

# **TOWN OF MANCHESTER**

## **VERMONT**



# **2021 TOWN REPORT**

# 2021 TOWN MEETING DEDICATION

Tim Waker

Chair of the Development Review Board

The 2021 Town Report is dedicated to Tim Waker, long-time board member for the Town of Manchester.

Tim moved to Manchester with his wife Sue in the late 1970s from Connecticut. Tim and Sue raised two children, Chris and Melissa in Manchester. In the early years Tim logged for Kevin Beattie and Scott Mayer, and did bookkeeping for The Enchanted Dollhouse on Route 7A North (Route 7 at the time). Later Tim worked as a plumber for Bill Herrmann. Utilizing his plumbing and bookkeeping skills, Tim became a business owner when he started Mountain Plumbing and Heating with his business partner Kevin Casey.

In 1999 Tim got involved in town government when he volunteered to serve on the Design Review Board (now the Design Advisory Committee). He served on the design board until 2003, when he was appointed to the Development Review Board. Tim continues to serve on the Development Review Board, now as the chair.

During Tim's twenty years on the Development Review Board and his five years on the Design Review Board, Tim has provided a steady hand during the ups and downs of land development in Manchester. Tim listens. His quiet manner, his understated style, and his focus on fairness and accessibility define his public service. He takes his role very seriously and mulls over every aspect of a board decision, sometimes keeping him awake at night, trying to achieve the best possible results in the interest of the town.

Over the years, Tim has earned the respect of his fellow board members. Here is what they say about him:

*From my viewpoint as a member of the Development Review Board (DRB), I see Tim as being a truly dedicated long time public servant to the Town of Manchester. His attendance record over many years of service is extraordinary and he very rarely misses a hearing. He has a deep historical memory of the many cases reflecting the Town's development and brings that important perspective in his position.*

-Ray Ferrarin, Development Review Board Member

*Tim has the best interest of the applicant as well as the town in mind. He will pursue a path which meets the zoning bylaws but also helps the applicant get what they need. Tim is a consensus builder with the Board to achieve the best results, during the meeting or as an aside to figure out what the opinions are on a particular topic.*

-John Kennedy, Development Review Board Member

*Tim is an excellent chairperson. Many of the cases the Board hears can get heated and he is always respectful of an opposing party's questions or comments. I am amazed at his ability to objectively listen and converse with an opposing individual, assuring them that they have been heard and understood.*

-Catherine Stewart, Development Review Board Member

*Tim is the consummate volunteer: he is fair, reasonable, rational and generous with his time.*

-John Watanabe, Development Review Board Member

In the end, what best defines Tim Waker and his service to the Town of Manchester and its citizens? He brings the pragmatism of a plumber and the analytical skills of a bookkeeper. This unique blend of skills has served Tim and the Town well during his tenure on the Design Review Board and Development Review Board.

Civic volunteerism can be thankless. These dedicated volunteers do it for the love of the community, and in the hopes that the community will be better, not just today, but for their children and their children's children. Through the dedication of this Town Report to Tim, we express our gratitude, thanks and appreciation to Tim Waker for his years of service to the Manchester community.

*Respectfully submitted, The Manchester Selectboard*

*Ivan C. Beattie, Chair; Heidi Chamberlin; Greg T. Cutler; Laurie Kunz and Jan K. Nolan*

# **TOWN MEETING SCHEDULE**

## **Town “Informational” Meeting (via Zoom)**

Saturday, February 26, 2022 @ 1:00 p.m.

## **Australian Ballot Voting**

Tuesday, March 1, 2022 8:00 a.m. - 7:00 p.m.

Town Hall

Due to the continued threat of COVID-19 there will be no in-person floor meeting this year. Instead, the town has opted to vote on all articles via Australian ballot on Tuesday, March 1, 2022 at the Town Hall, 40 Jeff Williams Way, Manchester Ctr., VT

• • •

Voting can be done in person or by absentee ballot.

To obtain an absentee ballot or for any questions, call the Town Clerk at: (802) 362-1313, Option 1.

• • •

There will be a virtual “informational” meeting that will take place on Saturday, February 26, 2022 at 1:00 p.m. This meeting is open to the public to join only by telephone or video via Zoom Meetings.

The agenda for the meeting and information on how to participate is available on the town’s website: [www.manchester-vt.gov/town-meeting-2022](http://www.manchester-vt.gov/town-meeting-2022)

• • •

The Town Report is available electronically at [www.manchester-vt.gov/town-meeting-2022](http://www.manchester-vt.gov/town-meeting-2022). Copies of the report may also be picked up at the Town Hall. Residents may request a copy of the Town Report be mailed to them by calling 802-362-1313, Option 2 or by emailing: [m.grimmig@manchester-vt.gov](mailto:m.grimmig@manchester-vt.gov)

### **Virtual Town Informational Meeting Instructions**

Streamed online at: <https://gnat-tv.org/live/>

Via Zoom Meetings at:

<https://us02web.zoom.us/j/87531096125?pwd=Ukg4QW9zQmJyQ3ZQNmdWeGlHd0hYQT09>

Meeting ID: 875 3109 6125

Passcode: 113962

**Telephone:** Dial by your location

+1 646 558 8656

Meeting ID: 875 3109 6125

Passcode: 113962

Acknowledgments

Printing: Express Copy

Designed by: Mary Grimmig

Edited by: Doug Kilburn

Thank you to all contributors without whom this report would not be possible.

# INDEX

## SECTION 1 - GENERAL INFORMATION

Town Directory .....	3
Appointed Town Committees & Officials .....	4
Elected Local, State & Federal Officials .....	5
Helpful Information .....	6

## SECTION 2 - WARNING

Annual Town Meeting Warning .....	8
Select Article Descriptions .....	10

## SECTION 3 - TOWN MEETING MINUTES

2020 Annual Town Meeting Minutes .....	13
--	----

## SECTION 4 - TOWN BUDGET

Budget Overview Fiscal Year 2022 .....	17
General Fund Budget Revenues .....	23
General Fund Budget Expenses .....	26
Sewer Department Budget .....	35
Water Department Budget .....	37

## SECTION 5 - TAXES & GRANDLIST

Statement of Taxes Raised June 30, 2021 .....	39
Tax Rates Fiscal Year 2022 .....	40
Property Tax Grandlist Information .....	40
Taxes Abated .....	41
Statement of Delinquent Taxes By Year .....	41
Delinquent Taxes June 30, 2021 .....	42

## SECTION 6 - TOWN DEPARTMENT

### ANNUAL REPORTS

Selectboard .....	44
Assessing .....	45
Fire Department .....	46
Investment Advisory Committee .....	46
Parks & Recreation .....	47
Police Department .....	50
Sewer & Water .....	50
Town Clerk .....	51
Vital Statistics .....	51
Zoning, Planning & Economic Development .....	51

## SECTION 7 - FINANCIAL REPORTS

Fund Balance Summary .....	53
Auditors' Letter .....	54

## SECTION 8 - NON-PROFIT ANNUAL REPORTS

Bennington County Habitat for Humanity .....	55
BROC: Community Action .....	55
Center for Restorative Justice .....	55
The Collaborative .....	56
Greater Northshire Access TV (GNAT) .....	57
Green Mountain RSVP & Volunteer Center .....	57
Manchester Community Library .....	58
Manchester Community Library Budget .....	59
Neighbor to Neighbor .....	61
Northshire Day School .....	61
Northshire Rescue Squad .....	62
Northshire Rescue Squad Budget .....	62
Project Against Violent Encounters .....	63
Southwestern Vermont Council on Aging .....	63
The Tutorial Center .....	64
Vermont Association for the Blind & Visually Impaired .....	64
Vermont Center for Independent Living .....	65
VNA & Hospice of Southwest Region .....	66

## SECTION 9 - OTHER INFO & REPORTS

Bennington County Regional Commission .....	67
Bennington County Solid Waste Alliance .....	67
Green Up Vermont .....	67
Manchester Business Association .....	67
So. VT Communications Union District .....	68
State Representatives Report .....	69
VT Syp Neuter Incentive Program .....	69

**IN MEMORY** ..... *Inside Back Cover*

## TOWN HALL OFFICE HOURS

Monday – Friday  
8:00 AM – 4:30 PM  
(802) 362-1313

## SECTION 1 – TOWN DIRECTORY

### TOWN OFFICES

Town Hall - 40 Jeff Williams Way

P: 802-362-1313

#### Assessing - Option 5

Gordon P. Black - Municipal Assessor

E: g.black@manchester-vt.gov

Peter Brabazon, Assistant Assessor

E: p.brabazon@manchester-vt.gov

#### Town Clerk - Option 1

Anita Sheldon - Town Clerk

E: a.sheldon@manchester-vt.gov

Laura Streiber, Assistant Town Clerk

E: l.streiber@manchester-vt.gov

#### Finance & Accounting - Option 4

Michael DeCubellis - Director

E: m.decubellis@manchester-vt.gov

#### Human Resources & Operations - Option 2

Leslie Perra - Manager

E: l.perra@manchester-vt.gov

#### Planning & Zoning - Option 3

Janet Hurley - Director

E: j.hurley@manchester-vt.gov

Peter Brabazon, Assistant Administrator

E: p.brabazon@manchester-vt.gov

Leslie Perra, Assistant Administrator

E: l.perra@manchester-vt.gov

#### Town Manager - Option 2

John P. O'Keefe - Town Manager

E: j.okeefe@manchester-vt.gov

Mary Grimmig - Executive Assistant

E: m.grimmig@manchester-vt.gov

Kathleen Yanez - Finance Assistant

E: k.yanez@manchester-vt.gov

#### Factory Point Cemetery

Contact: Peter Brabazon

P: 802-768-9081

E: p.brabazon@manchester-vt.gov

### DEPARTMENT OF PUBLIC WORKS

P: 802-362-3283

Jeff Williams - Director

E: j.williams@manchester-vt.gov

### WATER & SEWER DEPARTMENTS

P: 802-688-4662

Eric Severance - Director

E: e.severance@manchester-vt.gov

Kathleen Yanez - Billing

E: k.yanez@manchester-vt.gov

P: 802-362-1313 Option 2

### POLICE – FIRE - RESCUE

Public Safety Building - 60 Jeff Williams Way

P: 802-362-2121 (Non-Emergency)

#### Animal Control

Manchester Police Department

#### Emergency Management

John P. O'Keefe - Director

E: j.okeefe@manchester-vt.gov

#### Fire

Chris Towslee - Chief

E: c.towslee@manchester-vt.gov

#### Police

Patrick Owens - Chief

E: patrick.owens@state.vt.us

### PARKS & RECREATION DEPARTMENT

Park House Offices - 340 Recreation Park Road

P: 802-362-1439

Brian Van Horn – Director of Operations

E: b.vanhorn@manchester-vt.gov

Brooks Cole - Programming Director

E: b.cole@manchester-vt.gov

### HEALTH

Peter Brabazon – Health Officer

P: 802-768-9081

E: p.brabazon@manchester-vt.gov

## SECTION 1 - APPOINTED COMMITTEES & OFFICIALS

### ADVISORY COMMITTEE ON CEMETERIES

Bell, Wayne	2023
Ferrarin, Raymond	2024
Orava, Heather	2023

### BENNINGTON REGIONAL COMMISSION

Hurley, Janet	2022
Black, Gordon	2022

### BOARD OF SEWER COMMISSIONERS

Beattie, Ivan - Chair	2023
Chamberlin, Heidi	2024
Cutler, Greg	2022
Kunz, Laurie	2022
Nolan, Jan	2023

### BOARD OF WATER COMMISSIONERS

Beattie, Ivan	Life
Kilburn, Douglas	Life
Madden, Tim	Life

### CONSERVATION COMMISSION

Benoit, Alan – Chair	2022
Myrvang, Dee	2024
Cooperman, Michael	2025
Bucholt, Carl	2024
Burg, Leslie	2024
James, Kathleen	2025

### DESIGN ADVISORY COMMITTEE

Greenland, Joelle – Chair	2022
Gourd, Ramsay	2023
Watanabe, John	2024
Moore, Riley (Alternate)	2024
Benoit, Alan (Alternate)	2024

### DEVELOPMENT REVIEW BOARD

Ferrarin, Ray	2022
Kennedy, John	2024
Stewart, Catherine	2024
Waker, Timothy – Chair	2023
Watanabe, John	2024
Pietrucha, Daniel (Alternate)	2024
Kilburn, Cynthia (Alternate)	2024

### INVESTMENT ADVISORY BOARD

Brodie, Donald
Cestaro, Glen
Ferrarin, Marie
O'Keefe, John
Shaw, Andrew

### PARKS & RECREATION ADVISORY COMMITTEE

Brownlee, William	2023
Charbonneau, Joe	2023
Deck, Tom	2023
Perry, Sarah	2023
Judge, Thomas	2023
Kovac, Marek	2023
McCoy, Tom	2023
Whalen, Patrick	2023
Miceli, Dave	2023
Cutler, Greg (Selectboard)	

### PLANNING COMMISSION

Boshart, Greg - Chair	2025
Peterson, Phil	2022
Glabach, Chris	2022
Ward, Leon	2023
Rahona, Ana	2025

### TOWN TREASURER

Vogel, Brian	2022
--------------	------

### TREE COMMITTEE

Beattie, Ivan	2024
Benoit, Alan	2024
Hurley, Janet	2024

### OTHER APPOINTED OFFICIALS

Constable (First): Owens, Patrick	2022
Assessor Asst.: Brabazon, Peter	2022
Fire Warden: Grant, Lawrence	2023
Fire Warden Assistant: Bourn, Grub	2023
Health Officer: Brabazon, Peter	2023
Health Officer Deputy: Sterling, Thomas	2022
Service Officer: Owens, Patrick	2022
Service Officer Deputy: Bell, Wayne	2022
Tree Warden: Beattie, Ivan	2022
Zoning Administrator: Hurley, Janet	2023
Zoning Admin. Asst.: Perra, Leslie	2022
Zoning Admin. Asst.: Brabazon, Peter	2022

**Town of Manchester**  
**Website**

[www.manchester-vt.gov](http://www.manchester-vt.gov)

## SECTION 1 - ELECTED LOCAL, STATE & FEDERAL OFFICIALS

### JUSTICES OF THE PEACE

Bell, Wayne	2023
Burg, Leslie	2023
Heilemann, Martha	2023
Hill, Alison	2023
Hoffman, Ruth A.	2023
Kilburn, Cynthia	2023
Kropa, Frank	2023
Nawrath, Rebecca	2023
Powers, Barbara	2023
Sheldon, Anita L.	2023
Streiber, Laura	2023
Towsley, Kelsey	2023

### US SENATORS

Leahy, Patrick  
Sanders, Bernie

### US REPRESENTATIVE

Welch, Peter

### VT STATE ATTORNEY GENERAL

Donovan, T.J.

### VT STATE TREASURER

Pearce, Beth

### MODERATOR

Nawrath, W. Michael	2022
---------------------	------

### VT SECRETARY OF STATE

Condos, Jim

### SELECTBOARD

Beattie, Ivan - Chair	2023
Chamberlin, Heidi	2024
Cutler, Greg	2022
Kunz, Laurie	2022
Nolan, Jan	2023

### VT STATE AUDITOR

Hoffer, Douglas R.

### STATE SENATORS

Campion, Brian  
Sears, Richard

### TOWN CLERK

Sheldon, Anita	2024
----------------	------

### STATE REPRESENTATIVE

Bongartz, Seth  
James, Kathleen

### TRUSTEES OF PUBLIC FUNDS

Brodie, Donald	2024
Ferrarin, Marie	2023
Shaw, Andrew	2022

### HIGH BALIFF

Gilbar, Frederick

### PROBATE JUDGE

Scanlon, D. Justine

### PRESIDENT OF THE UNITED STATES

Biden, Joseph R.

### ASSISTANT JUDGES

Colvin, James  
Frost, Mary

### GOVERNOR

Scott, Phil

### STATE'S ATTORNEY

Marthage, Erica

### LIEUTENANT GOVERNOR

Gray, Molly

### SHERIFF

Schmidt, Chad



# SECTION 1 - HELPFUL INFORMATION

## **Emergencies: Call 9-1-1**

If you are debating whether to call 9-1-1, stop and call 9-1-1 immediately! Let the trained Police and Fire Departments or Rescue Squad decide the proper response. **Non-Emergencies:** During regular business hours, call the town department that is responsible for the service in question. For example, if you are calling about snow plowing, call the Department of Public Works. After hours, call the town's Dispatch Center at 802-362-2121; do not call 9-1-1 for non-emergencies.

## **Building Permits**

Before you build or expand a shed, barn, deck or other structure in the Town of Manchester, call the town's Zoning Administrator at 802-362-1313, option 3 to find out whether you need a building permit.

## **Change of Address**

Please inform the town of any mailing address changes. A change of address form may be obtained from the Town Offices or from the town's website under the Document Center in the Assessor's Office category.

## **Dana L. Thompson Memorial Park & Applejack Stadium**

Also known as the Rec Park, was named in honor of Police Chief Dana L. Thompson, who was killed in the line of duty in 1972. The Park is open daily until 10:00 PM and is located off of Bonnet Street (Route 30) on Recreation Park Road in Manchester Center. The Park encompasses more than 95 acres and includes a park house with restrooms, a swimming pool, a state of the art running track, baseball & softball fields, multipurpose athletic fields, basketball courts, tennis & pickleball courts, playgrounds for kids of all ages, a one-mile walking path, a skateboard park, a dog park (operated by the Manchester Dog Park, a not-for-profit organization) and more. The facility also houses Applejack Stadium, which has one of the highest quality grass playing surfaces in NE and a newly renovated historic grandstand for optimal game viewing. For more information regarding the park facilities or Applejack Stadium, please call 802-362-1439 or visit the Town of Manchester website: [www.manchester-vt.gov](http://www.manchester-vt.gov).

## **Dog Licenses**

Dogs (and wolf-hybrids) must be licensed by **April 1<sup>st</sup>**, each year. Owners should contact the Town Clerk's Office at 802-362-1313, Option 1, for more information. Dogs should be leashed when not on the owner's property and owners must pick up and properly dispose of all waste on public and private property.

## **Fires**

State law prohibits burning of trash and other hazardous materials. Typically, other burning, such as untreated wood, requires a permit: contact the Manchester Fire Department at 802-362-2121 for more information.

## **Parking**

Parking is prohibited on all town roads and town owned parking lots between November 1 and March 31 from 1:00 AM to 6:00 AM.

## **Safety**

Keep your neighborhood safe. Don't hesitate to report suspicious or illegal activity to the Police Department. Even if an arrest isn't made, repeated patrols have a positive effect on public safety.

## **Schools**

Taconic & Green Regional School District

P: 802-362-2452

[info@brsu.org](mailto:info@brsu.org)

Burr and Burton Academy (BBA)

P: 802-362-1775

[www.burrburton.org](http://www.burrburton.org)

Manchester Elementary-Middle School (MEMS)

P: 802-362-1597

[www.manchesterschools.org](http://www.manchesterschools.org)

## **Snow Removal**

State Law and Town Ordinance requires residents and businesses to clear snow and ice from sidewalks in front of their property. The town does provide limited sidewalk plowing as a convenience however roadway plowing is always a priority. Please do not push snow into roadways.

## **Taxes**

Town tax bills are mailed out between mid and late July each year. They are payable in two installments; the first installment is typically due the first Friday in September and the second installment is typically due the first Friday in February. (Please refer to your tax bill for actual due dates and note them on your calendar to avoid late payments.) Homestead declarations must be filed every year with the State of Vermont. For more information about homestead declarations please contact the State's taxpayer services at (802) 828-2865 or visit the State's tax website [www.tax.vermont.gov](http://www.tax.vermont.gov).



## SECTION 1 - HELPFUL INFORMATION

### Trash Removal

The town does not provide trash removal. There are several solid waste disposal companies in the area. Residents may also bring trash, for a fee, and compostable & recyclable materials, directly to the transfer stations in nearby Dorset or Sunderland.

#### Northshire Transfer Station

(Managed by Casella)

310 Tennis Way

Dorset, VT 05251

P: 802-362-1282

[www.casella.com/locations/northshire-transfer-station](http://www.casella.com/locations/northshire-transfer-station)

#### Drop-off Hours:

Mon - Fri: 8:00 AM - 2:00 PM

Sat: 8:00 AM - 12:00 AM

#### Arlington Transfer Station

(Managed by Casella)

4561 Sunderland Hill Road

Arlington, VT 05250

P: 802-362-1789

[www.casella.com/arlington-vt-transfer](http://www.casella.com/arlington-vt-transfer)

#### Drop-off Hours:

Mon - Tue: 7:30 AM - 2:00 PM

Thu - Fri: 7:30 AM - 2:00 PM

Sat: 7:30 AM - 11:30 AM

### Solid Waste and Recycling Information

Michael Batchner

Solid Waste Program Manager

802-442-0713, ext. 2

[mbatcher@bcrvvt.org](mailto:mbatcher@bcrvvt.org)

### Water & Sewer

Municipal water & sewer is billed quarterly. Keep an eye on your water bill as spikes in usage could be a water leak. In addition, running toilets and dripping faucets not only waste water but can also add up to large water bills. Please fix these issues promptly. If you need help determining the cause of increased water usage or suspect a water leak, call the Water Department at 802-362-1313, option 2.

### Vending

Vending is defined as the selling of merchandise or food at non-permanent locations (essentially not buildings) within the town. Vending requires a permit and is regulated by Town Ordinance. Contact the Town Manager's Office at 802-362-1313, option 2, for more information.



*Applejack Stadium Soccer Field*

## SECTION 2 - WARNING

### WARNING

#### TOWN OF MANCHESTER ANNUAL TOWN MEETING (2022)

*The legal voters of the Town of Manchester are hereby warned and notified to meet at Manchester Town Hall (40 Jeff Williams Way, Manchester Center, Vermont 05255) on Tuesday, March 1, 2022, between 8:00 a.m. and 7:00 p.m. to transact the following business by Australian ballot:*

**ARTICLE 1.** Shall the Town vote to appropriate \$6,255,519 to defray the operating and capital expenses of the Town for the ensuing year, of which \$3,477,389 shall be raised by property taxes and \$2,778,130 by non-property tax revenues (including \$1,380,000 in local option tax revenues); provided, that in the event that local option revenues are less than \$1,380,000, funds from the Property Tax Relief Reserve Fund may be used to offset the shortfall in local option revenues?

**ARTICLE 2.** Shall the Town vote to charge the maximum interest and penalty allowed by law on overdue unpaid real property taxes (and provide no discount for early payment), with payments delivered in person at Town Hall, or by U.S. Mail (must be postmarked by the due date), due in two installments, as follows:

1st Installment: Friday, September 2, 2022 at 4:30PM: 45% of town taxes and 60% of school taxes

2nd Installment: Friday, February 3, 2023 at 4:30PM: 55% of town taxes and 40% of school taxes?

**ARTICLE 3.** Shall the Town vote to authorize cannabis retailers in the town pursuant to 7 V.S.A. § 863? “Cannabis retailer” means a person licensed by the state cannabis control board to sell cannabis and cannabis products to adults 21 years and older for off-site consumption?

**ARTICLE 4.** Shall the Town vote to authorize up to \$120,000 from the Capital Improvement Contingency Reserve (CIRC) Fund to purchase land from the Old Railroad Bed, LLC (parcel 11-20-59.01) and all improvements to the parcel, including bridges and trails, for the purpose of operating and maintaining a public recreation trail; and furthermore, shall the Town vote to authorize up to \$50,000 from CIRC Fund for certain improvements to the recreation trail between the Dana L. Thompson Memorial Park and North Road, including on parcel 11-20-59.01?

**ARTICLE 5.** Shall the Town vote to authorize up to \$50,000 from the Capital Improvement Contingency Reserve (CIRC) Fund for the purpose of completing the Manchester skatepark at the Dana L. Thompson Memorial Park?

**ARTICLE 6.** Shall the Town vote to support the concept of a regional field house at the Dana Thompson Memorial Park in Manchester, with the understanding that regional towns would participate in its construction costs under a formula based on a combination of grand list, population and distance, in exchange for a special use status for those who live or own a second residence in the Town? *Advisory, non-binding article.*

**ARTICLE 7.** Shall the Town vote to establish a new wastewater (sewer) district in the Town of Manchester to generally include lands along Route 7A / Main Street from Cemetery Avenue to North Road, and as further defined through regulations approved by the Board of Sewer Commissioners?

**ARTICLE 8.** Shall general obligation bonds or notes of the Town of Manchester in an amount not to exceed One Million, Nine Hundred Thousand Dollars [\$1,900,000], subject to reduction from available state and federal grants-in-aid be issued for the purpose of financing the cost of expanding the public wastewater (sewer) system along Route 7A / Main Street from approximately Cemetery Avenue to north of Hunter Park Road, the estimated cost of such improvements being One Million, Nine Hundred Thousand Dollars [\$1,900,000]?

**ARTICLE 9.** Shall general obligation bonds or notes of the Town of Manchester in an amount not to exceed One Million, Two Hundred and Seventy Thousand Dollars [\$1,270,000], subject to reduction from available state and federal grants-in-aid be issued for the purpose of financing the cost of making public water system supply, transmission and distribution improvements, including replacement of the Richville Road Water Main, the estimated cost of such improvements being One Million, Two Hundred and Seventy Thousand Dollars [\$1,270,000]?

## SECTION 2 - WARNING

*Articles 10 through 24 are under the provisions of 24 V.S.A. § 2691 and § 2692. Shall the Town vote to appropriate general funds to social service agencies?*

**ARTICLE 10.** To appropriate \$243,740 to the Manchester Community Library?

**ARTICLE 11.** To appropriate \$87,000 to Northshire Day School?

**ARTICLE 12.** To appropriate \$10,000 to the VNA & Hospice of the Southwest Region?

**ARTICLE 13.** To appropriate \$4,000 to the Southwestern Vermont Council on Aging?

**ARTICLE 14:** To appropriate \$2,500 to the Tutorial Center?

**ARTICLE 15:** To appropriate \$2,400 to Bennington Area Habitat for Humanity?

**ARTICLE 16:** To appropriate \$2,000 to Greater Northshire Access Television?

**ARTICLE 17:** To appropriate \$2,000 to Center for Restorative Justice?

**ARTICLE 18:** To appropriate \$1,850 to Project Against Violent Encounters?

**ARTICLE 19:** To appropriate \$1,811 to Community Action in Southwestern Vermont?

**ARTICLE 20:** To appropriate \$1,500 to Retired Senior Volunteer Program?

**ARTICLE 21:** To appropriate \$1,500 to Neighbor to Neighbor?

**ARTICLE 22:** To appropriate \$1,000 to The Collaborative?

**ARTICLE 23:** To appropriate \$500 to Vermont Association for the Blind and Visually Impaired?

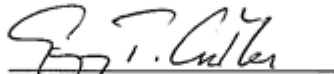
**ARTICLE 24:** To appropriate \$420 to Vermont Center for Independent Living?

**ARTICLE 25.** To elect Town Officers for the ensuing year.

*Warning adopted by the Manchester Selectboard on January 25, 2022:*



Ivan C. Beattie, Chair




Gregory T. Cutler, Vice-Chair



Heidi G. Chamberlain



Laurie A. Kunz



Janet K. Nolan



*Governor Scott meets with State Rep. Bongartz & Town Manager O'Keefe*

## SECTION 2 – SELECT ARTICLE DESCRIPTIONS

In order to provide voters more information about some of the articles, the Selectboard provides the following supplemental information about articles 3, 4, 5, 6, 7, 8, and 9.

**Retail Cannabis – *ARTICLE 3. Shall the Town vote to authorize cannabis retailers in the town pursuant to 7 V.S.A. § 863? “Cannabis retailer” means a person licensed by the state Cannabis Control Board to sell cannabis and cannabis products to adults 21 years and older for off-site consumption?***

Explanation: A municipality may opt in to host a retail cannabis establishment by majority vote. But the opt in vote requirement applies only to retailer licenses and the retail portion of integrated licenses. It has no impact on the ability of other license types to operate in a particular municipality. These other license types include cultivators, wholesalers, manufacturers, and testing laboratories, none of which require an opt-in vote to operate in a municipality. 7 V.S.A. § 863(a)(1). A municipality can opt in at any time. A municipality may vote to opt-out from allowing retail cannabis establishments, but such a vote will not apply to any retail establishment operating in the municipality at the time of the opt-out vote.

A municipality may regulate cannabis establishments to the same extent they may regulate any other business under their authority to create zoning bylaws in 24 V.S.A. § 4414 and their authority to regulate signs or public nuisances in 24 V.S.A. § 2291. Municipalities may regulate any cannabis establishment license type in this manner. 7 V.S.A. § 863(b). A municipality may not: (1) regulate cannabis establishments to any greater extent than they could any other business; (2) place conditions on the operation of cannabis establishments, or create special rules for them, that is not within their zoning authority under 24 V.S.A. § 4414 or their authority to regulate signs or public nuisances under 24 V.S.A. § 2291.

**CIRC Funding For Purchase and Improvement of Recreation Trail – *ARTICLE 4. Shall the Town vote to authorize up to \$120,000 from the Capital Improvement Contingency Reserve (CIRC) Fund to purchase land from the Old Railroad Bed, LLC (parcel 11-20-59.01) and all improvements to the parcel, including bridges and trails, for the purpose of operating and maintaining a public recreation trail; and furthermore, shall the Town vote to authorize up to \$50,000 from CIRC Fund for certain improvements to the recreation trail between the Dana L. Thompson Memorial Park and North Road, including on parcel 11-20-59.01?***

Explanation: This article authorizes the use of \$120,000 to purchase land from Old Railroad Bed, LLC, as well as \$50,000 for initial improvements along the trail, such as bridge improvements and mitigation for neighbors. In addition, to the \$120,000, an additional \$80,000 has been pledged by Bike Manchester for the acquisition of the land. Lastly, the purchase of the land by the town would be conditioned on the acquisition of easements from two property owners, one of them being the Northshire Civic Center (Riley Rink). The market value of the CIRC Fund as of June 30, 2021 was \$903,184.53.

**CIRC Funding For Skatepark Expansion – *ARTICLE 5. Shall the Town vote to authorize up to \$50,000 from the Capital Improvement Contingency Reserve (CIRC) Fund for the purpose of completing the Manchester skatepark at the Dana L. Thompson Memorial Park?***

Explanation: This article authorizes up to \$50,000 from the CIRC Fund in order to complete the skatepark at the Dana L. Thompson Memorial Park. The town previously constructed Phase 1 and part of Phase 2. This expansion would complete Phase 2 and part of Phase 3. The final construction phase would complete the skatepark. After the expansion, the Manchester skatepark would be the second largest in Vermont, with only Burlington’s skatepark being larger. A private donor has agreed to contribute \$250,000 towards the completion of the skatepark. The skatepark committee has approximately \$93,000 on hand. With this additional \$50,000, another \$107,000 in fundraising would be required to complete the skatepark. The market value of the CIRC Fund as of June 30, 2021 was \$903,184.53.

