



# 2023 - 2024 Annual Report

**Annual Town Meeting Day** • March 5, 2024

**Annual Representative Town Meeting** • March 23, 2024

**Fiscal Year Budget** • July 1, 2024 to June 30, 2025

**Fiscal Year Audit** • July 1, 2022 to June 30, 2023



# HOW TO USE THIS REPORT

The Annual Town Report is released each year prior to Town Meeting and Representative Town Meeting so that the public and Representative Town Meeting members can familiarize themselves with the materials that they are asked to consider during Town Meeting and Representative Town Meeting. It is filled with information about the operations of the Town of Brattleboro. You will find:

- **Table of Contents**, located immediately following this page, provides a summary of the information contained in this book. The corresponding page numbers indicate where to find the information. Some significant items are as follows:
- **Town's Departments and School contact information**
- **Town Officers** (prior to the 3/5/24 elections)
- **Town Meeting Members** (prior to the 3/5/24 elections)
- **Warning for State-wide Town Meeting Day** (March 5, 2024) contains articles from the Town that will be voted upon by registered voters of the Town of Brattleboro, including the hours and location of the polls.
- **Warning for Representative Town Meeting** (March 23, 2024) contains articles from the Town that will be voted upon by Representative Town Meeting members. Immediately following the Warnings are sections with additional information about certain articles.
- **Minutes from Representative Town Meeting on March 25, 2023**
- **Proposed FY25 Budget** materials contain the Town Manager's Budget Message, a Budget Summary, the entire proposed FY25 General Fund Budget, FY25 Capital Fund Budget, the 5-year Capital Project Plan, and instructions on how to electronically access the 25-year Capital Equipment Replacement Plan.
- **Town's audit for FY24**

**Tuesday, March 5, 2024 - State-wide Town Meeting Day.** Polls for all three Brattleboro Districts are located at the American Legion, 32 Linden Street, and will be open from 7 a.m. to 7 p.m. Items to be voted upon are contained in the Warning for Annual Town Meeting. Early/absentee voting begins on February 15 and voters may contact the Town Clerk's Office (802-251-8157) to request a ballot or may request one online at <https://mvp.vermont.gov>. Members of the public who are eligible to vote and have not yet registered may contact the Town Clerk's Office in advance and request to be added to the voter registration list or register online at <https://olvr.vermont.gov>. Any eligible person interested in voting, but not on the voter registration list, may also go to the polls on voting day and register to vote. They must bring their Vermont Driver's License number or the last 4 digits of their social security number with them to the polls (if they do not have a Vermont Driver's License).

**Wednesday, March 13 – RTM District Caucuses and Informational Meeting, Academy School Gym. Member Caucus and District Meetings – 6:30 p.m. Selectboard Presentation of Budget and Discussion – 7 p.m.** Members of the Selectboard, the Town Manager, and other members of the Town's management staff will present the proposed FY25 budget and other information that will come before RTM. Town Meeting Members and members of the public are invited to attend and ask questions.

**Saturday, March 23, 8:30 a.m. – Representative Town Meeting.** The topics to be addressed are contained in the Warning for Representative Town Meeting. Representatives from the Town's three districts who were elected on Town Meeting Day or appointed by caucus at the Informational Meeting are instructed to attend. Members of the public are also invited to attend, although only Representative Town Meeting members are allowed to vote. The meeting generally lasts most of the day, with a lunch break in the early afternoon. RTM may recess at 5 p.m. on Saturday, March 23, and continue on Sunday, March 24, at 8:30 a.m.

The Annual Town Report also contains annual reports from the Selectboard, Town Manager, and all Town Departments with information about the work performed by each of those entities throughout the year. Information on the human services agencies that requested funding from the Town is contained in Human Service Agencies' Narratives. Reports from other local agencies are contained in Other Narratives. The Town's Auditor's Report for fiscal year 2023 completes the information from the Town.

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## Windham Southeast School District

The Brattleboro Town School District ceased to exist during 2019 due to the enactment of the State's Act 46. The former Town School District is now part of the unified Windham Southeast School District. Information about upcoming meetings and other school activities is available on the Windham Southeast Supervisory Union website ([wsesu.org](https://wsesu.org)), by mail at 53 Green Street, Brattleboro, VT 05301, or by telephone at 802-254-3730.

## Important dates for the Windham Southeast School District:

- **Thursday, March 19 – Windham Southeast School District Annual Meeting**
- **WSESU Elections and FY24 Budget Vote – Town Meeting Day (March 5) Ballot**

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# TOWN DEPARTMENTS, SCHOOLS & OTHER SERVICES

## TOWN DEPARTMENTS

Assessor's Office	802-251-8156 <i>M-F, 8:30 a.m. - 5 p.m.</i>
Brooks Memorial Library	802-254-5290 <i>M, Th &amp; F, 10 a.m. - 6 p.m.</i> <i>Tu &amp; W, 10 a.m. - 8 p.m.</i> <i>Sat, 10 a.m. - 5 p.m.</i> <i>Sun, closed</i> brookslibraryvt.org
Finance Department	802-251-8152 <i>M-F, 8:30 a.m. - 5 p.m.</i>
Fire Department	Non-Emergency • 802-254-4831 Emergency • 911 <i>24-hour service</i>
Parking Enforcement	802-257-2305 <i>M-F, 8:30 a.m. - 5 p.m.</i>
Planning Services	802-251-8154 <i>M-F, 8:30 a.m. - 5 p.m.</i>
Police Department	Non-Emergency • 802-257-7946 Tip Line • 802-251-8188 Emergency • 911 <i>24-hour service</i>
Public Works Department	802-254-4255 <i>M-F, 7 a.m. - 3:30 p.m.</i>
Recreation & Parks	Main Office • 802-254-5808 <i>M-F, 9 a.m. - 12 p.m. / 1 - 5 p.m.</i> Senior Center • 802-257-7570 Living Memorial Park • 802-254-6700 LMP Skating Rink • 802-257-2311
Town Clerk's Office	802-251-8157 <i>M-F, 8:30 a.m. - 5 p.m.</i>
Town Manager's Office	802-251-8151 <i>M-F, 8:30 a.m. - 5 p.m.</i>

## BRATTLEBORO SCHOOLS

WSESU (Business Office)	802-254-3730 <i>Monday-Friday, 8 a.m. - 4:30 p.m.</i>
Academy School	802-254-3743
BAMS	802-451-3500
BUHS	802-451-3400
Early Education Services	802-254-3742
Green Street School	802-254-3737
Oak Grove School	802-254-3740
Windham Regional Career Center	802-451-3586

## OTHER SERVICES

BeeLine Bus - The Moover/ Southeast Vermont Transit Inc.	888-869-6287 or 802-460-7433 e-mail: admin@crtransit.org
Windham Solid Waste Management District	802-257-0272

## GENERAL INFORMATION

Town of Brattleboro, Vermont  
Chartered: December 26, 1753  
Population: 12,184 (2020 U.S. Census Department)

Reports prepared by Brattleboro Town Department Heads, staff and other contributors.

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## PHOTO CREDITS

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Jeanne Walsh: Page 45

# TOWN PERSONNEL

Department	Position	First Name	Last Name	Date of Hire
Assessors	Assessor Assistant	Joseph	Meyer	3/26/2018
Assessors	Assessor Technician	Aileen	Chute	1/27/2020
Assessors	Town Assessor	Jenepher	Burnell	9/22/2016
DPW	Facility Maintenance Custodian	Douglas	Morse	5/21/2001
DPW	Facility Maintenance Custodian	Kevin	Sommerville	9/17/2019
DPW	Facility Maintenance Custodian	Derrick	Morrisette	7/17/2023
DPW	Facility Maintenance Custodian	Robert	Harnish	10/9/2023
DPW	Facility Maintenance Supervisor	Russell	Brown	3/4/1993
DPW	HWY Equipment Operator	Gary	Corey	10/28/1984
DPW	HWY Equipment Operator	Matthew	Ogden	11/26/1990
DPW	HWY Equipment Operator	Jeremy	Flood	12/8/2014
DPW	HWY Equipment Operator	Travis	Grover	10/11/2016
DPW	HWY Equipment Operator	Brian	Frechette	7/2/2018
DPW	HWY Equipment Operator	Kyle	Whitworth	9/17/2018
DPW	HWY Equipment Operator	Andrew	Brown	3/1/2021
DPW	HWY Equipment Operator	Conor	Hiner	11/28/2022
DPW	HWY Equipment Operator	Jason	Alex	1/6/2023
DPW	HWY Equipment Operator	Luis	Oles	3/27/2023
DPW	HWY Equipment Operator	Adam	Fletcher	5/8/2023
DPW	HWY General Supervisor	Darren	Pacheco	10/22/2018
DPW	Hwy/Utilities Director	Daniel	Tyler	4/15/2019
DPW	Hwy/Utilities Engineering Tech	Joshua	Carnes	6/12/2017
DPW	Hwy/Utilities Engineering Tech	Joshua	Carnes	6/12/2017
DPW	Hwy/Utilities Office Manager	Belinda	Lashway	6/21/1999
DPW	Hwy/Utilities Superintendent	Peter	Lynch	1/3/2022
DPW	Mechanic	Stuart	Wheelden	4/6/2020
DPW	Mechanic Supervisor	Joseph	Patno	8/10/2009
DPW	Utilities Supervisor	Christopher	Severance	3/27/2023
DPW	Utilities Water Service Worker	Jason	Barrows	3/18/2019
DPW	Utilities Water Service Worker	Taylor	Struthers	3/2/2020
DPW	Utilities Water Service Worker	Tyler	Quinn	3/22/2021
DPW	Utilities Water Service Worker	Evan	Tracy	5/24/2021
DPW	Utilities Water Service Worker	Cooper	Turner-Renaud	2/21/2023
DPW	WTP Chief Operator	John	Leary	5/10/2010
DPW	WTP Chief Operator	Garrett	Calantropio	4/13/2015
DPW	WTP Operator	Frank	Howard	3/7/1986
DPW	WTP Operator	William	Buedinger Jr	9/27/2004
DPW	WTP Operator	Steven	Stanley	7/24/2013
DPW	WWTP Chief Operator	Joshua	Reitze	2/4/2021
DPW	WWTP Operator	Scott	Blodgett	6/23/1990
DPW	WWTP Operator	Sean	Nix	4/14/2021
DPW	WWTP Operator	Erik	Ethier	4/12/2023
DPW	WWTP Operator	Seth	Couturier	8/21/2023

