.22)	(\$60,000.00) (4)
Equipment Reserve Transfer	0.00	0.00	(95,000.00)		\$0.00 (6)
Highway Reserve Transfer				(90,000.00)	(\$70,000.00) (10)
Permits and Fees	(80,000.00)	(120,456.18)	0.00	0.00	(\$45,000.00)
Federal Relief Funds Received I			(107,000.00)		\$0.00
Federal Relief Funds Received II			(107,000.00)	(106,542.91)	\$0.00
Traffic Fines	0.00	(101.50)	0.00	0.00	\$0.00
General Fund Balance	(45,000.00)	(45,000.00)	(78,318.00)	277,344.48	(\$130,097.40) (8)
	<u>(227,500.00)</u>	<u>(255,800.81)</u>	<u>(497,318.00)</u>	<u>(554,688.96)</u>	<u>(\$540,657.40)</u>
AMOUNT TO BE RAISED BY TAXES	<u>\$ 555,150.00</u>	<u>\$ 454,176.64</u>	<u>\$ 535,053.00</u>	<u>\$ 909,174.08</u>	<u>\$ 646,816.60</u>

NOTES TO PROPOSED BUDGET:

- Note 1: 100% increase from 2022 levels will be implemented over a 3-year period.
- Note:2: CPA Audit scheduled for FY 2023
- Note 4: Per Agreement with the Town of Manchester
- Note 5: River Road: Possible expenses may reach \$230k, expected to be offset by \$180k in State Grant.
- Note 6: No Heavy Equipment Purchases are Scheduled for this Fiscal Year.
- Note 7: Spent \$32.5k in FY2023 (vs. budget of \$115k), net of trade-in.
- Note 8: Amount taken from General Fund Balance Sheet minus 10%
- Note 10: Amount to be transferred to the General Account from the Highway Fund for paving of Seminary Ave.
- Note 11: Current ZAO does not require medical insurance.
- Note 12: Vermont Municipal Employees Retirement Plan mandatory enrollment for employees working over 24 per week.

REPORT OF THE VILLAGE OF MANCHESTER INVESTMENT COMMITTEE

This year, the Village Trustees re-organized a previously created Investment Committee. The members are: Tom Deck, Jim Lewis, Anthony MacLaurin, Peter Mull and Treasurer Donald Brodie. Prior to this year there was an Employee Benefit Fund, Heavy Equipment Fund and Highway Fund that were established too long ago to mention and domiciled at Schwab. All but the Employee Benefit Fund were relocated over the years.

This Committee voted to reopen the Heavy Equipment and Highway accounts in order to affect capital gains, while at the same time emphasizing safety of principal and conservative investment policies. All three accounts were moved to Fidelity this past year. All accounts are currently invested in the Fidelity Government Money Market, US Treasury Bills and a small amount in the S & P 500 Index Fund.

<u>Fund</u>	<u>Current Holdings as of 4/30/23</u>	<u>Increase in Investment</u>
Employee Benefit	\$76,865.56	\$2,893.92
Heavy Equipment	\$50,147.61	\$ 147.61
Highway	\$30,088.57	\$ 88.57
Totals	\$157,101.74	\$3,130.10