**Advisory Article on Northshire Community Field House – *ARTICLE 6. Shall the Town vote to support the concept of a regional field house at the Dana Thompson Memorial Park in Manchester, with the understanding that regional towns would participate in its construction costs under a formula based on a combination of grand list, population and distance, in exchange for a special use status for those who live or own a second residence in the town? Advisory, non-binding article.***

Explanation: This article is an advisory, non-binding question relative to the proposed Northshire Community Field House. The proposed facility, approximately 74,000 square feet and located at the Dana L. Thompson Memorial Park just north of the existing Park House, has an estimated construction cost of \$14,000,000. A local not-for-profit, The Right Track Foundation, has committed \$3.5 million towards the construction of the project, and has funded development costs (design, engineering, permitting). Similar articles are being considered by at least seven



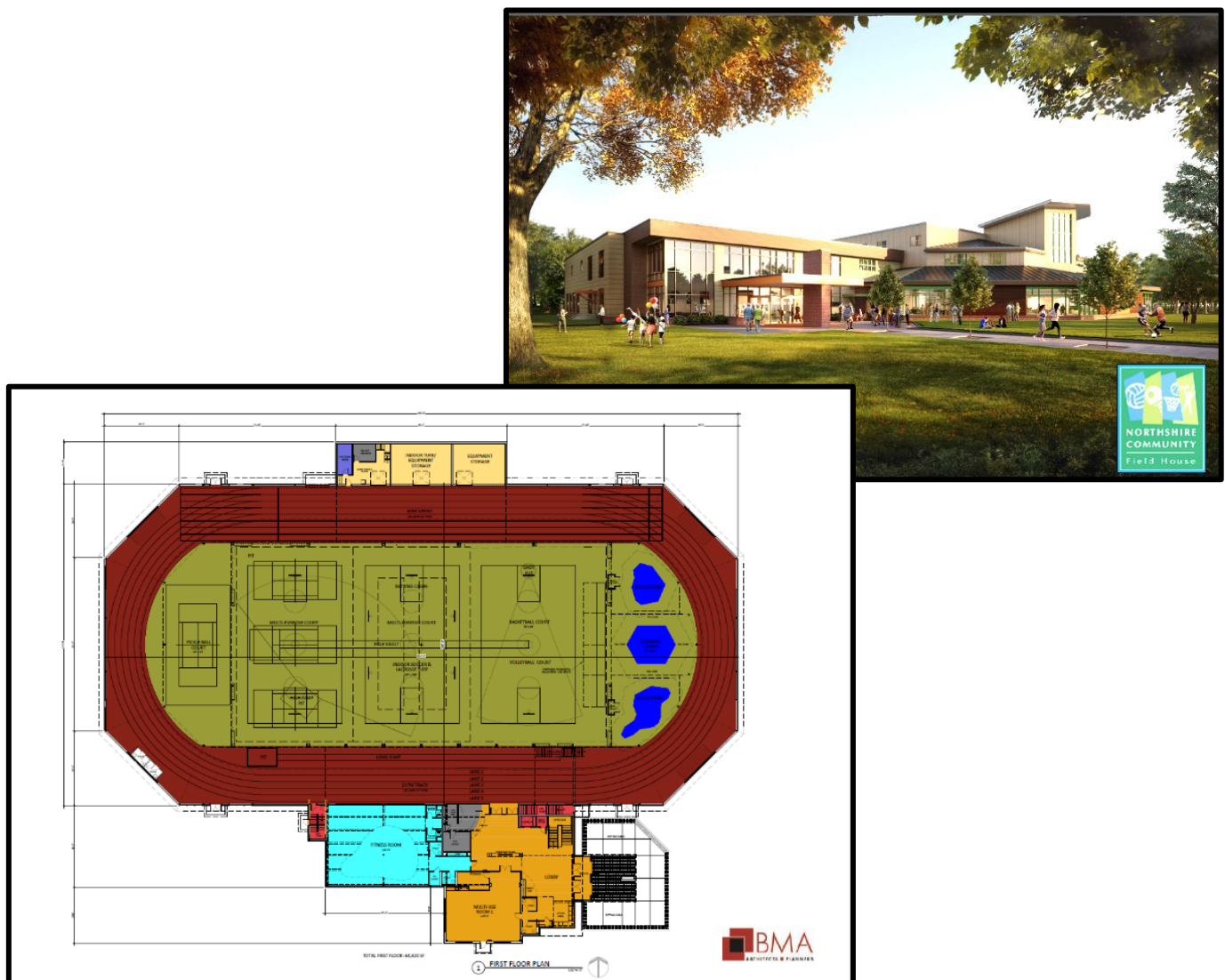
## SECTION 2 – SELECT ARTICLE DESCRIPTIONS

communities. Each community's share is based on a formula that includes population and Grand List and provides a discount based on the community's distance from the facility. This article is non-binding, however, it should be noted that the proposed funding formula would require a \$3 million contribution from the Town of Manchester. Overall, municipal contributions are expected to total as much as \$5 million. The remaining funding will be fundraised.

The Field House will include a large, open space that includes three full-sized courts that can be used for basketball, pickleball, volleyball, gymnastics, futsal (indoor soccer), pickleball, and more. It has a 228-meter indoor track that can be used by residents for walking and running as well as for high school and college practices and meets. The facility has a 45-foot climbing tower and two bouldering areas, a 3,000 square foot fitness room with an array of cardio equipment such as rowing machines, treadmills, ellipticals, and more. And finally, it has several multi-purpose spaces to accommodate programs for all age groups.

The Field House will be available to all residents of participating towns, and residents of participating towns will be guaranteed memberships at affordable rates. Residents of towns that decided not to participate will pay full market rates. Lastly, the facility is designed to be self-sustaining, meaning the operating budget will cover all expenses, thus requiring no ongoing financial contributions from towns. The Right Track Foundation has also guaranteed a breakeven operating budget for the first five years of operation.

The 2022 Town Meeting votes will provide a roadmap for moving forward. For the towns that vote in the affirmative on the advisory article, the collaboration process will start after Town Meeting, including working to draft an intermunicipal agreement for operations of the Field House. Simultaneously, The Right Track Foundation will continue developing final construction plans and the permitting process. Fundraising will begin in earnest following the advisory votes, as well.



*Proposed Community Field House (Article 6)*

## SECTION 2 – SELECT ARTICLE DESCRIPTIONS

**Establishing New Sewer District Along Main Street – *ARTICLE 7.*** *Shall the Town vote to establish a new wastewater (sewer) district in the Town of Manchester to generally include lands along Route 7A / Main Street from Cemetery Avenue to North Road, and as further defined through regulations approved by the Board of Sewer Commissioners?*

Explanation: This article authorizes the Selectboard to create a new wastewater district in the town of Manchester, separate from the existing sewer district, for the purpose of constructing, financing and operating a new wastewater district along Main Street/Route 7A from approximately Cemetery Avenue to as far north as North Road, as further described in Article 8. This section of town, along Route 7A, a state numbered highway, is an area designated by the Planning Commission for growth and development. Among other uses, the town is hopeful that the combination of available land and town water and sewer will encourage affordable and workforce housing construction. As currently designed, permit fees would be structured to encourage, among other things, affordable and workforce housing.

**Sewer Main Expansion Funding (Bond) Along Main Street North/Route 7A – *ARTICLE 8.*** *Shall general obligation bonds or notes of the Town of Manchester in an amount not to exceed One Million, Nine Hundred Thousand Dollars [\$1,900,000], subject to reduction from available state and federal grants-in-aid be issued for the purpose of financing the cost of expanding the public wastewater (sewer) system along Route 7A/Main Street from approximately Cemetery Avenue to north of Hunter Park Road, the estimated cost of such improvements being One Million, Nine Hundred Thousand Dollars [\$1,900,000]?*

Explanation: This article authorizes the Board of Sewer Commissioners to bond for the Main Street/Route 7A sewer main extension. The project would include approximately 6,460 feet of new 8 inch polyvinyl chloride (PVC) pipe. The project will begin at Cemetery Avenue and run north along Route 7A. The project has been divided into three phases. The last phase ends approximately 600 feet north of Hunter Park Road. The work will include new sewer main, manholes and service stubs to the edge of the right-of-way for each property, as well as sidewalk and pavement replacement as needed. The total project cost is estimated at \$1,900,000 (all three phases), which includes construction, engineering services during construction and a 10% contingency. The Clean Water State Revolving Fund is expected to have significant subsidy (grant) money available this year due to the Infrastructure and Jobs Act. This project is eligible for ranking on the Clean Water State Revolving Fund Priority List. If the project ranks within the fundable range on the list, the project could receive a potential 50 to 75% subsidy (grant). The subsidy is anticipated to be available on a first come, first serve basis. If the 50% to 75% subsidy is received, the remainder of the cost would be paid for through a low interest (0-3%), 30-year loan from the Clean Water State Revolving Fund. Repayment sources would include connection fees, Town ARPA funds and property assessments. The project has been designed and permits are expected to be issued in February or March 2022. This project could begin construction as early as summer 2022.

**Water Main Replacement on Richville Road – *ARTICLE 9.*** *Shall general obligation bonds or notes of the Town of Manchester in an amount not to exceed One Million, Two Hundred and Twenty Thousand Dollars [\$1,220,000], subject to reduction from available state and federal grants-in-aid be issued for the purpose of financing the cost of making public water system supply, transmission and distribution improvements, including replacement of the Richville Road Water Main, the estimated cost of such improvements being One Million, Two Hundred and Twenty Thousand Dollars [\$1,220,000]?*

Explanation: This article authorizes the Board of Water Commissioners to bond for the Richville Road water main replacement. The project would include approximately 2,750 feet of new 12 inch ductile iron pipe, to replace existing 4 inch cast iron pipe. The project will begin at Airport Road and run south along Richville Road to Cass Terrace. The work will include new hydrants and a full width pavement overlay along the length of the project area. This project will restore hydrant service to this area of Richville Road. The total project cost is estimated at \$1,220,000, which includes construction, engineering services during construction, and a 10% contingency. The Drinking Water State Revolving Fund is expected to have significant subsidy (grant) money available this year due to the Infrastructure and Jobs Act. This project is eligible for ranking on the Drinking Water State Revolving Fund Priority List. If the project ranks within the fundable range on the list, the project could receive a potential 50 to 75% subsidy (grant). The subsidy is anticipated to be available on a first come, first serve basis. If the 50% to 75% subsidy is received, the remainder of the cost would be paid for through a low interest (0-3%), 30-year loan from the Drinking Water State Revolving Fund. The project has not yet been designed and permitted; however, that work can be completed in 2022 and the project ready for construction in Spring 2023. The expected construction duration is 3-4 month.

## SECTION 3 - 2021 ANNUAL MEETING MINUTES

### TOWN "INFORMATIONAL" MEETING MINUTES

**Saturday, February 27, 2021 1:00 P.M.**

BOARD ATTENDEES: Ivan Beattie (Chair), Heidi Chamberlain, Greg Cutler, Todd Nebraska, Jan Nolan.

ABSENT: None

TOWN STAFF: John O'keefe (Town Manager), Michael Decubellis, Eric Severance, Jacqueline Lewicki, Brian Van Horn, Brian Vogel, Janet Hurley, Patrick Owens, Kathleen Yanez, Chris Towslee, Jamie Greene, Bill Beideman, Michael Nawrath, Anita Sheldon

PUBLIC ATTENDEES: Brian Benson, Frank Kropa, Sharron Kropa, Representative Kathleen James, Representative Seth Bongartz, Wayne Bell, Anne Corso, Elizabeth Eddy, Cynthia Kilburn, Doug Kilburn, J. Violet Gannon, Bob Stannard, Alison Hill, Kit Chamberlain, Kathe Dillmann, Kellie Morrison, Bill, Cathy, Sean-Marie, Wes Stannard, Ron Mancini, Robin Verner, Amy Verner, Becky Nawrath, Greg Sukiennik, Susan Mcmanus, John Burnham, Kate O., John Clark, Lisa Hess, Nancy Wolf, Ruth Hoffman, Victoria Silsby, Mark Lachac, Richard Heilemann, Kristin Williams, Lenora Volkmer, Ashley Hess, E. Sala, Frank Kropa, Jon, Karalyn Mark, Andy White, Karen Preissler, Katy McNabb, Steven Nichols, Leslie, Marie Ferrarin, Mark & Mary, Mary Beth Hand, Marybeth O'donnell, May Stannard, Michael, Paul W. Carroccio, Robert Post, Tomra Vecere, William, Jacki Baker, Jon, Meg Hansen, Dave Citron, Fran, Pete Webster, Andrew Mckeever, Chris Rose, Orland Campbell, Michelle Meeuwis, Anthony S. Hoyt, Clark French, Darren Marcy, Dave Quesnel, Gabriela Torres, Katherine And Others.

Beattie called the meeting to order at 1:02 P.M.

**PRESENTATION OF AWARDS AND ACKNOWLEDGEMENTS:** Beattie provided introductory remarks. Nolan read the Town Report dedication honoring Dr. Thomas Sterling who served as the Town's COVID-19 point person and also serves as the Town's Deputy Health Office along with other local healthcare workers. Nolan also recognized Wayne Bell for his extensive service to the community.

**REVIEW OF THE TOWN REPORT:** Beattie acknowledged Mary Grimmig and town staff for their efforts compiling the Town Report. Representative Kathleen James and Representative Seth Bongartz provided a brief legislative update.

**REVIEW OF ARTICLES TO BE VOTED ON TUESDAY, MARCH 2, 2021 BETWEEN 8:00 A.M. AND 7:00 P.M. AT MANCHESTER TOWN HALL (40 JEFF WILLIAMS WAY MANCHESTER CENTER, VERMONT 05255)**

Beattie turned the meeting over to Moderator W. Michael Nawrath. Moderator Nawrath read the warning.

2021 TOWN REPORT

**ARTICLE 1. Shall the Town vote to appropriate \$5,979,211 to defray the operating and capital expenses of the Town for the ensuing year, of which \$3,318,311 shall be raised by property taxes and \$2,660,900 by non-property tax revenues (including \$1,170,000 in local option tax revenues); provided, that in the event that local option revenues are less than \$1,170,000, funds from the Property Tax Relief Reserve Fund may be used to offset the deficit?** Beattie discussed the budget and corresponding pages in the Town Report, highlighting a decrease in every department other than the Fire Department, and a decrease of \$18,000 in payroll. Manchester enjoyed one of the lowest tax rates in the State of Vermont with only Woodford, Stratton, Rutland Town, Landgrove and Peru having lower tax rates than Manchester. Kathleen James and Beattie confirmed legislative funds within the budget were for the local legislative body, not State Representatives. Steven Nichols, Doug Kilburn, Brian Vogel, Beattie and O'Keefe discussed numerous questions posed by Nichols including an overview of the courthouse, the possibility of a forensic audit and sewer funding. Beattie confirmed tax dollars do not fund the sewer department and a forensic audit wasn't necessary as an outside agency completes the Town's audit. Brian Benson, Beattie and Ron Mancini spoke regarding who pays local option tax in Manchester. Nichols, O'Keefe and Beattie discussed the slight 3.75% increase in the budget. Beattie asked for support on Tuesday.

**ARTICLE 2. Shall the Town vote to charge the maximum interest and penalty allowed by law on overdue unpaid real property taxes, with payments delivered in person at Town Hall, or by U.S. Mail (must be postmarked by the due date), due in two installments, as follows:**

**1st Installment: Friday, September 3, 2021 at 4:30 p.m.: 45% of the town taxes and 60% of the school taxes; and, 2nd Installment: Friday, February 4, 2022 at 4:30 p.m.: 55% of the town taxes and 40% of the school taxes?** Brian Vogel, Steven Nichols and O'Keefe discussed the tax due date and the inability to accept credit cards for tax payments.

**ARTICLE 3. Shall the Town vote to authorize the Selectboard to enter into an agreement for the lease/purchase of a fire truck funded by the Fire Department Equipment Reserve Fund and not to exceed \$400,000, plus interest and fees, and financed over not more than seven years?** Greg Cutler explained that the article would allow for the replacement of Tanker 9. Fire Chief Chris Towslee stated Tanker 9 should have been removed from service three years ago as it is non-compliant and urged for support.

**ARTICLE 4. Shall the Town vote to support entering into an agreement with the Old Railroad Bed, LLC to purchase parcel 11-20-59.01 and improvements that**



## SECTION 3 – 2021 ANNUAL MEETING MINUTES

include a trail at a future date, contingent upon obtaining funding for the purchase and improvements, permitting, easements and the Town Meeting votes necessary to purchase the parcel; and to pursue federal, state and other grant monies to support the purchase and development of the trail as a public asset; and to support establishing a subaccount in the recreation fund to solicit and accept donations for the purchase and development of the parcel and trail? (Advisory, non-binding) Chamberlain introduced the article. Brian Benson, Steven Nichols, Bill Drunsic, Victoria Silsby, Kathe Dillmann, Beattie, Chamberlain and O'Keefe discussed the reasonable \$5,000 annual upkeep costs. The cost of the trail would be \$200,000 with an \$80,000 donation coming from a bicycle group in Manchester. O'Keefe clarified the purchase of the land would be added to a future Australian ballot vote unless public funds were not used for the purchase of the property.

**ARTICLE 5. Shall general obligation bonds or notes of the Town of Manchester in an amount not to exceed One Million, One Hundred Thousand Dollars [\$1,100,000], subject to reduction from available state and federal grants-in-aid [estimated to be Two Hundred Seventy-Five Thousand Dollars (\$275,000)] be issued for the purpose of financing the cost of making public water system supply, transmission and distribution improvements, including replacement of the Barnumville Road Water Main, the estimated cost of such improvements being One Million, One Hundred Thousand Dollars [\$1,100,000]? Doug Kilburn stated that the Town estimates \$275,000 in state and federal grants to reduce the burden on taxpayers. Beattie, O'Keefe, Steven Nichols, Karen Preissler and Bill Drunsic discussed the potential 25% subsidy with the remaining balance paid through a low interest, 30 year loan from the Drinking Water State Revolving Fund. \$825,000 would come from water department funds, with annual payments approximately \$46,000 per year. The bond would most likely be held by the State instead of the U.S. Bank.**

**ARTICLE 6. Shall the Town vote to appropriate \$50,000 to the Manchester Business Association to support marketing activities related to the Town and Village of Manchester in Fiscal Year 2022; and other functions associated with visitor and tourist services, as approved by the Selectboard; provided, that any funds authorized under this Article shall require an equal non-town match? O'Keefe, Nebraska, Paul Carroccio, John Burnham, Brian Benson and Bill Drunsic discussed the Manchester Business Association and how funds may be used by the MBA after meeting the non-Town match required by the Selectboard agreement. Burnham urged for support.**

**ARTICLE 7. Shall the Town vote to authorize up to \$20,000 from the Capital Improvement Contingency Reserve (CIRC) Fund to provide an additional match for a grant to construct a splash pad, an aquatic feature located near the Town swimming pool, at the Dana L. Thompson Memorial Park? Cutler stated the Town received \$12,500 from the Circus Smirkus fundraising and \$100,000 from state and federal grants. The article would allow for the additional funds to move forward with the project.**

**ARTICLE 8. Shall the Town vote to authorize up to \$15,000 from the Capital Improvement Contingency Reserve (CIRC) Fund to provide a match for a grant to construct a crosswalk at the intersection of Bonnet Street and School Street? Chamberlain stated the article, if approved, would include new ADA concrete sidewalk landings on both sides of the road, bump outs to create better visibility, signage, road markings and a rectangular rapid-flashing beacon. Hess and O'Keefe discussed additional signage to alert drivers prior to approaching the area.**

**ARTICLE 9. Shall the Town vote to authorize up to \$10,000 from the Capital Improvement Contingency Reserve (CIRC) Fund to match private funds raised by Troop 332 Boy Scouts for the construction of a pocket park at the intersection of Depot Street and Center Hill Road, on land owned by Green Mountain Power, and under license to the Town of Manchester? Nebraska stated the pocket park would include tree plantings and benches. The purpose of the article would be to authorize up to \$10,000, as the Eagle Scout has raised approximately \$2,700 as of 2/27/21.**

**Articles 10 through 23 are under the provisions of 24 V.S.A. § 2691 and § 2692. Shall the Town vote to appropriate general funds to social service agencies?**

**ARTICLE 10. To appropriate \$243,740 to the Manchester Community Library? J. Violet Gannon spoke in favor of the Manchester Community Library and urged for support.**

**ARTICLE 11. To appropriate \$10,000 to the VNA & Hospice of the Southwest Region? Tom Bourgeois provided a brief overview of services available to Manchester residents and urged for support. Brian Vogel asked how the board justified the salary of the CEO. Bourgeois stated it was equivalent to other CEO's due to the size, magnitude and complexity of the agency.**

**ARTICLE 12. To appropriate \$4,000 to the Southwestern Vermont Council on Aging? Alison Hill referred voters to page 62 of the Town Report, gave an overview of services offered and asked for support.**

**ARTICLE 13: To appropriate \$2,500 to the Tutorial Center? Sean-Marie Oller provided an overview of**

## SECTION 3 - 2021 ANNUAL MEETING MINUTES

services offered to Manchester residents and asked for support.

**ARTICLE 14: To appropriate \$2,400 to Bennington Area Habitat for Humanity?** Meg Hansen gave an overview of Bennington Area Habitat for Humanity and urged for support of the voters.

**ARTICLE 15: To appropriate \$2,000 to Greater Northshire Access Television?** No discussion.

**ARTICLE 16: To appropriate \$2,000 to Center for Restorative Justice?** Wayne Bell referred voters to pages 54 and 55 of the Town Report and asked for support.

**ARTICLE 17: To appropriate \$1,850 to Project Against Violent Encounters?** No discussion.

**ARTICLE 18: To appropriate \$1,811 to Community Action in Southwestern Vermont?** Elizabeth Eddy provided an overview of assistance provided to Manchester residents and asked for support.

**ARTICLE 19: To appropriate \$1,500 to Retired Senior Volunteer Program?** No discussion.

**ARTICLE 20: To appropriate \$1,500 to Neighbor to Neighbor?** No discussion.

**ARTICLE 21: To appropriate \$1,000 to The Collaborative?** Victoria Silsby gave an overview of the Collaborative and urged for support.

**ARTICLE 22: To appropriate \$500 to Vermont Association for the Blind and Visually Impaired?** No discussion.

**ARTICLE 23: To appropriate \$420 to Vermont Center for Independent Living?** No discussion.

**ARTICLE 24. To elect Town Officers for the ensuing year.** No discussion.

### OTHER BUSINESS

Beattie and Sheldon discussed voting by Australian ballot to be held at Manchester Town Hall on Tuesday, March 2, 2021 between 8:00 A.M. and 7:00 P.M.

### ADJOURNMENT

With no further business to come before the board, Chamberlain moved, seconded by Cutler, to adjourn at 4:42 P.M. Motion carried 5-0.

*Approved by,  
Jan Nolan, Selectboard Clerk*

### VOTING BY BALLOT ON MARCH 2, 2021:

**ARTICLE 1.** Shall the Town vote to appropriate \$5,979,211 to defray the operating and capital expenses of the Town for the ensuing year, of which \$3,318,311 shall be raised by property taxes and \$2,660,900 by non-property tax revenues (including \$1,170,000 in local option tax revenues); provided, that in the event that local option revenues are less than \$1,170,000,

funds from the Property Tax Relief Reserve Fund may be used to offset the deficit? Yes-937, No-205, Blank-70, Over Vote-1, Total Votes-1,213

**ARTICLE 2.** Shall the Town vote to charge the maximum interest and penalty allowed by law on overdue unpaid real property taxes, with payments delivered in person at Town Hall, or by U.S. Mail (must be postmarked by the due date), due in two installments, as follows:

1st Installment: Friday, September 3, 2021 at 4:30 p.m.: 45% of the town taxes and 60% of the school taxes; and,

2nd Installment: Friday, February 4, 2022 at 4:30 p.m.: 55% of the town taxes and 40% of the school taxes? Yes-890, No-260, Blank-62, Over Vote-1, Total Votes-1,213

**ARTICLE 3.** Shall the Town vote to authorize the Selectboard to enter into an agreement for the lease/purchase of a fire truck funded by the Fire Department Equipment Reserve Fund and not to exceed \$400,000, plus interest and fees, and financed over not more than seven years? Yes-1062, No-115, Blank-36, Over Vote-0, Total Votes-1,213

**ARTICLE 4.** Shall the Town vote to support entering into an agreement with the Old Railroad Bed, LLC to purchase parcel 11-20-59.01 and improvements that include a trail at a future date, contingent upon obtaining funding for the purchase and improvements, permitting, easements and the Town Meeting votes necessary to purchase the parcel; and to pursue federal, state and other grant monies to support the purchase and development of the trail as a public asset; and to support establishing a subaccount in the recreation fund to solicit and accept donations for the purchase and development of the parcel and trail? (Advisory, non-binding) Yes-825, No-345, Blank-43, Over Vote-0, Total Votes-1,213

**ARTICLE 5.** Shall general obligation bonds or notes of the Town of Manchester in an amount not to exceed One Million, One Hundred Thousand Dollars [\$1,100,000], subject to reduction from available state and federal grants-in-aid [estimated to be Two Hundred Seventy-Five Thousand Dollars (\$275,000)] be issued for the purpose of financing the cost of making public water system supply, transmission and distribution improvements, including replacement of the Barnumville Road Water Main, the estimated cost of such improvements being One Million, One Hundred Thousand Dollars [\$1,100,000]? Yes-996, No-150, Blank-66, Over Vote-1, Total Votes-1,213

**ARTICLE 6.** Shall the Town vote to appropriate \$50,000 to the Manchester Business Association to support marketing activities related to the Town and Village of Manchester in Fiscal Year 2022; and other functions associated with visitor and tourist services, as approved by the Selectboard; provided, that any funds authorized

## SECTION 3 – 2021 ANNUAL MEETING MINUTES

under this Article shall require an equal non-town match? Yes-727, No-433, Blank-51, Over Vote-2, Total Votes-1,213

**ARTICLE 7.** Shall the Town vote to authorize up to \$20,000 from the Capital Improvement Contingency Reserve (CIRC) Fund to provide an additional match for a grant to construct a splash pad, an aquatic feature located near the Town swimming pool, at the Dana L. Thompson Memorial Park? Yes-803, No-361, Blank-48, Over Vote-1, Total Votes-1,213

**ARTICLE 8.** Shall the Town vote to authorize up to \$15,000 from the Capital Improvement Contingency Reserve (CIRC) Fund to provide a match for a grant to construct a crosswalk at the intersection of Bonnet Street and School Street? Yes-917, No-247, Blank-49, Over Vote-0, Total Votes-1,213

**ARTICLE 9.** Shall the Town vote to authorize up to \$10,000 from the Capital Improvement Contingency Reserve (CIRC) Fund to match private funds raised by Troop 332 Boy Scouts for the construction of a pocket park at the intersection of Depot Street and Center Hill Road, on land owned by Green Mountain Power, and under license to the Town of Manchester? Yes-906, No-254, Blank-52, Over Vote-1, Total Votes-1,213

Articles 10 through 23 are under the provisions of 24 V.S.A. § 2691 and § 2692. Shall the Town vote to appropriate general funds to social service agencies?

**ARTICLE 10.** To appropriate \$243,740 to the Manchester Community Library? Yes-758, No-418, Blank-37, Over Vote-0, Total Votes-1,213

**ARTICLE 11.** To appropriate \$10,000 to the VNA & Hospice of the Southwest Region? Yes-1088, No-88, Blank-36, Over Vote-1, Total Votes-1,213

**ARTICLE 12.** To appropriate \$4,000 to the Southwestern Vermont Council on Aging? Yes-1042, No-120, Blank-51, Over Vote-0, Total Votes-1,213

**ARTICLE 13.** To appropriate \$2,500 to the Tutorial Center? Yes-949, No-204, Blank-60, Over Vote-0, Total Votes-1,213

**ARTICLE 14.** To appropriate \$2,400 to Bennington Area Habitat for Humanity? Yes-931, No-223, Blank-59, Over Vote-0, Total Votes-1,213

**ARTICLE 15.** To appropriate \$2,000 to Greater Northshire Access Television? Yes-832, No-308, Blank-73, Over Vote-0, Total Votes-1,213

**ARTICLE 16.** To appropriate \$2,000 to Center for Restorative Justice? Yes-823, No-312, Blank-77, Over Vote-1, Total Votes-1,213

**ARTICLE 17.** To appropriate \$1,850 to Project Against Violent Encounters? Yes-955, No-189, Blank-68, Over Vote-1, Total Votes-1,213

**ARTICLE 18.** To appropriate \$1,811 to Community Action in Southwestern Vermont? Yes-802, No-315, Blank-95, Over Vote-1, Total Votes-1,213

**ARTICLE 19.** To appropriate \$1,500 to Retired Senior Volunteer Program? Yes-1029, No-126, Blank-58, Over Vote-0, Total Votes-1,213

**ARTICLE 20.** To appropriate \$1,500 to Neighbor to Neighbor? Yes-942, No-207, Blank-63, Over Vote-1, Total Votes-1,213

**ARTICLE 21.** To appropriate \$1,000 to The Collaborative? Yes-801, No-304, Blank-108, Over Vote-0, Total Votes-1,213

**ARTICLE 22.** To appropriate \$500 to Vermont Association for the Blind and Visually Impaired? Yes-1059, No-99, Blank-55, Over Vote-0, Total Votes-1,213

**ARTICLE 23.** To appropriate \$420 to Vermont Center for Independent Living? Yes-1002, No-141, Blank-69, Over Vote-1, Total Votes-1,213

**MODERATOR – 1 year:** W. Michael Nawrath- 973 (Declared Elected), Gary Ameden-2, Jeff Wilson-2, Brian Clay-1, Orland Campbell-2, Blank-233, Over Vote-0, Total Votes-1,213

**SELECTBOARD – 2 year:** Jan Nolan-902 (Declared Elected), Brian Benson-1, Jonathan West-2, William Hadden-1, Adam Cole-1, Brian Clay-1, Sylvia Coute-1, Orland Campbell-2, William Drunsic-1, Blank-301, Over Vote-0, Total Votes-1,213

**SELECTBOARD – 3 year:** Heidi G. Chamberlain-940 (Declared Elected), Jonathan West-4, Orland Campbell-3, Brian Clay-1, Karen Geriak-1, Blank-264, Over Vote-0, Total Votes-1,213

**TOWN CLERK – 3 year:** Anita L. Sheldon-1048 (Declared Elected), Greg Cutler-2, Brian Clay-1, Blank-162, Over Vote-0, Total Votes-1,213

**TRUSTEE OF PUBLIC FUNDS – 3 year:** Donald Brodie-914 (Declared Elected), David Fielding-1, Tara Dowden-1, Jim Lewis-1, Wes Stannard-1, Blank-295, Over Vote-0, Total Votes-1,213

*Respectfully submitted,  
Anita L. Sheldon, CMC/CVC, Manchester Town Clerk  
Laura Streiber, Asst. Town Clerk*

## SECTION 4 - BUDGET OVERVIEW FY 2023

### FISCAL YEAR 2023 BUDGET SUMMARY – INTRODUCTION

Similar to the past several years, the Town Report budget summary breaks down spending by department, as well as function and category. This was done in order to provide even more transparency and to provide taxpayers with a better sense of what functions and services those taxes support. Not surprisingly, of the largest three categories (payroll, operating, and capital), payroll is the costliest, since the town provides numerous labor intensive services to the town and its taxpayers.