# TOWN PERSONNEL

Department	Position	First Name	Last Name	Date of Hire
Finance	Finance Accountant	Kim	Ellison	5/28/2013
Finance	Finance AP/AR Specialist	Julia	Symes	2/27/2023
Finance	Finance Assistant Treasurer	Leslie	Smith	7/31/2023
Finance	Finance Clerk	Leila	Stone	6/8/2011
Finance	Finance Director	Kimberly	Frost	4/1/2022
Finance	Parking Enforcement	Cheryl	Duggan	7/1/1996
Finance	Parking Enforcement	Keagan	Jameson	8/14/2023
Finance	Parking Enforcement Coordinator	Carol	Coulombe	8/3/1992
Fire	Acting Fire Lieutenant - EMT	Mesa	Kennedy	10/11/2020
Fire	Acting Fire Lieutenant - EMT	Christopher	Wyman	4/20/2021
Fire	Fire Alarm Superintendent - EMT	Joseph	Newton	4/12/2004
Fire	Fire Assistant Chief	Charles	Keir	8/13/2001
Fire	Fire Captain - AEMT	Matthew	Casabona	6/24/2014
Fire	Fire Captain - EMT	David	Emery	10/9/2000
Fire	Fire Captain - Paramedic	Kurt	Schmidt	2/5/2006
Fire	Fire Chief	Leonard	Howard	6/21/1988
Fire	Fire EMS Superintendent - Paramedic	William	Fritz	1/8/2024
Fire	Fire Inspector	Steven	Nelson	9/19/2022
Fire	Fire Lieutenant - AEMT	Benjamin	Aither	12/7/2015
Fire	Fire Lieutenant - AEMT	Christopher	Fellows	4/25/2016
Fire	Fire Lieutenant - EMT	Kevin	Lambert	5/4/2015
Fire	Fire Lieutenant - Paramedic	Matthew	Hubbard	3/31/2014
Fire	Fire Office Manager - EMT	Kristen	Martin	1/4/2021
Fire	Firefighter - AEMT	Chase	Ibey	11/1/2021
Fire	Firefighter - EMR	Kyle	Makridakis	6/27/2022
Fire	Firefighter - EMR	Colby	Wright	7/5/2023
Fire	Firefighter - EMT	Jamaal	Cunningham	11/1/2021
Fire	Firefighter - EMT	Jared	Vonderhorst	3/28/2022
Fire	Firefighter - EMT	Christopher	Mancini	9/6/2022
Fire	Firefighter - EMT	Gabriel	Leibensperger	9/7/2022
Fire	Firefighter - EMT	Ryan	Martin	10/12/2022
Fire	Firefighter - EMT	Finnian	McMillan	12/5/2022
Fire	Firefighter - EMT	Andrew	Houle	2/16/2023
Fire	Firefighter - EMT	Benjamin	Alden	5/1/2023
Fire	Firefighter - EMT	Nick	Audet	5/1/2023
Fire	Firefighter - EMT	Meghan	Foley	8/3/2023
Fire	Firefighter - EMT	Keegan	Newcomb	8/3/2023
Fire	Firefighter - EMT	Geoffrey	Chrostowski	4/1/2024
HR	Communications Coordinator	Seth	Thomas	7/11/2022
HR	Human Resources Director	Sally	Nix	6/17/2019
HR	Human Resources Payroll/Benefits Assistant	Millissa	Cole	10/2/2023
Library	Library Administrative Account Clerk II	Anna	Monders	8/22/2022
Library	Library Circulation Manager	Amanda	Whiting	12/22/2021

# TOWN PERSONNEL

Department	Position	First Name	Last Name	Date of Hire
Library	Library Clerk I	John	Kilduff	12/1/2006
Library	Library Clerk I	Patrica	Sheehan	5/19/2015
Library	Library Clerk I	Judith	Junkins	6/15/2015
Library	Library Clerk I	Francisco	Mugnani	6/23/2016
Library	Library Clerk I	Molly	Velky Damico	11/19/2016
Library	Library Clerk I	Ellen	Martyn	1/24/2018
Library	Library Clerk I	Lorena	Cuevas	8/19/2019
Library	Library Clerk I	Julia	Kane	1/4/2024
Library	Library Clerk II - Interlibrary Loans	Jennifer	Robb	10/27/2021
Library	Library Clerk II - Youth Services	Max	Newirth	4/11/2022
Library	Library Clerk II Circulation	Maya	Faerstein-Weiss	1/8/2024
Library	Library Clerk II PT	MaryBeth	Fleming	3/20/2001
Library	Library Director	Marina	LaTronica	1/16/2016
Library	Library Electronic Services Specialist	Matthew	Wojcik	9/1/2016
Library	Library Reference Librarian	Jeanne	Walsh	6/5/2003
Library	Library Technical Services Librarian	Sara	Luttrell	1/17/2023
Library	Library Teen Services Specialist	Chloe	Liotta-Jones	5/19/2018
Library	Library Youth Services Librarian	Lindsay	Bellville	9/28/2004
Planning	Planning Director	Susan	Fillion	9/14/2009
Planning	Planning Sustainability Coordinator	Stephen	Dotson	2/3/2020
Planning	Planning Technician	Stephen	Hayes	6/1/2021
Planning	Planning Zoning Admin. & Asst. Health Inspector	Brian	Bannon	2/2/2009
Police	Acting Police Detective Lieutenant	Greg	Eaton	8/2/2009
Police	Animal Control Officer	Krystal	Crandall	4/10/2023
Police	Emergency Services Dispatcher	Wayne	Stires	10/6/1997
Police	Emergency Services Dispatcher	Kelcie	Holliday	1/24/2022
Police	Emergency Services Dispatcher	Megan	McCrary	7/15/2022
Police	Emergency Services Dispatcher	Alexandra	Wood	2/26/2023
Police	Emergency Services Dispatcher	Erin	Wasileski	5/10/2023
Police	Emergency Services Dispatcher	Sarah	Emmons	10/23/2023
Police	Emergency Services Dispatcher	Deanna	Leedy-Andreozzi	11/6/2023
Police	Emergency Services Dispatcher	Diane	Gagnon	1/9/2024
Police	Emergency Services Dispatcher Lead	Henry	Scott	6/6/2016
Police	Police Academy	Jacob	Gouger	7/14/2023
Police	Police Academy	Matthew	Hartmann	7/14/2023
Police	Police Academy	Grant	Crandall	1/12/2024
Police	Police Academy	Seth	Marcil	1/12/2024
Police	Police Academy	Mitchell	Sausville	1/12/2024
Police	Police Academy	Caleb	Simeon	1/12/2024
Police	Police Academy	Cameron	Turner	1/12/2024
Police	Police Assistant Chief	Jeremy	Evans	12/27/1998
Police	Police Chief	Norma	Hardy	7/28/2021

# TOWN PERSONNEL

Department	Position	First Name	Last Name	Date of Hire
Police	Police Detective Sergeant	Joshua	Lynde	1/22/2008
Police	Police Evidence Technician	Mahria	Barrett	8/1/2022
Police	Police Evidence Technician	Mahria	Barrett	8/1/2022
Police	Police Lieutenant	Adam	Petlock	8/3/2009
Police	Police Lieutenant	Carl	Warner	7/27/2011
Police	Police Office Manager	Virginia	Yager	11/16/1998
Police	Police Officer	Amy	Fletcher	1/24/2010
Police	Police Officer	Ryan	Washburn	6/4/2012
Police	Police Officer	Colby	Kerylow	7/22/2013
Police	Police Officer	Tyler	Law	1/22/2018
Police	Police Officer	Tyler	Cooke	10/1/2018
Police	Police Officer	Seth	Wild	5/24/2021
Police	Police Officer	Cody	Johnson	3/6/2022
Police	Police Officer	Cody	Evans	1/12/2023
Police	Police Officer	Deanna	Lopez	5/22/2023
Police	Police Officer Training	Roman	Kulp	4/10/2023
Police	Police Senior Clerk	Barbara	Clark	7/17/2006
Police	Police Senior Clerk	Tammy	Bell	5/7/2018
Police	Police Sergeant	Michael	Cable	1/20/2013
Police	Police Sergeant	Jason	Hamilton	7/21/2014
Rec & Parks	Rec & Park Maintenance	Anthony	Lebron	9/17/2007
Rec & Parks	Rec & Park Maintenance	Tyler	Mckay	5/3/2022
Rec & Parks	Rec & Park Maintenance	Alex	Carpenter	12/14/2023
Rec & Parks	Rec & Park Maintenance Supervisor	Paul	Ethier	8/4/1996
Rec & Parks	Rec & Parks Administrative Assistant	Jennifer	Austin	10/16/2023
Rec & Parks	Rec & Parks Assistant Director	Sarah	Clark	12/3/2018
Rec & Parks	Rec & Parks Director	Carol	Lolatte	6/24/1985
Rec & Parks	Rec Program Coordinator	Matthew	Tibbs	9/12/2022
TCO	Town Clerk	Hilary	Francis	11/29/2016
TCO	Town Clerk Assistant	Jane	Fletcher	1/15/2002
TCO	Town Clerk Assistant	Christina	Howe	5/1/2023
TMO	Assistant Town Manager	Patrick	Moreland	8/22/2011
TMO	Executive Assistant	Jessica	Sticklor	12/17/2020
TMO	Town Manager	John	Potter	12/30/2022

# TOWN OFFICERS (PRIOR TO 3/5/24 ELECTIONS)

Selectboard	Term Expires
Ian Goodnow, Chair	3/24
Franz Reichsman, Vice Chair	3/24
Peter "Fish" Case, Clerk	3/24
Elizabeth "Liz" McLoughlin	3/26
Daniel Quipp	3/25

Board of Civil Authority	Term Expires
Jane Buckingham, JP	1/25
Deborah "Deb" Burns	1/25
Peter "Fish" Case	3/24
Franklin J. Chrisco, JP	1/25
Diane Cooke, JP	1/25
Richard H. Cooke, JP	1/25
Ian Goodnow, JP/SB	1/25
Peter Gould, JP	1/25
Martha Healey-Nelson, JP	1/25
Ivan Hennessey	1/25
Lee Madden, JP	1/25
Elizabeth "Liz" McLoughlin, SB	3/23
Beverly "Mary" Miller, JP	1/25
Kathleen "Kate" O'Connor, JP	1/25
Robert Oeser, JP	1/25
Daniel Quipp	3/25
Franz Reichsman	3/24
Gail Speno, JP	1/25
Veronica Wheelock, JP	1/25
Hilary Francis, TC	3/23

Board of Listers	Term Expires
Katherine Dowd	3/24
Heidi Fischer	3/25
Tom Franks	3/26

Brooks Memorial Library Trustees	Term Expires
Kate O'Connor	3/24
Sirkka Kauffman	3/24
Leo Schiff	3/24
Howard Burrows	3/25
Joyce Sullivan	3/25
Ann Varilly	3/25
Jennifer Rowe	3/26
Karen Tyler	3/26
John R. Woodward	3/26

First Constable	Term Expires
Richard H. Cooke	3/24

Second Constable	Term Expires
Gary Corey	3/24

Moderator	Term Expires
David Gartenstein	3/24

Trustees of Public Funds	Term Expires
Deborah Zak	3/24
Pamela Matweecha	3/25
Katherine "Kate" John	3/26

# TOWN MEETING MEMBERS (PRIOR TO 3/5/24 ELECTIONS)

District	Name	Term Ends
D8	SPOON AGAVE	2026
D8	MARGARET ATKINSON	2024
D9	LINDA BAILEY	2026
D8	BRIAN BANNON	2026
D9	SUSAN BELLVILLE	2024
D7	MICHAEL BOSWORTH	2024
D9	STEVEN BROWN	2025
D7	SALLY BRUNTON	2026
D8	MOLLIE BURKE	2024
D9	DEBORAH BURNS	2024
D7	G. BURROWS	2024
D9	RONI BYRNE	2025
D9	KRISTOPHER CAIN	2026
D7	RICHARD CAMPBELL	2025
D9	ANA CARRETERO	2024
D7	GEORGE CARVILL	2025
D7	PAMELA CASE	2026
D8	PETER CASE	2024
D9	CHRISTOPHER CHAPMAN	2024
D8	ROBERT CLEMENTS	2025
D7	WENDY COLLINS	2024
D8	DIANE COOKE	2024
D8	RICHARD COOKE	2026
D9	MILLICENT COOLEY	2024
D9	MARY COPANS	2026
D9	STUART COPANS	2026
D7	ANNE COUGHLIN	2024
D7	ERNEST COUGHLIN	2025
D8	ELI COUGHLIN-GALBRAITH	2025
D8	GRETCHEN COWAN	2026
D9	ANDREW DAVIS	2026
D8	ARTHUR DAVIS	2024
D7	KATHERINE DOWD	2025
D9	ANTHONY DUNCAN	2026
D7	MILTON EATON	2026
D8	MERRY ELDER	2025
D9	JONATHAN ELWELL	2024
D7	MARY EMERY	2024
D7	ISAAC EVANS-FRANTZ	2025

