

VILLAGE OF
MANCHESTER, VERMONT

ANNUAL REPORT

YEAR ENDED APRIL 30, 2021



Village Office Hours

9:00 a.m. to Noon

Monday through Friday

(802) 362-1515

Fax (802) 362-5858

E-mail: office@villageofmanchester.com

Website: www.villageofmanchester.com

The Village Welcomes a New Employee

Please join me in welcoming the Village of Manchester's newest employee, Ben Colgrove. Ben is a graduate of Burr and Burton Academy ('95) and comes to us from Ekwanok Country Club where he worked for 25 years. He and his wife Stacey and their two children, Lukas (7) and Ella (5) live in Manchester Center. Ben was hired in June 2021. He replaces Jamie Greene who resigned in April.

Welcome Ben!

Jim Lewis

Trustee, Road Commissioner and Tree Warden

VILLAGE OFFICERS

	Term Ends		Term Ends
TRUSTEES			
Orland Campbell, President	2021	Bill Mariano	2021
James Lewis	2022	Brian Maggioletto	2022
Nina Mooney	2021		
DEVELOPMENT REVIEW BOARD (DRB)			
Craig Powers, Chair	2021	Dana McCloskey	2021
Tom Deck, Vice Chair	2022	Gordon McClellan	2022
Donald Brodie	2021	Jack Morris	2022
Renee Waller	2021		
DRB ALTERNATES			
Terry Findeisen	2021	Larry Kolloff	2021
Hong Campbell	2021	Katie Pinkus	2021
DESIGN REVIEW COMMITTEE (DAC)			
Terry Findeisen, Chair	2021	Larry Koloff	2021
Peter Campbell	2021	Katie Pinkus	2021
Hong Campbell	2021		
PLANNING COMMISSION (PC)			
Audrey Kolloff , Chair	2022	Consie West	2021
Rich Heilemann, Vice-Chair	2021	Anthony MacLaurin	2021
Renee Waller	2022	Jock Lawrason	2022
Lu French	2021		
Bennington County Regional Commission (BCRC) Representative			
Anthony MacLaurin	2021		
Assistant to the Trustees, Asst. Clerk, Asst. Treas.		Road Foreman	
Missy Johnson		Alan Mowrey	
Administrative Officer		Tree Warden/Road Commissioner	
Eric J. Scott (Resigned June 2021)		James Lewis	
Clerk/Treasurer/Tax Collector		Village Accountant	
Donald Brodie	2021	RC Smith and Company	
Auditors			
Amy Swinarton	2021	Ariel Rudiakov	2021
Keld Alstrup	2021		

**VILLAGE OF MANCHESTER, VERMONT
DRAFT MINUTES OF THE ANNUAL MEETING
AUGUST 10, 2020**

President Knight brought the meeting to order at 7:01 pm and reminded the attendees that they were being recorded and asked everyone to make sure their cell phones were turned off. He then began the process of reviewing each of the Articles warned for the meeting.

ARTICLE 1: To hear the reports of the Officers.

President Knight mentioned that the reports were published in the Annual Report and asked if anyone had questions, concerns, or comments. Hearing none, Orland Campbell moved to approve the reports as written. Craig Powers seconded the motion, and it was so voted.

ARTICLE 2: To vote on authorization for total funding expenditures to be used for operating expenses of \$733,060.00, of which \$487,560.00 shall be raised by taxes.

President Knight provided a brief description of the main projects the Village will undertake this year. Keld Alstrup commented on the disrepair of the rock walls on River Road and mentioned that he had brought this subject up at two previous Annual Meetings. President Knight provided that there were questions regarding the ownership of the walls and mentioned that there are residents of the Village who do not wish to continue funding the repairs to the rock wall. He assured Mr. Alstrup that the matter would be taken up with the Board of Trustees in the coming year.

Craig Powers questioned why the budget was higher last year. President Knight mentioned that there were more costly projects approved for last year. Eric Scott mentioned the purchase of a new Village truck last year as a reason why the taxes were higher. President Knight mentioned that that new truck was purchased from the Heavy Equipment Fund so the purchase of the truck did not affect taxes.