Like 2021, with the ongoing COVID-19 pandemic, it is difficult to estimate the Grand List for 2022. For the purpose of budgeting and planning, the town is using an increase in the Grand List from 2021 of less than 1% (\$10,000,000 in growth).

The fiscal year 2023 budget proposes total spending of \$6,255,519, up from \$5,979,211 in fiscal year 2022, an increase of \$276,308 (not including Town Meeting voted appropriations). At the same time, non-property tax revenues also increased, by \$117,230, from \$2,660,900 anticipated in fiscal year 2022 to \$2,778,130 in fiscal year 2023. This increase in non-property tax revenues was largely due to increased confidence in the 1% local option tax revenues (sales tax, meals/rooms/alcohol taxes).

This results in an increase of \$159,078 in property tax spending from \$3,318,311 in fiscal year 2022 to \$3,477,389 in fiscal year 2023. When you factor in the modest \$10,000,000 increase in the Grand List, property tax spending and the estimated fiscal year 2023 tax rate increases 2.99%. When you factor in fiscal year 2022 voted exemptions of \$275,221 with the fiscal year 2023 spending plan, the tax rate decreases to a rate of 2.63%.

Notwithstanding voted appropriations, for a typical house valued at \$275,000, the fiscal year 2023 budget, if approved, will result in an estimated municipal tax bill of \$794.55, up from \$771.46 in fiscal year 2022 or an increase of \$23.08 (2.99%).

The fiscal year 2023 budget includes a limited number of changes to the operating structure of the town government. The 2022 Town Meeting warning includes several capital investments and projects being considered by the Selectboard using federal American Rescue Plan Act funding. The proposed fiscal year 2023 operating budget includes an additional \$15,000 for the Police Department for downtown and park patrols and enforcement, including parking enforcement along Main Street. The fiscal year 2023 budget also includes moving the budget for Applejack Stadium from the DPW to Parks and Recreation. Payroll expenses will increase 4%, including a 3% cost of living adjustment for employees, while benefit costs (allocable) decrease 3% due to savings in health.



*WPSL Vermont Fusion Soccer Team*

## SECTION 4 - BUDGET OVERVIEW FY 2023

The following chart compares Fiscal Year 2022 revenues and expenses with the proposed Fiscal Year 2023 budget.

Department	Revenues		Expenses	
	FY 2022	FY 2023	FY 2022	FY 2023
Legislative	0	0	2,000	2,000
Administrative	3,200	3,500	250	3,250
Finance	400	0	750	700
Assessing	148,900	152,500	136,700	140,500
Planning & Zoning	21,800	39,850	5,800	25,600
DPW - General	200	250	143,100	140,600
DPW - Facilities	0	0	108,000	99,900
DPW - Highway	380,400	350,400	251,400	264,500
Police Department	124,900	106,900	107,000	112,700
Fire Department	0	0	79,650	79,190
Emergency Management	0	0	1,000	1,000
Parks & Recreation	198,000	193,500	129,350	154,150
Health Officer	50	50	250	250
Town Clerk	112,600	114,630	11,700	14,500
Elections & Board of Civil Authority	0	0	2,400	10,100
Town Hall / Public Safety Facility	0	0	77,400	82,400
General	458,200	425,300	803,519	833,369
Personnel	0	0	2,214,900	2,305,189
Allocable	0	0	1,093,300	1,060,048
Debt Payments	0	0	221,607	253,633
Lease Payments	0	0	88,135	4,440
Capital	12,250	11,250	501,000	667,500
Local Option Taxes	1,200,000	1,380,000	0	0
<b>Total</b>	<b>2,660,900</b>	<b>2,778,130</b>	<b>5,979,211</b>	<b>6,255,519</b>
Property Taxes	3,318,311	3,477,389		
Grand List (Estimated)	11,832,874	12,035,902		
<b>Tax Rate (Estimated)</b>	<b>0.2805</b>	<b>0.2889</b>		

### NOTES:

1 - Does not include Town Meeting voted appropriations for FY 2022 and FY 2023.

2 - Assumes \$10,000,000 increase (less than 1%) in the Town Grand List.

Next is a detailed breakdown that gives taxpayers a better sense of the value that town services provide. These services include critical public safety services, including routine police patrols, crime investigations, 24-hour dispatch services, fire protection, (made possible by the all-volunteer Manchester Fire Department), funding for EMS and emergency management and planning. The Department of Public Works, funded through local property taxes, is responsible for plowing and maintaining all the town-owned roadways, which includes the very best winter snow and ice removal and sidewalk plowing. The Department of Public Works also provides roadside mowing and brush-cutting, park maintenance-including mowing of the three town parks, and maintenance and cleaning of the town buildings (Town Hall, Public Safety Facility and the Park House).

The fiscal year 2022 General Fund budget funds 32 full-time employees, as follows: thirteen at the Police Department (including 9 sworn officers), two employees in the Town Clerk's Office, two at the Parks and Recreation Department, 1.5 in the Assessing Office, 1.5 in the Planning and Zoning Office, five in the Town Manager's Office and Finance Office (which provide general administrative support to the other departments), and seven at the Department of Public Works. There are additional part time employees to assist seasonally and to help cover full time employee vacations and sick time leave.

## SECTION 4 - BUDGET OVERVIEW FY 2023

The following chart breaks out payroll expenses by category. For example, the category Public Safety includes the Fire Department, Police Department and Emergency Management. Special Services include Planning and Zoning, the Town Clerk's Office, Economic Development and Assessing. General Administration includes the Town Manager's Office, Operations Division and the Finance Office and Treasurer. Tax Expense is calculated based on the Manchester median house of \$275,000, (calculated as  $275,000/100 * \text{estimated next year rate of } \$0.2805 = \$794.55$ ).

<b>Fiscal Year 2023 Proposed Budget by Category - Personnel Expenses</b>			
<b>Category</b>	<b>Budget</b>	<b>Percent</b>	<b>Tax Expense</b>
General Administration	275,154.00	4.4%	34.95
Special Services	261,453.00	4.2%	33.21
Public Works	470,556.00	7.5%	59.77
Public Safety	1,039,726.00	16.6%	132.06
Parks & Recreation	175,800.00	2.8%	22.33
Employee Health Insurance	579,931.00	9.3%	73.66
Taxes, Incentives & Other Benefits	562,617.00	9.0%	71.46
<b>Total</b>	<b>3,365,237.00</b>	<b>53.8%</b>	<b>427.44</b>

**NOTE:** Figures are for demonstration purposes only. Refer to the budget printed in the Town Report for actual figures.

For Fiscal Year 2023, the budget includes the following items:

- Wheeled excavator for DPW, Water and Sewer (\$135,000 split 50/25/25).
- Truck for DPW (\$140,000 from General Fund).
- Dump truck for Water/Sewer (\$70,000 split 50/50).
- New roof on DPW building (\$125,000 from General Fund).
- \$275,000 for paving (\$175,000 Class 2 grant, \$100,000 General Fund).
- \$20,000 from Town Clerk records preservation (from Records Preservation Fund).

The following chart highlights capital investments Fiscal Year 2023. Tax Expense is based on the typical house of \$275,000.

<b>Fiscal Year 2023 Proposed Budget by Category - Capital Expenses</b>			
<b>Category</b>	<b>Budget</b>	<b>Percent</b>	<b>Tax Expense</b>
Public Works	607,500	9.7%	77.16
Public Safety *	104,000	1.7%	13.21
Buildings / Facilities (Non Park)	0	0.0%	0.00
Town Parks	0	0.0%	0.00
Special Services	20,000	0.3%	2.54
<b>Total</b>	<b>731,500</b>	<b>11.7%</b>	<b>92.91</b>
* Includes \$64,000 from line item 01-4-1896-00 (Fire Equipment Reserve Fund)			
* Includes \$36,000 from line item 01-4-2730-00 (Community Bank Loan - Fire Truck)			

**NOTE:** Figures are for demonstration purposes only. Refer to the budget printed in the Town Report for actual figures.



## SECTION 4 - BUDGET OVERVIEW FY 2023

The following chart depicts operating expenses by category. Once again, Tax Expense is based on the typical house of \$275,000.

<b>Fiscal Year 2023 Proposed Budget by Category - Operating Expenses</b>			
<b>Category</b>	<b>Budget</b>	<b>Percent</b>	<b>Tax Expense</b>
General Administration	5,950.00	0.1%	0.76
Special Services	190,950.00	3.1%	24.25
Public Works	405,100.00	6.5%	51.45
Facilities	182,300.00	2.9%	23.15
Public Safety	192,890.00	3.1%	24.50
Parks & Recreation	154,150.00	2.5%	19.58
General Expenses	126,950.00	2.0%	16.12
Insurances	56,000.00	0.9%	7.11
Payments to Others	475,419.00	7.6%	60.39
Outside Services / Consulting	78,500.00	1.3%	9.97
Communications	32,500.00	0.5%	4.13
Debt Service/Leases	258,073.00	4.1%	32.78
<b>Total</b>	<b>2,158,782.00</b>	<b>34.5%</b>	<b>274.20</b>

**NOTE:** Figures are for demonstration purposes only. Refer to the budget printed in the Town Report for actual figures.

Fifteen voted appropriations are listed on the Town Meeting warning. All of the articles will be voted by Australian Ballot on Tuesday, March 1nd between 8am and 7pm.

If all of the previously approved human service agency appropriations are approved, the voted appropriations will add about \$64.08 to the tax bill of the median \$275,000 house. Passage of Article 11 (Northshire Day School) for \$87,000 has not been previously approved by Town Meeting. Approval of Article 11 will add about \$19.88 to the property tax bill of a house valued at \$275,000.

The following chart highlights each Town voted appropriation if approved by Town Meeting.

<b>Fiscal Year 2023 Proposed Budget by Category - Voter Appropriations</b>			
<b>Organization</b>	<b>Budget</b>	<b>Percent</b>	<b>Tax Expense</b>
Manchester Community Library	243,740.00	88.56%	56.75
VNA & Hospice of the SW Region	10,000.00	3.63%	2.33
Southwestern VT Council on Aging	4,000.00	1.45%	0.93
Tutorial Center	2,500.00	0.91%	0.58
Habitat For Humanity	2,400.00	0.87%	0.56
GNAT - TV	2,000.00	0.73%	0.47
Center for Restorative Justice	2,000.00	0.73%	0.47
Project Against Violent Encounters	1,850.00	0.67%	0.43
Community Action in Southwestern VT	1,811.00	0.66%	0.42
Retired Senior Volunteer Program	1,500.00	0.55%	0.35
Neighbor to Neighbor	1,500.00	0.55%	0.35
The Collaborative	1,000.00	0.36%	0.23
VT Assoc. For The Blind & Visually Impaired	500.00	0.18%	0.12
VT Center for Independent Living	420.00	0.15%	0.10
<b>Total</b>	<b>275,221.00</b>	<b>100.00%</b>	<b>64.08</b>



## SECTION 4 - BUDGET OVERVIEW FY 2023

### Statewide Comparison of Town Property Taxes

The Selectboard is often asked how the Manchester town tax rate compares to other communities in Vermont. The chart below lists the 24 Vermont municipalities with lesser tax rates compared to Manchester in 2021. Despite a few communities with larger populations compared to Manchester, the average population of the communities with lesser tax rates compared to Manchester was 1,168. Previously, in 2020 Manchester ranked 21 and in 2019 Manchester ranked 17 for lowest tax rate.

Ranking	Municipality	County	Tax Rate \$ (2021)	Population (2019)
1	Buels Gore	Chittenden	0.0000	31
1	Coventry	Orleans	0.0000	1,054
3	Brunswick	Essex	0.0300	102
4	Stratton	Windham	0.1138	198
5	Lowell	Orleans	0.1179	797
6	Victory	Essex	0.0894	63
7	Averill	Essex	0.1400	25
7	Averys Gore	Essex	0.1400	0
7	Warners Gore	Essex	0.1400	4
7	Warrens Grant	Essex	0.1400	0
7	Lewis	Essex	0.1400	0
7	Ferdinand	Essex	0.1400	33
13	Woodford	Bennington	0.1951	400
14	Rutland Town	Rutland	0.1980	4,114
15	Charlotte	Chittenden	0.2016	3,785
16	Sheffield	Caledonia	0.2395	682
17	Landgrove	Bennington	0.2606	157
18	Sudbury	Rutland	0.2666	545
19	Williston	Chittenden	0.2715	10,081
20	Peru	Bennington	0.2766	355
21	Arlington	Bennington	0.2830	1,452
22	Salisbury	Addison	0.2788	731
23	Grand Isle	Grand Isle	0.2939	2,086
24	Fayston	Washington	0.3000	1,330
25	<b>Manchester</b>	<b>Bennington</b>	<b>0.3052</b>	<b>4,224</b>

Most of the communities listed above are not comparable to Manchester, largely based on their populations and the services the towns offer. For example, most of the communities do not provide police services.

## SECTION 4 - BUDGET OVERVIEW FY 2023

Below is a list of other communities and their tax rates for 2021.

Municipality	County	Tax Rate \$ (2021)
Ludlow	Windsor	0.2724
<b>Manchester</b>	<b>Bennington</b>	<b>0.3052</b>
Dorset	Bennington	0.3225
St. Albans Town	Franklin	0.4057
Sunderland	Bennington	0.4215
Jamaica	Windham	0.4228
S. Burlington	Chittenden	0.4354
Stowe	Lamoille	0.4391
Waterbury	Washington	0.5218
Weston	Windsor	0.5227
Killington	Rutland	0.5382
Essex Town	Chittenden	0.5485
Woodstock	Windsor	0.5515
Norwich	Windsor	0.5708
Wilmington	Windham	0.5908
Burlington	Chittenden	0.6701
Barre Town	Washington	0.7121
Middlebury	Addison	0.7957
Chester	Windsor	0.8500
Morristown	Lamoille	0.9528
Brandon	Rutland	0.9661
Rockingham	Windham	1.0817
Montpelier	Washington	1.1796
Bennington	Bennington	1.2145
Brattleboro	Windham	1.3069
Rutland City	Rutland	1.7660

## SECTION 4 - PROPOSED GENRAL FUND BUDGET - REVENUE

Account Number	Description	2020 - 2021 Budgeted Revenue	2020 - 2021 Actual Revenue	2021 - 2022 Budgeted Revenue	2022 - 2023 Budget Proposal
<b>ADMINISTRATION</b>					
01-8-0240-00	Vendors Fees	4,000	3,900	3,200	3,500
	<b>TOTAL ADMINISTRATION</b>	<b>4,000</b>	<b>3,900</b>	<b>3,200</b>	<b>3,500</b>
<b>FINANCE DEPARTMENT</b>					
01-8-0380-00	Miscellaneous	500	0	400	0
	<b>TOTAL FINANCE DEPARTMENT</b>	<b>500</b>	<b>0</b>	<b>400</b>	<b>0</b>
<b>ASSESSING DEPARTMENT</b>					
01-8-0450-00	Assessors Education	400	0	400	500
01-8-0490-00	Reappraisal Reserve - Contracted	126,500	0	126,500	126,500
01-8-0490-10	Reappraisal Reserve - Consultants	5,000	0	5,000	5,000
01-8-0490-20	Reappraisal Reserve - Equipment	5,000	0	2,000	500
01-8-0490-30	Reappraisal Reserve - Salaries	15,000	5,000	15,000	20,000
	<b>TOTAL ASSESSING DEPARTMENT</b>	<b>151,900</b>	<b>5,000</b>	<b>148,900</b>	<b>152,500</b>
<b>PLANNING/ZONING DEPARTMENT</b>					
01-8-0610-00	Grant - Planning	18,000	15,750	0	16,000
01-8-0630-00	Applications/Appeals	18,000	16,608	19,000	20,000
01-8-0640-00	Maps/Ordinances	100	0	50	100
01-8-0660-00	Fines	500	0	250	250
01-8-0670-00	Recording Fees	3,000	2,177	2,500	2,500
01-8-0675-00	Parking Mitigation	0	0	0	1,000
	<b>TOTAL PLANNING/ZONING DEPT.</b>	<b>39,600</b>	<b>34,535</b>	<b>21,800</b>	<b>39,850</b>
<b>PUBLIC WORKS - DPW</b>					
01-8-0775-00	Recording Fees	200	0	200	250
	<b>TOTAL PUBLIC WORKS - DPW</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>250</b>
<b>PUBLIC WORKS - HIGHWAYS</b>					
01-8-0920-00	Permit Fees	1,000	850	1,200	1,200
01-8-0926-00	Grant-Paving	175,000	0	175,000	175,000
01-8-0926-05	Transfer In - CIRC - Paving - E. Manch. Rd.	30,000	30,000	30,000	0
01-8-0940-00	Grant - BCRC - Grant in Aid	14,000	17,240	14,000	14,000
01-8-0960-00	State Aid - Roads	157,000	203,127	160,000	160,000
01-8-0980-00	Miscellaneous	500	0	200	200
	<b>TOTAL PUBLIC WORKS - HIGHWAYS</b>	<b>377,500</b>	<b>251,217</b>	<b>380,400</b>	<b>350,400</b>
	<b>TOTAL PUBLIC WORKS</b>	<b>377,700</b>	<b>251,217</b>	<b>380,600</b>	<b>350,650</b>
<b>POLICE DEPARTMENT</b>					
01-8-1011-00	Animal Control - Ordinance Fines	250	69	100	100
01-8-1011-40	Animal Control - Owner Reimbursements	250	0	250	250
01-8-1025-00	Police Wages Reimbursements	0	2,080	0	0
01-8-1030-00	Justice & Court Fines	10,000	12,308	11,000	12,000
01-8-1040-00	Emergency Communications Services	62,000	62,000	67,500	67,000
01-8-1045-00	Fingerprint Processing Fees	5,500	2,750	5,000	5,000

## SECTION 4 - PROPOSED GENERAL FUND BUDGET - REVENUE

Account Number	Description	2020 - 2021 Budgeted Revenue	2020 - 2021 Actual Revenue	2021 - 2022 Budgeted Revenue	2022 - 2023 Budget Proposal
<b>POLICE DEPARTMENT CONT.</b>					
01-8-1050-00	Alarm Board - Charges	19,000	17,600	18,000	18,000
01-8-1055-00	Alarm Board - Fines	1,100	2,150	1,100	1,100
01-8-1060-00	Parking Fines	250	165	250	250
01-8-1065-00	Ordinance Fines	500	0	250	250
01-8-1070-00	Police Reports	2,600	2,250	2,500	2,500
01-8-1075-00	VIN ID Fees	300	10	250	250
01-8-1080-00	Miscellaneous	200	0	200	200
01-8-1086-14	GHSP Grant - DUI	0	1,078	5,000	0
01-8-1087-14	GHSP Grant - CIOT (Click It Or Ticket)	0	0	5,500	0
01-8-1088-14	GHSP Grant - Distracted Driving	0	0	8,000	0
<b>TOTAL POLICE DEPARTMENT</b>		<b>101,950</b>	<b>102,459</b>	<b>124,900</b>	<b>106,900</b>
<b>PARKS &amp; RECREATION DEPARTMENT</b>					
01-8-1310-10	Pool Passes	12,000	749	11,000	10,000
01-8-1310-15	Pool Memberships	22,000	16,871	20,000	19,000
01-8-1310-20	Swim Lessons - Group	8,000	9,099	9,000	9,000
01-8-1310-25	Swim Lessons - Private	3,500	0	3,500	3,000
01-8-1310-30	Swim Team	11,000	8,330	11,000	11,000
01-8-1310-75	Life Guarding Course - Red Cross	1,000	0	1,000	1,000
01-8-1325-00	Brochure Advertising	250	250	250	250
01-8-1326-00	Applejack Field - Rental	4,000	6,298	8,000	8,000
01-8-1326-10	Applejack Field - Gate Receipts	13,000	12,707	18,000	20,000
01-8-1330-00	Rental Income	9,000	6,390	9,000	10,000
01-8-1330-05	McClellan/Eckhardt Fields Rental	5,000	0	5,000	0
01-8-1330-10	Rental Income - Community Room	1,500	0	1,500	1,500
01-8-1335-00	Precision Walk	500	42	500	500
01-8-1340-00	Parkhouse Concession Food Sales	4,000	728	4,000	4,000
01-8-1350-00	Programs	84,000	47,415	83,000	83,000
01-8-1373-00	AJ Field Concession Food Sales	13,000	2,411	13,000	13,000
01-8-1380-00	Miscellaneous	250	0	250	250
<b>TOTAL PARKS &amp; REC. DEPARTMENT</b>		<b>192,000</b>	<b>111,289</b>	<b>198,000</b>	<b>193,500</b>
<b>HEALTH DEPARTMENT</b>					
01-8-1430-00	Fines	50	0	50	50
<b>TOTAL HEALTH DEPARTMENT</b>		<b>50</b>	<b>0</b>	<b>50</b>	<b>50</b>
<b>TOWN CLERK</b>					
01-8-1510-00	Liquor Licenses	4,700	5,035	4,700	5,080
01-8-1520-00	Photocopies	9,000	12,525	10,000	12,500
01-8-1525-00	Motor Vehicle Renewal Fees	650	526	500	400
01-8-1530-00	Dog Licenses	5,250	4,425	5,000	5,000
01-8-1535-00	Dog Fines	700	584	700	700
01-8-1540-00	Marriage Licenses	1,500	960	2,000	1,500
01-8-1545-00	Fish & Wildlife Licenses	350	290	150	100
01-8-1550-00	Records Search Fees	1,500	2,087	1,500	1,500
01-8-1555-00	Recording Fees	45,000	87,163	60,000	60,000

## SECTION 4 - PROPOSED GENERAL FUND BUDGET - REVENUE

Account Number	Description	2020 - 2021 Budgeted Revenue	2020 - 2021 Actual Revenue	2021 - 2022 Budgeted Revenue	2022 - 2023 Budget Proposal
<b>TOWN CLERK CONT.</b>					
01-8-1555-10	Town Recording Fees	3,200	2,024	2,700	2,500
01-8-1565-00	Grant Revenue - CTCL	0	5,000	0	0
01-8-1570-00	Vital Statistics Fees	6,000	2,490	5,000	5,000
01-8-1575-00	Transfer In - Record Preservation Fund	0	0	20,000	20,000
01-8-1580-00	Miscellaneous	500	303	350	350
	<b>TOTAL TOWN CLERK</b>	<b>78,350</b>	<b>123,412</b>	<b>112,600</b>	<b>114,630</b>
<b>BOARD OF CIVIL AUTHORITY</b>					
01-8-1610-00	Election Reimbursement - COVID	0	7,434	0	0
	<b>TOATAL BOARD OF CIVIL AUTHORITY</b>	<b>0</b>	<b>7,434</b>	<b>0</b>	<b>0</b>
<b>CAPITAL REVENUE</b>					
01-8-2809-14	Sale of Vehicle - Highway	0	0	1,000	0
01-8-2812-00	Right Track - Donation	0	120,000	0	0
01-8-2813-40	Bond Proceeds - 2020 Bond	972,000	578,799	0	0
01-8-2817-05	Transfer In - FD Equipment Reserve	155,000	133,773	0	0
01-8-2817-10	Rescue Squad Reimb - Heating Fuel	8,000	7,330	8,000	8,000
01-8-2817-20	Rescue Squad Reimb - Water	750	750	750	750
01-8-2817-30	Rescue Squad Reimb - Grounds Maint.	2,500	2,500	2,500	2,500
	<b>TOTAL CAPITAL REVENUE</b>	<b>1,138,250</b>	<b>843,152</b>	<b>12,250</b>	<b>11,250</b>
<b>GENERAL REVENUE</b>					
01-8-2902-20	Photocopy Sales	200	2	200	200
01-8-2903-15	Act 68 Administrative Aid	38,000	38,464	38,000	39,000
01-8-2903-20	Interest - Investments	5,500	1,897	6,000	6,000
01-8-2903-22	Interest - Restr - Parking Mitigation	600	861	600	700
01-8-2903-28	MV Gain - Restr - Parking Mitigation	3,000	11,355	3,000	3,000
01-8-2903-30	Delinquent Taxes - Interest	55,000	62,447	65,000	65,000
01-8-2903-40	Delinquent Taxes - Penalty	60,000	54,936	55,000	55,000
01-8-2908-00	State Aid - Reappraisal - Assessing	2,900	0	2,900	2,900
01-8-2955-00	Current Use/Hold Harmless	88,000	89,682	89,000	91,000
01-8-2960-00	Payments in Lieu of Taxes	24,000	22,366	24,000	19,000
01-8-2975-00	Rental Income	131,000	123,423	131,000	100,000
01-8-2975-10	Rental Income - Rescue Squad	43,000	43,000	43,000	43,000
01-8-2980-00	Miscellaneous	500	46,908	500	500
	<b>TOTAL GENERAL REVENUES</b>	<b>451,700</b>	<b>495,341</b>	<b>458,200</b>	<b>425,300</b>
<b>LOCAL OPTION TAXES REVENUES</b>					
01-8-3000-00	Local Option - Sales Tax	760,000	829,986	730,000	850,000
01-8-3000-10	Local Option - Meals/Room/Alcohol Tax	480,000	301,256	440,000	500,000
01-8-0850-00	Transfer In - Property Tax Relief Fund	15,000	50,000	30,000	30,000
	<b>TOTAL LOCAL OPTION TAXES</b>	<b>1,255,000</b>	<b>1,181,242</b>	<b>1,200,000</b>	<b>1,380,000</b>
	<b>TOTAL NON-PROPERTY TAX REVENUES</b>	<b>3,791,000</b>	<b>3,158,982</b>	<b>2,660,900</b>	<b>2,778,130</b>

## SECTION 4 - PROPOSED GENERAL FUND BUDGET - EXPENSES

Account Number	Description	2020 - 2021 Budgeted Expenses	2020 - 2021 Actual Expenses	2021 - 2022 Budgeted Expenses	2022 - 2023 Budget Proposal
<b>LEGISLATIVE</b>					
01-4-0140-00	Citizen Recognition	1,000	118	1,000	1,000
01-4-0180-00	Legislative General Expense	1,000	0	1,000	1,000
	<b>TOTAL LEGISLATIVE</b>	<b>2,000</b>	<b>118</b>	<b>2,000</b>	<b>2,000</b>
<b>ADMINISTRATION</b>					
01-4-0230-00	Dues & Subscriptions	1,000	3,710	0	3,000
01-4-0280-00	Miscellaneous	250	286	250	250
	<b>TOTAL ADMINISTRATION</b>	<b>1,250</b>	<b>3,995</b>	<b>250</b>	<b>3,250</b>
<b>FINANCE DEPARTMENT</b>					
01-4-0331-00	Printing & Publications	500	227	500	500
01-4-0372-00	Software Support	5,000	7,768	0	0
01-4-0380-00	Miscellaneous	250	87	250	200
	<b>TOTAL FINANCE DEPARTMENT</b>	<b>5,750</b>	<b>8,082</b>	<b>750</b>	<b>700</b>
<b>ASSESSING DEPARTMENT</b>					
01-4-0410-00	Contracted Services	1,000	950	1,000	5,000
01-4-0428-00	Assessors Education	500	0	500	300
01-4-0430-00	Dues & Subscriptions	450	850	450	450
01-4-0471-00	Software Support	1,500	993	1,000	2,500
01-4-0480-00	Miscellaneous	100	51	250	250
01-4-0490-00	Reappraisal - Contracted Services	126,500	0	126,500	126,500
01-4-0490-10	Reappraisal - Consultants	5,000	0	5,000	5,000
01-4-0490-20	Reappraisal - Equipment/Supplies	5,000	0	2,000	500
	<b>TOTAL ASSESSING DEPARTMENT</b>	<b>140,050</b>	<b>2,844</b>	<b>136,700</b>	<b>140,500</b>
<b>PLANNING DEPARTMENT</b>					
01-4-0610-00	Grant Program - Expense	20,000	3,555	0	20,000
01-4-0630-00	Dues & Subscriptions	500	0	400	200
01-4-0631-00	Printing & Publications	100	0	200	250
01-4-0670-00	Recording Fees	3,000	2,610	2,500	2,500
01-4-0674-00	Software Support	1,000	950	1,000	1,000
01-4-0675-00	Energy Conservation Programs	500	0	500	500
01-4-0678-00	Economic Dev Programs	2,000	70	1,000	1,000
01-4-0679-00	Marketing Initiative	0	50,000	0	0
01-4-0680-00	Miscellaneous	200	0	200	150
	<b>TOTAL PLANNING DEPARTMENT</b>	<b>27,300</b>	<b>57,185</b>	<b>5,800</b>	<b>25,600</b>
<b>DEPARTMENT OF PUBLIC WORKS</b>					
01-4-0732-00	Uniforms - Cleaning/Clothing	4,500	3,743	4,500	4,500
01-4-0737-00	Electricity	4,200	5,225	4,500	5,500
01-4-0738-00	Heating Fuels	8,400	7,036	8,000	8,000
01-4-0741-00	Vehicle/Equipment - Maint/Parts	53,000	29,247	42,500	41,000
01-4-0742-00	Fuel - Gas	12,000	5,248	10,000	7,000
01-4-0743-00	Fuel - Diesel	45,000	26,896	40,000	40,000
01-4-0744-00	Oil & Lubricants	2,000	2,570	2,500	3,000