Respectfully Submitted,
Donald Brodie, Treasurer

**VILLAGE OF MANCHESTER 2023 GENERAL FUND
BUDGET STATUS REPORT – 3 PAGES (Pgs. 12-14)**

	Budget	Actual	Actual % of Budget
100-40 TAX REVENUE			
Property Taxes (C/Y)	540053	540243.67	100.04%
Interest (Tax C/Y)	0	0	0.00%
Delinq Propety Tax (C/Y)	0	3955.06	100.00%
Delinq Taxes (P/Y)	0	3997.51	100.00%
Interest (Tax P/Y)	0	1919.58	100.00%
Collection Fee on Taxes	0	8318.24	100.00%
	-----	-----	
Total TAX REVENUE	540053	558434.06	103.40%
	-----	-----	
100-41 INTERGOVERNMENTAL			
State Aid - Highways	50000	44519.35	89.04%
Allotment-Hghw Sidewalk	60000	96282.22	160.47%
State/Other Grants	0	12.5	100.00%
Police Fines	0	0	0.00%
Overweight Permit Fees	0	120	100.00%
PILOT Payments	0	371.05	100.00%
	-----	-----	
Total INTERGOVERNMENTAL	110000	141305.12	128.46%
	-----	-----	
100-42 PERMITS/FEES-Other			
License Fees	0	0	0.00%
Zoning Permits and Fees	0	29573.39	100.00%
Other Fines	0	0	0.00%
Rentals/Equip and Materia	0	0	0.00%
Zoning-Interest	0	0	0.00%
Transfer In	0	0	0.00%
	-----	-----	
Total PERMITS/FEES-Other	0	29573.39	100.00%
	-----	-----	
100-43 INTEREST ON INVESTMENTS			
Bank Interest	0	4252.37	100.00%
	-----	-----	
Total INTEREST ON INVESTMENTS	0	4252.37	100.00%
	-----	-----	
100-44 MISCELLANEOUS INCOME			
Insurance Claims	0	0	0.00%
Other-Miscellaneous	0	1950.07	100.00%
Equipment Reserve transfe	95000	0	0.00%
Federal Relief Fund Res1	107000	0	0.00%
Federal Relief Funds Rese	107000	106542.91	99.57%
	-----	-----	
Total MISCELLANEOUS INCOME	309000	108492.98	35.11%
	-----	-----	
Liquor Licenses	0	1380	100.00%
Use of Prior Yr Fund Bala	78318	0	0.00%
Transfer In	0	30000	100.00%
	-----	-----	
Total Revenues	1037371	873437.92	84.20%

**VILLAGE OF MANCHESTER 2023 GENERAL FUND
BUDGET STATUS REPORT – 3 PAGES (Pgs. 12-14)**

100-5 ADMINISTRATION

100-50 GENERAL PAYROLL

Salaries	93200	53637.21	57.55%
Tax Collector Fees	0	11926.58	100.00%
Payroll Taxes	8100	5589.35	69.00%
General Payroll-VMERS	0	1693.2	100.00%
	-----	-----	-----
Total GENERAL PAYROLL	101300	72846.34	71.91%
	-----	-----	-----

100-51 OTHER ADMINISTRATION

Employee Health Insurance	10000	8575.45	85.75%
Prof Fees Legal Retainer	0	0	0.00%
Professional Fees Legal	3000	45	1.50%
Prof Fees Accounting	5000	797.5	15.95%
General Admin Expenses	0	444.42	100.00%
NEMRC Support	7000	3292.55	47.04%
NEMRC Support License	1270	0	0.00%
Tech Upgrades	5000	1404.02	28.08%
Website Upgrade	15000	4255	28.37%
Due & Subscriptions	5000	2067.81	41.36%
	-----	-----	-----
Total OTHER ADMINISTRATION	51270	20881.75	40.73%
	-----	-----	-----

100-52 OFFICE EXPENSES

Office Supplies & Expense	10000	8417.28	84.17%
Rent	7000	7540	107.71%
Insurance	26000	20145.5	77.48%
Interest Expense	0	0	0.00%
Miscellaneous Other	2000	353.99	17.70%
	-----	-----	-----
Total OFFICE EXPENSES	45000	36456.77	81.02%
	-----	-----	-----

100-53 HIGHWAY

Highway Regular Wages	132000	122103.85	92.50%
Highway Labor OT	35000	32949.72	94.14%
HWY-Payroll Taxes	14446	11778.25	81.53%
Employees Health Insurance	45000	42615.76	94.70%
Health Equity	5000	5103.5	102.07%
Dental Insurance	0	2427.36	100.00%
Municipal Employee Retire	10855	10149	93.50%
Materials -Salt	55000	55053.93	100.10%
Materials-Other	5000	5363.53	107.27%
Equipment & Repairs	10000	18158.47	181.58%
Gas & Oil	30000	23744.76	79.15%
Highway Resurfacing	50000	18493.8	36.99%
Garage Operating Expenses	10000	10319.21	103.19%
Signs/Maintenance	2000	1029.32	51.47%
Uniforms	2500	3585.71	143.43%