Tom Deck requested an update on the status of the demolition of the Equinox Hotel's Opera House. President Knight answered by saying that a letter was being prepared to the owners of the hotel. It was mentioned that a new permit or an extension of the current demolition permit may be necessary. Russell Mills commented that the marble sidewalks leading to Burr and Burton Academy needed to be inspected for future repair. Orland Campbell moved to

pass Article 2 as written and Brian Maggiotto seconded the motion and it was so voted.

ARTICLE 3: 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 delinquent taxes for the first three months and one and one-half percent (1.5%) per month thereafter.

Julia Arvin moved to approve Article 3 as written and to make October 2, 2020 the date taxes are due. Brian Maggiotto asked Ms. Arvin what would be done in the event the State of Vermont approved an extension on the amount of time provided to pay municipal taxes. Ms. Arvin answered by saying the Village would review any law passed and seek legal counsel, if needed, in order to determine the correct approach. Donald Brodie then seconded Ms. Arvin's motion and it was so voted.

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.

Julia Arvin moved to approve Article 4 as written. Donald Brodie seconded the motion. Eric Scott voiced concern that this Article does not encourage mailing payments to the Village, and he stated, residents should be encouraged not to bring payments to the Village Office. Ms. Arvin provided background regarding postmarks on tax payments and the difficulty in determining when the bills were mailed. She continued by saying that the Village was providing the taxpayers additional time this year to make payments. Eric Scott noted that it is not unusual to have five or more people in the office at a given time during the week taxes are due and this was concerning given the current pandemic.

General discussion followed. Orland Campbell moved to amend the wording of the Article to: *To vote to authorize payment of real property taxes to the Village office before 5:00 p.m. on the due date. Payments postmarked on the due date, but not physically delivered to the Village office will not be considered timely.* Jim Lewis seconded the motion and the Amended Article was approved.

President Knight took a moment to thank Julia Arvin for the 10 years she has dedicated to the Village of Manchester and for all her hard work. He continued by stating that her decision to not seek re-election this year was a deep loss for the Village.

ARTICLE 5:

To elect all Officers required by law:

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

President Knight started by asking for nominations for the open positions on the Board of Trustees. He began with the two, two-year term positions on the Board and mentioned that both Jim Lewis and Nina Mooney wished to continue to serve in their respective positions. Tom Deck nominated Brian Maggiotto for a two-year position. Craig Powers seconded the motion, and it was so voted. Craig Powers nominated Orland Campbell for a two-year position on the Board. Tom Deck seconded the motion. Mr. Campbell refused the nomination.

The nominations for the Board of Trustees continued with Orland Campbell nominating Jim Lewis to a two-year term. Julia Arvin seconded the motion and so voted. Craig Powers then nominated Nina Mooney to a one-year position. Nancy Lewis seconded the motion, and it was so voted.

The nominations continued for the President of the Board. Craig Powers nominated Orland Campbell as President of the Board of Trustees for a one-year term. Donald Brodie seconded the motion, and it was so voted.

Note: There was discussion throughout the nominating process for the board of trustees regarding the legal procedure for nominations and voting. Legal counsel provided guidance regarding the process and several people spoke regarding their personal beliefs on how the voting should be handled.

The nominations continued for the Clerk, Treasurer and Tax Collector. Julia Arvin nominated Donald Brodie to this position. Craig Powers seconded the motion and it was so voted.

Donald Brodie then nominated to re-elect Amy Swinarton and Ariel Rudiakov as Village Auditors. He added the nomination of Keld Alstrup as a third auditor. Julia Arvin seconded the motion and it was so voted.

ARTICLE 6: To hear and discuss any other business that may properly come before the meeting, not to include any binding municipal action.

Russell Mills mentioned the radar sign on Seminary Avenue and asked whether it was rented or owned. Jim Lewis stated it was owned and discussed the need to monitor the number of cars on this road in conjunction with Act 250 matters at Burr and Burton Academy. He indicated that car counts were an added feature of the radar sign. Mr. Mills said the sign did not encourage drivers to comply with the speed limit. It was mentioned that the police should have a greater presence in this area.

Craig Powers then thanked Brian Knight for his 30 years of service to the Village of Manchester as a Trustee and as President. A standing ovation for Mr. Knight followed.