## SECTION 4 - PROPOSED GENERAL FUND BUDGET - EXPENSES

Account Number	Description	2020 - 2021 Budgeted Expenses	2020 - 2021 Actual Expenses	2021 - 2022 Budgeted Expenses	2022 - 2023 Budget Proposal
<b>DEPARTMENT OF PUBLIC WORKS CONT.</b>					
01-4-0745-00	Expendable Supplies	14,000	20,421	15,000	18,000
01-4-0750-00	Equipment Maint - Non-Fleet	4,000	3,433	3,000	3,200
01-4-0753-00	Mechanic Tools	4,000	1,379	4,000	3,000
01-4-0780-00	Miscellaneous	200	140	200	200
01-4-0782-00	Permit Fees	3,000	1,894	3,700	2,000
01-4-0782-10	Recording Fees	200	120	200	200
01-4-0792-00	Equip Acquisition - Non-Computer	4,000	5,253	4,000	4,000
01-4-0793-00	Radios & Communications	1,000	0	1,000	1,000
<b>SUB TOTAL PUBLIC WORKS</b>		<b>159,500</b>	<b>112,606</b>	<b>143,100</b>	<b>140,600</b>
<b>DEPARTMENT OF PUBLIC WORKS - FACILITIES</b>					
01-4-0819-10	Vill Courthouse - Utilities	0	4,593	0	5,000
01-4-0819-20	Vill Courthouse - Maint./Repairs	0	2,923	0	2,500
01-4-0839-00	Facilities Maint/Improvements	52,000	62,250	52,000	53,000
01-4-0867-00	Tree Removal/Planting/Care	3,000	3,747	3,000	4,500
01-4-0869-00	Parks/Grounds Maintenance	24,000	47,926	24,000	24,000
01-4-0869-10	Applejack Field Maintenance	19,000	24,543	20,000	0
01-4-0872-00	Downtown Maintenance	2,000	2,151	2,000	2,400
01-4-0872-10	Downtown Seasonal Décor	2,000	2,302	2,000	2,000
01-4-0881-00	Waste Disposal - Facilities	5,500	6,199	5,000	6,500
<b>SUB TOTAL PUB. WORKS - FACILITIES</b>		<b>107,500</b>	<b>156,634</b>	<b>108,000</b>	<b>99,900</b>
<b>DEPARTMENT OF PUBLIC WORKS - HIGHWAYS</b>					
01-4-0940-00	Grant - BCRC - Grant In Aid	0	6,046	0	5,000
01-4-0947-00	Cutting Edges	10,000	6,475	10,000	9,000
01-4-0956-00	Asphalt-Patchwork	3,000	218	3,000	3,000
01-4-0957-00	Winter Sand & Salt	180,000	167,927	181,000	190,000
01-4-0959-00	Chloride	9,500	13,488	9,700	10,000
01-4-0960-00	Gravel	11,000	12,173	12,000	13,000
01-4-0961-00	Signs & Posts	7,000	7,974	7,200	7,500
01-4-0962-00	Culverts/Drainage	22,000	1,459	10,000	9,000
01-4-0964-00	Curb & Sidewalk Repair	1,000	255	500	500
01-4-0965-00	Guard Railings	4,200	0	4,500	4,000
01-4-0966-00	Bridge Repair	500	0	500	500
01-4-0977-00	Line Painting	8,500	1,221	8,500	8,500
01-4-0978-00	Traffic Signals	4,500	3,841	4,500	4,500
<b>SUB TOTAL PUBLIC WORKS - HWYS</b>		<b>261,200</b>	<b>221,077</b>	<b>251,400</b>	<b>264,500</b>
<b>TOTAL PUBLIC WORKS</b>		<b>528,200</b>	<b>490,317</b>	<b>502,500</b>	<b>505,000</b>
<b>POLICE DEPARTMENT</b>					
01-4-1011-20	Animal Control Officer - Equipment	250	0	200	200
01-4-1011-30	Animal Control Officer - Misc	100	0	100	100
01-4-1011-40	Animal Control Officer - Vet Care	1,500	69	1,500	1,200
01-4-1028-00	Training	13,000	8,794	15,000	14,000
01-4-1029-00	Supplies	3,000	3,763	2,500	2,500



## SECTION 4 - PROPOSED GENERAL FUND BUDGET - EXPENSES

Account Number	Description	2020 - 2021 Budgeted Expenses	2020 - 2021 Actual Expenses	2021 - 2022 Budgeted Expenses	2022 - 2023 Budget Proposal
<b>POLICE DEPARTMENT CONT.</b>					
01-4-1030-00	Dues & Subscriptions	7,000	10,955	7,000	10,000
01-4-1032-00	Uniforms - Clothing	8,500	6,696	8,500	8,000
01-4-1032-10	Uniforms - Cleaning Allowance	7,200	6,000	7,200	7,200
01-4-1040-00	Vehicle Maintenance	12,500	9,169	12,500	13,000
01-4-1042-00	Fuel - Gas	15,000	12,663	12,500	13,000
01-4-1043-00	K-9 Maintenance	0	0	0	3,000
01-4-1047-00	Equipment Maintenance	15,500	19,852	15,500	15,500
01-4-1070-00	Criminal Investigation Costs	2,000	2,000	2,000	2,000
01-4-1080-00	Miscellaneous	3,500	2,992	3,500	3,500
01-4-1092-00	Equipment Acquisition - Computer	4,000	9,570	9,000	6,500
01-4-1092-50	Equipment Acquisition - Non Computer	14,500	2,043	10,000	13,000
<b>TOTAL POLICE DEPARTMENT</b>		<b>107,550</b>	<b>94,566</b>	<b>107,000</b>	<b>112,700</b>
<b>FIRE DEPARTMENT</b>					
01-4-1128-00	Training - Firefighters	3,000	440	1,000	1,500
01-4-1129-00	Supplies - Fire Prevention	1,000	0	0	0
01-4-1129-18	Supplies - Office	500	0	1,000	500
01-4-1141-00	Repair/Maint - Vehicles	25,000	27,081	25,000	30,000
01-4-1141-10	Repair/Maint - Equipment	0	0	5,000	2,150
01-4-1142-00	Fuel - Gas	400	10	300	300
01-4-1143-00	Fuel - Diesel	3,200	1,475	2,000	2,300
01-4-1149-00	Communication - Acquisition/Repair	9,000	8,284	5,000	9,000
01-4-1180-00	Supplies - Firehouse	1,000	330	1,000	1,000
01-4-1190-00	Supplies - Hazardous Waste	1,000	0	0	1,000
01-4-1191-00	Digital Radio Lease	0	0	0	1,440
01-4-1192-00	Equipment Acquisition	24,450	29,242	39,350	30,000
01-4-1192-05	Equipment Acquisition - Incentive	2,000	0	0	0
<b>TOTAL FIRE DEPARTMENT</b>		<b>70,550</b>	<b>66,862</b>	<b>79,650</b>	<b>79,190</b>
<b>EMERGENCY MANAGEMENT</b>					
01-4-1231-00	Coronavirus Preparation	0	11,011	0	0
01-4-1241-00	Equipment Maintenance	250	35	250	250
01-4-1280-00	Miscellaneous	250	0	250	250
01-4-1292-00	Equipment Acquisition	1,000	0	500	500
<b>TOTAL EMERGENCY MANAGEMENT</b>		<b>1,500</b>	<b>11,046</b>	<b>1,000</b>	<b>1,000</b>
<b>PARKS AND RECREATION DEPARTMENT</b>					
01-4-1310-75	Lifeguarding Course - Red Cross	700	2,040	2,200	1,000
01-4-1325-00	Advertising - Printing/Publications	2,000	475	2,000	2,000
01-4-1326-00	Advertising - Applejack Field	1,000	0	1,200	500
01-4-1329-00	Supplies	1,500	2,872	1,500	2,500
01-4-1330-00	Dues & Subscriptions	600	675	800	800
01-4-1335-00	Precision Walk	450	10	450	450
01-4-1337-00	Electricity	8,750	11,196	8,800	10,500
01-4-1337-10	Electricity - Applejack Field	2,000	1,245	2,500	2,000
01-4-1337-20	Electricity - Maint Shed/Irrig/Concess	3,200	2,926	3,400	3,400

## SECTION 4 - PROPOSED GENERAL FUND BUDGET - EXPENSES

Account Number	Description	2020 - 2021 Budgeted Expenses	2020 - 2021 Actual Expenses	2021 - 2022 Budgeted Expenses	2022 - 2023 Budget Proposal
<b>PARKS AND RECREATION DEPARTMENT CONT.</b>					
01-4-1338-00	Heating Fuels	10,000	5,494	9,000	9,000
01-4-1345-00	Concession - Parkhouse	3,000	965	3,000	3,000
01-4-1348-00	Repair/Maint - AJ Concession	500	182	500	2,500
01-4-1350-00	Pool - Maintenance/Supplies	18,500	8,698	18,500	18,000
01-4-1350-10	Pool - Uniforms	1,500	1,938	1,500	1,500
01-4-1360-00	Facility Rental Expense	2,500	0	1,000	500
01-4-1371-20	AJ Field - Repair/Maint.	0	0	0	22,000
01-4-1371-50	AJ Field - Supplies & Equipment	1,500	306	1,000	1,000
01-4-1373-00	AJ Field - Concession-Food/Supplies	8,000	2,533	8,000	10,000
01-4-1373-50	AJ Filed Concession - Merchandise	0	101	0	0
01-4-1380-00	Miscellaneous	500	100	500	500
01-4-1390-00	Civic Rec-Credit Card Transact. Fees	5,000	2,774	5,000	4,000
01-4-1390-10	Square - Credit Card Transact. Fees	250	853	500	1,000
01-4-1390-20	Civic Rec Subscription	3,000	3,000	3,000	3,000
01-4-1392-00	Equipment Acquisition	3,000	3,056	3,000	3,000
01-4-1394-00	Programs	50,000	3,470	47,000	47,000
01-4-1395-00	Swim Team Expenses	5,000	0	5,000	5,000
<b>TOTAL PARKS &amp; REC. DEPARTMENT</b>		<b>132,450</b>	<b>54,906</b>	<b>129,350</b>	<b>154,150</b>
<b>HEALTH OFFICER</b>					
01-4-1429-00	Supplies	100	0	100	100
01-4-1470-00	Recording Fees	50	0	50	50
01-4-1480-00	Miscellaneous	100	0	100	100
<b>TOTAL HEALTH OFFICER</b>		<b>250</b>	<b>0</b>	<b>250</b>	<b>250</b>
<b>TOWN CLERK</b>					
01-4-1519-00	Records Management	3,000	2,226	3,000	4,000
01-4-1530-00	Dues & Subscriptions	500	300	500	500
01-4-1571-00	Maintenance Contracts	8,500	5,580	6,000	7,500
01-4-1580-00	Miscellaneous	700	721	700	1,000
01-4-1592-00	Equipment Acquisition	1,500	0	1,500	1,500
<b>TOTAL TOWN CLERK</b>		<b>14,200</b>	<b>8,827</b>	<b>11,700</b>	<b>14,500</b>
<b>ELECTIONS &amp; BOARD OF CIVIL AUTHORITY (BCA)</b>					
01-4-1628-00	Training	500	0	200	600
01-4-1630-00	Contracted Services - Tabulator Prog.	5,500	4,860	1,600	5,000
01-4-1680-00	Miscellaneous	600	5,437	600	4,500
<b>TOTAL ELECTIONS &amp; BCA</b>		<b>6,600</b>	<b>10,297</b>	<b>2,400</b>	<b>10,100</b>
<b>TOWN HALL/PUBLIC SAFETY FACILITY (PSF)</b>					
01-4-1734-00	Water - Town Hall	300	357	400	400
01-4-1734-50	Water - PSF	2,000	2,261	3,500	3,500
01-4-1737-00	Electricity - Town Hall	10,500	13,221	11,000	14,000

## SECTION 4 - PROPOSED GENERAL FUND BUDGET - EXPENSES

Account Number	Description	2020 - 2021 Budgeted Expenses	2020 - 2021 Actual Expenses	2021 - 2022 Budgeted Expenses	2022 - 2023 Budget Proposal
<b>TOWN HALL/PUBLIC SAFETY FACILITY (PSF) CONT.</b>					
01-4-1737-50	Electricity - PSF	19,000	20,511	19,000	21,000
01-4-1738-00	Heating Fuels - Town Hall	15,000	11,993	15,500	15,500
01-4-1738-50	Heating Fuels - PSF	30,000	23,311	28,000	28,000
	<b>TOTAL TOWN HALL/PSF</b>	<b>76,800</b>	<b>71,655</b>	<b>77,400</b>	<b>82,400</b>
<b>GENERAL EXPENDITURES</b>					
01-4-1818-00	Telephone	10,000	10,074	10,750	11,000
01-4-1819-00	Internet Services	10,500	10,940	9,500	11,000
01-4-1820-00	Cell Phone	11,000	9,210	10,500	10,500
01-4-1822-00	Photocopiers	9,500	8,989	9,500	9,500
01-4-1823-00	Dues & Subscriptions	5,000	3,249	5,000	5,000
01-4-1823-10	Software Support - NEMRC	0	0	4,000	4,200
01-4-1824-00	Travel	1,000	0	1,000	1,000
01-4-1825-00	General Advertising	6,000	9,372	6,000	6,500
01-4-1825-10	Fleet Vehicle - Lease	10,000	11,382	0	0
01-4-1825-20	Fleet Vehicle - Fuel	450	333	500	500
01-4-1825-30	Fleet Vehicle - Maintenance	250	440	250	250
01-4-1827-00	Postage	10,000	12,533	10,500	12,000
01-4-1828-00	Training - General	5,000	563	2,000	2,500
01-4-1828-01	Training - Town Clerk	0	0	2,500	2,500
01-4-1829-00	Comp./Off. Supplies & Equip.	22,000	15,678	18,000	18,000
01-4-1829-01	Comp./Off. Supplies & Equip. - Town Clerk	0	0	3,000	3,000
01-4-1830-00	Pre-Employment Expenses	500	250	500	500
01-4-1850-00	Town Report Print/Mail/Advert.	6,000	6,821	7,500	7,500
01-4-1871-00	Legal/Consulting	43,000	72,495	43,000	44,000
01-4-1871-01	Consulting - Information Technology	0	0	15,000	17,500
01-4-1871-55	Legal - Tax Sale	0	0	1,000	0
01-4-1872-00	Property Maps	7,000	6,700	7,000	7,000
01-4-1874-00	Audit	12,500	19,600	17,000	17,000
01-4-1876-00	State Property Tax	26,000	29,609	27,000	21,000
01-4-1878-00	Manchester Rescue Squad	179,287	179,287	183,819	183,819
01-4-1879-00	Bennington County Regional Comm	6,000	7,000	7,000	7,000
01-4-1880-00	Listers Errors & Omissions-Muni Tax	1,000	0	0	0
01-4-1881-00	County Taxes	92,000	92,012	92,000	93,500
01-4-1882-00	Tax Appeals - Court Imposed	1,000	0	1,000	1,000
01-4-1883-00	Uncollectible Taxes	3,000	0	2,500	1,000
01-4-1884-00	Tax Abatements	500	109	300	300
01-4-1885-00	Street Lights	34,000	36,005	36,000	38,000
01-4-1886-00	VT League of Cities & Towns	6,400	6,549	6,900	7,000
01-4-1887-00	Village Alloc - Highways	53,000	58,443	53,000	54,000
01-4-1888-00	Village Alloc - Street Lights/Sidewalk	5,000	3,488	5,000	5,100
01-4-1889-00	Recycling & Solid Waste Disposal	38,000	53,097	55,000	54,000
01-4-1890-00	Manchester Business Assn - Marketing	0	0	0	50,000
01-4-1891-00	Memorial Day	1,500	390	1,000	1,000
01-4-1895-00	Insurance - Property/Liability	51,170	55,385	48,300	56,000
01-4-1895-50	Transfer Out - High Deductible Fund	5,000	3,169	0	5,000

## SECTION 4 - PROPOSED GENERAL FUND BUDGET - EXPENSES

Account Number	Description	2020 - 2021 Budgeted Expenses	2020 - 2021 Actual Expenses	2021 - 2022 Budgeted Expenses	2022 - 2023 Budget Proposal
<b>GENERAL EXPENDITURES CONTINUED</b>					
01-4-1896-00	Fire Equipment Reserve Fund	69,000	69,000	100,000	64,000
01-4-1897-00	Debt - Principal & Interest	160,427	175,177	0	0
01-4-1898-00	Factory Point Cemetery Operating	0	0	0	0
01-4-1899-70	Town Service Officer	500	300	200	200
01-4-1899-90	Miscellaneous	500	600	500	500
<b>TOTAL GENERAL EXPENDITURES</b>		<b>902,984</b>	<b>968,248</b>	<b>803,519</b>	<b>833,369</b>
<b>PERSONNEL-SALARIES/WAGES</b>					
01-4-2501-10	Legislative - Selectboard	7,500	5,963	7,500	7,500
01-4-2502-10	Admin - Town Managers Office	110,100	105,316	109,900	112,126
01-4-2502-20	Admin - Operations/Human Resources	58,000	56,773	58,000	59,639
01-4-2502-30	Admin - Part Time (EM, HO, CO, PS)	10,000	9,359	10,000	10,891
01-4-2503-10	Finance - Full Time	72,000	69,869	72,400	74,498
01-4-2503-20	Finance - Treasurer	8,400	8,400	8,400	10,500
01-4-2503-40	Finance - Board of Tax Abatement	100	0	0	0
01-4-2504-10	Assessing - Full Time	43,700	49,496	43,700	44,985
01-4-2504-20	Assessing - Admin. Assistant	16,900	13,435	16,050	16,445
01-4-2506-10	Planning/Zoning - Full Time	65,000	63,096	65,000	66,915
01-4-2506-20	Planning/Zoning - Admin Assistant	16,900	17,836	16,050	16,445
01-4-2506-30	Planning/Zoning - Economic Develop.	22,500	14,772	22,500	23,174
01-4-2507-10	DPW - Director/Mechanic - Full Time	129,900	125,187	129,900	133,705
01-4-2507-15	DPW - Director/Mechanic - Overtime	4,000	3,798	4,000	4,200
01-4-2508-10	DPW - Facilities - Full Time	141,900	137,408	141,900	155,856
01-4-2508-15	DPW - Facilities - Full Time - Overtime	0	5,533	0	5,500
01-4-2508-20	DPW - Facilities - Seasonal	24,800	4,978	22,000	24,000
01-4-2508-25	DPW - Facilities - Seasonal - Overtime	0	83	0	0
01-4-2509-10	DPW - Highways - Full Time	102,000	96,779	102,000	107,295
01-4-2509-15	DPW - Highways - Full Time - Overtime	40,000	31,119	40,000	40,000
01-4-2510-10	Police - Police Management	154,100	138,614	173,200	178,385
01-4-2510-20	Police - Officers - Full Time	443,100	405,462	385,000	367,436
01-4-2510-23	Police - Park/Downtown Special Enforce.	0	0	0	15,000
01-4-2510-25	Police - Officers - Overtime	69,000	87,033	69,000	72,000
01-4-2510-26	Police - Hotel Contract	0	621	0	0
01-4-2510-27	Police - Overtime - Criminal Investig.	1,000	0	1,000	1,000
01-4-2510-29	Police - GHSP Grant - CIOT	0	1,517	0	0
01-4-2510-30	Dispatcher - Full Time	173,200	208,703	225,000	244,905
01-4-2510-35	Dispatcher - Full Time - Overtime	28,000	42,529	28,000	30,000
01-4-2510-50	Police - Part Time - Prisoner Transport	51,000	52,782	51,000	52,000
01-4-2510-55	Police - Special Officer - Overtime	0	1,767	0	0
01-4-2510-60	Dispatcher - Spare	32,000	17,060	32,000	32,000
01-4-2511-05	Fire Dept - Fire Chief	5,000	5,000	5,000	6,000
01-4-2511-10	Fire Dept - Administration	4,000	4,000	4,000	6,000
01-4-2511-20	Fire Dept - Firefighters	30,000	30,000	30,000	35,000
01-4-2511-25	Fire Dept - Top 10 Point Bonus	0	2,200	2,000	2,000
01-4-2513-10	Parks/Rec - Full Time	98,300	91,056	98,300	97,800
01-4-2513-20	Parks/Rec - Part Time	18,000	7,313	15,000	15,000

## SECTION 4 - PROPOSED GENERAL FUND BUDGET - EXPENSES

Account Number	Description	2020 - 2021 Budgeted Expenses	2020 - 2021 Actual Expenses	2021 - 2022 Budgeted Expenses	2022 - 2023 Budget Proposal
<b>PERSONNEL-SALARIES/WAGES CONT.</b>					
01-4-2513-30	Parks/Rec - Pool - Straight Time	38,000	7,492	34,000	33,000
01-4-2513-35	Parks/Rec - Pool - Overtime	0	127	0	0
01-4-2513-40	Parks/Rec - Pool - Swim Team	6,000	890	6,000	6,000
01-4-2513-50	Parks/Rec - Camp Counselors	18,000	6,096	17,000	20,000
01-4-2513-73	Parks/Rec - AJ Field Concession	4,000	0	2,000	2,000
01-4-2515-10	Town Clerk - Salary	50,900	49,347	50,900	52,334
01-4-2515-20	Town Clerk - Assistant Salary	35,200	34,091	35,200	36,155
01-4-2516-10	BCA - Elections	4,000	3,993	2,000	3,500
01-4-2516-20	BCA - Tax Appeals	1,000	0	1,500	1,500
01-4-2516-30	Grant Expense - CTCL	0	4,848	0	0
01-4-2570-10	Employee Performance Bonus	30,000	48,107	30,000	32,000
01-4-2570-20	Longevity/Sick/Holiday Wage	9,500	0	9,500	9,500
01-4-2570-30	Police Dept - Bonus Wages	34,000	37,711	39,000	41,000
<b>TOTAL PERSONNEL-SALARY/WAGES</b>		<b>2,211,000</b>	<b>2,107,553</b>	<b>2,214,900</b>	<b>2,305,189</b>
<b>ALLOCABLE EXPENDITURES</b>					
01-4-2610-00	FICA/MEDI	170,000	159,506	166,000	171,000
01-4-2620-00	Insurance - Unemployment	9,000	4,338	5,000	5,500
01-4-2630-00	Insurance - Health	650,000	609,926	642,200	579,931
01-4-2630-70	Health Care Wellness	2,000	1,147	0	1,500
01-4-2640-00	Insurance - AD/D, Life, S/T Disab	29,000	28,130	27,000	24,516
01-4-2650-00	Insurance - Worker's Compensation	101,592	85,437	81,000	87,000
01-4-2660-00	Pension/Retirement	128,000	217,390	145,900	164,801
01-4-2680-00	Insurance - Dental	25,000	24,220	25,900	25,500
01-4-2690-00	Section 125 Administration Fees	300	237	300	300
<b>TOTAL ALLOCABLE EXPENDITURES</b>		<b>1,114,892</b>	<b>1,130,332</b>	<b>1,093,300</b>	<b>1,060,048</b>
<b>TOTAL OPERATING EXPENDITURES</b>		<b>5,343,326</b>	<b>5,086,833</b>	<b>5,168,469</b>	<b>5,329,946</b>
<b>DEBT PAYMENTS</b>					
01-4-2700-00	2004 Series 1 (2012 Series 3)	0	0	18,150	18,150
01-4-2700-01	Interest	0	0	8,184	7,083
01-4-2705-00	2010 Series 1 (2016 Series 2)	0	0	10,000	10,000
01-4-2705-01	Interest	0	0	8,664	8,239
01-4-2710-00	2012 Series 1 - Park House	0	0	75,000	75,000
01-4-2710-01	Interest	0	0	30,834	28,631
01-4-2715-00	2020 Series 2 - Fire Truck	0	0	15,500	15,500
01-4-2715-01	Interest	0	0	1,459	1,392
01-4-2720-00	2020 Series 2 - Rec Park/Paving	0	0	40,850	40,850
01-4-2720-01	Interest	0	0	12,966	12,788
01-4-2730-00	Community Bank - Fire Truck	0	0	0	36,000
01-4-2730-01	Interest	0	0	0	0
<b>TOTAL DEBT PAYMENTS</b>		<b>0</b>	<b>0</b>	<b>221,607</b>	<b>253,633</b>

## SECTION 4 - PROPOSED GENERAL FUND BUDGET - EXPENSES

Account Number	Description	2020 - 2021 Budgeted Expenses	2020 - 2021 Actual Expenses	2021 - 2022 Budgeted Expenses	2022 - 2023 Budget Proposal
<b>LEASE PAYMENTS</b>					
01-4-2790-00	Grader Lease	0	0	54,957	0
01-4-2790-02	Fingerprint Machine Lease	0	0	4,440	4,440
01-4-2790-03	Communications Equipment Lease	0	0	28,738	0
	<b>TOTAL LEASE PAYMENTS</b>	<b>0</b>	<b>0</b>	<b>88,135</b>	<b>4,440</b>
<b>CAPITAL EXPENDITURES</b>					
01-4-2806-10	Bond - Legal	0	1,550	0	0
01-4-2806-12	P/Z - Depot Street - Construction	0	(11,464)	0	0
01-4-2806-13	Depot Street - Lights/Wiring	0	841	0	0
01-4-2808-56	PSF - Parking Lot Lighting Replacement	60,000	33,015	0	0
01-4-2808-57	PSF - FD Bay Concrete Apron	70,000	0	0	0
01-4-2808-58	PSF - PD Parking Secured Fenced Area	20,000	10,289	0	0
01-4-2808-61	PSF - PD Entrance Security Enhancement	20,000	0	0	0
01-4-2808-72	Roof Repair - Town Garage	0	0	0	125,000
01-4-2808-80	PSF - Parking Lot Paving Phase II	100,000	1,331	0	0
01-4-2809-03	Vehicle Acquisition - Highway	55,000	54,957	75,000	140,000
01-4-2809-06	Equipment - Highway	65,000	55,743	61,000	67,500
01-4-2809-07	Sidewalk Replacement - Main St.	12,000	0	0	0
01-4-2809-15	Paving - Town	0	0	100,000	0
01-4-2809-16	Paving - State Class 2 Grant	0	0	175,000	0
01-4-2809-17	Cap-Structures/Culverts	0	4,482	0	0
01-4-2809-21	Sidewalk Replacement - Bonnet St.	50,000	37,101	0	0
01-4-2809-22	Sidewalk Improvement - Rec Park	35,000	42,904	0	0
01-4-2809-23	Rec Park - Facility Maintenance	350,000	303,439	0	0
01-4-2809-24	Paving - Barnumville Road	230,000	93,729	0	0
01-4-2809-26	Rec Park - Tree Planting	10,000	0	0	0
01-4-2809-27	Paving - Beech Street	0	0	0	275,000
01-4-2809-28	Paving - CIRC Fund	70,000	0	30,000	0
01-4-2809-29	Parking Lot Expansion - Rec Park	60,000	500	0	0
01-4-2810-50	Transfer To - Police Vehicle Reserve	35,000	37,665	40,000	40,000
01-4-2811-11	Equipment Acquisition - Fire Dept.	6,000	6,000	0	0
01-4-2811-14	Vehicle Acquisition - Fire Dept.	310,000	294,438	0	0
01-4-2812-30	Communications Radio Upgrade	25,500	28,737	0	0
01-4-2812-40	Police Department Fingerprint Reader	4,400	8,878	0	0
01-4-2813-50	Applejack Grandstand - Improvements	40,000	196,692	0	0
01-4-2815-00	Records Preservation - Town Clerk	18,000	17,693	20,000	20,000
	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,645,900</b>	<b>1,218,519</b>	<b>501,000</b>	<b>667,500</b>
	<b>TOTAL DEBT, LEASE &amp; CAPITAL PYMTS</b>	<b>1,645,900</b>	<b>1,218,519</b>	<b>810,742</b>	<b>925,573</b>
	<b>TOTAL EXP. W/O APPROPRIATIONS</b>	<b>6,989,226</b>	<b>6,305,352</b>	<b>5,979,211</b>	<b>6,255,519</b>

## SECTION 4 - PROPOSED GENERAL FUND BUDGET - EXPENSES

Account Number	Description	2020 - 2021 Budgeted Expenses	2020 - 2021 Actual Expenses	2021 - 2022 Budgeted Expenses	2022 - 2023 Budget Proposal
<b>TOWN APPROPRIATIONS</b>					
01-4-2941-00	RSVP	1,500	1,500	1,500	Appropriations will be voted at Town Meeting
01-4-2943-00	SW Vt Council on Aging	4,000	4,000	4,000	
01-4-2949-00	The Collaborative	1,000	1,000	1,000	
01-4-2950-00	Community Action SW VT	1,811	1,811	1,811	
01-4-2951-00	PAVE - Against Violence	1,850	1,850	1,850	
01-4-2953-00	Bennington Area Habitat for Humanity	2,400	2,400	2,400	
01-4-2955-00	Neighbor to Neighbor	1,500	1,500	1,500	
01-4-2957-00	Center for Independent Living	420	420	420	
01-4-2958-00	Tutorial Center	2,500	2,500	2,500	
01-4-2959-00	Center for Restorative Justice	2,000	2,000	2,000	
01-4-2961-00	GNAT - Television Access	2,000	2,000	2,000	
01-4-2962-00	VABVI - Blind & Visually Impaired	500	500	500	
01-4-2963-00	VNA & Hospice of the SW Region	10,000	10,000	10,000	
01-4-2965-00	Manchester Community Library	243,740	243,790	243,740	
<b>TOTAL TOWN APPROPRIATIONS</b>		<b>275,221</b>	<b>275,271</b>	<b>275,221</b>	
<b>TOTAL EXP. WITH APPROPRIATIONS</b>		<b>7,264,447</b>	<b>6,580,622</b>	<b>6,254,432</b>	