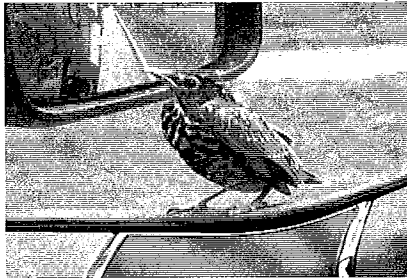
**VILLAGE OF MANCHESTER 2023 GENERAL FUND
BUDGET STATUS REPORT – 3 PAGES (Pgs. 12-14)**

Tree Expense	40000	35010.67	87.53%
Sidewalk & Curbing	5000	5632.54	112.65%
Misc SW & Road Maint	15000	16340.04	108.93%
Stonewalls	50000	24480	48.96%
Dump Fees	1000	995.74	99.57%
Village FH Maintenance	5000	0	0.00%
Municipal Roads General P	500	1556.67	311.33%
Traffic Enforcement	0	0	0.00%
100-536 STREETLIGHTING			
Electricity	13000	12323.61	94.80%
Improvement/Maintenance	2000	354.81	17.74%
	-----	-----	-----
Total STREETLIGHTING	15000	12678.42	84.52%
	-----	-----	-----
100-537 HEAVY EQUIPMENT			
Equipment Purchase	115000	97226.19	84.54%
	-----	-----	-----
Total HEAVY EQUIPMENT	115000	97226.19	84.54%
	-----	-----	-----
Total HIGHWAY	653301	556796.44	85.23%
	-----	-----	-----
100-55 Zoning & Planning			
Administrative Officer	51000	41204.19	80.79%
Zoning Health Insurance	10000	3557.32	35.57%
Zoning Payroll-VMERS	0	883.66	100.00%
Payroll Taxes	2000	2769.71	138.49%
DRB Expenses	1500	6178.78	411.92%
Legal Fees	5000	1315	26.30%
Record Digitization	3000	1157.11	38.57%
Bylaw/Sign Ord Revisions	5000	0	0.00%
BCRC Appropriation	4000	4000	100.00%
Municipal Planning Grant	0	0	0.00%
	-----	-----	-----
Total Zoning & Planning	81500	61065.77	74.93%
	-----	-----	-----
100-59 TRANSFERS			
HWY- Reserve Transfe	90000	90000	100.00%
Transfer out to ARPA	0	0	0.00%
Heavy Equipment Transfer	15000	15000	100.00%
	-----	-----	-----
Total TRANSFERS	105000	105000	100.00%
	-----	-----	-----
Total ADMINISTRATION	1037371	853047.07	82.23%
	-----	-----	-----
Total Expenditures	1037371	853047.07	82.23%
	-----	-----	-----
Total GENERAL FUND	0	20390.85	
	=====	=====	=====

**VILLAGE OF MANCHESTER
STATEMENT OF TAXES RAISED
YEAR ENDED APRIL 20, 2023**
GRAND LIST - \$3,260,371.40
(Grand List for 2023-24 – TBD)

PROPERTY TAXES (Current Year)

Billed	\$ 540,053.67	
Collected	\$ 540,243.67	
Valuation Change Adjustment		-0-
Abated		-0-
Property Taxes Due 2021-23		\$ 6,602.77



New Village Employee?

This little Guy recently took a spin with Alan all the way up Seminary Avenue to the Village Highway Garage.