District	Name	Term Ends
D7	BOB EVERINGHAM	2024
D9	PETER FALION	2026
D8	ALEX FISCHER	2024
D9	HILARY FRANCIS	2024
D8	THOMAS FRANKS	2025
D7	KIMBERLY FROST	2024
D8	RUTH GARBUS	2024
D9	DAVID GARTENSTEIN	2024
D9	RUBEN GARZA	2025
D8	DENISE GLOVER	2025
D8	VIRGINIA GOODMAN	2026
D9	IAN GOODNOW	2024
D9	MARTA GOSSAGE	2024
D9	JENNIFER GRIFFITH	2024
D9	DORAN HAMM	2024
D8	JESSICA HARGER	2024
D9	WENDY HARRISON	2024
D8	MAYA HASEGAWA	2025
D9	STEVE HEIM	2026
D9	OSCAR HELLER	2026
D7	GEORGES HERZOG	2024
D8	MICHAEL HUTCHESON	2024
D7	JENNIFER JACOBS	2024
D8	TRACEY JOHN	2024
D8	ELIZABETH JUDSON	2025
D9	JESSE KAYAN	2024
D7	JOHN KENNEDY	2026
D9	RICHARD KENYON	2025
D9	BETH KIENDL	2025
D7	EMILIE KORNHEISER	2024
D8	KAREN KRAHAM	2024
D8	WILLIAM KRAHAM	2024
D7	PIERRE LANDRY	2025
D8	JUANITA LANE	2024
D9	DAVID LEVENBACH	2025
D9	JOHN LIGHTFOOT	2024
D9	SHELA LINTON	2026
D7	JOHN LOGGIA	2024
D9	JO LUM	2025

# TOWN MEETING MEMBERS (PRIOR TO 3/5/24 ELECTIONS)

District	Name	Term Ends
D9	RACHEL LUPTAK	2024
D8	SYLVIA LYON	2025
D9	DONALD McCULLOUGH	2025
D9	ELIZABETH McLOUGHLIN	2026
D8	MARY McLOUGHLIN	2024
D7	EMILY MEGAS-RUSSELL	2024
D9	RALPH MEIMA	2024
D7	PAULA MELTON	2026
D9	ART MIESS	2026
D7	DAVID MINER	2025
D7	CRAIG MISKOVICH	2024
D8	ABIGAIL MNOOKIN	2026
D8	ANNE MOORE ODELL	2024
D8	GEORGIA MORGAN	2025
D8	ROBIN MORGAN	2026
D7	RICHARD MORTON	2024
D8	THOMAS MOSAKOWSKI	2026
D9	KEVIN O'BRIEN	2024
D8	TARA O'BRIEN	2026
D9	KATHLEEN O'CONNOR	2025
D9	ROBERT OESER	2026
D7	KATHRYN PARLIN	2025
D7	SOLOMON PONZIO	2024
D7	SUMMER PRICE	2024
D8	DANIEL QUIPP	2025
D9	LISA RAE	2024
D8	FRANZ REICHSMAN	2024
D9	JACQUELINE REIS	2025
D8	CRISTINA SHAYONYE	2026
D9	SONIA SILBERT	2025
D7	AARON SMITH	2026
D8	HANNAH SORILA	2026
D9	FRIC SPRUYT	2026
D9	TREVOR STANNUS	2026
D9	JOHN STEELE	2024
D9	SAMUEL STEVENS	2025
D9	ERIC STEWART	2024
D8	PATRICK STONE	2024
D8	JACQUELINE STROMBERG	2025

District	Name	Term Ends
D8	GARY STROUD	2026
D9	CARSON SUMMERS-PELKEY	2024
D8	CHRISTINA SZPILA	2025
D9	REBECCA TATKOVSKY	2025
D8	KIPTON TEWKSURY	2026
D8	AISLIN THOMPSON	2026
D9	TRISTAN D. TOLENO	2024
D8	ROBERT TORTOLANI	2025
D8	DAVID TOURNOUX	2024
D8	JOY TOURNOUX	2024
D9	SARAH TURBOW	2025
D9	KATHRYN TURNAS	2026
D9	KATHY URFFER	2024
D8	FRANCINE VALLARIO	2025
D8	ANNE WAGNER	2025
D7	LISSA WEINMANN	2024
D7	ELEANOR WEISS	2026
D9	ERIN WESSEL	2024
D9	LISA WHITNEY	2025
D9	ZACHARY WIGHAM	2024
D7	RICHARD WRASE	2025

# WARNING – MARCH 5, 2024 ANNUAL TOWN MEETING DAY

The legal voters of the Town of Brattleboro, are hereby notified and warned to meet at the American Legion, 32 Linden Street, for the three districts in said Brattleboro, on Tuesday, March 5, 2024, to act on the following articles:

ARTICLE 1: To choose all Town officers required by law to be elected at the annual meeting. Also to be elected under this Article are Town Meeting members from the following districts: District 7: 14 members for three-year terms, 6 members for two-year terms, and 6 member for one-year terms; District 8: 16 members for three-year terms, 1 member for a two-year term, and 1 member for a one-year term; District 9: 16 members for three-year terms, 1 member for a two-year term, and 1 member for a one-year term. Voting on this Article is to be done by Australian ballot.

Dated at Brattleboro, Vermont this 1st day of February, 2024.

## **BRATTLEBORO SELECTBOARD**

**Ian Goodnow**, *Chair*  
**Franz Reichsman**, *Vice Chair*  
**Peter Case**, *Clerk*  
**Elizabeth McLoughlin**  
**Daniel Quipp**

# WARNING – MARCH 23, 2024 ANNUAL RTM

The legal voters qualified to vote in Representative Town Meeting are hereby notified and warned to meet in the gymnasium of the Brattleboro Union High School on Saturday, March 23, 2024, at 8:30 a.m., to act on the Articles listed below. Articles that have not been acted upon by 5 p.m. will be moved to March 24, 2024, at 8:30 a.m., unless the body votes to continue past 5 p.m.

## ARTICLE 1

To see if the Town will ratify, approve and confirm the Selectboard's appointment of a Town Clerk for a term of one year.

## ARTICLE 2

To see if the Town will ratify, approve and confirm the Selectboard's appointment of a Town Treasurer for a term of one year.

## ARTICLE 3

To see if the Town will ratify, approve and confirm the Selectboard's appointment of a Town Attorney for a term of one year.

## ARTICLE 4

To act on the Town's Auditors' report.

## ARTICLE 5

To see if the Town will authorize its Selectboard to employ a certified public accountant or public accountants.

## ARTICLE 6

To see if the Town will authorize its Selectboard to borrow money in anticipation of taxes, grants and other revenue.

## ARTICLE 7

To see if the Town will authorize the following capital improvement: To construct the Secondary Pleasant Valley Water Storage Tank at an estimated cost of One Million, Six Hundred, Twenty Thousand Dollars (\$1,620,000), and will authorize the issuance of notes and/or bonds in the aggregate principal amount not to exceed \$1,620,000 at a rate of interest not to exceed three percent (3%) per annum and for a term of ten years to pay to that extent the cost of said public improvement. The vote on this article shall be by Australian ballot as required by law. The question to be voted upon is as follows:

“Shall the notes or bonds of the Town of Brattleboro in an amount not to exceed One Million, Six Hundred Twenty Thousand Dollars (\$1,620,000.00) and bearing interest not to exceed three percent (3%) be issued for the purpose of constructing the Secondary Pleasant Valley Water Storage Tank?”

If in favor of the bond issue, make a cross (x) in this square [ ].  
If opposed to the bond issue, make a cross (x) in this square [ ].

## ARTICLE 8

To see if the Town will raise and appropriate the sum of one hundred thirty-one thousand, six hundred ninety-eight dollars

and eighty-six cents (\$131,698.86) through special assessments on property within the “Mountain Home Park Special Benefit Assessment Tax District” (as approved by Town Meeting, March 24, 2007, and as delineated in the Town Ordinance entitled “Municipal Act to Establish and Regulate the Mountain Home Park Special Benefit Assessment Tax District”) for the purpose of paying debt service on the capital improvements to the water and sewer lines serving the Mountain Home and Deepwood Mobile Home Parks.

## ARTICLE 9

To see if the Town will raise and appropriate the sum of eighty thousand dollars (\$80,000) through special assessments on properties within the Downtown Improvement District (as approved by Town Meeting March 19, 2005, and as delineated in the Town Ordinance entitled “Municipal Act to Establish and Regulate the Downtown Improvement District”) to be used for capital and operating costs of projects of the Town's duly designated downtown organization as reflected in its work plan and budget.

## ARTICLE 10

To see if the Town will raise and appropriate the sum of three hundred, sixty seven thousand, eight hundred and ten dollars (\$367,810) to support human service programs and facilities for the residents of Brattleboro to be allocated among 36 service providers in the following manner:

AIDS Project of Southern Vermont-\$2,000; American Red Cross -NH and Vt Region-\$3,750; Big Brother Big Sisters-\$7,500; Bonnyvale Environmental Educ Center-\$10,000; Boys and Girls Club-\$17,000; Brattleboro Area Hospice-\$7,400; Brattleboro Center for Children-\$5,400; Brattleboro Housing/Tri-Park-\$12,000; Brattleboro Senior Meals-\$10,000; Building a Positive Community-\$4,000; Family Garden-\$2,500; Food Connects- \$10,000; Gathering Place-\$5,000; Green Mountain RSVP-\$1,000; Groundworks Collaborative- \$20,000; Health Care and Rehabilitation Services-\$10,000; Meeting Waters YMCA-\$10,000; Out in the Open-\$16,500; Putney Foodshelf-\$4,260; Rich Earth Institute-\$1,500; Senior Solutions-\$6,000; SEVCA- \$13,300; SE VT Transit (Moover)-\$24,000; The Root Social Justice Center-\$25,000; Theatre Adventure inc.-\$3,000; Turning Point-\$25,000; Vermont Adult Learning-\$2,400; Vermont Association for the Blind-\$700; Vermont Center for Independent Living-\$1,600; Vermont Family Network-\$2,500; Windham County Dental Center-\$15,000; Windham County Humane Society-\$2,000; Windham County Safe Place Child Advocacy Center-\$15,000; Windham Windsor Housing Trust-\$10,000; Winston Prouty Center for Child and Family-\$15,000; Women's Freedom Center-\$17,500; WSESU (Summer Food Program)-\$10,000; Youth Services-\$20,000.

## ARTICLE 11

To see what compensation the Town will pay its Selectboard members.

# WARNING – MARCH 23, 2024 ANNUAL RTM

## **ARTICLE 12**

To see if the Town will transfer from the Unassigned General Fund Balance, the sum of two hundred sixty-eight thousand, eight hundred and sixty-two dollars (\$268,862) to be used for Street Paving and Capital Road Improvement projects.

## **ARTICLE 13**

To see how much money the Town will raise, appropriate, and expend to defray all of its expenses and liabilities, in addition to any funds authorized for any other Articles in these Warnings.

## **ARTICLE 14**

To elect two representatives to the Capital Grant Review Board for a term of one year. Members to be nominated from the floor.

## **ARTICLE 15**

To see if the Town will elect or appoint members to the Town Finance Committee for a term of one year. Members to be nominated from the floor.

## **ARTICLE 16**

To see if the Town will direct the Selectboard to include a specific amount of the FY26 budget to be allocated to Human Services funding.