*Manchester PD K9 Officer "Moose"*

## SECTION 4 - PROPOSED SEWER BUDGET

Account Number	Description	2020 - 2021 Budgeted	2020 - 2021 Actual	2021 - 2022 Budgeted	2022 - 2023 Budget Proposal
<b>SEWER DEPARTMENT REVENUE</b>					
02-3-0301-00	Connections	30,000	10,962	25,000	25,000
02-3-0302-00	User Charges	355,000	296,202	340,000	360,000
02-3-0303-00	Assessment Charges	95,000	107,415	95,000	94,000
02-3-0304-00	Miscellaneous	500	0	500	500
02-3-0310-10	Sale of Vehicle	0	0	0	15,000
02-3-0316-00	Interest - Checking Account	100	50	100	0
02-3-0316-10	Interest - Investments - Schwab	15,000	13,068	16,000	17,000
02-3-0318-00	Interest - Delinquent Accounts	10,000	7,103	8,000	9,000
02-3-0325-00	Use of Sewer Capital Reserve	32,000	0	32,000	57,000
02-3-7010-50	2021/2022 Bond Proceeds	420,000	0	170,000	0
02-3-0800-10	Cap Res.- Unrealized Gain in MV	15,000	190,132	15,000	20,000
<b>TOTAL SEWER DEPARTMENT REVENUE</b>		<b>972,600</b>	<b>624,932</b>	<b>701,600</b>	<b>597,500</b>
<b>SEWER DEPARTMENT OPERATING EXPENSES</b>					
02-4-0404-00	Salaries/Wages-Full Time	79,100	74,908	77,800	81,219
02-4-0408-00	Overtime	8,500	7,365	8,000	8,000
02-4-0411-00	Salaries - Administrative	58,500	55,490	57,600	59,080
24-4-0412-00	Merit Raise/Performance Bonus	2,900	5,864	3,300	4,500
02-4-0412-10	Employee Longevity/Sick/Holiday	2,000	0	2,000	2,000
02-4-0414-00	FICA/MEDI	11,900	10,675	11,900	11,900
02-4-0416-00	Insurance - Unemployment Compensation	500	762	500	775
02-4-0418-00	Insurance - Worker's Compensation	13,000	4,509	5,000	5,000
02-4-0420-00	Insurance - Health	69,000	62,951	56,200	47,356
02-4-0422-00	Insurance - Dental	3,400	2,795	3,100	3,126
02-4-0424-00	Pension	9,300	8,601	9,100	9,100
02-4-0426-00	Insurance - AD/D, Life & S/T Disability	2,200	2,042	2,100	2,100
02-4-0428-00	Training	1,000	995	1,000	1,000
02-4-0432-00	Uniforms	2,200	2,317	2,500	2,500
02-4-0506-00	Office Expense	3,000	5,880	3,000	3,000
02-4-0518-00	Telephone	1,600	1,210	1,300	1,300
02-4-0519-00	Cell Phone	900	637	910	1,000
02-4-0520-00	Internet	2,900	994	2,400	1,100
02-4-0524-00	Photocopies	400	564	400	750
02-4-0526-00	Travel	250	0	250	250
02-4-0527-00	Postage	2,400	825	2,500	2,400
02-4-0604-00	Electricity	13,000	42,157	15,000	45,000
02-4-0614-00	Plant Maintenance	6,200	10,298	7,000	10,000
02-4-0614-10	Plant Maintenance - Buildings	2,600	12,907	3,500	5,000
02-4-0614-20	Plant Maintenance - Chemicals	20,000	7,279	20,000	22,000
02-4-0704-00	Insurance - Property/Liability/Etc	12,000	11,546	10,400	14,000
02-4-0710-00	Insurance - Reserve for High Deductible	5,000	0	0	0
02-4-0720-00	Computer Expenses	1,500	48	500	1,000
02-4-0808-00	Vehicle Fuel	2,300	1,395	2,200	2,200
02-4-0810-00	Heating Fuel	6,900	4,222	7,000	6,000
02-4-0812-00	Vehicle Maintenance	2,200	553	2,200	1,500
02-4-0823-00	Equipment Maintenance	4,200	992	4,000	3,000



## SECTION 4 - PROPOSED SEWER BUDGET

Account Number	Description	2020 - 2021 Budgeted	2020 - 2021 Actual	2021 - 2022 Budgeted	2022 - 2023 Budget Proposal
<b>SEWER DEPT. OPERATING EXP. CONT.</b>					
02-4-0824-00	System Maintenance	28,000	16,835	25,000	25,000
02-4-0825-00	Advertising	1,000	128	1,000	750
02-4-0834-00	Tools	2,000	519	2,000	2,000
02-4-0884-00	Lab Supplies	3,600	6,082	4,000	4,400
02-4-1002-00	Audit	2,600	2,450	3,500	3,500
02-4-1005-00	Legal	4,000	1,932	4,000	4,000
02-4-1012-00	Consultants	7,000	5,737	7,000	7,000
02-4-1013-00	Permit Fees	2,450	1,810	2,000	2,000
02-4-1045-00	Transfer Out - Capital Impr. Fund	30,000	0	25,000	25,000
02-4-1825-10	Fleet Vehicle - Lease	0	1,342	0	0
02-4-1825-20	Fleet Vehicle - Fuel	100	51	50	50
02-4-1825-30	Fleet Vehicle - Maintenance	100	55	50	50
02-4-1906-00	Miscellaneous	500	5	250	400
02-4-1942-00	Bond Interest	43,333	46,146	44,992	42,880
02-4-1944-00	Bond Principle	48,393	0	50,308	50,308
<b>TOTAL SEWER OPERATING EXP.</b>		<b>523,926</b>	<b>423,870</b>	<b>491,809</b>	<b>524,493</b>
<b>SEWER DEPARTMENT CAPITAL EXPENSES</b>					
02-4-7030-27	Sewer Expansion Study - Richville	32,000	21,871	32,000	0
02-4-7030-29	Sewer Main - Main St Shaws to Longview	150,000	0	0	0
02-4-7030-30	Sewer Main - MtnView Terrace & Cottage St	100,000	0	0	0
02-4-7030-31	Riverside Heights Pump Station	170,000	0	170,000	0
02-4-7040-00	Facility Paving	0	211	0	0
02-4-7050-00	Service Truck Replacement	0	22,271	0	35,000
02-4-7050-20	Equipment - Excavator	0	0	0	33,750
02-4-7070-00	Infiltration and Inflow Study	0	13,874	0	0
<b>TOTAL SEWER DEPT CAPITAL EXP.</b>		<b>452,000</b>	<b>58,227</b>	<b>202,000</b>	<b>68,750</b>
<b>TOTAL SEWER DEPT. EXPENSES</b>		<b>975,926</b>	<b>482,097</b>	<b>693,809</b>	<b>593,243</b>



*Before & After Flood Damage on Rootville Road*

## SECTION 4 - PROPOSED WATER BUDGET

Account Number	Description	2020 - 2021 Budgeted	2020 - 2021 Actual	2021 - 2022 Budgeted	2022 - 2023 Budget Proposal
<b>WATER DEPARTMENT REVENUES</b>					
03-3-0301-00	Connections	25,000	4,785	25,000	25,000
03-3-0302-00	User Charges	710,000	628,753	650,000	670,000
03-3-0303-00	Water Assessment Charges	150,000	130,780	150,000	150,000
03-3-0304-00	Miscellaneous	500	844	0	250
03-3-0310-00	Sale of Equipment - Parts	0	5,526	0	0
03-3-3010-10	Sale of Equipment - Vehicles	0	0	0	15,000
03-3-0312-00	Special Services	1,000	5,975	1,000	1,000
03-3-0316-00	Interest on Investments	500	207	500	500
03-3-0316-10	Cap Res. - Int on Invest. - Conn Fees Acct	100	19	0	0
03-3-0316-20	Cap Res. - Int on Inv - Hazard Mitigation	12,500	10,200	13,000	14,000
03-3-0318-00	Interest on Delinquent Water Accounts	12,500	14,402	12,000	14,000
03-3-0346-00	Sale of Meters	1,000	0	0	0
03-3-0350-00	Sprinkler Fees	45,000	45,114	45,000	45,000
03-3-0380-10	Unrealized Gain (Loss) Schwab	0	158,454	0	0
03-3-7010-16	Water Bond Interest Earned	0	471	0	0
	Bond Proceeds - 2021/2022	1,500,000	0	825,000	0
	Grant - Barnumville Water Main	0	0	275,000	0
	<b>TOTAL WATER DEPARTMENT REVENUES</b>	<b>2,458,100</b>	<b>1,005,529</b>	<b>1,996,500</b>	<b>934,750</b>
<b>WATER DEPT. OPERATING EXPENSES</b>					
03-4-0404-00	Salaries	76,800	74,908	77,800	81,219
03-4-0408-00	Overtime	11,500	9,170	11,500	11,500
03-4-0411-00	Salaries - Administration	56,800	55,867	57,600	59,080
03-4-0412-00	Merit Raise/Performance Bonus	2,900	5,864	2,900	4,500
03-4-0412-10	Longevity/Sick/Holiday Pay	2,000	0	2,000	2,000
03-4-0414-00	FICA/MEDI	12,000	10,768	12,000	12,000
03-4-0416-00	Insurance - Unemployment	500	762	500	775
03-4-0418-00	Insurance - Worker's Compensation	12,051	5,410	5,500	5,500
03-4-0420-00	Insurance - Health	65,000	62,951	56,200	47,355
03-4-0422-00	Insurance - Dental	3,200	2,795	3,100	3,126
03-4-0424-00	Pension	9,100	8,601	9,100	9,100
03-4-0426-00	Insurance - AD/D, Life & S/T Disability	2,100	2,042	2,100	2,100
03-4-0428-00	Training	1,000	697	1,000	1,000
03-4-0432-00	Uniforms	2,100	2,317	2,500	2,500
03-4-0506-00	Office Expenses	3,000	5,951	3,000	3,000
03-4-0518-00	Telephone	1,600	1,657	1,700	1,700
03-4-0519-00	Cell Phone	880	637	910	910
03-4-0520-00	Internet	2,350	2,804	2,400	3,000
03-4-0524-00	Photocopies	400	564	400	600
03-4-0526-00	Travel	250	0	250	250
03-4-0527-00	Postage	3,200	825	3,300	2,750
03-4-0531-00	Printing & Publications	250	0	250	250
03-4-0604-00	Electricity	43,000	57,158	45,000	50,000
03-4-0704-00	Insurance - Property/Liability/Etc	10,965	11,546	10,400	15,000
03-4-0710-00	Insurance - High Deductible Reserve	5,000	0	0	0
03-4-0720-00	Computer Expenses	1,500	48	500	1,000
03-4-0808-00	Vehicle - Fuel	2,200	1,395	2,400	2,200
03-4-0812-00	Vehicle - Maintenance	2,100	553	2,200	1,500

## SECTION 4 – PROPOSED WATER BUDGET

Account Number	Description	2020 - 2021 Budgeted	2020 - 2021 Actual	2021 - 2022 Budgeted	2022 - 2023 Budget Proposal
<b>WATER DEPT. OPERATING EXP. CONT.</b>					
03-4-0823-00	System Maintenance	25,000	21,620	25,000	25,000
03-4-0823-10	System Chemicals	2,000	1,392	2,200	2,000
03-4-0827-00	Leak Detection/Repair	0	0	0	1,000
03-4-0828-00	Equipment Maintenance	4,000	3,767	2,000	2,500
03-4-0832-00	Advertising	500	128	500	750
03-4-0834-00	Tools	2,000	499	2,000	2,000
03-4-0884-00	Lab Testing/Supplies	2,750	4,645	3,000	4,500
03-4-1002-00	Audit	2,530	2,450	3,400	3,400
03-4-1005-00	Legal	4,000	1,953	4,000	4,000
03-4-1012-00	Consultants	10,000	7,117	8,000	8,000
03-4-1013-00	Permit Fees	8,000	6,761	7,500	7,200
03-4-1045-00	Res. for Cap. Improve. - Conn Fees Pd	25,000	25,000	25,000	25,000
03-4-1825-10	Fleet Vehicle - Lease	1,300	1,342	0	0
03-4-1825-20	Fleet Vehicle - Fuel	100	15	50	50
03-4-1825-30	Fleet Vehicle - Maintenance	100	55	0	50
03-4-1906-00	Miscellaneous	500	41	500	500
03-4-1942-00	Bond Interest	169,022	229,610	182,980	174,949
03-4-1944-00	Bond Principle	181,274	0	221,542	221,542
<b>TOTAL WATER OPERATING EXP.</b>		<b>771,822</b>	<b>631,686</b>	<b>804,182</b>	<b>806,356</b>
<b>WATER DEPT. CAPITAL EXPENSES</b>					
01-4-2830-15	Alternative Well Site Study	20,000	2,852	0	0
03-4-2830-40	Cap-Well Improvements	0	3,000	0	0
03-4-2830-60	Service Truck Replacement	27,500	22,111	0	35,000
03-4-2830-70	Equipment - Excavator	0	0	0	33,750
03-4-7035-10	Lin/Rob Design	0	1,885	0	0
03-4-7035-20	Prospect Street - Design	0	17,456	0	0
03-4-7035-30	Prospect Street - Construction	0	998,838	0	0
03-4-7035-35	Barnumville Road - Construction	0	44,408	1,100,000	0
03-4-7035-40	Main Street/Ways Lane Crossing	75,000	0	0	0
03-4-7035-45	Taconic Ave Water Main	185,000	0	0	0
03-4-7035-50	Prospect Street Water Main	730,000	0	0	0
<b>TOTAL WATER CAPITAL EXPENSES</b>		<b>1,037,500</b>	<b>1,090,550</b>	<b>1,100,000</b>	<b>68,750</b>
<b>TOTAL WATER DEPT. EXPENSES</b>		<b>1,809,322</b>	<b>1,722,235</b>	<b>1,904,182</b>	<b>875,106</b>

## SECTION 5 - TAXES & GRANDLIST

### STATEMENT OF TAXES RAISED

**2020-21  
GRAND LIST  
June 30, 2021**

#### TAX RATES:

Town	0.2702
Voted Exempt	0.0024

#### State Education Tax Rates:

Homestead	1.5371
Non-Homestead	1.5609

#### Homestead Education Tax

Homestead Education Grand List	3,631,999
Homestead Tax Rate	1.5371
Homestead Education Liability	<u>5,582,746</u>
 Total Credits for Tax Bills	 (1,457,054)
Municipal Portion of Credits	20,732
Education Portion of Credits	(1,436,321)
Late Fees kept by Towns for Revised Tax Bills	<u>(315)</u>
Amount Raised on Homestead Properties	4,146,110
Amount Retained by Town (0.225 of 1%) Administration Fee	<u>(9,329)</u>
Amount of Homestead Tax Liability for Education Spending (including credit)	<u><u>4,136,780</u></u>

#### Non-Homestead Education Tax

Non-Homestead Education Grand List	8,206,207
Non-Homestead Tax Rate	1.5609
Non-Homestead Education Liability	12,809,069
Amount Retained by Town (0.225 of 1%) Administration Fee	<u>(28,820)</u>
Net Non-Homestead Education Taxes Available	12,780,249
Local amount of Non-Homestead Tax Liability for Education Spending plus Categorical Grants	<u>(6,886,416)</u>
<b>Non-Homestead Education Liability to State Treasury</b>	<u><u>5,893,832</u></u>

<b>Payments to School District by Town</b>	11,023,197
--	------------

#### Municipal Tax

Town	3,198,226
Voted Exempt	<u>27,957</u>
<b>Total Municipal Tax</b>	<u><u>3,226,183</u></u>

## SECTION 5 - TAXES & GRANDLIST

### TAX RATES FISCAL YEAR 2022

#### School Tax Rates

Non-Homestead or Homestead. A statewide education tax is levied at different rates based on classification. Questions on these rates can be directed to the Vermont Department of Taxes at (800) 828-5860.

<b>Non-Homestead Property Tax Rate</b>	<b>\$1.6085</b>
<b>Homestead Property Tax Rate</b>	<b>\$1.5525</b>

#### Town Tax Rates

Based on the April 1, 2021 Municipal Grand List of \$1,193,590,255, the Municipal Property Tax Levy of \$3,318,311, the Voted Exempt Tax Liability of \$29,197, the Selectboard hereby sets the following Town Tax Rates:

Manchester Community Library Appropriation	\$0.0204
Manchester Business Association	\$0.0042
SW VT Council Appropriation	\$0.0003
VNA & Hospice of the SW Region Appropriation	\$0.0008
All Other Appropriations	\$0.0015
Municipal Tax Rate	\$0.2780
Voted Exempt Tax Rate	\$0.0024
<b>Total Town Tax Rate</b>	<b>\$0.3077</b>

#### Grand List Statistics for 10 Year Period

Year	Grand List Homestead Education	Grand List Non-Homestead Education	Grand List Municipal/Act 144/ Voted Exempt	Grand List Village
(Act 144 applies only to taxes prior to 2018-2019)				
2012-13	\$4,708,591	\$7,907,692	\$12,588,159	\$3,375,440
2013-14	\$4,754,332	\$7,858,951	\$12,588,159	\$3,177,709
2014-15	\$3,914,681	\$7,781,384	\$11,679,009	\$3,158,532
2015-16	\$3,817,869	\$7,884,499	\$11,682,146	\$3,178,496
2016-17	\$3,994,638	\$7,776,937	\$11,750,940	\$3,667,690
2017-18	\$3,816,255	\$7,988,531	\$11,785,263	\$3,233,261
2018-19	\$3,468,910	\$8,310,010	\$11,760,239	\$3,222,169
2019-20	\$3,534,260	\$8,289,993	\$11,802,570	\$3,248,069
2020-21	\$3,580,895	\$8,256,029	\$11,836,924	\$3,245,447
2021-22	\$3,616,637	\$8,325,533	\$11,942,170	\$3,239,453

#### Voted Exemptions-Municipal Payments to State for Lost Education Revenue Fiscal Year 2020-2021

Non-Homestead Property Tax Rate	\$1.5609
Homestead Property Tax Rate	\$1.5371

Organization	Property Description	Assessed Exempt Value	Education Tax Payment To State
Adoniram Building Association	.44 acres Masonic Temple Spruce Street	269,600	4,208
Battenkill FOE Aerie	2.8 acres Rt. 11/30 (Eagles)	749,500	11,699
Manchester Rod & Gun Club	1.6 acres Rec Park Road	151,800	2,369
Manchester Music Festival	1.1 acres Dillingham Road	322,620	5,036
Veterans' Exemptions	Beyond 10,000 Value - Homestead Rate	320,000	4,919
<b>Totals</b>		<b>1,813,520</b>	<b>28,231</b>

## SECTION 5 - TAXES & GRANDLIST

### Taxes Abated 2020-2021

There were no taxes abated in FY 2021.

### Statement of Delinquent Taxes By Year

Year	Billed	Unpaid 7/1/2020	July 1, 2020 - June 30, 2021		Unpaid 6/30/2021	Percent Delinquent
			Collected	Abated		
1993-94	5,965,268.72	310.63	0.00	0.00	310.63	0.0052%
1994-95	6,521,756.65	334.71	0.00	0.00	334.71	0.0051%
1995-96	7,319,160.58	368.43	0.00	0.00	368.43	0.0050%
1996-97	7,616,032.13	374.45	0.00	0.00	374.45	0.0049%
1997-98	8,136,673.33	402.13	0.00	0.00	402.13	0.0049%
1998-99	10,186,086.08	697.10	0.00	0.00	697.10	0.0068%
1999-00	7,908,796.84	538.90	0.00	0.00	538.90	0.0068%
2000-01	8,054,005.82	539.31	0.00	0.00	539.31	0.0067%
2001-02	8,227,350.25	393.41	0.00	0.00	393.41	0.0048%
2002-03	8,973,416.04	416.59	0.00	0.00	416.59	0.0046%
2003-04	9,789,235.73	548.71	0.00	0.00	548.71	0.0056%
2004-05	15,440,666.67	856.56	0.00	0.00	856.56	0.0055%
2005-06	17,046,539.02	593.57	0.00	0.00	593.57	0.0035%
2006-07	17,511,557.91	605.12	0.00	0.00	605.12	0.0035%
2007-08	17,974,074.39	625.95	0.00	0.00	625.95	0.0035%
2008-09	19,534,895.95	689.32	0.00	0.00	689.32	0.0035%
2009-10	20,294,177.45	711.60	0.00	0.00	711.60	0.0035%
2010-11	19,980,625.99	651.10	0.00	0.00	651.10	0.0033%
2011-12	19,269,397.13	659.10	22.43	0.00	636.67	0.0033%
2012-13	18,523,070.23	6,257.83	90.24	0.00	6,167.59	0.0333%
2013-14	18,683,941.12	3,724.06	31.30	0.00	3,692.76	0.0198%
2014-15	19,550,712.05	4,864.12	598.72	0.00	4,265.40	0.0218%
2015-16	20,082,703.59	4,927.35	47.16	0.00	4,880.19	0.0243%
2016-17	20,824,454.36	7,852.59	1,625.80	0.00	6,226.79	0.0299%
2017-18	21,699,447.47	19,558.26	3,640.70	0.00	15,917.56	0.0734%
2018-19	21,266,234.94	39,691.36	10,888.46	0.00	28,802.90	0.1354%
2019-20	21,873,100.53	778,155.59	734,580.20	0.00	43,575.39	0.1992%
2020-21	22,664,121.61	22,664,121.61	22,508,924.59	0.00	155,197.02	0.6848%
<b>Totals</b>	<b>420,917,502.58</b>	<b>23,539,469.46</b>	<b>23,260,449.60</b>	<b>0.00</b>	<b>279,019.86</b>	<b>0.0663%</b>

**Note:** Amounts do not include Penalty or Interest Charges

# SECTION 5 - TAXES & GRANDLIST

## Delinquent Taxes as of June 30, 2021

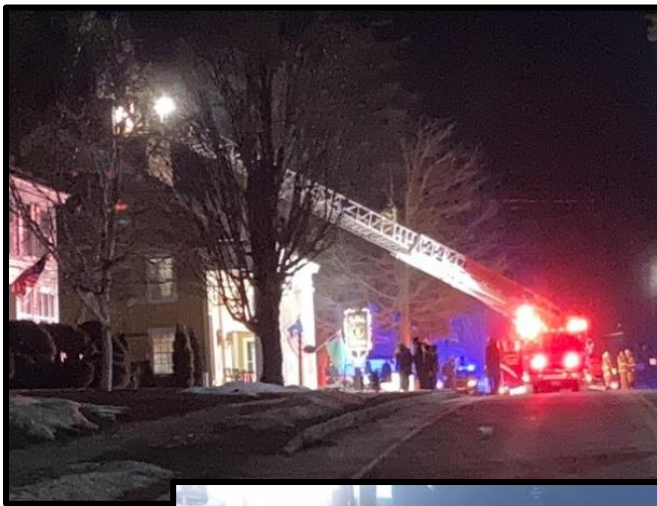
Acct #	Account Name	1993-2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
*	1262 Aubin, Eric	0.00	0.00	0.00	0.00	9.34	22.28	31.62
	1845 Bacon, Carlene	0.00	0.00	0.00	59.96	143.36	146.69	350.01
	2198 Barker, Joseph	74.93	19.12	19.80	19.88	19.96	8.58	162.27
	1339 Bovey, Harley	242.83	85.16	88.20	88.56	88.92	90.98	684.65
*	2699 Brice, Michelle	826.58	116.44	120.60	121.09	121.59	124.41	1,430.71
	1178 Bromfield, Oneil	0.00	0.00	0.00	0.00	23.59	24.14	47.73
	1389 Butler, Rebecca	0.00	0.00	25.20	25.31	25.40	25.99	101.90
	0421 Carey, Cindy	527.01	115.92	189.00	36.49	0.00	0.00	868.42
	0443 Coleman, Joshua	0.00	0.00	0.00	0.00	1,324.28	3,243.83	4,568.11
*	2868 Cushing, Taryn V.	0.00	0.00	0.00	0.00	0.00	26.88	26.88
	0036 Dalgewicz, Donna	0.00	0.00	0.00	0.00	1,702.70	4,148.09	5,850.79
*	3068 Doria, James & Joyce	0.00	0.00	0.00	0.00	0.00	32.64	32.64
*	0852 Dubrow, Leonard	0.00	0.00	0.00	0.00	0.00	390.61	390.61
	1579 Equinox Properties	0.00	0.00	0.00	0.00	0.00	8,788.23	8,788.23
	0874 Griffis, Portia	0.00	0.00	0.00	27.11	27.22	27.85	82.18
	0876 Gryga, Edward & Kathleen	0.00	0.00	0.00	0.00	0.00	2,890.38	2,890.38
	1191 Gutbier, June	0.00	0.00	0.00	0.00	0.00	5,186.04	5,186.04
	1051 Hale, Gregory & Tanya	0.00	289.91	722.05	657.86	910.97	932.11	3,512.90
	3149 Hamilton, Jason	0.00	27.01	66.60	66.87	67.14	68.70	296.32
	3157 Hazel, Juline	0.00	0.00	0.00	0.00	0.00	139.26	139.26
	0422 Hazelton, Christal & Sherrill	478.30	0.00	0.00	0.00	6.10	8.83	493.23
	2639 Higgins, Shelley	0.00	0.00	0.00	6,329.97	6,358.71	6,506.22	19,194.90
*	0159 Hubner, Donald P	0.00	0.00	5,487.00	0.00	0.00	0.00	5,487.00
	1867 Jewett Jr, John	6,002.28	363.22	376.20	377.72	379.28	388.07	7,886.77
	2674 Jewett Jr, John	5,734.46	356.27	369.00	370.50	372.02	380.64	7,582.89
	3021 Kapusta, Cynthia	0.00	0.00	198.41	186.07	181.71	188.80	754.99
	2822 Kent, Henry	0.00	18.25	45.00	45.18	45.37	46.42	200.22
	1382 Kerr, Frank A & Catherine	0.00	0.00	2,472.12	5,909.87	5,934.07	6,071.73	20,387.79
	3260 Kilburn, David T.	0.00	0.00	0.00	0.00	0.00	21.77	21.77
	1665 Lanni-Gage, Elena	0.00	0.00	0.00	3,836.90	3,852.61	3,941.99	11,631.50
*	0464 Leggett Custom Homes	0.00	0.00	0.00	0.00	0.00	98.26	98.26
	1426 MacDonald, Michael	0.00	0.00	0.00	1,265.11	1,270.29	1,299.76	3,835.16
*	0848 Manchester Estate, LLC	0.00	0.00	0.00	0.00	204.87	28,631.86	28,836.73
	0010 Matteson, Tammy	0.00	86.72	0.00	103.02	100.56	105.84	396.14
*	1427 Mattison, George H.	0.00	0.00	0.00	0.00	0.00	3,851.01	3,851.01
	0635 Mayhle, Dorothy	0.00	34.76	36.00	36.14	36.30	37.14	180.34
*	2205 Mcaward, Douglas	0.00	0.00	0.00	0.00	70.35	837.42	907.77
*	0813 McDougal, Yemin Life Estate	0.00	0.00	0.00	0.00	0.00	18,807.53	18,807.53
	0855 Michaels, Kelli G	0.00	0.00	270.43	1,626.44	1,997.01	2,208.27	6,102.15
	1813 Miller, Taylor M.	0.00	0.00	0.00	0.00	0.00	796.69	796.69
*	0285 Mindrup, Matthew	0.00	0.00	0.00	0.00	0.00	164.32	164.32
*	1147 Niles, David	0.00	0.00	0.00	1,644.64	1,651.37	1,689.69	4,985.70
	3205 O'Gorman, Jesse	336.42	363.22	376.20	377.72	379.28	388.07	2,220.91
	3069 Olde Oak Development Corp.	0.00	0.00	0.00	0.00	431.90	441.91	873.81
	0391 Olsson Jr., Harry	0.00	0.00	0.00	0.00	0.00	5,430.04	5,430.04
*	0171 Peterson, Stanley	0.00	0.00	0.00	55.28	1,497.13	1,531.86	3,084.27
*	1973 Psarianos, James & Margaret	0.00	0.00	0.00	0.00	98.00	0.00	98.00
*	1049 RJC II LLC	0.00	0.00	0.00	0.00	0.00	3,721.99	3,721.99



## SECTION 5 - TAXES & GRANDLIST

	1751	Roberts, David	0.00	0.00	0.00	0.00	0.00	1,428.82	1,428.82
	2845	Rubano, Patricia Estate	0.00	0.00	0.00	2,951.25	7,055.55	7,219.24	17,226.04
*	1324	Sheldon, Christopher	0.00	0.00	0.00	0.00	0.00	1,140.17	1,140.17
	1358	Smith, Jeffrey F.	0.00	0.00	0.00	0.00	0.00	14,544.31	14,544.31
	0051	Strecker, William R.	0.00	0.00	0.00	0.00	0.00	3,139.85	3,139.85
*	1985	Sweeney, Ann M.	0.00	0.00	0.00	0.00	0.00	642.58	642.58
	1996	Taft Jr., Edmund	0.00	0.00	0.00	70.95	0.00	0.00	70.95
*	1527	Telephone Operating Co	0.00	0.00	0.00	0.00	0.00	363.80	363.80
*	1584	Werrlein, William	0.00	0.00	0.00	0.00	0.00	1,286.91	1,286.91
*	2185	Wilcox, Gerald	14,330.11	3,145.60	3,272.40	1,403.51	3,391.67	3,509.35	29,052.64
*	2183	Wilcox, Gerald & Anne	747.28	1,205.19	1,783.35	1,109.50	2,872.11	1,279.13	8,996.56
	0794	Young, Elizabeth	0.00	0.00	0.00	0.00	924.66	6,729.04	7,653.70
			29,300.20	6,226.79	15,917.56	28,802.90	43,575.39	155,197.02	279,019.86
<p>* Paid or Partially Paid by 12/31/2021</p> <p><b>Note:</b> Amounts do not include Penalty and Interest Charges.</p>									

*Manchester FD Responds to Local Chimney Fire*



*PSF Helicopter Landing Zone*



*Manchester FD Members A. Reed, J. Doherty, R. Chilton, R. Manning & M. Johnston*

## SECTION 6 - TOWN DEPARTMENT ANNUAL REPORTS

### Selectboard Report

During the calendar year 2021 the Selectboard met 25 times. This is typical of a busy year for the Selectboard. However, the COVID-19 pandemic has made municipal government much more difficult and unpredictable.

The 2021 Town Meeting took on a very different look due to the ongoing pandemic. On Saturday, February 27 (the traditional Town Meeting Floor Meeting Day in Manchester), the Selectboard hosted an information meeting, moderated by the Town's elected moderator Mike Nawrath. The meeting was held via Zoom and had a large number of attendees. Taking advantage of a state law that provided more flexibility to municipalities during the pandemic, the following Tuesday, March 2<sup>nd</sup>, voters headed to the polls to vote on all Town Meeting articles. It was a successful Town Meeting, albeit nontraditional. Unfortunately, it was another casualty of the pandemic.

On the public safety side, the Selectboard and Fire Department moved ahead with purchasing a new fire truck (Tanker 9) for the Fire Department. The truck being replaced is twenty-five years old. The Selectboard authorized \$20,000 from the funding it received through the American Rescue Plan Act to develop and improve a med-flight (helicopter) landing zone near the Public Safety Facility. The project was spearheaded by the Fire Department and Manchester Dispatch Center employees. The new pad provides fast access to lifesaving medical treatment for residents in the entire Northshire.

On the police side, the Selectboard and town management finalized a four year collective bargaining agreement with the union employees of the Manchester Police Department. The Selectboard also authorized the purchase of a new police cruiser. Towards the end of 2021, thanks to the efforts of the Police Department, in particular Office Ben Doucette, and a very successful fundraising campaign, the Board approved the creation of a K-9 program for the Manchester Police Department. Late in the year, the community welcomed Moose, a black labrador who was named by local elementary and middle school students, as the newest member of the Police Department.

In 2021 the town worked with two Eagle Scout candidates on projects, Thomas Andres and Charlie Levene. Thomas' project included building and installing two exercise stations at the Dana L. Thompson Memorial Park, and Charlie's project included converting a parcel owned by Green Mountain Power at the corner of Center Hill and Depot Street into a downtown park. The new park was dedicated by the Selectboard as Skinner Point Park.

The local economy showed significant signs of recovery, and even growth, in 2021. The town's local option taxes notched record-breaking quarters after a COVID-19 slump. Despite this great news, the Board voted to continue certain measures designed to provide relief to local businesses during the COVID-19 pandemic.

Last year saw the resignation of Todd Nebraska from the Selectboard and the appointment of Laurie Kunz in May. On the staff side, the town and DPW said goodbye and good luck to Steve Casey. Steve, who retired in the fall of 2021, was a major factor in the improvement, and upkeep of the Dana L. Thompson Memorial Park.