There being no further business, the meeting was adjourned.

Respectfully Submitted,
Missy Johnson, Assistant Clerk

LETTER FROM THE TRUSTEES

To say that this has been a strange year would be something of an understatement. All in person meetings became Zoom meetings, our offices have been largely closed - due to the pandemic and injury. We have had to say goodbye to two of our workers as Jamie Green, our newly hired road maintenance worker, left us in the Spring and Eric Scott, our Administrative Officer, will retire in June. We are currently involved in seeking replacements and have already found our new road maintenance worker. Our Village Counsel also has retired so we are looking to find a new legal representative as well.

On the plus side, the Village has continued to operate effectively through it all. We have upgraded our computer system, installed a new payroll and tax program (the same one used by the Town of Manchester), and revamped the Village web site (villageofmanchester.com), hopefully improving it in appearance and in function. Union Street was repaved from the Battenkill to Route 7A. A new water main was installed on Prospect Street in the fall and the Street was repaved this Spring - both courtesy of the Manchester Water Department. The Village took advantage of the repaving done at the Water Company's expense and repaved Shephard's Lane at a reduced cost, saving \$10,000 taxpayer dollars. We have also decided to move up our purchase of a new backhoe by one year as pandemic pressure raised the value of our trade in with the result that buying this year saved around \$45,000 over what it would have cost next year.

In addition to the money needed for the day to day operation of the Village, we have added some funds to our budget to plant a few maple trees to begin replace some of those aging and/or sick trees that we have had to remove, to continue to fix our sidewalks, and we have created a highway sinking fund in which to put money on an annual basis in the hope of avoiding large tax increases when paving is required. Seminary Avenue is due next, but we will wait until the building project at BBA is finished.

The day-to-day operation of the Village is a function of our four employees - two full time and two part time; they do, and are continuing to do, an amazing job. The "governance" of the Village is totally in the hands of our brave residents who have volunteered their service - to the Planning Commission, the Auditors, the Development Review Board, the Design Advisory Board, the Board Trustees, the Treasurer/Tax Collector. We owe them all a big thank you, for without citizens willing to become involved, our Village will cease to be viable and gradually fade and pass into history.

Please come to our annual meeting and join with your fellow citizens - to vote, run for office, or express your opinion (be it positive or negative). The Village needs us all.

The Board of Trustees,

Jim Lewis, Nina Mooney, Brian Maggiotto, Bill Mariano and Orland Campbell

REPORT OF THE DEVELOPMENT REVIEW BOARD, DESIGN ADVISORY BOARD, AND PLANNING COMMISSION 2020/2021

The Design Advisory Committee (DAC) had one change in personnel in 2020; Chair Richard Moore resigned; Terry Findeisen was nominated for and accepted the Chair position. The DAC continued to meet on a monthly basis to review applications for completion, clarity and general design and code compliance. The DAC made recommendations and comments on each applicants Criteria for Approval to the DRB. The DAC meetings have continued to be conducted remotely via Zoom and will do so until in-person meetings are a safe alternative. As a result of the onset of the initial Zoom meetings, the applications and supporting documentation have been submitted to the DAC via email prior to the meetings for review. This has allowed the Chair and committee to review the applications ahead of the scheduled meeting and has been enormously effective towards preparing for discussions with applicants.

The Development Review Board has welcomed Tom Deck and Jack Morris as new members in 2020-2021. The current Board members all provide a broad range of expertise and opinions, which help to shape comprehensive zoning decisions to fit the Village Plan of Development. Residential and commercial renovations continue to breathe new life into many buildings in the Village. There are also a few new homes being built, which contribute to the stable growth of the Village. The Opera House on Union Street was finally demolished in April 2021 after many years of delays.

The Village of Manchester Planning Commission had several changes in appointees in 2021. Commissioners Constance West and Marian Haines resigned. We welcomed Richard Heilemann and Jock Lawrason as new commissioners. The Planning Commission continued its extensive work on the energy chapter of the Village of Manchester Plan of Development. The draft chapter was finalized and sent to the Board of Trustees in April 2021 for review and feedback. The Planning Commission also worked with Bennington County Regional Commission (BCRC), in finalizing a Municipal Grant Application for a study of the Village Center Land Use and Connectivity. The funding was approved in December 2020, and the kickoff meeting of the grant study was held on May 19 at a regular meeting of the Planning Commission. Both projects will be priorities for the Planning Commission throughout the remainder of 2021.