## **ARTICLE 17**

To see if the Representative Town Meeting shall set the number of Human Services Committee members at no more than eleven members, said committee members to be elected at the Annual Representative Town Meeting, and maintain this number of Committee members until rescinded or amended by warned article and vote of the Representative Town Meeting.

## **ARTICLE 18**

To see if the Town will elect or appoint members to the Human Services Review Committee for a term of one year. Members to be nominated from the floor.

## **ARTICLE 19**

To elect three Trustees for the Brooks Memorial Library to serve three years and one trustee to fill a two-year unexpired term. The names for consideration for the 3-year terms of 2024-2027 are: Leo Schiff, Sirkka A. Kauffman, and Kate O'Connor. The person for the 2-year term of 2024-2026 is Margaret Atkinson.

## **ARTICLE 20**

To transact any other business that may lawfully come before the meeting.

Dated at Brattleboro, Vermont this 1st day of February, 2024.

### **BRATTLEBORO SELECTBOARD**

**Ian Goodnow**, *Chair*  
**Franz Reichsman**, *Vice Chair*  
**Peter Case**, *Clerk*  
**Elizabeth McLoughlin**  
**Daniel Quipp**

# INFORMATION FOR NEW RTM MEMBERS

## TOWN MEETING INFORMATION PACKETS

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These packets consist of the FY (Fiscal Year) Town Reports, committee reports, and additional information related to Representative Town Meeting (RTM). The printed packet is intended to inform elected and appointed RTM Members. All voting members are expected to familiarize themselves with the packet's contents before attending the informational meetings, caucuses, and RTM. Town Meeting Information Packets can be picked up at the Brooks Memorial Library beginning Thursday, March 7, 2024.

Library Hours:

Monday, Tuesday, Wednesday 10 a.m. – 9 p.m.

Thursday and Friday 10 a.m. – 6 p.m.

Saturday 10 a.m. – 5 p.m.

Packets can also be found online at <https://brattleboro.gov/town-reports>.

## MARK YOUR CALENDAR — DATES TO REMEMBER

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**Wednesday, March 13, 2024, Town Budget Informational Meeting & Caucuses at the Academy School gym, at 6 p.m.**, including Article 7 Pleasant Valley Water Storage Tank Replacement Bond Information Meeting. Academy School is located at 860 Western Ave, Brattleboro, VT 05301.

- **6:30 p.m. Members' caucus and district meetings**
  - i) appoint District Chair and members to fill vacant seats.
  - ii) meet with constituents.
  
- **7 p.m. Selectboard Presentation of Budget, Bond Vote, and Discussion**

**Saturday, March 23, 2024, Annual Representative Town Meeting begins at 8:30 a.m. in the Brattleboro Union High School (BUHS) gym.** Beverages, morning refreshments, and lunch offered for purchase by BUHS students. Outside food is also allowed. Brattleboro Union High School is located at 131 Fairground Rd, Brattleboro, VT 05301.

## MORE INFORMATION

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For more Representative Town Meeting information visit: <https://brattleboro.gov/representative-town-meeting>

Contact the Town Clerk's office at 802-251-8157.

Email: [townclerk@brattleboro.gov](mailto:townclerk@brattleboro.gov)

# ARTICLE EXPLANATIONS

The following section provides additional background information for specific articles that require further explanation. Articles that are not included in this section can be found with short descriptions on pages 14-15.

## ARTICLE 7

To see if the Town will authorize the following capital improvement: The upgrades to the Pleasant Valley Water Storage Tank Replacement, at an estimated cost of One Million, Six Hundred, Twenty Thousand Dollars (\$1,620,000), and will authorize the issuance of notes and/or bonds in the aggregate principal amount not to exceed \$1,620,000 at a rate of interest not to exceed three percent (3%) per annum and for a term of ten years to pay to that extent the cost of said public improvement. The vote on this article shall be by Australian ballot as required by law. The question to be voted upon is as follows:

“Shall the notes or bonds of the Town of Brattleboro in an amount not to exceed One Million, Six Hundred, Twenty Thousand Dollars (\$1,620,000), and bearing interest not to exceed three percent (3%) be issued for the purpose of constructing the Pleasant Valley Water Storage Tank Replacement?”

If in favor of the bond issue, make a cross (x) in this square [ ].

If opposed to the bond issue, make a cross (x) in this square [ ].

**Overview:** To maximize the useful lifespan and ensure continued safe water storage, the primary 3-million-gallon water storage tank at the Pleasant Valley Water Treatment Facility needs maintenance, which includes resurfacing and minor repairs. To perform the water tank resurfacing project, the tank needs to be taken offline. Typically, temporary tanks are placed for the duration of the project. In planning for temporary tanks, it was discovered that our configuration would require significant sitework to accommodate the necessary temporary tanks. Further investigation revealed that the installation of a secondary water tank would be more cost effective and provide greater resiliency in the future.

The Drinking Water State Revolving Fund (DWSRF) program provides subsidized low-cost financing to municipal and privately-owned public water systems for capital improvements that improve public health protection and facilitate compliance with the Safe Drinking Water Act. This is the same program that is currently being used to fund the water treatment facility upgrade. Each year the DWSRF accepts projects for consideration to their priority list. Submitted projects are scored, ranked by priority, and published to an intended use plan (IUP). The IUP includes the project ranking and terms offered for funding if applicable. The secondary water tank

project was submitted for consideration. The project cost estimate is \$1,620,000.

We have received an offer of 0% interest and fees, for a 40-year term, with a 50% or \$810,000 subsidy. The loan must be accepted to receive the subsidy, but correspondence with a representative of DWSRF confirmed that we can pay the loan off early without penalty, and still receive the full subsidy. This would allow the use of allocated capital funds to pay off the loan, without an impact to user rates. \$405,000 is included in the FY24 Capital Plan. Another \$405,000 is proposed in the FY25 Capital Plan. This would cover the remaining loan balance.

The next step in meeting the funding requirements would be to receive voter approval through a bond vote. DWSRF requires that the vote be warned on or before January 31. We are recommending that the vote be warned as an article at the Representative Town Meeting. If a positive vote is received and the results are certified by the bond bank, the loan application process would follow. We should be in a position for construction following the completion of the ongoing Pleasant Valley WTF upgrade.

## ARTICLE 8

To see if the Town will raise and appropriate the sum of one hundred thirty-one thousand, six hundred ninety-eight dollars and eighty-six cents (\$131,698.86) through special assessments on property within the “Mountain Home Park Special Benefit Assessment Tax District” (as approved by Town Meeting, March 24, 2007, and as delineated in the Town Ordinance entitled “Municipal Act to Establish and Regulate the Mountain Home Park Special Benefit Assessment Tax District”) for the purpose of paying debt service on the capital improvements to the water and sewer lines serving the Mountain Home and Deepwood Mobile Home Parks.

In 2013, Town of Brattleboro created a special assessment district, known as the “Mountain Home Park Special Benefit Assessment Tax District” pursuant to Article VI, Section 3(b) of the Brattleboro Town Charter and Chapter 87 of Title 24, for

the purpose of financing the capital costs of replacing water and sewer lines and renovating the associated pump station at the Mountain Home and Deepwood Mobile Home Parks, and pursuant to the special assessment district has specially

# ARTICLE EXPLANATIONS

assessed Mountain Home Park based on the grand list value of real properties within the designated “Mountain Home Park Special Benefit Assessment Tax District.” This special assessment pays the yearly debt service that the Town owes through the Environmental revolving loan system.

By agreement, the Town and Mountain Home Park agreed to the water and sewer renovations at Mountain Home Park and while the lands were owned by the park, the Town used its borrowing capabilities through the environmental loan funds to fund the project over the course of 30-40 years at favorable interest rates. By agreement, the park assesses its tenants to

pay this debt service and makes payment to the town once per year. The special assessment that is imposed by the Town assures that the town always has at least one year’s debt service payment available in the event of a default by the park. As a special benefit tax assessment, the park is subject to the tax sale procedure should it not pay the special assessment. The Town has never had to employ such a procedure as the park has made the annual payments each year.

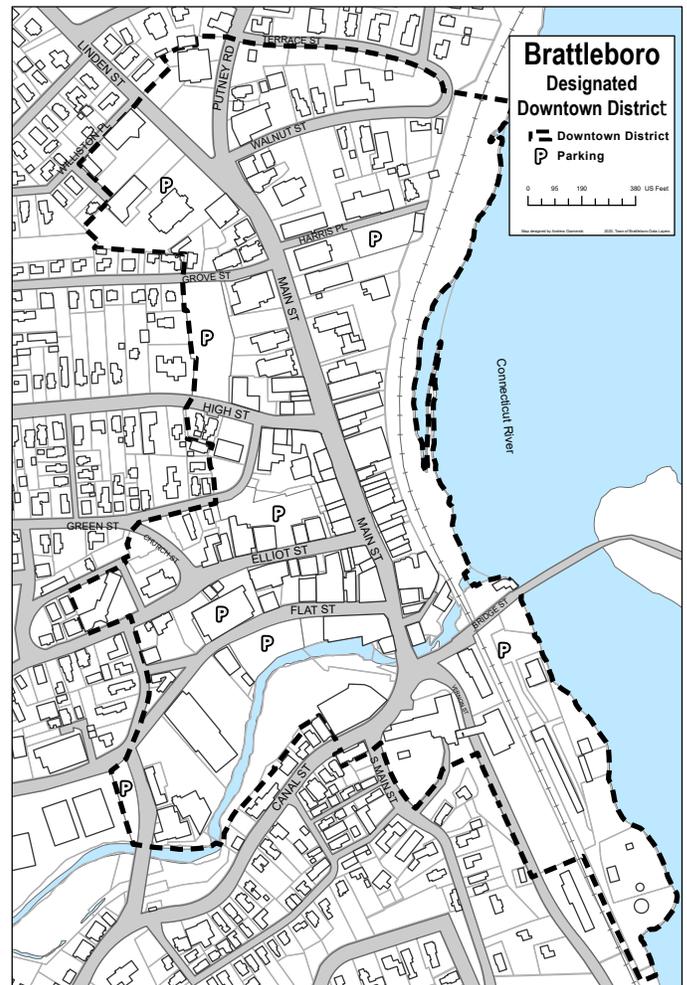
In 2021, this debt service was restructured, and the amount of the yearly payment was reduced. The amount of the special assessment is now \$131,698.86.

## ARTICLE 9

To see if the Town will raise and appropriate the sum of eighty thousand dollars (\$80,000) through special assessments on properties within the Downtown Improvement District (as approved by Town Meeting March 19, 2005, and as delineated in the Town Ordinance entitled “Municipal Act to Establish and Regulate the Downtown Improvement District”) to be used for capital and operating costs of projects of the Town’s duly designated downtown organization as reflected in its work plan and budget.

The Downtown Brattleboro Alliance (DBA) is a non-profit organization that works to promote the vitality of downtown Brattleboro: the primary center of commerce, culture, and community life for Brattleboro and its surrounds. DBA is the designated “Downtown Organization” for the Town of Brattleboro; this designation provides access to grants, technical assistance, and networking opportunities. DBA’s strategy focuses on building community and resilience through innovative programming that nurtures an overlapping ecosystem of arts, entertainment, education, community spaces, and business. Holistic community organizing is time-consuming, high intensity work, but we believe that it represents the best opportunity for the long-lasting impact of being the town we want to be.

Programming is funded in part through a special assessment on downtown properties. DBA collaborates closely with members, including the downtown property owners, to develop an annual work plan and budget, which members vote on and approve before submitting to the Town. The rest of DBA’s funding comes from memberships, individual donations, grants, and program fees.