2021 saw the lifting of the state of emergency in Vermont, which meant the restart of social, cultural and sporting events in Manchester. Main Street StreetFests and Wednesday night Concerts On The Green returned after a hiatus in 2020. So did the 4th of July fireworks celebration. Applejack Stadium, renovated during the pandemic in 2020, showcased exceptional local and regional athletes and is quickly becoming one of the premier facilities in the Northeast. Among other things, Applejack Stadium hosted home games for Vermont Fusion (Women's Premier Soccer League), Black Rock FC (USL League 2), a UVM regular season soccer game and the Division 4 high school state championship games. The 2015 Northshire Economic Development Study (NEDS) recommended that the town take advantage of existing recreational assets to grow the local economy. The town expects that in 2022 Manchester will host even more regional events. Towards the end of 2021 the Board heard a presentation from The Right Track Foundation regarding a proposed field house at the Dana L. Thompson Memorial Park.

The town installed new technology at Town Hall that provides enhanced online access to meetings and hearings. In the Kilburn Room this included a robotic camera, speakers and monitors, which provide a seamless melding of in-person and online participation for board members and attendees. Despite the overwhelming negative effects of COVID-19, the implementation of this new technology has allowed for much great involvement and access to local government.

The Board held several meetings about the \$1.1 million in ARPA funds that the town received from the federal government. Overall, the Board approved \$235,000 in ARPA projects including the med-flight landing zone, \$60,000 to design the sewer main along Main Street/Route 7A, \$55,000 to Northshire Day School for premium pay, and \$100,000 to replace lost revenue, which was then redirected to provide funding

TOWN OF MANCHESTER

## SECTION 6 - TOWN DEPARTMENT ANNUAL REPORTS

for redevelopment of the town owned property at 301 Depot Street. As part of the redevelopment process, the Board set up a working group of town employees and residents to help guide the process. Late in the year the Board and Town Clerk agreed on a plan to digitalize the Town Clerk's records using a mix of reserve funds and ARPA funds. The Board expects that the ARPA programming process will continue in 2022.

Under miscellaneous news, but still very important, the Board of Sewer Commissioners (AKA, the Selectboard), approved funding to replace the sewer manholes in the Hillvale neighborhood. The existing manholes were identified as a significant source of infiltration. The Selectboard and management worked on studies related to the reuse of the Manchester Village Courthouse and EMS in the Town of Manchester.

The topic of the recreation trail from the Dana L. Thompson Memorial Park to North Road was on several Selectboard agendas, and the March 2021 Town Meeting warning. Agreements related to the construction of a bridge over the Battenkill near the Town Green and road improvements on Benson Road were discussed several times by the Selectboard, and ultimately approved. The Board tackled proposed changes to the zoning bylaws by the Planning Commission. During the hearing, discussion about the aquifer protection area around the town's drinking water source ensued. The Board expects that the Planning Commission, Board of Water Commissioners and Selectboard will work together in 2022 to examine this issue further.

Lastly, just like years past and just before the Holidays, the Board ended the year with a daylong hearing on the proposed Fiscal Year 2023 budget.

*Respectfully submitted,  
Ivan C. Beattie, Chair,  
Gregory T. Cutler Vice Chair  
Heidi G. Chamberlain  
Laurie A. Kunz  
Janet K. Nolan*

### Assessing Department

The Municipal Grand List saw a change from \$1,183,159,245 as of April 1, 2020 to \$1,193,590,255 as of April 1, 2021, a growth of \$10,431,010. This increase reflected a particularly robust residential market, with a slightly declining commercial property market. There were over 250 transfers of property recorded for the period April 1, 2020 to March 31, 2021.

Manchester's 2021 Common Level of Appraisal (CLA) is now 97.46%, down from 104.3% in 2019, and 100.22% in 2020. The CLA is calculated using three (3)

years of sales data. A CLA over 100% indicates that property is generally listed for more than fair market value. A number below 100% indicates that property is generally assessed for less than fair market value. The average sales price for properties in Manchester from April 1, 2020 to March 31, 2021 were, on average, above the assessed value, and this caused the CLA to drop. A CLA below 100 is a factor in increasing the education tax rate charged by the State of Vermont to property owners in the town. The State education tax rate is roughly 80% of the total tax rate, so this CLA percentage is extremely important.

Sales of residential and condominium properties in Manchester continue to be strong, with the current inventory of available properties reduced to well below normal levels, and offers and sales occurring at, or above, asking price on a fairly regular basis. Residential sales continue to this date to average well above assessed value, which is a concern for next year's CLA calculation.

After a relatively stagnant few years for commercial property sales, there has been increased activity in recent months. There is every reason to believe the local economy will pick up, particularly with the rise in tourist visits and apparent influx of new residents. There is also good reason to continue to be optimistic about Manchester's commercial market in the coming years, as local option tax revenues have shown outstanding results in the last few quarters, and significant commercial projects continue to be proposed to the Zoning and Planning office.

As most residents of the town know, our office, together with New England Municipal Consultants, is working to complete a town-wide reappraisal by late spring of 2023. To do this reappraisal properly, we need the help and cooperation of property owners, as incomplete or inaccurate data can end up negatively affecting our CLA. A low CLA ultimately hurts *all* property owners by increasing our State Education Tax Rate. Our office expects to finish visiting most, if not all properties over the next twelve to fifteen months. Notices will be sent directly to homeowners well in advance of any property visit.

An assessor's statutory goal, of course, is to fairly and accurately value all of the property in town. We intend on making this process as transparent as reasonably possible, and we welcome you to visit us in the office during normal business hours to review our appraisal information and process. Please be advised that you are entitled to refuse an inspection, but any appeal of your property value from the Assessor's determination must be made to the Board of Civil Authority (BCA), and Vermont law requires a physical inspection by members of the BCA or the appeal will be

## SECTION 6 - TOWN DEPARTMENT ANNUAL REPORTS

considered withdrawn. Our office is happy to be flexible with property owners to find ways, such as videos, to allow us to obtain the relevant information without impacting the health and safety of homeowners and occupants.

Our office has continued working actively with the town's GIS (geographic information system) mapping provider to improve the town's tax and zoning maps, and to make more information readily available to consumers on-line. The map can be found at [www.mainstreetmaps.com/vt/manchester/public.asp](http://www.mainstreetmaps.com/vt/manchester/public.asp).

I encourage all property owners to explore this excellent resource. The office has also largely switched to providing property information via email, so as to avoid the need to come to the town offices to make photocopies of files, and to reduce the cost to the town of paper and copying.

Please remember that an HS-122 Homestead Declaration Form must be filed annually with your state income taxes. An HI-144 Form must also be filed for the purpose of determining eligibility to receive state aid credit to assist with your property taxes. These forms may be completed on-line at [www.tax.vermont.gov/property-owners/homestead-declaration](http://www.tax.vermont.gov/property-owners/homestead-declaration).

Finally – and of special importance - **please make sure to inform our office of any mailing address change.** This is especially true for new purchasers of property, as well as those who have recently converted their second home into a primary residence. Many, if not most, real estate transactions these last two years were completed without buyers being present at closing to verify the mailing addresses listed on the Property Transfer Tax Returns, and this has led to a significant increase in returned mail. A change of address form may be obtained from the town's website under the "Document Center" in the "Assessor's Office" category.

*Respectfully submitted,  
Gordon P. Black, Municipal Assessor*

### Fire Department

The Manchester Fire Department responded to 267 calls for our fiscal year 2021. Of those calls, 154 were for fire related incidents including working fires, false alarms, HazMat incidents, and standbys. 57 calls were rescue related including vehicle collisions and water or wilderness rescues, 14 calls were for Carbon Monoxide, 6 calls were for brush & grass fires, and 36 calls were mutual aid requests (MFD responded to assist other agencies in their district).

Through our fundraising endeavors, we have accomplished a great deal and would like to thank area

residents and businesses of Manchester for their continued support.

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

The following is a list of our current MFD members:

Bacares, Orlando, Firefighter  
Beideman, Bill, 2<sup>nd</sup> Assistant Chief  
Bourn, Phil, Firefighter/Past Chief  
Bushee, Mike, Firefighter  
Cajzer, Joe, Firefighter  
Cajzer, Jr., Joe, Firefighter  
Chilton, Reeve, Ladder Captain  
Corey, Josh, Firefighter  
Doherty, Jim, Hose Captain  
Fielding, Bruce, Hose Captain  
Flemming, Gregg, Firefighter  
Fox, Katie, Firefighter  
Fuller, Terry, Rescue Captain  
Greene, Jamie, 1<sup>st</sup> Assistant Chief  
Hewes, Jr., Herbie, Fire Police  
Holms, Richard, Fire Police  
Johnston, Marc, Firefighter  
Knight, Carrol, Fire Police/Past Chief  
Mariano, William, Firefighter  
Reed, Andy, Hose Captain  
Roberts, Mark, Firefighter  
Summers, Randy, Firefighter  
Thompson, Charles, Fire Police/Past Chief  
**Towslee, Chris, Chief**  
Towslee, Mark, Ladder Lieutenant  
Welsh, Scott, Firefighter  
Zoufaly, Tom, Firefighter

Find us on your favorite social networking sites including: *Facebook* and *Instagram*. Our department is proud to utilize these services to keep in contact with the community throughout the year sharing messages of safety and current events.

*Respectfully submitted,  
Chris Towslee, Fire Chief*

### Investment Advisory Committee

The year 2021, which was supposed to be a return to normalcy following the development of COVID-19 vaccines, turned out to be anything but normal. Lockdowns generally eased; however, significant economic dislocations occurred. Despite ending the year with 3.9% unemployment there are more than 10 million available jobs and for the months of September, October, and November an astonishing 13.1 million people quit their jobs. Supply disruptions abound. Inflation, which the Federal Reserve initially claimed

## SECTION 6 - TOWN DEPARTMENT ANNUAL REPORTS

would be transitory, persisted throughout the year, hitting a 39-year high of 7.0% in December.

With corporate earnings rising throughout the year, and the administration's tax and spend bill failing to pass, the stock market continued its upward climb. As measured by the S&P 500, the market finished the year up 28.7%. As we enter 2022, inflation persists, supply disruptions abound, the National Debt looms, the employment mismatch remains an issue, and corporate earnings growth is expected to slow. All these set the stage for a challenging, slower-growth year for the market.

The Investment Advisory Committee manages twelve separate funds, classified into two groups. Group A funds have legal restrictions concerning the use of principal and income. Group B funds are operating reserve funds established by the town for the purpose of tax stabilization, equipment replacement, large capital outlays, and risk management.

The Investment Advisory Committee monitors and rebalances the portfolios with a focus on cash flow requirements, principal preservation, and investment returns. The portfolios were managed primarily with a balanced approach using U.S. investments consisting of mainly exchange traded funds, mutual funds, short-duration bonds, and cash and cash equivalents. For the full-year 2021, the consolidated portfolio returned 14.5% for an investment gain of \$631,834.

Total funds under management on December 31<sup>st</sup>, 2021:

Group A Funds	Value
Factory Point Cemetery Trust	\$ 265,096
Warner Cemetery Trust	119,689
Otto Condermann Trust	260,534
Group B Funds	
Capital Improvement Reserve	950,095
Sewer Capital Reserve	1,184,774
Water Capital Reserve	983,139
Local Option Sales Tax	580,626
Reappraisal Reserve	388,424
Police Equipment	160,976
Recreation Reserve	59,605
Parking Mitigation	71,582
Fire Equipment	75,589
Total Group A & Group B Funds	5,100,128

*Respectfully submitted,  
Brian Vogel, Chair*

### Parks & Recreation

Despite the challenges of COVID-19 in 2021, the Manchester Parks & Recreation Department (MPR) 2021 TOWN REPORT

made great strides in our mission to provide healthy, recreational opportunities to the residents of the Town of Manchester and help promote the economic viability of the community. Despite restrictions causing cancellation of our winter programs, the VT Department of Health protocols allowed spring sports to return, and by summer we were able to reopen all amenities at the Dana L. Thompson Memorial Park. There was a sense of accomplishment and joy seeing participants of all ages out on the fields again and it was great to finally enjoy some long-awaited sense of normalcy.

### Spring

The Spring 2021 sports program kicked off with the return of the MPR Pre-K soccer where volunteer coaches mentored participants ages 3-5 in soccer drills and fundamental instruction. Other spring sports included the Equinox Lacrosse Association, Manchester Youth Baseball League, Vermont Fusion and Green Mountain Lightning participants back in action. Burr & Burton Academy baseball, softball and tennis teams also enjoyed a return to their spring sports seasons at the park.

The new track and field facility has been in constant use since its completion last fall by community walkers and runners, as well as the BBA Track and Field Team. In June the facility served as the venue for the VPA D IV Track and Field Championship. Those in attendance saw Perry Macalyste of West Rutland set a divisional state record in the 110 hurdles, clocking a time of 16:12. If you are a walker or runner, please come put some miles on the track at your pace in lanes 4, 5 and 6 (please avoid the inside lanes to help spread wear and tear).

### Summer

The Park House reopened its doors for the summer season in June. The pool reopened for the first time since summer of 2019 and was enjoyed by patrons, campers, and the Triton Swim Team. The MPR lifeguards did an excellent job keeping all pool patrons safe, and provided a fantastic introduction to aquatics and swimming lessons for children of all age levels and abilities.

The MPR summer camps were at maximum enrollment for seven fun-filled weeks of activities for kids ages 5-12. Vermont Fusion ran a week-long day camp in cooperation with the Town of Manchester, and had about 40 participants. Arson skate shop also ran clinics and camps all summer long at the Manchester Skatepark.

2022 pool passes can be purchased and summer camp registrations for 2022 can be made on the Town of Manchester homepage at [www.manchester-vt.gov](http://www.manchester-vt.gov)



## SECTION 6 - TOWN DEPARTMENT ANNUAL REPORTS

under PARKS & REC - Register for Programs. Simply create an account for your family, and all reservations for camps, programs, pool passes/lessons, and facility rentals can be done through our online portal, CivicRec.

Although restrictions cancelled the annual ELA Shootout for a second year in a row, VT Fusion was able to hold its Green Mountain Challenge in Manchester for the first time in June. The Rec. Park was the main site and tournament headquarters for approximately 80 teams from around New England and the mid-Atlantic. Every available field in the area including those at the Riley Rink, BBA, and Maple Street were in use for the event.

Pickleball, the fastest growing sport in America for years now, is continuing its growth in popularity here at the Rec. Park. In its 5th season here, the professionally-lined pickleball courts were used by over one hundred local community players and visitors alike. We've been noticing an increase in participation in the younger demographic, and had over forty participants of all ages take part in a 3-4 class beginner training session through Green Mountain Academy. The MPR purchased four new USAP portable pickleball nets this year, and balls were graciously donated by local regulars. MPR would like to extend our gratitude to Jim Evans of Manchester who has acted as our local pickleball ambassador, and generously donated his time to teach and welcome newcomers to the sport.

A new addition to the Rec. Park for summer 2021 was Manchester Youth Baseball's American Legion 19U Team sponsored by Union Underground. With over 20 games being played in the Southern Vermont Circuit, Manchester Union Underground made the playoffs in their first year. Coached by Eddie Lewicki and Billy Brownlee, next year's team is poised for another strong season. If you're interested in trying out for this summer's team, please email: [manchesteryouthbaseball@gmail.com](mailto:manchesteryouthbaseball@gmail.com).

### Fall

The fall soccer season was very busy. The fields at the Rec. Park were in use nearly every day as the BBA, MEMS, MYSL and VT Fusion soccer teams logged countless practice hours and games on the Knapp, Eckhardt, McClellan and Applejack fields. BBA boys' and girls' soccer scrimmages, jamborees, and senior and homecoming games also provided great Applejack Stadium action, and were very well-attended. MEMS soccer athletes were also on the field for the boys' and girls' consolation and championship games of their Manchester Middle School Tournament.

The annual BBA Bulldogs football team packed the stands for their traditional Friday night game under the lights at Applejack Stadium in October. Despite being

down to Hudson Falls, NY the entire game, the Dawgs managed to score a game-winning touchdown with 0:19 left on the clock for a legendary 21-17 victory.

### Applejack Stadium

Hundreds of athletes from the middle school, high school, NCAA and semi-professional level were once again enjoying a variety of sports on the field at Applejack Stadium. Our premier, multi-sport venue in Southern Vermont hosted its largest calendar of events yet. From the BBA lacrosse and ultimate frisbee events, to the VPA Division IV Soccer Championship games, Applejack Stadium was full of spectators enjoying the enhanced view of the field and action from the 2020 grandstand renovations. Over the past several years Applejack Stadium has hosted 30 NCAA colleges and universities, however, the 2021 season took the Applejack Stadium to the next level of competition as it was the home venue for two premier soccer teams -- Vermont Fusion in the WPSL (Women's Premier Soccer League) and Black Rock FC in USL League II. Manchester was one of a few communities in the United States to host both a WPSL club and USL League II club with eleven home games between them in the month of June. The WPSL team had players from all over the country including former BBA graduates, and brought in an average of 500 spectators per game, one of which saw over 800 in attendance. VT Fusion had a 3-1 record on the homefield pitch and eventually won their Metropolitan North Conference, and Black Rock FC posted a 3-2-2 record. After fourteen games in the month of June, the Applejack playing surface was given a brief break before the fall soccer season when it hosted five men and women's NCAA DI and DIII preseason and regular season matches in August and September featuring teams from Castleton University, University of Vermont, Middlebury College, Williams College, Bryant University, Clarkson University, New England College, MCLA and Skidmore College.

Next on the docket for Applejack Stadium: Manchester has been selected to join San Diego, CA and Dallas, TX as one of three host sites for the 2022 WPSL international soccer combine. The combine is a tryout for WPSL players in front of European coaches in hopes of earning a professional contract overseas in countries such as Sweden, France, England, Germany, Spain and Italy. In September 2022, Applejack will also host a premier four-team NCAA Division III regular season women's soccer tournament. Teams include New England powerhouses MIT, Williams College and Castleton University, and California-based Claremont Mudd Scripps. A local host committee has been established to help plan the major event, which is expected to provide significant economic and cultural vitality to Manchester and the larger southern Vermont

## SECTION 6 - TOWN DEPARTMENT ANNUAL REPORTS

region. The tournament is still unnamed, pending discussions with possible sponsors.

A few noteworthy modifications to Applejack Stadium made the variety of athletic events more appealing to watch in-person, or being streamed live by the Pixellot camera. The nineteen Dog Pound premiere seats behind the player's benches at the base of the tower were covered with an awning providing cover from inclement weather. Also, the change in location of the streaming system from the flagpole by the tower to under the roofline in the grandstand produced much better picture quality as the frequent evening events are no longer glared by the setting sun.

### Other Programs

We were able to resume most traditional summer and fall events this year such as our Street Fests, July 4th fireworks, Vermont Bike Challenge and the Maple Leaf Half Marathon and Concerts on the Green. The Town of Manchester would like to give a special thanks to Sotheby's International Realty for sponsoring this summer's Concerts on the Green Series at the Factory Point Town Green which consisted of six well attended performances featuring local bands.

Special Olympics Vermont (SOVT) held its first in-person events since December, 2019 at the track and Knapp Field. The Northshire program held their fall celebration in September as athletes competed in bocce and track and field events. Athletes, coaches, partners and families gathered to celebrate their achievements, participate in the Law Enforcement Torch Run with Manchester police officers, learn soccer skills from Burr & Burton Academy soccer teams, and receive medals. SOVT is thrilled to host the Southern Vermont Penguin Plunge at the Manchester Recreation Center on Saturday, March 26th, 2022. This long standing and fun Vermont tradition promotes awareness about the needs and accomplishments of people with intellectual disabilities, and raises essential funds for Special Olympics Vermont. This year, we expect a significant amount of community support, as we've already been in touch with the local Northshire Program, Burr & Burton Academy, as well as the Manchester Fire Department! This event will make a significant impact and provide the funding necessary to continue our programs for over 5,000 Vermonters throughout the year.

After a hiatus from our Precision Walkers program here at the Rec. Park, we are excited that we are once again getting together on Wednesdays at 9:00 am for a timed walk around the property. Come join us year-round for some exercise, coffee, donuts, and great conversation. And, new for June 2022, the Park will host one of two statewide events for Girls On The Run, a

statewide not-for-profit that blends life lessons and running for girls grades 3 to 8.

There have been a few physical changes to note here at the Rec. Park. The old DPW maintenance building has been taken down, and the ELA shed has been relocated to allow for close to twenty additional parking spaces on the old footprint of the site to service the dog park and athletic fields. This alteration has also provided a more seamless flow to the walking path. Thanks to the efforts of Thomas Andres from Boy Scout Troop 332 of Manchester, and the generosity of RK Miles donating nearly all of the necessary materials, the walking path at the Rec. Park now has two new workout stations. There is a sit up and incline sit up bench located at the corner of the path by the new maintenance building, and a climbing wall north of the Eckhardt Field.

### Skinner Point Park

Manchester resident Charlie Levene from Boy Scout Troop 332 is pursuing the rank of Eagle Scout. In order to reach this pinnacle of scouting, he must complete a project that will have a lasting community impact. Charlie and a few fellow members of Troop 332 are in the process of converting the once wooded area by the power station on the corner of Depot Street and Center Hill Road into what will be "Skinner Point Park". The scouts removed the underbrush, and the tree removal was completed in cooperation with Green Mountain Power. Other contributors to the project include Homestead Landscaping, Tatro's Concrete Impressions, Herrmann Construction and the town's Department of Public Works.

The Manchester Parks and Recreation Department would like to acknowledge that many programs at the Rec. Park are made possible through the tireless efforts of local volunteers. We would also like to thank all of the summer camp and pool program participants, athletes, coaches, athletic trainers, MPR staff and spectators who persevered through mask mandates, limited capacities, athletic restrictions, and other protocols, making this past year a huge success. While we continue to broaden the scope of our recreational offerings at the Dana L. Thompson Memorial Park, we always welcome your input and volunteer support to assist in our mission to provide a variety of first-class outdoor athletics, leisure activities, and special events for the community.



## SECTION 6 - TOWN DEPARTMENT ANNUAL REPORTS

For more information and registration for upcoming Manchester Parks & Recreation Programs, please check out our website at [www.manchester-vt.gov](http://www.manchester-vt.gov). For ticket sales for the upcoming 2022 Applejack Stadium calendar of events, please visit [www.applejackstadium.com/](http://www.applejackstadium.com/).

*Respectfully Submitted,  
Brian Van Horn, Director of Operations*

### Police Department

In the last year, the Police Department has seen several changes. Our dispatch department is now fully staffed, including the promotion of Tom Best to Director of Emergency Communications. The dispatch center is in the process of renovations that will give the center a larger space, updated desks, and more reliable power backup for the radio and computer system.

We also have the addition of two officers to fill vacancies. Officer Ronnie Taylor joined the department from Granville (NY) PD where he had worked for several years. Officer Derek Osgood joined us from Bennington PD where he had worked for five years.

The year also included the promotion of Jesse Bravata to the rank of Sergeant. Sgt. Bravata joined the department last year after numerous years at the Bennington County Sheriff's Department Dorset Patrol.

The most exciting change this year has been the addition of the Department's very first K9 unit. In the fall, the department, with the help of several supporters, hosted a fundraiser to get the K9 program started. With the incredible support of our community, we were able to raise all the funds to get the program off the ground. In December, K9 Moose joined the department! Moose is a 12-week-old black Lab who is currently getting used to his new surroundings and knack for his new job. He and his handler, Officer Ben Doucette, will be attending the K9 academy this coming summer. Moose will be trained in tracking, drug detection, building searches, and be able to assist in locating missing persons. Moose will be an invaluable resource for our community.

In 2021 the department handled 4,487 calls. Officers made 1,092 traffic stops, which resulted in 284 tickets and 990 warnings being issued. During the year the department made 146 arrests. The top arrest charges were for Driving with a Criminally Suspended License, Driving Under the Influence - First Offense, Arrest on a Warrant, Violation of an Abuse Prevention Order, and Unlawful Mischief.

As always, the safety of those who live in and visit our community is of utmost importance to us. From all of us at the department, we wish everyone a very safe and healthy year ahead.

*Respectfully,  
Chief Patrick Owens*

### Sewer & Water

2021 was a relatively quiet year for both the water and sewer departments for capital improvements. The COVID-19 Pandemic has created supply chain restraints, and contractor work load delays for scheduled work on replacing sewer manholes on Hillvale Drive, and water main replacement on Barnumville Road. These projects are designed, funded, and "shovel ready" for early 2022.

On the evening of July 29, 2021, Manchester experienced a significant flash flood which dumped approximately 6 inches of rain in a very short period of time. Our water and sewer systems were impacted with the submersion of the Lincoln Avenue sewer pumping station, and the washing out of Rootville Road and a 12 inch water transmission line there. Lincoln Avenue survived with minimal damage thanks to a 6 foot concrete barrier designed to protect the building and equipment from floods. The Rootville Road water main had to be re-bedded and re-buried, as the road grade was rebuilt. This was stabilized within 4 days. Many, many thanks go out to Herrmann Construction for their dedication, and swift mobilization of equipment and materials to help us bring this and other areas of town back to normal after this catastrophe.

A sewer extension study on North Main Street has been completed and has resulted in the select board deciding to move forward with design of a 5000 foot sewer main extension from Cemetery Avenue to Hunter Park Road. At this writing the design is 90% complete, from which costs can be estimated for construction, and planning can begin on how to fund it. We have also budgeted money for a sewer extension study for Richville Road from Green Mountain Road south to Cass Terrace. We are hoping work on that study will begin in 2022. Work continues on finding and eliminating inflow and infiltration of ground water into the sewer collection system. The wastewater treatment facility received and treated 102,263,000 gallons of raw sewerage in calendar year 2021.

The Water Department received a federal grant to have a contracted water leak detection expert come and do a detailed acoustic survey of the town's water system. The results were the location and repair of several water leaks that may not otherwise have been found due to the porous soils they were in. We are hoping this can become an annual event, thus helping us to conserve water and reduce pumping costs. The water system supplied 151,933,000 gallons of drinking water to its users in calendar year 2021.

As always, the water and sewer department employees are available to help with problems or questions regarding user's connections or meter

## SECTION 6 - TOWN DEPARTMENT ANNUAL REPORTS

usages. Please don't hesitate to call if you see, hear, or even smell anything unusual regarding your town water or sewer connections.

*Respectfully submitted,  
Eric Severance, Superintendent  
Roger Sheehan, Senior Water & Sewer Technician  
Nick Woodard, Water & Sewer Technician*

### Town Clerk

The Manchester Town Clerk's Office began 2021 adjusting to emergency legislation regarding local elections including, but not limited to, the waiver of candidate petitions, only requiring candidate consent forms to be filed in the Clerk's office; mailing Town Meeting and Taconic and Green Regional School District ballots to all active, registered voters; and forgoing the annual floor meeting, voting all articles by Australian ballot. A public informational meeting was held on Saturday, February 27<sup>th</sup> at 1:00pm via zoom with voting by Australian ballot held at Manchester Town Hall on Tuesday, March 2, 2021. The mailing of ballots by the Clerk's Office would not have been possible without the assistance of Parks and Recreation staff, Justices of the Peace and volunteers.

We issued 145 marriage licenses in 2021 compared to 53 marriage licenses issued in 2020. It is an honor to be in this office as we welcome out-of-town guests to our community, sharing what so many of us take for granted at times; these beautiful mountains of Vermont and our close-knit community. We licensed over 575 dogs, although we believe there may be more dogs in town currently unlicensed. If you own a dog, please license your dog(s) on or before April 1<sup>st</sup> each year. We also had the opportunity to work with other municipal departments in an effort to update cemetery procedures and records for the Factory Point Cemetery.

In December of 2021, we signed a contract to digitize land record index cards from 1874 to present, in addition to the scanning and linking of land record documents from 1980 to 2004. The work is slated to begin in June of 2022 due to a significant increase in land record digitization throughout New England. While images will not be available online, we intend to work closely with COTT representatives to move forward with digitization in the Clerk's Office. In 2022, we hope to increase online presence for the Clerk's Office.

The Clerk's Office recorded over 2,190 land and town documents in addition to providing the following services: certified copies of vital records, dog licensing, DMV registration renewals, green mountain passports for Manchester seniors over the age of 62, or a Veteran of the uniformed services, managing elections and

maintaining the voter checklist, fish and game licensing and gift certificates, big game reporting and notary services.

In closing, we, as a community, are in this together. We welcome feedback on the betterment of this office and our community. I want to thank my Assistant, Laura Streiber, for her continued support in the office as we continue navigating through challenging times.

As Aristotle said, "we are what we repeatedly do, excellence, therefore, is not an act, but a habit."

*Respectfully Submitted,  
Anita L. Sheldon, CVC  
Manchester Town Clerk*

### 2021 Vital Statistics:

Births		Deaths	
Female	7	Female	35
Male	15	Male	22
<b>Total</b>	<b>22</b>	<b>Total</b>	<b>57</b>

(17 births occurred in Bennington, 6 in Rutland & 2 in Manchester.)

Marriages			
New York	33	North Carolina	2
Massachusetts	27	Oregon	2
Manchester, VT	24	Alabama	1
Connecticut	22	Arizona	1
New Jersey	9	Maine	1
California	4	Maryland	1
Rhode Island	4	Missouri	1
Florida	3	Texas	1
Pennsylvania	3	Virginia	1
Illinois	2	Washington DC	1
New Hampshire	2	<b>Total</b>	<b>145</b>

### Services provided by the Town Clerk include:

- Recording and safe keeping of all records of the town
- Vital Records: Birth, Death, Marriage and Land Records
- Dog Licenses
- DMV Registration Renewals
- Green Mountain Passports for seniors over the age of 62
- Manage Elections and Maintain the Voter Checklist
- Fish and Game Licenses and Gift Certificates
- Notary Services
- Big Game Reporting Station

### Zoning, Planning & Economic Development

Despite continued challenges posed by the COVID-19 pandemic, the Planning, Zoning, and Economic

## SECTION 6 - TOWN DEPARTMENT ANNUAL REPORTS

Development Offices maintained an unprecedented level of activity in 2021. Planning & Zoning Director Janet Hurley and Assistant Zoning Administrator Peter Brabazon received and processed 155 zoning permit applications. Economic Development Officer Gordon Black has regularly engaged the business community and assisted multiple prospective new business owners seeking appropriate commercial space in Manchester.

The Selectboard has appointed a committee to guide a plan for mixed use development of the town owned property on Depot Street. The site is the former home to Manchester's Town Hall and emergency services, which was redeveloped in the 1990s with three 3000 sq. ft. footprint retail structures and leased by Manchester Designer Outlets. The lease on the property ends on April 1, 2023. The town hopes to have a plan for redevelopment in place by then that will include about 40 residential units intended for people who work in Manchester. The idea of relocating Town Hall back to the site is also contemplated.