Administrative Officer, Eric Scott has done an excellent job throughout the year. His efforts have facilitated the work of all the Boards and Commissions and we are appreciative of his expert help. Eric is retiring in June 2021. The Village wishes him the best.

It goes without saying that volunteers with their degree of interest are always welcome. We are happy to have any citizen come forward and be willing to assist us in our deliberations.

Craig Powers
Development Review
Board

Terry Findeisen
Design Advisory
Committee

Audrey Kolloff
Planning
Commission

REPORT OF THE ADMINISTRATIVE OFFICER

During the year, the Administrative Officer worked closely with the Development Review Board (DRB), Planning Commission and Design Advisory Committee, in its hearings and deliberations of the merits of the many requests for zoning and sign permits. Additionally, the Administrative Officer assisted the Board of Trustees in reviewing and approving four Special Events permits.

During the past year, 38 Zoning Permit Applications were received, reviewed, and issued. One application was withdrawn. Fifteen off the 38 permits were considered Minor and were approved by the Administrative Officer. Additionally, six Certificates of Zoning Compliance were issued. No Certificate of Use or Notice of Violation was issued in the past year. The applications below represent project costs of \$4,240,990 and \$10,157 in application fees to the Village.

Type of Application	2018	2019	2020	2021
Residential, New	2	4	6	2
Residential, Additions	4	5	7	6
Residential, Alterations	8	11	7	6
Residential, Accessory Building	2	0	5	3
Residential, Demolition	1	1	0	0
Business, New	0	0	2	0
Business, Additions	0	1	1	0
Business, Alterations	2	5	1	0
Business, Demolition	0	0	2	0
Change of Use	3	0	2	0
Change of Color	2	0	2	3
Fence	1	0	3	0
Signs	8	10	3	4
Other	7	8	2	8*
Total	40	45	43	32**

* Seven listed as Other were for swimming pools. In 2020-2021 swimming pools and the accompanying accessory buildings accounted for ~21% of the project costs and application fees. ** In 2021 there were two Amendments and four Tree Removals.

Eric Scott,
Administrative Officer

VILLAGE OF MANCHESTER

PROPOSED BUDGET YEAR ENDING APRIL 30, 2022

	BUDGET April 30, 2021	ACTUAL April 30, 2021	PROPOSED BUDGET April 30, 2022
HIGHWAY MAINTENANCE			
Labor			
Regular	\$ 102,200.00	\$ 96,546.89	\$ 105,000.00
Overtime	30,900.00	27,886.25	30,000.00
Payroll Taxes (note 1)	11,500.00	9,712.35	11,500.00
Employees' Health Insurance	45,000.00	42,427.80	50,000.00
Health Equity	5,000.00	3,116.88	5,500.00
Municipal Employees' Retirement (note 2)	8,000.00	7,342.07	8,300.00
Municipal Roads General Permit	400.00	740.00	500.00
Materials and Supplies			
Salt	55,000.00	34,734.80	55,000.00
Other	6,500.00	5,702.83	6,500.00
Equipment and Repairs	15,000.00	9,476.58	7,000.00
Equipment Purchase (backhoe)		84,500.00	-
Gas and Oil	15,000.00	9,107.18	15,000.00
Highway Resurfacing, Ditches, Culverts, Etc. (note 3)	188,000.00	177,391.76	50,000.00
Garage Operating Expenses	6,600.00	8,418.40	6,600.00
Signs/Maintenance	5,000.00	117.53	2,000.00
Uniforms	2,000.00	2,065.95	2,000.00
Tree Expense	10,000.00	5,357.04	25,000.00
Sidewalk and Curbing (note 4)	21,500.00	15,758.75	100,000.00
Miscellaneous, Sidewalk and Roadside Maintenance	1,500.00	2,400.00	30,000.00
Traffic Enforcement			50,000.00
Village Firehouse Maintenance	5,000.00	-	5,000.00
Dump Fees	600.00	758.61	750.00
Total Highway Maintenance	<u>534,700.00</u>	<u>543,561.67</u>	<u>565,650.00</u>
			<u>\$ 565,650.00</u>
ADMINISTRATION			
Salaries	18,060.00	23,902.73	23,000.00
Tax Collector Fees (note 10)	-	1,747.29	-
Payroll Taxes (note 1)	1,600.00	2,074.10	2,000.00
Office Supplies and Expense	8,700.00	15,304.59	8,700.00
Rent	7,000.00	6,960.00	7,000.00
Insurance	25,100.00	21,518.50	26,000.00