## ARTICLE 10

To see if the Town will raise and appropriate the sum of three hundred, sixty seven thousand, eight hundred and ten dollars (\$367,810) to support human service programs and facilities for the residents of Brattleboro to be allocated among 36 service providers in the following manner:

- AIDS Project of Southern Vermont – \$2,000
- American Red Cross -NH and Vt Region – \$3,750
- Big Brother Big Sisters – \$7,500
- Bonnyvale Environmental Educ Center – \$10,000
- Boys and Girls Club – \$17,000
- Brattleboro Area Hospice – \$7,400
- Brattleboro Center for Children – \$5,400
- Brattleboro Housing/Tri-Park – \$12,000
- Brattleboro Senior Meals – \$10,000
- Building a Positive Community – \$4,000
- Family Garden – \$2,500
- Food Connects – \$10,000
- Gathering Place – \$5,000
- Green Mountain RSVP – \$1,000
- Groundworks Collaborative – \$20,000
- Health Care and Rehabilitation Services – \$10,000
- Meeting Waters YMCA – \$10,000
- Out in the Open – \$16,500
- Putney Foodshelf – \$4,260
- Rich Earth Institute – \$1,500
- Senior Solutions – \$6,000
- SEVCA – \$13,300
- SE VT Transit (Moover) – \$24,000
- The Root Social Justice Center – \$25,000
- Theatre Adventure Inc. – \$3,000
- Turning Point – \$25,000
- Vermont Adult Learning – \$2,400
- Vermont Association for the Blind – \$700
- Vermont Center for Independent Living – \$1,600
- Vermont Family Network – \$2,500
- Windham County Dental Center – \$15,000
- Windham County Humane Society – \$2,000
- Windham County Safe Place Child Advocacy Center – \$15,000
- Windham Windsor Housing Trust – \$10,000
- Winston Prouty Center for Child and Family – \$15,000
- Women’s Freedom Center – \$17,500
- WSESU (Summer Food Program) – \$10,000
- Youth Services – \$20,000.

## FROM THE HUMAN SERVICES FUNDING REVIEW COMMITTEE

The Human Services allocation in the Town budget is a longstanding tradition in Brattleboro to meet crucial community needs. These include food and financial insecurity, homelessness, disability support, substance abuse, prevention, and harm reduction, elder, child, and adolescent health and well-being, and BIPOC, LGBTQ+, refugee, and immigrant support and safety. The role of the Human Services Committee is to review and evaluate requests from organizations seeking financial support from the Town of Brattleboro to meet these needs, and to recommend funding levels to the Brattleboro Representative Town Meeting (RTM).

At RTM in 2023 a budget of up to \$440,774 was approved for the Committee to allocate. This year, 39 organizations requested funding amounting to \$415,660. What follows is an explanation of how the Committee came to funding recommendations totaling \$367,810.

This year, twelve people were appointed to the Committee and ten subsequently served. Meetings began in September 2023; each meeting was warned, open to the public, available to attend via Zoom, and was attended by a member of the Brattleboro Finance Committee.

In September and October of 2023, the Committee reviewed and updated the application form and supporting documentation. Edits to the application form reflected the Committee’s desire to collect additional information regarding, among other things, an organization’s financial management and health, the degree to which they include and center impacted individuals in organizational decision-making, their efforts

to reduce barriers to access of services, their collaboration with other organizations, and their unique contribution to the human services ecosystem of Brattleboro. Applications were subsequently made available on the Town website and were also emailed to all prior years’ applicants. Additionally, the Committee sponsored a hybrid informational meeting which allowed agencies and the public to ask questions and seek clarification of the process.

Upon receipt, applications were read and scored by each member of the Committee, with the exception of those who had recused themselves from evaluating specific organizations because of conflicts of interest. This year the scoring rubric included the following considerations, each to be rated 0-5, with a total score of 0-15:

- To what degree does the organization have strong fiscal management and oversight?
- To what degree does the organization or program effectively impact the population it seeks to serve? As applicable, to what degree does the organization or program effectively monitor and respond to changing needs and/within the organizational ecosystem in Brattleboro?
- To what degree is this program or organization of service to the people or town of Brattleboro? To what degree does the organization or program provide services specifically to the residents of Brattleboro?

Results of individual scoring were shared with other Committee members at a meeting where variations in scores were reviewed. Results almost always showed consistency within

# ARTICLE EXPLANATIONS

a narrow range that revealed consensus among Committee members. The numeric rating generates an average score that enables the Committee members to address funding decisions in a transparent, fair, and equitable manner.

Though the full amount requested by organizations this year was less than the budgeted amount, the Committee took seriously its charge to allocate up to the amount budgeted, as appropriate, and its obligations around fiscal responsibility and program evaluation. Therefore, though the majority of organizations were granted the full amount of the funding they requested, other organizations were not. Reasons for not receiving full funding included being outside of the Committee's scope, requesting funding for services being provided elsewhere or for new and untested programs.

With regards to the application submitted by Southeast VT Transit, also known as the Moover, the Committee passed a

proposal to fully fund their proposed transportation pilot program as requested, for this year only. Because the Committee feels that ongoing funding of essential Town services (i.e. public transportation) is outside of the traditional "human services" funding scope of the Committee, it encourages the Moover to pursue other funding sources for ongoing essential services beyond this year.

The resulting full funding recommendation to RTM for FY25 totals \$367,810. The Committee is proud to put forth the funding of these quality, vital, and mission-driven efforts for RTM's consideration.

## **Human Services Committee 2023-2024**

*David Miner, Chair, Jennifer Griffith, Tara O'Brien, Hannah Sorila, Trevor Stannus, Gary Stroud, Kipton Tewksbury, Azlan Thompson, Sarah Turbow, Zachary Wigham*

*See the table on page 20 for the Human Services Funding Review Committee's allocation spreadsheet for FY25.*

## **ARTICLE 12**

To see if the Town will transfer from the Unassigned General Fund Balance, the sum of two hundred sixty-eight thousand, eight hundred and sixty-two dollars (\$268,862) to be used to be used for Street Paving and Capital Road Improvement projects.

The Selectboard recommended FY25 Budget includes \$268,862 as a Use of Fund Balance. The amount to be used (\$268,862) was calculated according to the Selectboard's Guideline on the Use of Fund Balance, which involves setting aside 10% of the previous year's budget and using the remaining "excess" fund balance in the following year's budget. The number used

in the FY25 budget (\$268,862) was determined using an estimated year-end fund balance. The calculated number is slightly higher at \$330,920, but the audited final unassigned fund balance was not available until after the adoption of the budget.

## **ARTICLE 14**

To elect two representatives to the Capital Grant Review Board for a term of one year. Members to be nominated from the floor.

Pursuant to the Town Charter, "A capital grant review board shall be established to study and evaluate all requests made on behalf of the town or its board for grants or loans for capital expenditures. The board shall consist of two (2) representatives appointed annually by the selectboard, two (2) representatives appointed annually by the school directors and two (2) representatives appointed annually by the representative town meeting. The board shall submit its recommendations in

writing to the selectboard or the school directors, as the case may be. Its recommendations are advisory only."

This Board is appointed annually, but it has not actually convened and met on any matters in the last few years. It is a Board which the Charter Revision Committee may be reviewing in the course of its review of the Charter.

# ARTICLE EXPLANATIONS

## HUMAN SERVICES REVIEW COMMITTEE — FY25 REQUEST FOR FUNDING

Applicants	FY21 Recommendation	FY21 RTM Addition	FY21 Grand Total	FY22 Recommendation	FY23 Recommendation	FY24 Recommendation	FY25 Requests	FY25 Recommendation
AIDS Project of Southern Vermont	\$2,000	\$200.00	\$2,200.00	\$2,000	\$2,000	\$1,900	\$2,000	\$2,000
American Red Cross - NH/VT Region				\$5,000		\$3,750	\$5,000	\$3,750
Big Brothers Big Sisters	\$6,375	\$637.50	\$7,012.50	\$7,500	\$7,500	\$6,750	\$7,500	\$7,500
Bonnyvale Environ. Education Center							\$10,000	\$10,000
Boys & Girls Club	\$17,000	\$1,700.00	\$18,700.00	\$20,000	\$24,275	\$17,000	\$25,000	\$17,000
Brattleboro Area Drop-in Center								
Brattleboro Area Hospice	\$2,550	\$255.00	\$2,805.00	\$6,000	\$6,000	\$5,400	\$7,400	\$7,400
Brattleboro Centre for Children	\$4,500	\$450.00	\$4,950.00	\$4,500	\$4,500	\$5,400	\$8,000	\$5,400
Brattleboro Housing & Tri-Park							\$24,000	\$12,000
Brattleboro Senior Meals						\$9,500	\$10,000	\$10,000
Brattleboro Town Arts Committee								
Building a Positive Community	\$11,250	\$1,125.00	\$12,375.00	\$17,500	\$8,750	\$7,120	\$8,000	\$4,000
Community Asylum Seekers Project, Inc					\$3,750			
Family Garden	\$2,500	\$250.00	\$2,750.00	\$2,500	\$2,500	\$2,250	\$2,500	\$2,500
Food Connects					\$5,000	\$8,000	\$10,000	\$10,000
Gathering Place	\$3,750	\$375.00	\$4,125.00	\$5,000	\$5,000	\$4,250	\$5,000	\$5,000
Grace Cottage Hospital								
Green Mountain RSVP	\$700	\$70.00	\$770.00	\$900	\$900	\$900	\$1,000	\$1,000
Groundworks Collaborative (formerly BADC and Morningside)	\$19,000	\$1,900.00	\$20,900.00	\$20,000	\$20,000	\$19,000	\$20,000	\$20,000
Health Care & Rehabilitation Services	\$7,500	\$750.00	\$8,250.00	\$10,000	\$10,000	\$9,500	\$10,000	\$10,000
Inclusion Center								
KidsPLAYce	\$4,000	\$400.00	\$4,400.00					
Meeting Waters-YMCA	\$7,125	\$712.50	\$7,837.50	\$7,500	\$10,000	\$9,500	\$10,000	\$10,000
Out in the Open	\$8,500	\$850.00	\$9,350.00	\$15,000	\$16,500	\$14,850	\$16,500	\$16,500
Prevent Child Abuse Vermont				\$1,000				
Putney Foodshelf				\$1,500	\$1,000	\$1,514	\$4,260	\$4,260
Retreat Farm					\$2,500			
Rich Earth Institute				\$1,000			\$1,500	\$1,500
Senior Solutions	\$2,700	\$270.00	\$2,970.00	\$3,000	\$4,000	\$4,800	\$6,000	\$6,000
SEVCA	\$11,400	\$1,140.00	\$12,540.00	\$14,000	\$14,000	\$13,300	\$13,300	\$13,300
Southeast VT Transit (Moover)							\$24,000	\$24,000
St. Brigid's Kitchen								
SUSU Community Farm						\$12,955		
The Root Social Justice Center	\$5,250	\$1,750.00	\$7,000.00	\$15,000	\$20,000	\$12,975	\$25,000	\$25,000
Theatre Adventure, Inc					\$1,900	\$1,710	\$3,000	\$3,000
Turning Point	\$15,000	\$1,500.00	\$16,500.00	\$25,000	\$15,000	\$16,000	\$25,000	\$25,000
United Way							\$20,000	
Vermont Adult Learning					\$1,500	\$2,400	\$2,400	\$2,400
Vermont Association for the Blind	\$700	\$70.00	\$770.00	\$700	\$700	\$630	\$700	\$700
Vermont Ctr. for Independent Living	\$1,600	\$160.00	\$1,760.00	\$1,600	\$1,600	\$1,360	\$1,600	\$1,600
Vermont Family Network				\$2,500	\$2,500	\$1,875	\$2,500	\$2,500
Vermont Independent Media								
Visiting Nurse and Hospice of VT & NH	\$10,980	\$1,098.00	\$12,078.00	\$12,200	\$12,200	\$10,980		
Windham County Dental Center (United Way)					\$7,500	\$7,500	\$15,000	\$15,000
Windham County Humane Society	\$1,000	\$100.00	\$1,100.00	\$2,000	\$2,000	\$1,900	\$2,000	\$2,000
Windham County Philharmonic								
Windham County Safe Place Child Advocacy Center	\$2,700	\$270.00	\$2,970.00	\$3,000	\$3,500	\$3,600	\$15,000	\$15,000
Windham & Windsor Housing Trust				\$10,000	\$10,000	\$6,497	\$10,000	\$10,000
Winston Prouty Center for Child & Family				\$10,000	\$10,000	\$15,000	\$15,000	\$15,000
Women's Freedom Center	\$14,250	\$1,425.00	\$15,675.00	\$16,000	\$17,500	\$16,625	\$17,500	\$17,500
Summer Food Program (WSESU)	\$6,375	\$637.50	\$7,012.50	\$8,000		\$7,200	\$10,000	\$10,000
Youth Services - Big Brothers/Big Sisters								
Youth Services-combined w/ Bratt Community Justice Center	\$10,200	\$1,020.00	\$11,220.00	\$12,000	\$21,500	\$17,000	\$20,000	\$20,000
<b>Total Recommended Year to Year</b>	<b>\$178,905</b>	<b>\$19,115.50</b>	<b>\$198,020.50</b>	<b>\$261,900</b>	<b>\$275,575</b>	<b>\$280,891</b>	<b>\$415,660</b>	<b>\$367,810</b>