The Selectboard adopted changes to the zoning ordinance, including a comprehensive overhaul of the Aquifer Protection Overlay provisions and an expansion of the Mixed Use 2 Zoning District to include the Dana L. Thompson Memorial Park and surrounding properties. The Planning Commission has continued to work on additional improvements to the ordinance, and has begun discussion about whether short term rentals should be regulated in Manchester.

As indicated already, permitting and development review was busier than we have seen in many years. A total of 148 permits were issued. Home construction permits will result in 18 new units, including one multifamily structure with 8 units, and an additional 4 residential apartments. One house, a garage, and a barn were approved to be demolished, and one pool was approved for removal. Along with these, permits for 12 additions, 16 accessory structures, 16 decks and porches, and 6 swimming pools on existing residential property were issued.

Non-residential permits included 33 for new signage, and 13 changes of use, including for a small tannery, a small K through 6 school, and a wedding venue. Perhaps the most significant permit issued was for a 10,600 sq. ft. microbrewery and restaurant to be constructed in front of the Hampton Inn on Main Street. Temporary exterior operations plans were approved for a number of downtown establishments under COVID-19 allowances that the Selectboard extended through the end of the year. Several site and design plan changes were also approved as reconfigurations of existing commercial properties. Six boundary line adjustments and two 2-lot subdivisions were approved. One of the

subdivision decisions was appealed to the environmental court.

Janet Hurley will be entering her eighth year as the Planning & Zoning Director. She continues providing guidance and support to the Planning Commission, Design Advisory Committee, and Development Review Board. Unfortunately, this year's work load has meant giving less time to the Conservation Commission/Energy Committee, but hopefully 2022 will see the resumption of activity by this group with staff assistance. Janet also functions to administer the *Manchester Land Use and Development Ordinance* as the town's ZA, functions as the town's E911 Coordinator, and serves to represent the town as a commissioner and Chair of the Bennington County Regional Commission (BCRC). Peter Brabazon assists in the administration of the ordinance, serving as Assistant ZA, including issuing administrative permits and certificates of compliance for previously permitted and finished projects. Economic Development Officer, Gordon Black, facilitates the town's association with the Manchester Business Association, as well as with the regional economic development community through the BCRC.

*Respectfully Submitted,  
Janet Hurley, Planning & Zoning Director  
Peter Brabazon, Assistant Zoning Administrator  
Gordon Black, Economic Development Officer*



*Manchester PD Officer R. Matteson*

## SECTION 7 – FINANCIAL REPORTS

### Fund Balance Summary

The final Fiscal Year 2021 audit report from the town auditors is not yet complete. When finished, the financial reports will be available online at [www.manchester-vt.gov/document\\_center/](http://www.manchester-vt.gov/document_center/) and filed with the Town Clerk.

Governmental Funds				
	General Fund	CIRC Fund	Other Governmental Funds	Total
Revenues	\$ 5,730,027	170,904	435,387	6,336,318
Expenditures	6,503,968	-	33,973	6,537,941
Transfers in (out)	144,438	(30,000)	(119,438)	(5,000)
Proceeds from debt issued	578,799	-	-	578,799
Increase (decrease) in fund balance	(50,704)	140,904	281,976	377,176
Fund balance, July 1, 2020	257,730	1,009,656	990,617	2,258,003
Fund balance, June 30, 2021	\$ 207,026	1,150,560	1,272,593	2,635,179

Proprietary Funds			
	Water Fund	Sewer Fund	Total
Revenues	\$ 1,005,532	624,931	1,630,463
Expenses	859,059	495,316	1,354,375
Increase in net position	146,473	129,615	276,088
Net position, July 1, 2020	5,047,801	1,882,737	6,930,538
Net position, June 30, 2021	\$ 5,194,274	2,012,352	7,206,626

Private-Purpose Trust Funds				
	Madeline Warner Cemetery Fund	Otto Conderman Fund	Joseph Buirr Fund	Total
Revenues	\$ 24,550	18,034	2	42,586
Expenses	-	-	-	-
Increase in net position	24,550	18,034	2	42,586
Fund balance, July 1, 2020	87,618	52,313	7,058	146,989
Fund balance, June 30, 2021	\$ 112,168	70,347	7,060	189,575



## SECTION 7 – FINANCIAL REPORTS

### Auditors' Letter Re: Financial Reports



January 31, 2022

The Select Board  
Town of Manchester  
40 Jeff Williams Way  
Manchester Center, Vermont 05255

We are auditing the financial statements of the Town of Manchester, Vermont as of and for the year ended June 30, 2021.

Upon completion of our audit the financial statements and our report thereon will be available for public inspection at the Town Office (or on the Town's website @[www.manchester-vt.gov](http://www.manchester-vt.gov)).

*Love, Cody & Company, CPAs, P.C.*

Vt. Reg. #357

115 Elm Street • P.O. Box 319 • Bennington, Vermont 05201-0319  
(802) 442-5552 • (800) 894-5511  
Facsimile: (802) 442-7314 • e-mail: [mail@lovecody.com](mailto:mail@lovecody.com)  
[www.lovecody.com](http://www.lovecody.com)

## SECTION 8 - NON-PROFIT ANNUAL REPORTS

### **Bennington County Habitat for Humanity**

Bennington County Habitat for Humanity (BCHfH) is an affiliate of Habitat for Humanity International. BCHfH works in partnership with Bennington County residents who cannot otherwise become homeowners or afford needed home repairs. Applicants must have a need for better housing, the ability to pay, and the willingness to partner with BCHfH. Once accepted into the homeownership program, each adult family member must complete 200 hours of sweat equity. Homebuyers who become homeowners pay an affordable mortgage thru monthly payments that include escrow for property taxes, insurance, and Homeowner Association fees, where applicable. Homebuyers' monthly payments do not exceed more than 30% of their income. The monthly mortgage payments help build more affordable homes.

BCHfH is locally run and funded. With the exception of some contract services, volunteers build Habitat houses. Businesses, subcontractors, and individuals help build, donate materials, and provide financial support. Town appropriations purchase building supplies and materials for our construction programs.

In Fiscal Year 2021 (July 1, 2020-June 30, 2021), BCHfH brought two families home to houses that had been under construction the previous year when the Pandemic hit. The Greene family moved into their new house at 22 Peggy's Way in the Jennifer Lane Neighborhood of Manchester Center in August 2021; the Furciniti-Julius family moved home to their new house in Bennington in December of 2021. By the end of June 2021, we were close to finishing a second home on Peggy's Way in partnership with the Brown Family, who will move home by the time you receive this report. Our home repair program currently is accepting applications from income-qualified homeowners who need minor exterior home repairs, including ramps, to stay safe in their homes.

Our Resale Store in Manchester sells, at reasonable prices, new and gently used furniture, building supplies, appliances, housewares, tools, and home improvement products that have been donated to us. Not only does the store provide people with quality furnishings they can afford, it also keeps items out of the landfill. The proceeds from the store provide meaningful support for our construction programs.

Ten of our 30 homes are located in Manchester, providing safe and affordable housing for ten Manchester families. One Manchester family has received repairs on their home. Many Manchester residents have helped with these projects. Four Manchester residents serve on our Board of Directors.

We encourage residents of Manchester to apply for homes and home repairs projects. We are grateful for the Town of Manchester's continued support and hope we can count on your assistance in the future. None of our projects would be possible without the support we receive from area towns, businesses, houses of worship, and individuals. Together, we do make a difference in the lives of hard-working, lower-income area residents. For more information about our work, please visit our website [www.benningtoncountyhabitat.org](http://www.benningtoncountyhabitat.org).

*Sincerely,*

*Bill Hoyt, President, Board of Directors*

### **BROC: Community Action**

On behalf of BROC Community Action and the thousands of people with low-income or living in poverty that we serve throughout Rutland and Bennington Counties, we want to express our thanks and gratitude for supporting us over the years on Town Meeting Day. BROC Community Action assists families and individuals in crisis and help provide a sustainable path forward.

Over the past year, BROC Community Action assisted 133 residents in the Town of Manchester. Whether they need food at the BROC Community Food Shelf, senior commodities, housing counseling, homelessness assistance, weatherization, heating and utility assistance, forms assistance for benefits such as 3SQT, budget and credit counseling and resources and referrals; we are here.

People come to us cold, hungry, homeless, jobless or facing major health conditions every day. Your town appropriation helps ease the struggle for nearly 10,000 people who seek assistance from us each year as we meet the basic needs of their families and provide a path forward whenever possible.

We truly value our collaboration with Manchester as we assist those most in need.

*Sincerely,*

*Thomas L. Donahue, CEO*

### **Center for Restorative Justice**

It is with your town's support that the Center for Restorative Justice (CRJ) was able to serve over 1,225 individuals this past year. Even in a year with an unprecedented pandemic, CRJ continued to provide county-wide, community justice programs and intervention services. CRJ's programs are based on the principles of restorative justice, a philosophy of justice that focuses on the people and communities harmed by crime; it emphasizes bringing together everyone affected by wrongdoing to address needs and responsibilities.

## SECTION 8 - NON-PROFIT ANNUAL REPORTS

Some CRJ highlights from this past year include:

- CRJ launched a new program this past year called Threads. Threads is a teen clothing boutique shop that accepts donations of quality, gently used clothing. Any teen can come shop at Threads and all clothing and accessories are free of charge.
- 165 individuals with suspended licenses were assisted to get legally back on the road.
- 238 youth and adults participated in CRJ's Court Diversion Programs; after successful completion, including repairing the harms caused to their victims, the individuals' criminal records were expunged.
- 124 youth cited for underage drinking or possession of marijuana participated in CRJ's screening, education and treatment program; successful completions resulted in dismissal of civil charges.
- 173 students in Manchester, Arlington, and Bennington were served through CRJ's school-based Truancy Program and Restorative Alternative Program.
- 138 at-risk teens received services through one of CRJ's many youth intervention programs such as The Lounge (after school program), movie nights, mentoring and life skill development.
- 47 adults reentering the community from incarceration were supported through a variety of programs to help them positively reintegrate into the community.
- 340 individuals were served through CRJ's many other programs including victim impact classes, risk assessments and screenings, pre-charge programming and expungement assistance.

CRJ is grateful for your continued support in helping individuals to get their lives on the right track, empowering victims to have a voice in the justice process, and helping to restore and strengthen our communities.

*Respectfully Submitted,  
Leitha Cipriano, Executive Director*

### The Collaborative

The Collaborative is extremely grateful for the Town of Manchester's continued support of our mission to support substance free youth in a caring environment. During the course of 2021, we provided youth in Manchester with numerous opportunities to engage in meaningful asset building activities while also providing evidence-based education around the issues of substance misuse and mental health.

During 2021, over 200 Manchester youth and their families from local area schools and the home school community were served by The Collaborative's myriad programming options. Through our Refuse to Use Program, opioid response team presentations, virtual West River Trail Run, our January Kindness Challenge, and the Everyone Eats Program we were able to address important community issues such as food insecurity, substance misuse, and youth mental health during the 2021 year.

#### Refuse To Use

During the 2021 year, over 100 Manchester youth and their caring adults participated in The Collaborative's Refuse to Use Program, which provides incentivized evidence-based substance misuse and asset building education. In January we partnered with Dartmouth Hitchcock and Vermont Afterschool to address issues of trauma with a focus on the skill of resilience. In February we offered programming in partnership with Kenyon College, Benjamin Lerner and Old Mill Road Media, as well as numerous other community stake-holders. In an effort to continue our programming and address the needs of our community, we offered a special presentation in May on the dangers of opioid misuse, and presented information on current trends in Vermont. This event was held in collaboration with the opioid response team.

Students who successfully completed 5 substance misuse and asset building events were provided a gift certificate to The Works Café, which helped to incentivize the right choices in our youth, while also addressing issues of food insecurity and supporting a local business.

#### Opioid Response Education

In May 2021 The Collaborative presented a virtual event that outlined the dangers and health risks associated with opioid misuse, as well as providing real-time data and statistics around opioid misuse in Vermont. This event was part of our increased efforts to provide Refuse to Use programming year round.

#### West River Trail Run

The Collaborative's annual West River Trail Run was a virtual experience that ensured the safety of all participants, while also engaging many Manchester youth and their caring adults in a healthy alternative. Participants had two weeks to complete either 11.1 miles or 5K in support of our mission to provide safe spaces – even virtually – for our community.

#### Everyone Eats

During the time period covered by this report The Collaborative provided 27,000 meals through the Everyone Eats program to individuals affected by COVID-19 throughout Bennington County. Due to

## SECTION 8 - NON-PROFIT ANNUAL REPORTS

confidentiality rules set by the program we do not track the recipient's town of residence. Meals are provided by local restaurants and must be nutritionally balanced and at least 10% of the ingredients must be locally sourced. Meals have been distributed through food cupboards, child care facilities, local churches and Shires Housing. All of the funding for this program has come either from the state (using federal COVID-19 funds) or FEMA through SEVCA.

Thank you for your support this past year.

*Sincerely,  
Maryann Morris, Executive Director*

### **Greater Northshire Access Television (GNAT)**

Thank you for your past support of GNAT-TV. Your continued support enables us to provide authentic local information, and transparent access to your government. GNAT-TV is the only local independent nonprofit media outlet in our area. People rely on us to keep them informed and connected to one another, and to Vermont.

In 2021 alone, we aired and archived 40 Manchester select board, school board, and other town government meetings on cable and online (and nearly 200 in total across our region in 2021). We produced interviews and discussions with your legislators, and aired Governor Scott's weekly press conferences; helping to bring the implications of statewide issues to the local level, so you can be better informed.

We are committed to our role as an independent noncommercial informational resource and a facilitator of diverse community voices for everyone. Our commitment, to every citizen we serve, has never been more evident than during the past two years, as we helped people in our communities navigate life during the pandemic.

We worked with local schools to share their stories and live stream their graduation ceremonies. We also made it possible for the faith community to share their weekly services on cable and online.

We offered skill building opportunities for everyone in our community via our youth education program, mentorship program, and adult media training.

We produced 264 local News Project segments, and launched a weekly community calendar to provide real time local information to our community

As we navigate the impact of a changing global media industry, and decline in our traditional cable funding, we rely on your support, now more than ever. A strong local community media organization is vital to our community, to our democracy, and to our collective

futures. Thank you for your thoughtful consideration and financial support.

### 2021 Usage Data:

680 Local Public Programs Produced, 195 Government Meetings, 86 Community Video Announcements, 143 Community Bulletin Board Announcements, 282,792 Online Video Views, 583 Equipment & Facility Reservations, 250 Training Sessions, 345 People Trained

### Ways to watch:

Comcast Cable Channels:

1074(Public), 1084(Government), 1094(Education)

GNAT-TV.org

YouTube

Roku & Apple TV

Listen Via Podcast

*Respectfully submitted,  
Greater Northshire Access Television*

### **Green Mountain RSVP And Volunteer Center**

Green Mountain RSVP (GMRSPV), an AmeriCorps Seniors program, is for people age 55 and older who want to volunteer in their community. We help local non-profit organizations by recruiting and matching volunteers to meet community needs. Your town's funds help us to continue to support and develop programs for seniors who wish to volunteer. Our staff and administrative costs are covered by federal funds from the AmeriCorps Seniors Program. Our program covers Bennington, Windham, and Windsor Counties.

Due to the pandemic, services that were once stationed in Manchester had to slightly pivot this past year. The AARP Tax-Aide service continued to assist with preparing taxes for residents; however, both volunteers from Manchester and residents seeking help traveled to Bennington for their tax preparation services and needs. We have also started an online virtual book club in partnership with the Bennington Free Library, called the Third Thursday Readers. A couple of our volunteers residing in Manchester and surrounding towns have taken part in this virtual group. This year we created the Sunshine Postcard Project. Our volunteers wrote cheerful messages on postcards that we provided and helped to distribute them to isolated individuals residing in Bennington County by coordinating with our partner agencies. Manchester residents, as well as residents from surrounding areas, are also able to benefit from attending two of our volunteer led Bone Builders classes that have thankfully been able to re-open. These classes are held at the First Congregational Church of Manchester and the Israel Congregation of Manchester. Volunteers for Meals on Wheels have not skipped a beat and have continued to



## SECTION 8 - NON-PROFIT ANNUAL REPORTS

deliver meals to those in need. Volunteers have also assisted with registering donors at American Red Cross blood drives located in Manchester.

During the current and unprecedented times, GMRSVP has not seen any increases in funding through any of the stimulus packages provided by the federal or state entities. Our program did not meet the criteria or apply for any of the other funding opportunities. 70% of our volunteers continue to serve during COVID-19 and we are pivoting our programming to continue to positively impact the community, addressing social isolation, wellness, and food insecurity. We look forward to all our volunteers returning to service once deemed safe to.

Contact Volunteer Coordinator, Lenora Volkmer in our Bennington County office at (802)447-1546 to learn how you can volunteer in Manchester.

*Respectfully,  
Green Mountain RSVP And Volunteer Center*

### **Manchester Community Library**

Throughout these many months, while the world shifted beneath us, the Board and staff at your Manchester Community Library (MCL) stayed focused on our mission and vision. Remaining true to our commitment to serve the community when a state of emergency mandated that we remain at home was no easy task, but our talented and diverse team made every effort to think creatively, pivot imaginatively, and develop innovative ways to practice the art of librarianship.

In rural and urban communities alike, the significance of libraries in maintaining connections to others and to reliable information continues to grow. A physical and virtual citadel of democracy, our collection, as always, remained open 24/7. We invested aggressively in our virtual materials, created new programming for the young at heart and the wee ones, and expanded our public WiFi access with grant support. Our parking lot saw a flutter of activity on Thanksgiving Day as those without reliable internet access gathered in their cars to celebrate virtually with loved ones. Seeing the faces of family and friends and the opportunity to mark the growth of grandchildren during a time of intense social isolation was a priceless gift—indeed, one worthy of giving thanks.

Our devoted staff has not been immune to the array of life stressors. Heartbreakingly aware of the challenges to fulfilling their vocational calling to serve all, especially the most vulnerable, they channeled their energy into creating new ways to meet the community's needs. In fact, when reopening our doors, our priority was to welcome those without computer access. For

some, it was their first opportunity to check email in many moons. Staff were present to not only assist with technical questions but also help process the overwhelming feeling of responding to hundreds of unopened messages.

Welcoming patrons back to their community library was a joyful and emotional event. Tears of happiness were shed as visitors updated us on their lives. Free to browse the entire collection, many were speechless in the presence of the books and materials that had been accessible virtually or through our well-oiled Curbside Lending Service. Newcomers had arrived, children had grown, new ones had been born, and many shared their gratitude for the efforts the staff had made to stay connected and reopen safely.

The pandemic nudged us to think outside the box, resulting in many a new opportunity including hosting the community under a red flagged tent! The outdoor space enabled us to pack the spring, summer, and early fall with programming and activities for all—from Story Time, to yoga, tai chi, and a new men's group. Partnering with organizations like the Vermont Institute of Natural Science (VINS), our tent also hosted a range of non-humans including an owl, turtles, and snakes. A book group discussion on the young adult novel, *The Hate U Give*, invited conversation on issues of race, equity, bias, and encouraged self-reflection. An equally engaging conversation on the 10<sup>th</sup> anniversary of Hurricane Irene mirrored feelings of the day—strength, hopefulness, and resilience.

As we move forward, we will continue to focus on identifying ways to support our diverse community. We appreciate the financial challenges many are navigating at this time—they are our patrons, our neighbors, and our friends. These challenges do not discriminate, which is why we partner with local organizations including Manchester Parks & Recreation, the Community Food Cupboard, MEMS, The Harned-Fowler VFW, the Northshire Day School, and Burr and Burton Academy.

The Library has not been immune to the rising costs of materials, services, and staffing shortages. After thoughtful deliberation, for one additional year, our FY23 appropriation request to the Manchester taxpayers will remain the same as it has been over the last three. The Trustees appreciate that a \$138K deficit is not sustainable; however, our FY23 budget will enable us to maintain a diversity of programs and services while the Board engages in strategic planning to increase our revenue. The MCL strongly believes in transparency and accountability; accordingly, we completed our fourth annual external audit in December. As in the previous year, we received the highest rating possible. We are excited, energized, and

## SECTION 8 - NON-PROFIT ANNUAL REPORTS

grateful, but we could not do this work without your ongoing support. For this, we are most thankful.

**Trustees:** Nancy Austin, Rhonna Cass, Dave Citron, John G. Clark, Fran Fauver, Clark French, Peter D. Kinder, Katherine Monahan, William Philip, Kate Orme, Linda Oskam, David Quesnel, and Gaby Torres.

**Honorary Trustees:** Martha Heilemann, Tony Hoyt, Susan Hunter, Linda McKeever, Christine Miles.

**Staff:** Jennifer Amatruto, Megan Demarest, J. Violet Gannon, Arielle Gringold, Gizelle Guyette, Sally Hespe, Kellie Morrison, Judy Reid, Emily Turgeon, and Cal Workman.

*Respectfully submitted,  
J. Violet Gannon, Executive Director*

### Manchester Community Library FY23 Budget

#### Inflow

	FY21 Approved Budget	FY21 Actual (Pre-Audit)	FY22 Approved Budget	FY23 Budget Projected
41110 · Individual Giving	300,000	255,301	270,000	310,000
41210 · Fundraising Events	40,000	6,139	75,000	75,000
41310 · Corporate Giving	46,000	745	20,000	40,000
41315 · Grant Income-Operating	20,000	3,000	20,000	15,000
41320 · Non-Recurring Gifts/Grants	<u>0</u>	<u>160,683</u>	<u>0</u>	<u>10,000</u>
<b>Contributions &amp; Grants Subtotal</b>	<u>406,000</u>	<u>425,868</u>	<u>385,000</u>	<u>450,000</u>
43110 · Interest	0	401	0	400
46100 · Memberships	23,628	11,099	20,000	20,000
46150 · Facilities Rental	35,000	4,801	16,500	20,000
46180 · Desk Donations, Copies & Book Sales	15,500	1,332	8,500	5,000
46190 · Café Proceeds	5,200	0	1,500	0
47240 · Program Income	6,500	88	5,000	7,000
48010 · Town Appropriation	243,740	243,790	243,740	243,740
48020 · Estimated PPP Loan Forgiveness	0	103,416	0	0
48030 · Other Misc. Income	<u>2,500</u>	<u>84</u>	<u>2,500</u>	<u>2,500</u>
<b>Revenues</b>	<u>738,068</u>	<u>790,879</u>	<u>682,740</u>	<u>748,640</u>
Hunter Fund Grant Draw	40,000	41,224	41,255	43,584
Endowment Draw	<u>97,126</u>	<u>98,170</u>	<u>100,229</u>	<u>110,141</u>
<b>Total Inflows</b>	<b>875,194</b>	<b>930,273</b>	<b>824,224</b>	<b>902,365</b>
Use of Operating Reserve Fund	<u>2,887</u>	<u>0</u>	<u>130,828</u>	<u>138,041</u>
<b>Total Inflows and Use of Surplus</b>	<b><u>878,081</u></b>	<b><u>930,273</u></b>	<b><u>955,052</u></b>	<b><u>1,040,406</u></b>

#### Outflow

##### **50000 · Payroll, Taxes & Benefits**

50110 · Gross Wages	514,574	452,489	528,471	599,203
50210 · Payroll Taxes	40,015	39,415	45,995	49,503
50310 · Health, Dental, Vision & Disability	60,683	45,704	61,291	73,542
50315 · Retirement Funding	14,359	10,479	13,679	14,039
50320 · Workers' Compensation Insurance	3,250	1,210	3,250	3,300
50900 · Payroll Service Charges	<u>2,300</u>	<u>1,950</u>	<u>2,300</u>	<u>2,500</u>
<b>Total 50000 · Payroll, Taxes &amp; Benefits</b>	<u>635,181</u>	<u>551,247</u>	<u>654,986</u>	<u>742,087</u>

##### **51000 · Administrative Expense**

51010 · Administrative Supplies	1,600	1,511	1,300	1,300
51030 · Postage (inclu. Interlibrary Loans)	800	866	2,200	1,500
51300 · Technology, AV & Digital Services	11,500	17,008	11,500	15,000

## SECTION 8 - NON-PROFIT ANNUAL REPORTS

51310 - Technology Equipment	1,500	3,418	7,000	3,000
51510 - Professional Development	5,000	2,443	3,500	6,000
51520 - Mileage	1,000	160	625	625
51530 - Memberships, Dues & Subscriptions	3,500	1,221	3,250	3,250
51540 - ED Administrative Expenses	0	2,980	1,500	1,500
51710 - Library Communications & Outreach	3,500	3,239	3,500	5,000
51720 - Volunteer Recognition	600	312	600	600
51730 - Board Expense	4,000	1,809	2,250	2,250
51900 - D&O Insurance	1,300	1,213	1,400	1,400
51910 - Misc Admin Expense	1,000	2,210	500	500
54010 - Bank, Paypal & Credit Card Fees	<u>1,300</u>	<u>326</u>	<u>1,300</u>	<u>1,300</u>
<b>Total 51000 - Administrative Expense</b>	<b><u>36,600</u></b>	<b><u>38,716</u></b>	<b><u>40,425</u></b>	<b><u>43,225</u></b>
<b><u>52000 - Development Expenses</u></b>				
52110 - Development Program Expenses	8,500	7,546	7,000	9,825
52150 - Annual Fund Expenses	2,700	1,276	3,000	3,465
52210 - Fundraising Events Expenses	<u>7,250</u>	<u>2,275</u>	<u>35,000</u>	<u>39,000</u>
<b>Total 52000 - Development Expenses</b>	<b><u>18,450</u></b>	<b><u>11,097</u></b>	<b><u>45,000</u></b>	<b><u>52,290</u></b>
<b><u>53000 - Professional Fees</u></b>				
53100 - Bookkeeping/Tax Acct/Auditing	15,000	14,526	18,000	16,000
53150 - Legal Fees	1,200	6,794	1,600	1,600
53510 - Other Prof Fees/Strategic Planning	<u>7,000</u>	<u>1,248</u>	<u>4,000</u>	<u>6,000</u>
<b>Total 53000 - Professional Fees</b>	<b><u>23,200</u></b>	<b><u>22,568</u></b>	<b><u>23,600</u></b>	<b><u>23,600</u></b>
<b><u>55000 - Materials &amp; Programs</u></b>				
55010 - Books/Media/E-Resources - Adult	27,500	18,380	25,100	27,500
55050 - Books/Media/E-Resources - Youth	7,000	4,239	5,900	7,000
55050 - E-Resources - Annual (Adult/Youth)	0	3,479	7,000	4,500
55210 - Programs - Adult	8,500	4,032	7,500	7,500
55220 - Programs - Youth	3,500	1,355	4,500	4,500
55230 - Programs - Summer	3,000	4,505	3,000	3,000
55260 - Collection Supplies & Repairs	2,600	1,066	2,000	1,500
55240 - Data Management System	2,400	1,548	2,491	2,554
55250 - ILL System Supplies	<u>2,400</u>	<u>737</u>	<u>2,200</u>	<u>1,500</u>
<b>Total 55000 - Materials &amp; Programs</b>	<b><u>56,900</u></b>	<b><u>39,341</u></b>	<b><u>59,691</u></b>	<b><u>59,554</u></b>
<b><u>56000 - Facilities and Equipment</u></b>				
56111 - Electric	27,500	19,337	37,500	30,000
56121 - Fuel	5,000	3,794	5,000	4,500
56130 - Telephone/Internet	7,500	11,649	8,500	8,500
56151 - Water/Sewer	2,000	1,640	2,100	2,100
56160 - Fire Alarm System	1,650	1,580	1,750	1,750
56162 - Elevator Service & Maintenance	2,600	3,860	4,000	4,000
56210 - Trash Removal	700	415	550	600
56220 - Grounds	12,000	11,660	12,000	12,500
56305 - COVID-19 Related		0	5,500	4,000
56310 - Cleaning Services	18,000	4,550	18,000	17,000
56350 - Facilities & Cleaning Supplies	3,200	8,158	4,500	3,500
56360 - Cafe Supplies	3,000	0	750	0
56510 - Repairs & Maintenance	17,000	15,058	24,000	24,000

## SECTION 8 - NON-PROFIT ANNUAL REPORTS

56510 · Repairs & Maintenance-HVAC	0	58,749	0	0
56520 · Minor Furnishings & Equipment	2,500	9,364	2,000	2,000
56710 · Property & Liability Insurance	<u>5,100</u>	<u>4,795</u>	<u>5,200</u>	<u>5,200</u>
<b>Total 56000 · Facilities and Equipment</b>	107,750	154,609	131,350	119,650
<b>Total Outflows</b>	<b><u>878,081</u></b>	<b><u>817,578</u></b>	<b><u>955,052</u></b>	<b><u>1,040,406</u></b>
<b>Net Surplus/(Deficit)</b>	<b><u>0</u></b>	<b><u>112,695</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

### Neighbor to Neighbor

The most important news is that Neighbor to Neighbor was able to get back to its usual business of offering no-cost, non-medical volunteer services to our care recipients. With the advent of the COVID-19 vaccine and remaining steadfast with other safety precautions, we feel confident that our volunteers and our care recipients can interact with a minimum of risk. We require all volunteers and care recipients to provide proof of vaccination before coming together. New partnerships between volunteers and care recipients are the happy result of a really difficult time.

We resumed our monthly social events in July with a visit to the Rogerland Gardens in Arlington and finished the year with a special holiday lunch sponsored by the Bank of Bennington. Our “people” (care recipients, volunteers, Steering Committee members, and the Executive Director) are so happy to be back in contact with one another. We missed each other!

Our fundraising event this year was our Summer Raffle. We received over 40 prizes from generous local businesses to raffle off. Neighbor to Neighbor

volunteers could be found at the Dorset Farmer’s Market and in front of the Northshire Bookstore selling raffle tickets. It was a great success and a lot of fun.

After receiving a grant from the Windham Foundation, we created a professionally-produced promotional video that we can use when making presentations to groups and potential donors, and just to show people who Neighbor to Neighbor is and the important work we do. You can view the video at [vimeo.com/631261448](https://vimeo.com/631261448).

This year, we plan to expand our geographic reach by offering assistance to residents of Danby, Pawlet, and Rupert. We know these small towns are home to elderly and housebound folks who can use our help and we are excited to add to the number of Northshire towns we serve.

As always, we are grateful to Manchester and the assistance we receive each year.

*With Gratitude,  
Robin Galguera, Executive Director*

### Northshire Day School

Northshire Day School (NDS) is a quality, licensed non-profit childcare and early education center, which provides a safe and loving environment for local children from birth to age 5. We have been serving area families for over 50 years and currently serve 87 children.

Quality early childhood care is critical infrastructure for our local economy. It enables families to participate in the workforce and strengthens our community, providing more positive outcomes for children. When you invest in childcare, you invest in our community.