Professional Fees					
Legal Fees	1,000.00	588.00	1,000.00		
Accounting	4,000.00	3,490.00	4,000.00		
Other Expense	4,200.00	1,633.80	2,000.00		
Total Administration	<u>69,660.00</u>	<u>77,219.01</u>	<u>73,700.00</u>		<u>73,700.00</u>
PLANNING AND ZONING					
Development Review Board					
Administrative Officer	26,400.00	21,175.62	23,000.00		
Payroll Taxes (note 1)	2,300.00	1,716.53	2,000.00		
Expenses	1,500.00	2,994.34	1,500.00		
Legal Fees	8,000.00	-	2,000.00		
Bylaw /Plan Revisions	5,000.00	-	5,000.00		
BCRC Appropriation	4,000.00	4,000.00	4,000.00		
Total Planning and Zoning	<u>47,200.00</u>	<u>29,886.49</u>	<u>37,500.00</u>		<u>37,500.00</u>
STREETLIGHTING					
Electricity	13,000.00	11,611.89	13,000.00		
Improvements/Maintenance	2,000.00	1,415.67	2,000.00		
Total Streetlighting	<u>15,000.00</u>	<u>13,027.56</u>	<u>15,000.00</u>		<u>15,000.00</u>
HIGHWAY EQUIPMENT					
Equipment Reserve (replacement of backhoe) (note 5)	22,200.00	22,200.00	16,500.00		
Equipment Reserve (replacement of truck #1) (note 6)	14,600.00	14,600.00	14,600.00		
Equipment Reserve (replacement of truck #2) (note 7)	18,000.00	18,000.00	18,000.00		
Equipment Reserve (replacement of mower) (note 8)	1,700.00	1,700.00	1,700.00		
Equipment Reserve (replacement of sidewalk tractor) (note 9)	10,000.00	10,000.00	10,000.00		
Total Highway Equipment	<u>66,500.00</u>	<u>66,500.00</u>	<u>60,800.00</u>		<u>60,800.00</u>
HIGHWAY RESERVE (New)					
	-	-	30,000.00		<u>30,000.00</u>
TOTALS AND TOTAL RECOMMENDED BUDGET	<u>733,060.00</u>	<u>730,194.73</u>	<u>782,650.00</u>		<u>782,650.00</u>
ADDITIONS (REDUCTIONS)					
State Aid - Highways	(44,000.00)	(43,728.03)	(44,500.00)		
Town Highway Allotment (note 11)	(58,000.00)	(61,930.18)	(58,000.00)		
Equipment Reserve Transfer (for backhoe)	-	(84,500.00)	-		
Permits and Fees Transfer	(64,500.00)	-	(80,000.00)		
Traffic Fines	(1,000.00)	(17.00)	-		
Cash Carryover from Prior Year (note 12)	(78,000.00)	(78,000.00)	(45,000.00)		
AMOUNT TO BE RAISED BY TAXES (note 13)	<u>\$ 487,560.00</u>				<u>\$ 555,150.00</u>