AUDITORS' REPORT

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

Signature On File

Amy Swinarton

Signature On File

Ariel Rudiakov

Signature On File

Keld Alstrup

VILLAGE OF MANCHESTER
GENERAL FUND – BALANCE SHEET
Year End April 30, 2023

ASSETS

Checking-Bank of Benn	322,085.95
Checking-Debit Card	-630.45
Due/To From	-72,787.44
Tax Recvble-Current	0.00
Tax Recvble-Del	516.00
Due from Town (highway)	60,000.00
Prepaid Expense	<u>1,879.94</u>
Total Assets	311,064.00

LIABILITIES

Accounts Payable	0.00
Federal Payroll Taxes Pay	6,142.09
Retirement Payable	1,387.02
Health Insurance Payable	1,699.96
Aflac Payable	-379.60
SWT Payable	244.74
Property Tax Credits	-412.44
Tax Clearing Account	<u>-1,576.14</u>
Total Liabilities	7,105.63

FUND BALANCE

Fund Balance	283,567.52
Fund Balance Current Year	<u>20,390.85</u>
Total Fund Balance	303,958.37
Total Liabilities Fund Balance	311,064.00

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 10, 2023 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 \$1,187,474.00, of which \$646,816.60 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

REPORT OF THE ZONING ADMINISTRATIVE OFFICER

During the year (05/01/2022 - 04/30/2023), the Zoning Administrative Officer worked closely with the Development Review Board (DRB), Planning Commission and Design Advisory Committee in hearings and deliberations on the merits of applications for zoning and sign permits. The Administrative Officer works closely with the Bennington County Regional Committee (BCRC) on matters pertaining to maps, the Energy Plan, Municipal Planning Grants, Flood Hazard Areas, and the Hazard Mitigation Plan. The Administrative Officer assists the Board of Trustees when reviewing and approving Special Event Permits.

During the year, 53 Zoning Permit Applications were received and reviewed resulting in the disposition of the following: 46– Approved Applications; 1 – Pending Application; 4 – Withdrawn Applications; and, 2 – Denied Applications. In addition, one appeal was filed with an agreement was reached and twenty (20) Minor Permits were approved by the Zoning Administrative Officer.

The projected cost at the time of application totaled \$1,210,375.00 and \$19,337.32 in application fees were collected.

Type of Application	2019	2020	2021	2022
Residential, New	4	6	2	4
Residential, Additions	5	7	6	5
Residential, Alterations	11	7	6	17
Residential, Accessory Building	0	5	3	4
Residential, Demolition	1	0	0	2
Business, New	0	2	0	0
Business, Additions	1	1	0	1
Business, Alterations	5	1	0	1
Business, Demolition	0	2	0	0
Change of Use	0	2	0	3
Change of Color	0	2	3	5
Fence	0	3	0	2
Signs	10	3	4	6
Other	8	2	8	3*
Total	45	43	32	53

*2 - Tree removal & 1 – Solar installation

Respectfully Submitted,

Deborah Towslee
Zoning Administrative Officer

MESSAGE FOR READERS

Property owners will notice that the Annual Report looks a little bit different this year. As you may know, The Village of Manchester began using accounting software provided through a company called NEMRC a few years ago. NEMRC is currently used by municipalities throughout New England. The software is recommended for use by the State of Vermont and almost all the other municipalities in the state are currently using it. NEMRC software is specific to municipal accounting and reports generated from this software will not always provide reports that look like those generated from other accounting software such as QuickBooks.

In addition to internal review and safeguards, the Village contracts with NEMRC for the use of one of their accountants to assist in the proper preparation of both monthly and yearly reports. Attempting to use NEMRC generated reports with the report formats from years past was like putting a round peg in a square hole. The Village's previous accountant used QuickBooks, and while it's easier to read, it did not provide everything a municipal accounting software does.

You may not have known that the Village of Manchester has been using an accrual form of accounting. This type of accounting can be more apparent when using a municipal system. To further the Village of Manchester's continued goal of having transparent financial records, the Board of Trustees voted on June 5, 2023 to move to a cash system of accounting which should make it easier to read all the financial reports generated in the future.

For more information or questions regarding the Village of Manchester Annual Report, please contact the Village of Manchester office at: 802-362-1515.

NOTES

VILLAGE OF MANCHESTER
PO BOX 482
MANCHESTER, VT 05254

2023 ANNUAL MEETING
MONDAY, JULY 10, 2023 at 7:00 pm
BENNINGTON COUNTY COURTHOUSE
45 UNION STREET, MANCHESTER, VT 05254