While working with a \$250,000 annual deficit, we strive to provide access to quality programming that is affordable for families. In the 2020-2021 fiscal year, it cost Northshire Day School \$17,613 to educate each child, but the average family paid only \$13,725. Our current starting rate for an early childhood educator is \$13/hour. While every family makes a significant contribution to their child’s care, it is not enough to pay our educators a livable wage, even if they have completed higher education and certifications. To continue making a positive impact, we need community support.

To help us close half of our operational budget gap we are seeking funding from our Northshire towns to ensure that we can continue the important work of caring for our young children. We have submitted appropriation requests to the voters of Manchester, Dorset, and Sunderland. The amounts we are requesting from each community is based upon the percentage of students we serve from each of those communities. The appropriation requests are as follows: Manchester - \$87,000, Dorset - \$13,000, and Sunderland - \$11,000.

The NDS Trustees are committed to securing private donations to cover the other half of our operational gap. We recently hired a Development Director to focus on building financial sustainability through philanthropic donations, grant writing, and community outreach.

When you vote “yes” for Northshire Day School, you are saying “yes” to children and their families. You are saying “yes” to local businesses who need

## SECTION 8 - NON-PROFIT ANNUAL REPORTS

employees. And, you are saying “yes” to the greater Northshire community.

Our annual report is viewable online at: [Northshire Day School 2020-2021 Growth Report](#).

*Respectfully submitted,  
Julie Mackey, President of the Board of Trustees*

### Northshire Rescue Squad

Northshire Rescue Squad has the honor of serving this community with Emergency Medical Service at the paramedic level. We do this with a mixture of volunteer first responders and full & part-time paid staff. With the ever-evolving unknown of the COVID-19 virus, and its variants, our members are dedicated to providing this service to our friends, family, neighbors, and visitors. We would also like to acknowledge the overwhelming support of this community as we could not possibly provide the level of coverage and care without the financial support of this community. We would like to thank all that have reached out with kind words, gestures of gratitude and donations.

### Northshire Rescue Squad 2021-2022 Budget

Income		2021 - 2022 Budget
	Patient Med Ins Receipts – Cash	540,000
	(Provider Tax - medicaid)	-19,000
	Net Patient Med Ins Receipts – Cash	521,000
	Municipal ("Service Fees")	
	Manchester	143,004
	Dorset	30,962
	Danby (was adjusted year 1 of agmt)	13,159
	Mt Tabor	3,483
	Winhall	2,903
	Municipal – Other	1,597
	Total Municipal ("Service Fees")	195,108
	Ambulance Lease - Municipal ("Dues")	
	Danby	12,188
	Dorset	18,878
	Mt Tabor	2,370
	Winhall	743
	Manchester	40,815
	Total Ambulance Lease - Municipal ("Dues")	74,994
	Annual Fund	95,000
	Subscriptions – Donations	25,000
	Subscriptions	95,000
	Classes	2,000
	Vermont Summer Festival Revenue	37,000
	Miscellaneous Income	
	Investments	20,000
	<b>Total Income</b>	<b>1,065,102</b>
Expense		
	Wages (Medical Staff)	567,300
	Payroll Expenses	43,398
	Payroll Service charge	1,200
	Employee Medical Insurance	91,116
	Simple IRA – Company	4,316
	Total Compensation	707,330
	Ambulance Lease	64,231
	Insurance (W/C, Property, etc.)	55,000

We will continue to respond to your calls for assistance and ever strive to provide the highest level of care to this community.

### NRS Calls Per Town Fiscal Year 2020-2021

Manchester	781	Mount Tabor	16
Dorset	156	Winhall	14
East Dorset	78	Hospital Transfers	14
Danby	82	Mutual Aid	80
Rupert	11	<b>TOTAL</b>	<b>1232</b>

*Respectfully Submitted,  
Michael Casey, NRP, Chief Operations Officer*

## SECTION 8 – NON-PROFIT ANNUAL REPORTS

Accounting & Bookkeeping	10,650
Legal	1,000
Billing - medical services	59,400
Rent - Agmt with Manchester	43,000
Dispatch - Agmt with Manchester	67,000
Grounds/Snow/Sewer - MTO Charge	2,500
Utilities	12,500
Other occupancy expenses	3,000
Vehicles Fuel/Maintenance/Repairs	25,000
Medical Equipment & Supplies	35,000
Communications/Repairs	5,400
Total Education	1,000
Educational Supplies	1,500
Total Office Supplies/Software	3,500
PR/Fundraising/Postage & Printing	6,500
Uniforms	1,500
Gifts/Dues /Subscriptions	500
Functions	1,000
Misc Expense	2,000
<b>Total Expense (ex depreciation)</b>	<b>1,108,511</b>
<b>Net Income - Budget basis</b>	<b>-43,409</b>

### Project Against Violent Encounters

This year marked PAVE's 40 year anniversary of providing compassionate, concrete support to survivors of domestic and sexual abuse. PAVE continues to be the only agency providing these services in Bennington County. Our goal is to promote a world where all peoples can be empowered to have fulfilling, safe relationships free from violence. We do this by not only providing services in times of crisis but also by providing services that educate, heal and empower as well. In the last 40 years PAVE has grown from a crisis hotline to an agency offering multiple, comprehensive services. The cycle of abuse is often multi-generational and because of this knowledge PAVE offers prevention services through education and community outreach as well as direct services to survivors.

This past year brought unique challenges due to COVID-19 and the precautions that we all needed to take to keep our communities safe. PAVE understood that to quarantine would create new barriers for survivors trying to flee domestic or sexual violence. In response, our hotline remained open and fielded 293 calls. In addition, we received 805 calls seeking services and support to our main agency line during the past year.

Our advocates worked hard to continue offering support to survivors while working remotely, providing 101 interactions through internet contact alone. Despite the challenges of the pandemic, PAVE remained available and vital to the Bennington community. PAVE served 28 survivors from the Town of Manchester with 125 supportive interactions in the past year. Our supervised visitation program also remained active providing remote visit options to parents and children, to keep them connected, despite not being able to

physically see each other. This program offered 376 visits throughout the past year and has moved back to offering in person visits.

Domestic violence is the third leading cause of homelessness among families. For this reason, our shelter remained open throughout the pandemic. Our shelter offers the only short term emergency housing for survivors of domestic violence in the county. Last year PAVE provided 1057 nights of shelter to survivors fleeing domestic or sexual violence.

On behalf of directors, staff, and families we served, I thank the Town of Manchester for your ongoing support. It allows us to create greater opportunities for those that are impacted by domestic and/or sexual violence and need our services each year.

*Respectfully submitted*  
*Lindsay Brillion, Executive Director*

### Southwestern Vermont Council on Aging

This report describes the services that the Southwestern Vermont Council on Aging (SVCOA) provided to elders in Manchester in 2021:

#### Nutrition Support:

The Council helped provide 5312 meals that were delivered to the homes of 33 elders in your community. This service is often called "Meals on Wheels". In addition, 2 Manchester elders came together at a luncheon site in your area to enjoy a nutritious meal and the company of others; 26 meals were provided.

Additionally, SVCOA provided 63 hours of one-on-one nutrition support, including nutrition assessments and resource connections and referrals, to 38 residents of Manchester.

## SECTION 8 – NON-PROFIT ANNUAL REPORTS

### Case Management Assistance:

SVCOA case management and outreach staff helped 26 elders in your community for a total of 183.25 hours. Case managers meet with an elder privately in the elder's home or at another agreed upon location and assess the elder's situation. They will work with the elder to identify needs and talk about possible services available to address those needs. If the elder desires, the case manager will link the client to appropriate services, coordinate and monitor services as necessary, and provide information and assistance to caregivers. Case managers also help elders connect with in-home assistance programs, including a program called Choices for Care. This program is especially helpful to frail elders facing long term care placement who still wish to remain at home.

### Other Services and Support:

1) "Senior Helpline" assistance at 1-800-642-5119. Our Senior HelpLine staff provide telephone support to elders and others who need information on available programs and community resources; 2) Medicare and health benefit counseling information and assistance through our State Health Insurance Program; 3) Legal service assistance through the Vermont Senior Citizens Law Project; 4) Information about elder issues and opportunities via various agency articles and publications 5) Nutrition education and counseling services provided by SVCOA's Registered Dietician; 6) Senior Companion support for frail, homebound elders; 7) Outreach services to elders dealing with mental health issues through our Elder Care Clinician. This service is provided in cooperation with Rutland Mental Health; 8) Transportation assistance; 9) Caregiver support, information and respite to family members and others who are providing much needed help to elders in need of assistance; 10) Money Management programs that offer either a volunteer bill payer or representative payee services to elders and younger disabled individuals.

*Respectfully submitted,  
SVCOA*

### **The Tutorial Center**

The Tutorial Center's mission is to assist individuals and organizations interested in meeting their educational and vocational needs for both youth and adults. The Center is committed to a philosophy which respects student goals, builds on students' strengths, and seeks educational approaches most appropriate for each student. The Tutorial Center has learning centers in Manchester and Bennington, enabling Bennington County Residents to access our services where they live or work.

The past eighteen months have certainly presented some challenges for the Tutorial Center. While only closed to in-person learning for 4 months during the pandemic, in 2020, the Center had to offer virtual classrooms. We trained staff and purchased laptops to accommodate moving our learning model online. We have continued virtual classrooms as well as in person and blending learning, while many of the agencies we work with are still working remotely.

The Tutorial Center works closely with the social service agencies in the area, such as the Dept of Labor, Economic Services, PAVE, DCF, CRJ and UCS to name a few. Though our main mission is education, we know there are many barriers to education for our students. We work closely with our students to help minimize these obstacles. We have a transition counselor to help students overcome these barriers, as well as direct them to the specific services they may need.

Our education services include tutoring for all ages; Adult Education and Literacy (which includes an alternate pathway to a high school diploma-the High School Completion program); English language classes for non-English speakers (ESL); GED preparation and testing; job readiness training; basic technology training for individuals and businesses; and our long-standing Youth Agricultural Program (YAP), as well as Integrated Educational.

Manchester's town appropriation funds support our tutoring work, enabling us to offer scholarships to students who need assistance. In addition, we work closely with BBA and area schools to be a resource for them.

The Tutorial Center is happy to answer the community's questions about how we may be able to help you or someone you may know. Thank you for your previous support and we look forward to your continued support.

*Respectfully submitted,  
Sean-Marie Oller, Executive Director*

### **Vermont Association for the Blind and Visually Impaired**

The Vermont Association for the Blind and Visually Impaired's 2021 Fiscal Year was filled with "outside the box" solutions to the challenges posed by the COVID-19 pandemic. In the absence of in-person fundraising events, we designed a virtual family-friendly scavenger hunt called the Great Brave Little State Challenge. Our new referral system, developed in fall 2020, has successfully resulted in an increased number of people in need of vision rehabilitation being connected to our services. In addition, the overall number of clients we



## SECTION 8 – NON-PROFIT ANNUAL REPORTS

serve has grown over the past year due to the aging population of our state, and this trend is expected to continue well into the future.

As government mandates have begun to be lifted, our staff has been able to be flexible with providing both in-person and remote services depending on client preference. In-person services take place with physical distancing and PPE guidelines that are continuously being revised based on the Governor's recommendations. The main goal of our programs over the past year has been to ensure that clients have the resources they need, in the manner most comfortable for them to ensure their safety, and to prevent feelings of social isolation during these troubled times.

It is clear to us at VABVI that our mission and services will play a critical role in the lives of many Vermonters well into the future. As the world transitions "back to normal," we continue to work nonstop to support anyone living in Vermont who is experiencing vision loss.

SMART Device Training Program: The SMART Device Training Program served a record-breaking 366 clients across Vermont in FY21. Due to social distancing protocols, technology has become essential for our clients to be able to live independently while remaining social and connected to their communities. In addition, with many healthcare providers transitioning to seeing patients via "telehealth," (which is an ideal option for clients who cannot travel to appointments) it is critical that our clients know how to utilize technology. Clients who received technology training prior to COVID-19 have reported that the skills learned in this program have been invaluable throughout the pandemic.

PALS (Peer Assisted Learning and Support) Groups: PALS Groups, held throughout Vermont, are monthly meetings where members share coping strategies and discuss the practical, social and emotional challenges of vision loss. PALS groups have been operating remotely via Zoom and telephone over the past year due to social distancing requirements, but arrangements are being made to resume in-person meetings by early fall 2021.

HAPI (Helping Adolescents Prepare for Independence): The HAPI program enables Teachers of the Visually Impaired and Certified Vision Rehabilitation Therapists to work one-on-one with students to practice daily living skills.

IRLE Summer Camp (Intensive Residential Life Experience): IRLE camp helps VABVI students develop social skills, meet fellow visually impaired peers, learn independent living skills, and improve self-advocacy skills. The 2021 IRLE Camp was redesigned to accommodate COVID-19 restrictions, and students

participated in a virtual group setting from their own homes. For maximum peer mentoring opportunities, IRLE Camp was combined with the LEAP (Learn, Earn, And Prosper) Program, which provides blind and visually impaired youth with the opportunity to gain work experience and participate in their communities.

During Fiscal Year 2021, we served 1,195 clients from all 14 counties in Vermont. This included 12 adults and 1 student in Manchester, and 43 adults and 17 students in Bennington County.

For more information about VABVI's services or to volunteer, please contact Shannon Turgeon, Development Associate, at [sturgeon@vabvi.org](mailto:sturgeon@vabvi.org). Visit our website at [www.vabvi.org](http://www.vabvi.org) or "like" us on Facebook at [www.facebook.com/vabvi802](https://www.facebook.com/vabvi802).

*Respectfully Submitted,  
VABVI*

### Vermont Center for Independent Living

For the last 42 years, The Vermont Center for Independent Living (VCIL) has been teaching people with disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees (85% of whom have a disability) conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

In FY'21 (10/2020-9/2021) VCIL responded to thousands of requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to 186 individuals to help increase their independent living skills and 4 peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted 141 households with information on technical assistance and/or alternative funding for modifications; 65 of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided 74 individuals with information on assistive technology; 42 of these individuals received funding to obtain adaptive equipment. 497 individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. We are also home to the Vermont Telecommunications Equipment Distribution Program (VTEDP) which served 35 people and provided 24 peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by



## SECTION 8 – NON-PROFIT ANNUAL REPORTS

telephone. Due to the pandemic VCIL was able to start a new (temporary) program, Resilience and Independence in a State of Emergency (RISE) which served 418 people in its first few months. The Rise Program can help provide an array of items or services if the needs are directly related to the COVID-19 epidemic (computers for tele-med appointments, cleaning supplies, etc.).

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

During FY'21, 8 residents of Manchester received services from the following programs:

- Meals on Wheels (over \$2,300.00 spent on meals for residents)
- RISE Fund (Resilience and Independence in a State of Emergency) (\$650.00 spent on pandemic related needs)
- Peer Advocacy Counseling Program
- Information Referral and Assistance

To learn more about VCIL, please call VCIL's toll-free I-Line at: 1-800-639-1522, or, visit our web site at [www.vcil.org](http://www.vcil.org).

*Respectfully submitted,  
Linda J. Meleady, Development Coordinator*

### VNA & Hospice of the Southwest Region

In 2020, the VNA & Hospice of the Southwest Region provided Bennington County residents with exceptional home care, hospice, and community health services. From infants with hi-tech needs to seniors who wish to remain independent at home, and those who are facing a terminal illness, we continue to bring medically necessary health care wherever it is needed, regardless of the location of residence, or complexity of health issues.

In the face of shrinking government and state reimbursements and rising healthcare costs, VNAHSR has continued to identify community needs and provide essential cost-effective healthcare services to Bennington County's most vulnerable individuals.

In 2020, VNAHSR's dedicated staff made more than 160,581 visits to 3,298 patients. In the town of Manchester, we provided 9,880 visits to 186 individuals.

In closing, we wish to thank you for your past support. With your vote of confidence, we will continue to meet our mission to enhance the quality of life of all

we serve through comprehensive home and community health services.

*Respectfully submitted,  
Ronald J. Cioffi, CEO  
Dan DiBattista, President of the Board of Directors*



*Volunteers Place Sandbags for Flood Mitigation in Hillvale Neighborhood*

## SECTION 9 - OTHER REPORTS & INFORMATION

### Bennington County Regional Commission

The Bennington County Regional Commission (BCRC) was created by the seventeen towns and villages it serves, and works with and on behalf of those 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. This mission is accomplished through direct planning and community development assistance to town and village governments, through preparation and implementation of regional plans and studies, and through synergistic working relationships with local and regional organizations. The BCRC works cooperatively with local governments to establish and advance regional cohesiveness, actively advocates for adherence to adopted regional policies, and facilitates effective communication between local, state, and federal levels of government. The full BCRC 2021 report is available under the supplemental reports section at: <https://manchester-vt.gov/town-meeting-2022/>

### Bennington County Solid Waste Alliance

The Bennington County Solid Waste Alliance works to reduce the amount of waste disposed in landfills by promoting recycling and reuse as well as resource conservation. The Alliance offers education and outreach to businesses, schools, institutions, and event organizers in complying with the Universal Recycling Law and other solid waste management requirements primarily by increasing reuse and recycling. These programs help residents, businesses, schools, and institutions find solutions to recycling, food scrap diversion and the disposal of items such as electronic waste, fluorescent bulbs, paint, and others that are banned from landfills.

The Alliance launched an expanded website at [www.bcswa.org](http://www.bcswa.org) and hosts a *Facebook* page [www.facebook.com/SolidWasteAlliance](https://www.facebook.com/SolidWasteAlliance), which provide information on:

- battery recycling through the Call2Recycle program
- disposal of used motor oil at retail establishments and transfer stations that accept motor oil
- recycling of paint through the PaintCare program, including retail stores that accept paint
- prescription drug disposal including drop-off locations
- recycling of textiles by the Apparel Impact, Goodwill, and others
- events for disposing household hazardous waste
- disposing of fluorescent bulbs, compact fluorescent lamps (CFLs) and other mercury items at transfer stations and retail establishments

- disposal of E-Waste at area transfer stations, Goodwill, and retail establishments
- diverting food scraps by composting and annual sales of compost bins and kitchen containers
- resources for businesses, schools, events, institutions and residents

During 2021 the Alliance assisted forty businesses, several major event organizers including Garlic Town, made a recycling presentation to summer campers at Lake Paran, and hosted tables at several farmers markets. On-site presentations were provided to Bennington Elementary and Sunderland Elementary schools to teach students about recyclable materials. Forty pieces of composting equipment were also sold through two distribution events.

The Alliance held three household hazardous waste events serving 666 households, a number that continues to increase each year. In 2022, three household hazardous waste events will be held for residents and small businesses of all thirteen towns within the Alliance. The spring event will be in Bennington and the fall in Dorset. A third event will be held for residents and businesses of Searsburg and Stamford to accommodate the greater distance they have to either of the other events. Visit [bcswa.org](http://bcswa.org) for updates and details. The Alliance receives most of its funding from the thirteen towns along with grants from the Vermont Agency of Natural Resources and the Agency of Agriculture and Markets.

*Respectfully submitted,  
Bennington County Solid Waste Alliance*

### Green Up Vermont

**Green Up Day is on May 7, 2022.** For more information, please visit the supplemental report section at: <https://manchester-vt.gov/town-meeting-2022/>

### Manchester Business Association

The Manchester Business Association (MBA) and its' members wish to thank the Manchester residents and the Town of Manchester for their continued financial support of the MBA and its mission.

The Manchester Business Association (MBA) is a non-for-profit destination marketing organization (DMO), formed in late 2016. Its mission is to maintain the economic vitality of the town by promoting & marketing this extraordinary destination and its member businesses. The MBA uses all mediums to market this one-of-a-kind destination including its website, [www.manchestervermont.com](http://www.manchestervermont.com); social media, including *Facebook* & *Instagram*; monthly email newsletters; weekly ads in the local *VT News Guide*, digital ad buys; PPC campaigns and other print and

## SECTION 9 - OTHER REPORTS & INFORMATION

digital publications. The MBA, in coordination with its members, creates unique campaigns, offers, contests, experiences and events to promote the Town of Manchester to its locals and visitors alike.

In 2021, the work delivered by the MBA resulted in a record-breaking reach, locally, regionally and nationally. The [manchestervermont.com](https://manchestervermont.com) website experienced the largest increase in visitor traffic to the site with over 153,000+ visitors. Its social media channels (*Instagram* and *Facebook*) also experienced substantial increases in the number of followers. When measuring growth year over year, it is more accurate to compare 2021 to 2019 versus 2020, as 2019 was the last full “regular year”. Thus, the numbers below are comparison of 2021 to 2019:

- Website visitor traffic grew by 24% or 30,000+ visitors.
- *Instagram* followers grew by 28%. Just under 17,000 current followers to date.
- *Facebook* followers grew by 6%. Just under 7,500 followers to date.
- Email subscribers grew by 17%. Just over 8,000 subscribers to date.

The Manchester Visitor Center moved locations in July 2021, back to 4826 Main Street. The Center expanded hours of operation, now operating Tues – Sun from 10am – 3pm. It welcomed just under 4,000 locals and visitors alike. Last but not least, MBA membership grew significantly. It has 107 current members, which is an increase of 27% over the previous membership year.

Through membership and donations, the MBA raised \$110,128 in 2021, a 5.9% increase over 2020. Combined with the town match of \$50,000, our total revenue for 2021 was \$160,128. Our expenses totaled \$151,843, which resulted in a net operating income of \$8,286. Expenses included but are not limited to; Visitor center rent, utilities and labor to operate the center; digital and print advertising; administrative labor and expenses; memberships; website maintenance and fees; and consulting fees for marketing/operation of the [manchestervermont.com](https://manchestervermont.com) website and applicable social media channels.

With COVID-19 still creating challenges in 2021 the MBA continued to support its members, the Town of Manchester and the greater business community, through regular email communication. The MBA continued to be a resource for locals, included sending communication on important topics like the latest COVID-19 restrictions and requirements, mask mandates, town information, promoting outdoor dining and financial resources for businesses.

BEST NEWS OF 2021 was the Town of Manchester reporting the highest Option Tax Revenue (OTR)

earnings for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters, EVER. Compared to 2019 OTR's, each quarter experienced an average 20% growth. That OTR growth occurred during the same periods when the MBA saw a substantial increase in visitors to the [manchestervermont.com](https://manchestervermont.com) website. The MBA believes that through its continues marketing efforts it has and will continue to have, a direct influence on this OTR growth. That is why the continued investment, by the Town of Manchester, in the Manchester Business Association and its efforts, is pivotal in sustaining this growth and economic vitality of the Manchester Community.

*Respectfully submitted,  
Manchester Business Association*

### **Southern Vermont Communications Union District**

The Southern Vermont Communications Union District, a political subdivision of the State of Vermont, is a multi-municipal organization working to solve the longstanding rural broadband connectivity challenges in its fourteen member towns. Since forming in March of 2020, the CUD has grown to include Arlington, Bennington, Dorset, Landgrove, Londonderry, Manchester, Peru, Pownal, Rupert, Sandgate, Shaftsbury, Sunderland, Winhall, and Woodford.

In 2021, after issuing a Request for Qualifications and receiving multiple private sector responses, the CUD formed a public-private partnership with Consolidated Communications to ensure that currently unserved and underserved areas of the CUD are provided with world-class fiber broadband built out to the premises. In partnership with CCI, the Southern Vermont CUD submitted an application to the National Telecommunications and Information Administration's broadband infrastructure grant for a \$9.05 million fiber optic buildout program, and expects a determination in February 2022. A successful application, combined with separate fiber optic broadband incentives under the FCC's Rural Digital Opportunity Fund, will realize broadband buildout to 97 percent of the 2,500 unserved and underserved addresses in the district, with construction scheduled to begin in the second quarter of 2022. We are pleased to inform the public that, under the terms of the partnership with CCI, the CUD would retain ownership of all physical assets built with federal dollars.

While we are confident in our application, we also wish to assure the public that this is not the region's only pathway to connectivity. The Vermont Community Broadband Board recently announced the availability of funding under the Broadband Construction Grant Program, a provision of Act 71. Under this program, the CUD would be eligible for \$4.34 million of funding to



## SECTION 9 - OTHER REPORTS & INFORMATION

build out a fiber optic broadband network. We are in the process of developing multiple application scenarios for this grant, and will submit the proposal most appropriate for the forthcoming NTIA funding decision.

By way of closing, we would like to thank the many people and organizations who continue to support our work: the Department of Public Service; the Vermont Community Broadband Board; the Vermont Community Foundation; our elected officials; and the Bennington County Regional Commission. Most importantly, however, we would like to recognize the delegates that you have appointed to the CUD's Governing Board. They have dedicated their time and energy to solving an immensely difficult problem, and we would not have made the progress that we have made to date without them.

We meet the second and fourth Wednesdays of each month at 6:00 PM. Please join us, and learn more at [sovtcud.net](http://sovtcud.net).

*Sincerely,  
Eric Hatch, Chair*

*Southern Vermont Communications Union District*

### State Representative Legislative Update

Reps. Kathleen James and Seth Bongartz: Bennington-4: Arlington, Manchester, Sandgate, and part of Sunderland

The 2022 legislative session started on January 4 and will continue through May.

Rep. Kathleen James serves as clerk of the Education Committee and in December 2021 was elected Assistant Majority Leader. Rep. Seth Bongartz serves on the Natural Resources, Fish and Wildlife Committee and the Legislative Committee on Administrative Rules.

A key focus of the legislature's work this session is investing Vermont's remaining federal ARPA dollars — more than \$500 million — to boost recovery and lay the groundwork for a stronger future, as well as tackling the interconnected challenges of workforce, childcare and housing. These are top priorities.

In October 2021, Bongartz and James hosted an all-day housing summit in Arlington. Leading state, regional and local officials presented a series of nuts-and-bolts workshops on how communities can build more housing for low- and middle-income residents. Bongartz and James have introduced a bill (H.511) that builds on these ideas and will make it easier to build housing in our town centers.

On May 2, 2022, they are hosting a Career Expo at Burr and Burton Academy that will feature dozens of leading Bennington County employers, business leaders

and entrepreneurs, as well as reps from the Vermont State Colleges, UVM and VSAC. With a focus on long-term workforce development, the goal is to inform high-school students and job-seeking adults about Vermont's best-bet career pathways and training programs.

During the 2022 session, all floor and committee meetings are live-streamed and available for public viewing on *YouTube* at [legislature.vermont.gov](https://legislature.vermont.gov).

James and Bongartz are also hosting online constituent coffee hours on the second Saturday of each month. The meetings are held via Zoom for now, and future dates are February 12, March 12, April 9, May 14 and June 11 from 9 to 10 a.m. The informal conversations will offer constituents the opportunity to hear updates from the statehouse and to share ideas, questions, and concerns with Kath and Seth.

To join the coffee hour, please email [KJames@leg.state.vt.us](mailto:KJames@leg.state.vt.us) at least 30 minutes prior to each Saturday's meeting for the *Zoom* link. She'll also post the information on her legislative *Facebook* page [www.facebook.com/kathjamesVTstaterrep](https://www.facebook.com/kathjamesVTstaterrep).

Both legislators are active in several tri-partisan issue-oriented caucuses, including the Rural Economic Development Working Group, the Tourism Caucus, the Climate Solutions Caucus, and the Social Equity Caucus. They work closely together on a wide range of issues and encourage constituents to reach out and stay in close touch.

Rep. Kathleen James ([KJames@leg.state.vt.us](mailto:KJames@leg.state.vt.us), cell 802.733.1435). Learn more and sign up for her newsletter at her website: [kathjamesforstaterrep.com](https://kathjamesforstaterrep.com). Follow on *Facebook*: [Kathleen James VT State Representative](https://www.facebook.com/KathleenJamesVTStateRepresentative)

Rep. Seth Bongartz ([SBongartz@leg.state.vt.us](mailto:SBongartz@leg.state.vt.us), cell 802.598.3477). Learn more and sign up for his newsletter at his website: [seth4house.com](https://seth4house.com). Follow on *Facebook*: [Seth Bongartz VT State Representative](https://www.facebook.com/SethBongartzVTStateRepresentative).

### VT Spay Neuter Incentive Program

The VT Spay Neuter Incentive Program aka (VSNIP), under the oversight of the VT Economic Services Department, is administered by VT Volunteer Services for Animals Humane Society (VVSA). VSNIP helps financially challenged Vermont residents spay/neuter cats and dogs. VVSA will be hosting Rabies Clinics in March. Call for dates and locations.

More information is available under the supplemental reports section at: <https://manchester-vt.gov/town-meeting-2022/>

## NOTES

This image shows a full page of blank, white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, typical of notebook or legal stationery. There are no margins, text, or other markings present.



## NOTES

[illegible]

*In Memory and Appreciation for your service to the Town of Manchester:*



Noel Richard Coniglio came with his wife Barbara to Vermont in 1980. He was very active in the Manchester Community. He was a volunteer fireman and particularly loved being Rescue Captain and Assistant Chief. He was very involved in the creation of the new fire and police rescue building. Noel worked on the original skate board park committee as well as helping with his children's sport teams and scout groups. Noel wore many hats! He was so proud to create and manage the Millwork Department at R. K. Miles. He was an Auxiliary Vermont State Trooper and also worked as a Manchester Police Officer.



Tara Adams Bell Dowden emigrated to Vermont in 1980 and worked as a bank manager at Rutland Savings and Chittenden Banks. She worked as a Certified Financial Planner with Merrill Lynch and for the past thirteen years with Stifel Nicolaus & Company. She was active in the community joining her husband Wayne Bell helping Santa as Mrs. Claus. She also served on the Town of Manchester's Economic Development Board and the Investment Advisory Board. She served as a longtime Treasurer of the Manchester Rotary Club and received the Paul Harris Service Award. She was also Treasurer of the Manchester Health Service for many years as well as many other community and nonprofit boards. She was appointed by the Governor to the Vermont Real Estate Commission. Tara received the Manchester "Unsung Hero" Community Service Award in 1997.



Jessie C. Forrest returned to Manchester to work on the family farm in 1959. She was Sexton of Zion Episcopal Church for 22 years and Coordinator of the Red Cross Blood drives in Manchester for 20 years. She was known for promoting blood drives with gift certificates and door prizes for those who gave blood. Jessie was very musical. She led sing-alongs at Equinox Terrace. She enjoyed musical theater and was a member of the Dorset Players. She was a member of the Red Hat Society, the Northshire Seniors and Neighbor to Neighbor participant.



**TOWN OF MANCHESTER  
40 JEFF WILLIAMS WAY  
MANCHESTER CENTER, VT 05255**

**RENEW DOG LICENSES BEFORE  
APRIL 1<sup>st</sup>  
Rabies Clinic  
March 11, 2022  
Manchester Firehouse**



**GREEN UP VERMONT**  
*Together We Keep Vermont Clean!*  
[www.greenupvt.org](http://www.greenupvt.org)  
**2022 Green Up Day Is May 7<sup>th</sup>**