VILLAGE OF MANCHESTER
SUPPLEMENTARY INFORMATION

NOTES TO PROPOSED BUDGET

Note 1.	Social security/medicare taxes of 7.65% plus state unemployment tax .8%		
Note 2.	5.625% of wages		
Note 3.	Highway resurfacing, ditches, culverts, etc.		
	Paving Shepards Lane	\$	18,000.00
	Other		32,000.00
Note 4.	Sidewalk and curbing (includes Taconic Hotel to Silver Fork)		100,000.00
Note 5.	Equipment reserve (backhoe): replacement net cost of \$170,000		16,500.00
Note 6.	Equipment reserve (truck #1): replacement net cost of \$90,000		14,600.00
Note 7.	Equipment reserve (truck #2): replacement net cost of \$125,000		18,000.00
Note 8.	Equipment reserve (mower): replacement net cost of \$20,000		1,700.00
Note 9.	Equipment reserve (sidewalk tractor): replacement net cost of \$80,000		10,000.00
Note 10.	Tax collector fees are assessed on delinquent taxpayers and paid upon receipt, thus not requiring any budgeting		
Note 11.	Based on Town of Manchester 2021/2022 budget		
Note 12.	General fund cash balance less accounts payable, encumbrances, payroll taxes payable and accrued expenses		
Note 13.	Tax rate		
	Proposed current year rate per \$100 (grand list TBD)	TBD	
	Prior year rate per \$100 (grand list of \$323,574,340)		0.151

FIXED ASSETS

BUILDING

Office renovation costs	98-99	\$	54,170.35
Maintenance garage	12/00/02		<u>340,949.41</u>
			<u>395,119.76</u>

EQUIPMENT

1989 Bombardier (model SW-48FA)	09/02/08	8,295.00
Bombardier tracks	09/00/08	7,663.98
Caterpillar (model 257D) sidewalk plow/blower	11/30/15	63,500.00
Kabota mower	10/17/16	15,425.00
2017 Ford F-550 truck	05/12/17	15,238.60
Plow, dump body etc for '17 Ford F-550 truck	09/22/17	42,999.00
2020 International truck HV507 4x2	08/07/19	86,288.00
Plow, dump body etc for '20 International truck HV507 4x2	11/12/19	61,450.00
Caterpillar (model 420) backhoe and attachments	04/30/21	<u>132,000.00</u>
		<u>432,859.58</u>

Total	\$	<u>827,979.34</u>
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VILLAGE OF MANCHESTER

BALANCE SHEET
APRIL 30, 2021

	GENERAL FUND	SPECIAL FUNDS AND RESERVES	GENERAL FIXED ASSETS AND LONG-TERM DEBT
ASSETS			
Cash	\$ 159,071.03	\$ 237,892.55	\$ -
Cash - health equity	8,570.00	-	-
Property taxes receivable	11,078.59	-	-
Other receivable (town highway allotment)	20,409.00	-	-
Prepaid expenses	1,879.94	-	-
Employee benefit fund	-	74,245.14	-
Fixed assets (schedule on page 11)	-	-	827,979.34
Total Assets	\$ 201,008.56	\$ 312,137.69	\$ 827,979.34
LIABILITIES AND FUND EQUITY			
LIABILITIES			
Accounts payable	\$ 24,955.47	\$ -	\$ -
Encumbrances	84,500.00	-	-
Payroll taxes and withholdings	4,443.82	-	-
Accrued expenses	-	-	-
Note payable, bank	-	-	-
Total Liabilities	113,899.29	-	-
FUND EQUITY			
Fund balances			
Reserved			
Restricted for specific purposes			
Permits and fees fund		86,101.00	
Employee benefit fund		74,245.14	
Equipment reserve		151,791.55	
Investment in general fixed assets	-	-	827,979.34
Unreserved			
Designated for subsequent year expenditures	87,109.27	-	-
Undesignated	-	-	-
Total Fund Equity	87,109.27	312,137.69	827,979.34
Total Liabilities and Fund Equity	\$ 201,008.56	\$ 312,137.69	\$ 827,979.34