# ARTICLE EXPLANATIONS

## ARTICLE 15

To see if the Town will elect or appoint members to the Town Finance Committee for a term of one year. Members to be nominated from the floor.

The Finance Committee is a Committee established by our Town of Brattleboro Charter. It is explained at Article II, Section 4C of the Charter. The Committee is established “for the general purpose of reviewing proposed and actual expenditures by the town . . . and such other budgets which affect the taxpayers of the town of Brattleboro.” The Finance Committee makes recommendations to the Representative Town Meeting and to the voters. The Charter charges the Finance Committee to work with the Finance Director and other town officials to assess, review and make recommendations on the annual budget and the town’s financial policies, including “fund balances, debt management, capital improvements and the

capital plan.”

The Charter provides that “The representative town meeting shall fix and from time to time may alter the number of members, the manner of their selection, their terms of office, their compensation, if any, and other duties and functions.” Historically, the Finance Committee has been elected from the floor at Representative Town Meeting with nominations coming from the floor. The number of members has vacillated over the years, but in recent years has hovered around six members, though that number can be changed by each town meeting.

## ARTICLE 16

To see if the Town will direct the Selectboard to include a specific amount of the FY26 budget to be allocated to Human Services funding.

## HUMAN SERVICES COMMITTEE

Prior to 2004, the Brattleboro Selectboard determined as part of the budget the amounts to fund “auxiliary services.” The Selectboard not only set the total budget for auxiliary services but also determined the specific amounts to be granted to each service provider. There was no separate article or articles at Representative Town Meeting for this funding. It was simply part of the overall budget article.

This practice was called into question in 2004 as the Secretary of State had issued an opinion that a Selectboard could not limit requests for appropriation by social service agencies by authorizing a lump sum for these agencies as the Selectboard saw fit. The Secretary of State cited the statute, 24 V.S.A. §2691, and opined that there are two ways to get appropriations for human services onto the warning. First, the social services agency can bring a petition signed by 5% of the voters to the Selectboard and be placed on the warning. If done in this manner the Selectboard has no discretion but to place it on the warning. Moreover, social services may submit one petition on behalf of multiple named organizations setting forth the requested funding of each organization. Second, the Selectboard may on its own motion include in the warning articles for appropriations to these social services organizations.

Thus, in or around 2004, the Town of Brattleboro decided to separate the funding of these social services into a separate article and placed it on the warning on its own motion. The Board was in need of some policy, as the number of agencies

seeking an appropriation was growing large. Other towns adopted policies of the Selectboard putting on the warning the social service agency’s requested appropriation automatically if it had been on last year’s warning. Some Towns required that new requests be made by petition. In Brattleboro, the Town Meeting discussed this at the end of Town Meeting and formed a committee and commissioned a study and a report.

While this was done under other business, the Charter allows special committees to be established by Town Meeting Members. See Addendum B. Prior to 2019, this Committee had the authority granted to it by Town Meeting, and even though done under “other business”, special committees can always be established by Town Meeting. The Committee was created by Town Meeting and reported to Town Meeting. Its members up until 2019 were appointed by the Town Moderator.

In 2019, the RTM took formal action to establish the Human Services Committee as a standing RTM committee: For Fiscal years 2020 and subsequent, RTM established that the members of the Humans Services Committee are to be elected at RTM with the authority of the Moderator to fill vacancies throughout the year.

The Human Services Committee provides its own report on the applications received and the funding recommendations made and typically provides a chart outlining the agencies that are funded and in what amounts. The Total figure is then voted upon in one article at Representative Town Meeting.

## ARTICLE 17

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To see if the Representative Town Meeting shall set the number of Human Services Committee members at no more than eleven members, said committee members to be elected at the Annual Representative Town Meeting, and maintain this number of Committee members until rescinded or amended by warned article and vote of the Representative Town Meeting.

The Human Services Committee is tasked by the RTM with reviewing applications to provide grants to programs that provide support for the needs of Brattleboro residents. This past year, the Committee reviewed requests from 39 organizations, which requested a total of \$415,600. This year, we met periodically leading up to the application due date of

November 8. We then met one to two times weekly to be able read and discuss 900 pages of applications and supporting documents in order to provide a final decision 5 weeks later. We had to alter plans on the fly due to weather and illness. It is felt by the Committee that more than 11 members would make it extremely difficult for us to succeed.

## ARTICLE 19

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To elect three Trustees for the Brooks Memorial Library to serve three years and one trustee to fill a two-year unexpired term. The names for consideration for the 3-year terms of 2024-2027 are: Leo Schiff, Sirkka A. Kauffman, and Kate O'Connor. The person for the 2-year term of 2024-2026 is Margaret Atkinson.

The library of the town of Brattleboro, the Brooks Memorial Library, is incorporated under 22 V.S.A. Chapter 3. It is also a town department.

The board of library trustees establishes the operating procedures and policies for the Brooks Memorial Library, approves the library budget request to be forwarded to the selectboard, and employs a library director who shall be

responsible for executing the same through a library staff.

The board of library trustees is a body of nine (9) persons serving three (3) years terms. Three (3) trustees shall be elected each year by the representative town meeting from among persons nominated by the selectboard and by the board of library trustees and from the floor of the annual Representative Town Meeting.

# 2023 REPRESENTATIVE TOWN MEETING MINUTES

Pursuant to the Warning for the Annual Town Meeting recorded in the Town Records Volume 22, page 74, the legal voters qualified to vote met at the Brattleboro Union High School Gym on March 25, 2023, at 8:30 A.M.

At 8:36 A.M., Moderator David Gartenstein called the meeting to order and confirmed with the Town Clerk that the meeting has been properly warned.

Checklist attendant and Assistant Town Clerk Jane Fletcher reported that more than 105 Town Meeting Members were present. Moderator Gartenstein announced that 77 members constitute a quorum. A total of 120 members were present at various times of the day.

Girl Scout Troop 62299 led the meeting in the Pledge of Allegiance.

The Moderator called upon Stuart Copans to lead the meeting with opening remarks.

The Moderator enumerated the many years of public service provided to the town by former Town Meeting Members: Philip Chapman, Gary Carrier, Helju Batchelder, and Max Carr who passed away since the last meeting. He asked for a moment of silence in their honor.

Town Clerk Hilary Francis read the opening and closing paragraphs of the Warning for the record.

**ANNOUNCEMENTS:** The Moderator announced procedural rules of the meeting; that the meeting was being broadcast by BCTV Channel 1079, on Comcast and Southern Vermont Cable, as well as streaming live at brattleborotv.org and Facebook with audio coverage by BCTV; and that interpretation for the deaf and hard of hearing was being provided by Elizabeth Fox, Janet Dickinson, Virginia Clark and Kristal Hier.

**PRELIMINARY MOTION #1)** Elizabeth McLoughlin moved: That the following persons be authorized to remain in the meeting with the Selectboard and Town Meeting Members: Town Manager John Potter, Town Attorney Robert Fisher, Assistant Town Manager Patrick Moreland.

The motion was seconded.

There being no further discussion on the motion, it was unanimously adopted on a standing vote and the individuals were invited to join the meeting.

**PRELIMINARY MOTION #2)** Tim Wessel moved: That the electronic media and the ASL Interpreters be permitted to remain in the reserved section.

The motion was seconded and with no discussion, on a standing vote, unanimously carried.

**ARTICLES:** Prior to any action, the Moderator read each article and asked the pleasure of the meeting. Each warned article was moved by a member of the Selectboard.

**TOWN CLERK:** Under **Article 1**, Ian Goodnow moved: That the appointment of Hilary Francis as Town Clerk for a term of one year until the 2024 Representative Town Meeting, be ratified, approved and confirmed.

The motion was seconded. There was no discussion and on a standing vote, the appointment was unanimously approved.

**TOWN TREASURER:** Under **Article 2**, Daniel Quipp moved:

That the appointment of Kimberly Frost as Town Treasurer for a term of one year until the 2024 Representative Town Meeting be ratified, approved, and confirmed.

The motion was seconded. There was no discussion and on a standing vote, the appointment was unanimously approved.

**TOWN ATTORNEY:** Under **Article 3**, Jessica Gelter moved: That the appointment of Fisher and Fisher Law Offices, P. C., as Town Attorney for a term of one year until the 2024 Representative Town Meeting be ratified, approved, and confirmed.

The motion was seconded. There was no discussion and on a standing vote, the appointment was unanimously approved.

**AUDITOR'S REPORT:** Under **Article 4**, Elizabeth McLoughlin moved: That the auditor's reports be accepted as printed in the Annual Town Report and posted on the Town's website.

The motion was seconded and, with no discussion, on a standing vote the article was unanimously adopted.

**EMPLOY CPA:** Under **Article 5**, Tim Wessel moved: That the Town authorize its Selectboard to employ a certified public accountant or public accountants.

The motion was seconded and, with no discussion, on a standing vote the article was unanimously adopted.

**AUTHORIZATION TO BORROW:** Under **Article 6**, Ian Goodnow moved: That the Selectboard be authorized to borrow money in anticipation of taxes, grants and other revenue.

The motion was seconded. There was no discussion and on a standing vote, the article was unanimously adopted.

**GENERATIONAL IMPROVEMENT AT LIVING MEMORIAL PARK BOND/NOTE VOTE:** Under **Article 7**, there was a Bond Vote by Australian Ballot to determine: Shall the notes or bonds of the Town of Brattleboro in an amount not to exceed Four Million, One Hundred Thousand Dollars (\$4,100,000), and bearing interest not to exceed five percent (5%) be issued for the purpose of constructing the Generational Improvements at Living Memorial Park, including, but not limited to renovations to the Nelson Withington Ice Rink?

Moderator, David Gartenstein announced that polls would open at 10:00am and would remain open for a half hour after the close of the meeting. (Polls later closed at 6:22pm).

There was a moderate discussion including topics regarding the cost of the maintenance shed, the lack of inclusion of the pool project in this bond initiative, the environmental impact of this project, the positive impact that the park has on the community, and the lack of accessibility of the Kiwanis Shelter parking lot.

Result of the vote was as follows:

Yes 98

No 19

**UPGRADES TO PHASE ONE WATER SYSTEM IMPROVEMENTS BOND/NOTE VOTE:** Under **Article 8**, there was a Bond Vote by Australian Ballot to determine: Shall the notes or bonds of the Town of Brattleboro in an amount not to exceed Two Million Dollars (\$2,000,000), and bearing interest not to exceed three percent (3%) be issued for the purpose of constructing the Phase One I Water System Improvements?

# 2023 REPRESENTATIVE TOWN MEETING MINUTES

Moderator, David Gartenstein announced that polls would open at 10:00am and would remain open for a half hour after the close of the meeting. (Polls later closed at 6:22pm).

A very brief discussion took place clarifying that the bond would be re-paid by water and utility users.

Result of the vote was as follows:

**Yes 117**

**No 0**

**MOUNTAIN HOME PARK SPECIAL BENEFIT ASSESSMENT TAX DISTRICT:** Under **Article 9**, Daniel Quipp moved: That the Town raise and appropriate the sum of \$131,698.86 through special assessments on property within the "Mountain Home Park Special Benefit Assessment Tax District" (as approved by Town Meeting, March 24, 2007, and as delineated in the Town Ordinance entitled "Municipal Act to Establish and Regulate the Mountain Home Park Special Benefit Assessment Tax District") for the purpose of paying debt service on the capital improvements to the water and sewer lines serving the Mountain Home and Deepwood Mobile Home Parks.

The motion was seconded. There was no discussion and on a standing vote, the motion was unanimously adopted.

**DOWNTOWN IMPROVEMENT DISTRICT:** Under **Article 10**, Jessica Gelter moved: That the Town raise and appropriate the sum of \$80,000 through special assessments on properties within the Downtown Improvement District (as approved by Town Meeting March 19, 2005, and as delineated in the Town Ordinance entitled "Municipal Act to Establish and Regulate the Downtown Improvement District") to be used for capital and operating costs of projects of the Town's duly designated downtown organization as reflected in its work plan and budget.

The motion was seconded. There was no discussion and on a standing vote, the motion was overwhelmingly adopted.

**COMMUNITY MARKETING INITIATIVE:** Under **Article 11**, Elizabeth McLoughlin moved: That the Town appropriate the sum of \$45,028 for the Community Marketing Initiative promotion of Brattleboro performed jointly by the Brattleboro Area Chamber of Commerce and the Downtown Brattleboro Alliance, to be disbursed to those agencies by the Selectboard upon review and acceptance of a satisfactory plan for the use of the funds and the evaluation of the results.

The motion was seconded.

Paula Melton moved to amend the article by adding that the Selectboard include this item in the General Fund in future budgets instead of warning it as a separate item. The amendment was seconded.

There was a moderate discussion about the amount of time this takes every year to discuss compared to the amount of money approved, the need for RTM to have oversight over the success of this initiative, and the lack of metrics to determine the success of this program. On a standing vote, the Melton amendment was defeated.

Following a brief discussion about who the marketing initiative targets, the potential role of the Communications Coordinator in this program, and some historical information, Peter Case

moved to call the question. This was seconded and on a standing vote, debate ceased.

On a division vote, the original motion passed with 66 in favor and 45 opposed.

**RECESS:** At 10:24 A.M. the Moderator declared a short recess.

At 10:33 A.M. the Moderator reconvened the meeting.

**HUMAN SERVICE PROGRAMS:** Under **Article 12**, Tim Wessel moved: That the Town raise and appropriate the sum of two hundred eighty thousand, eight hundred and ninety-one dollars (\$280,891) to support human service programs and facilities for the residents of Brattleboro to be allocated among service providers in the following manner:

AIDS Project of Southern Vermont-\$1,900;  
America Red Cross- \$3,750;  
Big Brother Big Sisters-\$6,750;  
Boys and Girls Club-\$17,000;  
Brattleboro Area Hospice-\$5,400;  
Brattleboro Center for Children-\$5,400;  
Brattleboro Senior Meals - \$9,500;  
Building a Positive Community-\$7,120;  
Family Garden-\$2,250;  
Food Connects- \$8,000;  
Gathering Place-\$4,250;  
Green Mountain RSVP-\$900;  
Groundworks Collaborative- \$19,000;  
Health Care and Rehabilitation Services-\$9,500;  
Meeting Waters YMCA-\$9,500;  
Out in the Open-\$14,850;  
Putney Foodshelf-\$1,514;  
Senior Solutions-\$4,800;  
SEVCA- \$13,300;  
SUSU Community Farm - \$12,955;  
The Root Social Justice Center-\$12,975;  
Theatre Adventure inc.-\$1,710;  
Turning Point-\$16,000;  
Vermont Adult Learning-\$2,400;  
Vermont Association for the Blind-\$630;  
Vermont Center for Independent Living-\$1,360;  
Vermont Family Network-\$1,875;  
Visiting Nurses and Hospice of VT and NH-\$10,980;  
Windham County Dental Center-\$7,500;  
Windham County Humane Society-\$1,900;  
Windham County Safe Place Child Advocacy Center-\$3,600;  
Windham Windsor Housing Trust-\$6,497;  
Winston Prouty Center for Child and Family-\$15,000;  
Women's Freedom Center-\$16,625;  
Summer Good Program (WSESU) - \$7,200;  
Youth Services-\$17,000.

The motion was seconded.

Members of the committee spoke to the process used in vetting the organizations. Appreciation was offered to the members of the Human Services Review Committee, and there was a brief discussion about the inclusivity and timing of the meetings. On a standing vote, the motion passed overwhelmingly.

**SELECTBOARD COMPENSATION:** Under **Article 13**, Ian Goodnow moved: That the compensation of the Selectboard Chairperson be set at \$10,000 and that the salaries of the other

# 2023 REPRESENTATIVE TOWN MEETING MINUTES

members of the Selectboard be set at \$8,000 each.

The motion was seconded. Tom Franks moved to amend the article to return to a compensation of the Selectboard Chairperson of \$5,000 and that the salaries of the other members of the Selectboard be set at \$3,000 each. The motion was seconded. There was a brief discussion regarding the benefits of keeping the compensation where it is and the changing economy. Without objection, Tom Franks withdrew the amendment.

Following a brief discussion about what happens to the compensation if a Selectboard member opts not to take it, the original motion was unanimously adopted on a standing vote.

**TRANSFER TO CAPITAL FUND FROM THE UNASSIGNED GENERAL FUND BALANCE FOR PAVING PROJECTS:** Under **Article 14**, Daniel Quipp moved: That the Town transfer from the Unassigned General Fund Balance, the sum of one million, eighty-seven thousand, three hundred and six dollars (\$1,087,306) to be used as follows: a total of nine hundred sixty five thousand dollars (\$965,000) to the Capital Fund to pay five hundred and fifteen thousand dollars (\$515,000) for the required match for the Melrose Bridge Replacement, four hundred thousand dollars (\$400,000) for the Williams Street repair project, and fifty thousand dollars (\$50,000) for a Pool Planning study for the Living Memorial Park, and to transfer the remaining one hundred and twenty-two thousand, three hundred and six dollars (\$122,306) to the Living Memorial Park Generational Improvement project fund to reduce the borrowing for that project by the same amount.

The motion was seconded. There was no discussion and on a standing vote, the article was unanimously adopted.

**TOWN APPROPRIATION:** Under **Article 15**, Jessica Gelter moved: That the Selectboard be authorized to raise, appropriate and expend the sum not to exceed \$20,153,452 in order to defray to that extent all general fund expenses for the period of July 1, 2023, through June 30, 2024, including all highway and Windham County taxes, and that the Selectboard be authorized to expend, in addition, any sum authorized for special purpose under any article contained in the warning for this meeting or any special Representative Town Meeting. This motion includes \$16,554,505 to be collected in property taxes, and the balance to be comprised of all other sources of revenue collected by the Town. This motion also provides that the Town and School District taxes assessed on the Grand List as of April 1, 2023, shall be due and payable in four (4) equal installments payable to the Town Treasurer until overdue, then to the Collector of Taxes; that such payment of the installments shall be received by the Town Treasurer's Office on or before 5:00pm on August 15, 2023, November 15, 2023, February 15, 2024, and May 15, 2024; and that interest at a rate of one percent (1%) per month be charged from the due date of payment on any overdue payment of the town tax, installment, or portion thereof; and that a penalty of eight percent (8%) be charged on any overdue payment that remains due and owing on May 16, 2024.

The motion was seconded and Ian Goodnow addressed the body with a brief explanation of the budget, indicating that he had gone into a lengthy explanation at the Pre-RTM Informational Session.

David Levenbach moved to amend the motion to raise the proposed general fund budget by \$350,000 from \$20,153,452 to \$20,503,452. The motion was seconded. There was a moderate discussion regarding the benefit of using the general fund budget to fund additional fire fighters and saving the American Rescue Plan Act funds for non-recurring purposes. It was clarified that the amount collected in taxes would increase from \$16,554, 505 to \$16,904,505. On a standing vote, the Levenbach amendment was overwhelmingly adopted.

Following a moderate discussion including topics of the need for a new department to focus on community safety work, the use of ARPA funds, and clarification about the budgeting process as it relates to the bond initiatives, the original motion as amended passed overwhelmingly on a standing vote.

**PORTABLE RADIOS:** Under **Article 16**, Elizabeth McLoughlin moved: That the Town ratify the Selectboard's decision to purchase portable radios in FY23 for the Brattleboro Police Department at a cost of Eighty-Seven Thousand, Seven Hundred and Thirty-One Dollars (\$87,731), which are part of the FY24 Capital Plan.

The motion was seconded. There was brief discussion about what would happen if this motion was defeated, and the fact that this was a capital expense and therefore needed to come out of the capital expense budget rather than the Police Department budget. On a standing vote, the article was overwhelmingly adopted.

**DEMOLITION OF 90 ELLIOT STREET (MCNEIL'S BREWERY) COSTS:** Under **Article 17**, Tim Wessel moved: That the Town appropriate up to One Hundred and Twenty Thousand Dollars (\$120,000) from the Unassigned Fund Balance to defray the Town's portion of costs associated with the demolition of 90 Elliot Street (McNeil's Brewery).

The motion was seconded. There was a brief discussion indicating that this is a cautionary article and if the money has to be spent, it would reduce the fund balance. On a standing vote, the article was unanimously adopted.

**SeVEDS:** Under **Article 18**, Ian Goodnow moved: That the Town authorize the expenditure of \$36,552 from Program Income (a revolving loan fund that disperses proceeds which originated as Community Development Block Grants) as a contribution to the operation of Southeastern Vermont Economic Development Strategies (SeVEDS).

The motion was seconded. Following a brief discussion about the need for SeVEDS to prepare a report and the need for more information about funding opportunities to go out to the public, Maya Hasegawa moved to amend the motion to authorize the expenditure of \$24,184. The motion was seconded.

Following a brief discussion about the lack of a desired report, the purpose of the requested report, and the challenges thus far in producing the report, Peter Case moved to call the question. On a standing vote, debate ceased on the Hasegawa amendment. The Hasegawa amendment was defeated on a standing vote.

On a standing vote, the original motion passed.

**RECESS:** At 12:00 P.M. the Moderator declared a recess for lunch.

# 2023 REPRESENTATIVE TOWN MEETING MINUTES

At 1:04 P.M. the Moderator reconvened the meeting and confirmed that a quorum was present.