VILLAGE OF MANCHESTER

GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
YEAR ENDED APRIL 30, 2021

	BUDGET	ACTUAL	ACTUAL OVER (UNDER) BUDGET
REVENUES			
Property taxes	\$ 487,560.00	\$ 488,597.47	\$ 1,037.47
Exempt property payments in lieu of taxes	-	371.05	371.05
State aid - highways	44,000.00	43,728.03	(271.97)
Town highway, sidewalk and streetlight allotment	58,000.00	61,930.18	3,930.18
State grant	-	22,792.66	22,792.66
Fines	1,000.00	17.00	(983.00)
License/Permit fees	-	1,775.00	1,775.00
Interest and collection fees on taxes	-	2,587.96	2,587.96
Interest	-	596.33	596.33
Rentals, equipment and materials	-	-	-
Other	-	-	-
Total Revenues	590,560.00	622,395.68	31,835.68
EXPENDITURES			
Highway maintenance (schedule on page 14)	534,700.00	543,561.67	8,861.67
Equipment reserve	66,500.00	66,500.00	-
Streetlighting			
Electricity	13,000.00	11,611.89	(1,388.11)
Improvements/Maintenance	2,000.00	1,415.67	(584.33)
Administration			
Salaries	18,060.00	23,902.73	5,842.73
Tax collector fees	-	1,747.29	1,747.29
Payroll taxes	1,600.00	2,074.10	474.10
Office supplies and expense	8,700.00	15,304.59	6,604.59
Rent	7,000.00	6,960.00	(40.00)
Insurance	25,100.00	21,518.50	(3,581.50)
Employees' health insurance	-	-	-
Legal and accounting	5,000.00	4,078.00	(922.00)
General administration	4,200.00	1,633.80	(2,566.20)
Interest expense	-	-	-
Planning and Zoning			
Development Review Board			
Administrative officer	26,400.00	21,175.62	(5,224.38)
Payroll taxes	2,300.00	1,716.53	(583.47)
Expenses	1,500.00	2,994.34	1,494.34
Legal fees	8,000.00	-	(8,000.00)
Bylaw/sign ordinance revisions	5,000.00	-	(5,000.00)
BCRC appropriation	4,000.00	4,000.00	-
Total Expenditures	733,060.00	730,194.73	(2,865.27)
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$ (142,500.00)	(107,799.05)	\$ 34,700.95
OTHER FINANCING SOURCES/ADJUSTMENTS			
Permits and fees fund transfer		-	
Equipment reserve transfer		84,500.00	
NET INCREASE (DECREASE) IN FUND BALANCE		(23,299.05)	
FUND BALANCE, APRIL 30, 2020 (refer to 2019/20 annual report)		110,408.32	
FUND BALANCE, APRIL 30, 2021		\$ 87,109.27	

VILLAGE OF MANCHESTER

GENERAL FUND
 SCHEDULE OF HIGHWAY MAINTENANCE EXPENDITURES
 YEAR ENDED APRIL 30, 2021

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ACTUAL OVER (UNDER) BUDGET</u>
HIGHWAY MAINTENANCE			
Labor			
Regular	\$ 102,200.00	\$ 96,546.89	\$ (5,653.11)
Overtime	30,900.00	27,886.25	(3,013.75)
Payroll taxes	11,500.00	9,712.35	(1,787.65)
Employees' health insurance	45,000.00	42,427.80	(2,572.20)
Health equity	5,000.00	3,116.88	(1,883.12)
Municipal employees' retirement	8,000.00	7,342.07	(657.93)
Municipal Roads General Permit	400.00	740.00	340.00
Materials and supplies			
Salt	55,000.00	34,734.80	(20,265.20)
Other	6,500.00	5,702.83	(797.17)
Equipment and repairs	15,000.00	9,476.58	(5,523.42)
Equipment purchase (backhoe)	-	84,500.00	84,500.00
Gas and oil	15,000.00	9,107.18	(5,892.82)
Highway resurfacing, ditches, culverts, etc.	188,000.00	177,391.76	(10,608.24)
Garage operating expenses	6,600.00	8,418.40	1,818.40
Signs	5,000.00	117.53	(4,882.47)
Uniforms	2,000.00	2,065.95	65.95
Tree expense	10,000.00	5,357.04	(4,642.96)
Sidewalk and Curbing	21,500.00	15,758.75	(5,741.25)
Miscellaneous, sidewalk and roadside maintenance	1,500.00	2,400.00	900.00
Village Firehouse Maintenance	5,000.00	-	(5,000.00)
Dump fees	600.00	758.61	158.61
	<u>600.00</u>	<u>758.61</u>	<u>158.61</u>
 Total	 <u>\$ 534,700.00</u>	 <u>\$ 543,561.67</u>	 <u>\$ 8,861.67</u>

VILLAGE OF MANCHESTER

SPECIAL FUNDS AND RESERVES
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH/INVESTMENT BALANCE
 YEAR ENDED APRIL 30, 2021

	PERMITS AND FEES FUND	EMPLOYEE BENEFIT FUND	EQUIPMENT RESERVE
Balance, beginning of year	\$ 74,583.50	\$ 57,856.36	\$ 168,688.61
Receipts			
Interest income	200.30	-	1,102.94
Dividend income	-	2,091.19	-
Permit fees	11,317.20	-	-
General '21 budget appropriation			66,500.00
Disbursements			
Equipment purchase	-	-	(84,500.00)
Transfers to general fund	-	-	-
Fair value change	-	14,297.59	-
Due to general fund	-	-	-
Balance, end of year	<u>\$ 86,101.00</u>	<u>\$ 74,245.14</u>	<u>\$ 151,791.55</u>

VILLAGE OF MANCHESTER

STATEMENT OF TAXES RAISED
YEAR ENDED APRIL 30, 2021

PROPERTY TAXES (Current Year)

Billed	\$	488,597.47	
Collected		(487,928.13)	
Valuation Change adjustment		-	
Abated		-	
		<hr/>	
Property Taxes due	\$		669.34

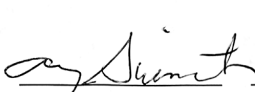
DELINQUENT PROPERTY TAXES (Prior Years)

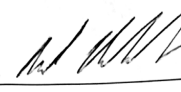
2019 - 2020	4,971.58	
2018 - 2019	3,007.34	
2017 - 2018	919.94	
2016 - 2017	904.22	
2015 - 2016	606.17	
	<hr/>	
Property Taxes due		<u>10,409.25</u>

PROPERTY TAXES RECEIVABLE \$ 11,078.59

AUDITORS' REPORT

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


Amy Swinarton


Ariel Rudiakov


Keld Alstrup

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. 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.

During the past year, the BCRC has worked to implement its comprehensive plan through a variety of programs and cooperative work with member municipalities. Economic development planning in the region has become one of the BCRC's main program areas. Economic development planning at the BCRC, including dedicated staff directed by a committee with representatives appointed by the regional development corporation, supports business retention, growth, and recruitment. Concern over the state's water quality has led the BCRC to identify and implement local projects that not only reduce stormwater runoff, but also protect roads, bridges, culverts, and private property. Other important accomplishments have included: assistance with updates to several municipal comprehensive plans and land use bylaws, development of municipal energy plans and support for local energy committees, village center and neighborhood development area designations and successful grant applications, implementation of the regional solid waste management plan in cooperation with the Bennington County Solid Waste Alliance, and planning for roadway, bicycle and pedestrian, public transportation improvements.

Like everyone, the BCRC has been affected by the Covid-19 pandemic. The office transitioned to remote work and meetings in April. Fortunately, technology has allowed us to continue work on all of our projects with little interruption in progress. Of course, significant staff resources have been dedicated to providing assistance to businesses and municipalities as they work to navigate the challenges associated with changes to the way operations are conducted, with staffing and revenue disruptions, and to chart a course forward through and beyond the current crisis.

The BCRC is governed by locally appointed commissioners from seventeen area municipalities and commissioners who represent interests ranging from public health to economic development. As of January 2021, our offices will have relocated to 210 South Street in Bennington, and post-pandemic, we expect to have regular office hours at the Manchester Town Offices as well. Regular meetings are held on the third Thursday of every other month, with frequent special meetings throughout the year (information at: www.bcrct.org).

Respectfully submitted,

Jim Sullivan, Director

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 12, 2021 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 \$782,650.00, of which \$555,150.00 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.

Donald Brodie, Clerk

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 must be received 45 days prior to the planned event in order to be heard at a regularly scheduled Board of Trustees meeting.
- A Zoning Permit is required for any signs, new building and exterior changes including color, alterations, additions, tree removal or any other land development.
- Please see our newly redesigned website for meeting agendas and electronic copies of Village of Manchester documents including the Village Bylaws, Ordinances, Regulations and the Grand List. (www.villageofmanchester.com)

NOTES

VILLAGE OF MANCHESTER
PO Box 482
Manchester, VT 05254

2020 ANNUAL MEETING
Monday, July 12, 2021 at 7:00 pm
Courthouse