**TOWN-WIDE REAPPRAISAL:** Under **Article 19**, Daniel Quipp moved: That the Town commission a Town-wide reappraisal of the taxable property within the Town to be completed for tax year 2027, pursuant to Article VII, Section 4 of the Brattleboro Town Charter.

The motion was seconded. There was no discussion and on a standing vote, the article was overwhelmingly adopted.

**NEW ENGLAND CENTER FOR CIRCUS ARTS:** Under **Article 20**, Jessica Gelter moved: That the Town exempt from real property taxes the lands and buildings of New England Center for Circus Arts, a registered 501c3 nonprofit organization, as being used primarily for education, performing arts, health and recreational purposes.

The motion was seconded. Michael Hutcheson immediately moved to amend the motion indicating that the Town exempt from municipal real property taxes through the period ending March 31, 2026 the lands and buildings of the New England Center for Circus Arts, a registered 501c3 nonprofit organization, as being used primarily for education, performing arts, health and recreational purposes.

The motion was seconded. Anthony Duncan immediately moved to amend the Hutcheson motion by dividing into two parts to separately consider the timeframe through March 31, 2026, and the tax portion. The Duncan motion was seconded.

There was no discussion and on a standing vote, the Duncan amendment to the Hutcheson amendment was adopted.

Following a very brief discussion regarding the timeline, the Hutcheson portion of the amendment stating the date of March 31, 2026 passes overwhelmingly on a standing vote.

There was then a lengthy discussion including topics regarding the fact that when RTM votes to exempt organizations from the State Education portion of the tax, the Town then has to pay for that, but when an organization is granted that exemption from the Board of Listers, with appeal to the Board of Civil Authority, and then the Courts, it does not need to be covered by the Town. The body heard from Listers about why they did not grant the tax exemption, and from Jenna Struble, Executive Director for NECCA about their struggles to pay and retain their staff. Members of the body voiced value in the services NECCA provides for the Brattleboro community.

Jackie Stromberg moved to call the question. This was seconded and on a standing vote debate ceased. On a standing vote, the Hutcheson amendment regarding exempting the municipal portion passed overwhelmingly.

Following a brief discussion on similar topics previously discussed, Peter Case called the question. This was seconded and on a standing vote debate ceased.

On a standing vote, the original motion as amended with both parts of the Hutcheson amendment passed overwhelmingly.

**CAPITAL GRANT REVIEW BOARD:** Under **Article 21**, the Moderator sought volunteers from the floor to elect two representatives to the Capital Grant Review Board.

Gary Stroud nominated himself.

Elizabeth McLoughlin moved: That Gary Stroud be appointed to serve on the Capital Grants Review Board for a term of one year from March 25, 2023, and to further authorize the Moderator to make additional interim appointments to the Capital Grants Review Board for a term to expire at the next annual Representative Town Meeting.

The motion was seconded. With no additional discussion, on a standing vote, the motion passed unanimously.

It should be noted that later in the day, the Moderator appointed Georges Herzog to the Capital Grants Review Board.

**REPRESENTATIVE TOWN MEETING FINANCE COMMITTEE:** Under **Article 22** the Moderator sought volunteers from the floor for the Representative Town Meeting Finance Committee.

David Levenbach nominated the following members: Eli Coughlin-Galbraith, Alex Fischer, Oscar Heller, Paula Melton, Mike Hutcheson, Millicent Cooley, and David Levenbach. He recognized Mary White for her service as Vice Chair.

Tim Wessel moved: That the following people be appointed to serve on the Representative Town Meeting Finance Committee for a term of one year from March 25, 2023: Eli Coughlin-Galbraith, Alex Fischer, Oscar Heller, Paula Melton, Mike Hutcheson, Millicent Cooley, and David Levenbach, and to further authorize the Moderator to make additional interim appointments to the Finance Committee for a term to expire at the next annual Representative Town Meeting.

The motion was seconded. With no discussion, on a standing vote, all were unanimously appointed to the Representative Town Meeting Finance Committee.

**HUMAN SERVICES ALLOCATED FUNDING:** Under **Article 23**, Ian Goodnow moved: To direct the Selectboard to allocate to Human Services funding in the FY25 Budget an amount equivalent to up to 1.4% of the FY24 Budget.

The motion was seconded. Arthur Davis immediately move to amend the motion to increase it to 1.6% of the FY24 budget. The motion was seconded. Following a brief clarification about what those numbers would amount to, Doran Hamm moved to amend the Davis amendment to be up to 2% of the FY24 budget.

The Hamm amendment was seconded. There was a lengthy discussion including topics on the important work done by these organizations especially during a time of a pandemic and inflation, the impact this would have on the budget, people's desire to choose their own charitable organizations, and the difference between charities and services. Peter Case moved to call the question on the Hamm amendment. The motion was seconded. On a standing vote, the motion to cease debate was defeated and debate on the Hamm amendment to the Davis amendment continued.

Following a brief discussion about the Human Services Review Committee process, Peter Case moved to call the question. The motion was seconded. On a standing vote, the motion to cease debate was approved and debate on the Hamm amendment to the Davis amendment ceased.

On a Division Vote, the Hamm amendment to the Davis amendment passed with 61 in favor and 50 opposed.

Discussion continued about many of the same topics

# 2023 REPRESENTATIVE TOWN MEETING MINUTES

previously discussed as well as the important services that these organizations provide for the community, the impact that such an increase would have on taxpayers, the impact that such a tax burden would have on attracting growth and development in Brattleboro, and clarification on the impact to the budget numbers. Peter Case moved to call the question on the Davis amendment as amended by Hamm. The motion was seconded and on a standing vote, the motion to cease debate was approved and debate ceased.

On a standing vote, the Davis amendment as amended by the Hamm amendment passed, putting the new number before the body at 2% of the FY24 budget.

Steven Brown moved to call the question on the original motion as amended. The motion was seconded and on a standing vote, the motion to cease debate was approved.

On a standing vote, the original motion as amended passed.

**RECESS:** At 3:40 P.M. the Moderator declared a short recess.

At 3:55 P.M. the Moderator reconvened the meeting.

**HUMAN SERVICES REVIEW COMMITTEE:** Under **Article 24**, the Moderator sought volunteers from the floor for the Human Services Review Committee.

David Miner, a member of the committee, nominated the following members: Jennifer Griffith, John Kennedy, David Miner, Gary Stroud, Kipton Tewksbury, Azlan Thompson. He thanked Anne Fielder for her service.

Kevin O'Brien nominated Sarah Turbow.

Trevor Stannus nominated himself.

Robin Morgan nominated Tara O'Brien.

Azlan Thompson nominated Rebecca Tatkovsky, Hannah Sorila, and Zachary Wigham.

Daniel Quipp moved: That the following people be appointed to serve on the Human Services Review Committee for a term of one year until the 2024 Representative Town Meeting: Jennifer Griffith, John Kennedy, David Miner, Gary Stroud, Kipton Tewksbury, Azlan Thompson, Sarah Turbow, Trevor Stannus, Tara O'Brien, Rebecca Tatkovsky, Hannah Sorila, and Zachary Wigham, and to further authorize the Moderator to make additional interim appointments to the Human Services Review Committee for a term to expire at the next annual Representative Town Meeting.

The motion was seconded. Following a brief comment urging the committee to find a time for meetings that accommodates all members, the motion passed unanimously on a standing vote.

**LIBRARY TRUSTEES:** Under Article 25, Jessica Gelter moved: That the following people be appointed to serve on the Board of Trustees for the Brooks Memorial Library for a three-year term, from 2023 to 2026: Jennifer Rowe, Karen Tyler and John Woodward; and that Nikki Holland be elected to serve a two-year term, from 2023 to 2025.

The motion was seconded and on a standing vote the motion was unanimously adopted.

**OTHER BUSINESS: Article 26:** To transact any other business that may lawfully come before the meeting.

The Moderator reminded the body that only announcements, non-binding resolutions or advisory motions can be made under Other Business.

The Moderator asked for another moment of silence, as Sarah Edwards, former State Representative and long-term Town Meeting Member, has passed away.

Elizabeth McLoughlin moved:

WHEREAS, seven highly valued Town of Brattleboro employees have retired since the last Town Meeting.

WHEREAS, Highway Equipment Operator Brian King was first employed by the Town of Brattleboro in November 1978 and faithfully served the members of the Brattleboro community for 44 years.

WHEREAS, Highway General Supervisor Al Franklin was first employed by the Town of Brattleboro in June 1986 and faithfully served the members of the Brattleboro community for over 36 years.

WHEREAS, Highway Equipment Operator Steven Ferris was first employed by the Town of Brattleboro in June 1986 and faithfully served the members of the Brattleboro community for over 36 years.

WHEREAS, Animal Control Officer Catherine Barrows was first employed by the Town of Brattleboro in February 1986 and faithfully served the members of the Brattleboro community for over 36 years.

WHEREAS, Technical Services Librarian Leslie Markey was first employed by the Town of Brattleboro in September 1986 and faithfully served the members of the Brattleboro community for over 36 years.

WHEREAS, Fire Captain Jason Davis was first employed by the Town of Brattleboro in January 2001 and faithfully served the members of the Brattleboro community for over 21 years.

WHEREAS, Police Captain Mark Carignan was first employed by the Town of Brattleboro in June 2002 and faithfully served the members of the Brattleboro community for 20 years.

WHEREAS, each of these long-term employees contributed significantly to the Town during their careers; and

WHEREAS, the daily contributions of employees like these are crucial to a well-functioning Town government that supports its residents and visitors.

NOW, THEREFORE, be it resolved that this Town Meeting, on its own behalf, and on behalf of the entire Town, are grateful and thank Brian King, Al Franklin, Steven Ferris, Catherine Barrows, Leslie Markey, Jason Davis, and Mark Carignan for their many years of service to the Town of Brattleboro.

The resolution was approved by acclamation.

Elizabeth McLoughlin moved:

In addition to the list of retirees I just mentioned, there are two Selectboard members who will be leaving us this year. Jessica Gelter has served with us on the Selectboard for two years. In that time, she has brought her wisdom and caring and her particular perspective of the Town she loves to all of our Selectboard matters. All of us on the board have a deep respect for Jessica, as I'm sure you do too. While her Tuesday nights

# 2023 REPRESENTATIVE TOWN MEETING MINUTES

will be free. We will miss her. And we look forward to the next chapter of civic life she may choose.

Tim Wessel has served our town for six years, a truly dedicated public servant. Tim has served through many a turbulent time in our Selectboard life, and lives to tell the tale. Tim has served as a bridge from previous Selectboards and provided stability and continuity to our present board. Tim also shares his love of Brattleboro and his concern for our future with the Board and we respect and value his voice. I hope Tim finds a way to continue to serve our Town, while keeping his Tuesdays to his young family.

Both of these fine people have offered their service to the Town and we thank them for their time, their intelligence and their caring, in short, their dedication! We will miss them, but I hope they know that they take with them the thanks and respect of all of us.

Thank you, Jessica and Tim

The resolution was approved by acclamation.

Tristan Toleno announced that the State Representatives have provided reports for Town Meeting Members.

Robert Oeser moved:

Whereas, On April 19, 2022 the Brattleboro Selectboard voted to end the Town's 56 year relationship with Rescue, Inc., and

Whereas, the Brattleboro Selectboard voted to end the contract with little notice to the public and without allowing for adequate public input, and

Whereas, the members of Representative Town Meeting passed a budget on March 19, 2022 with the understanding that the contract with Rescue Inc. would be renewed based on information in the 2021-2022 Annual Report (namely, a line item totaling \$285,600 for ambulance service [p. 107] and a description of Rescue Inc [p. 60] which stated that services would be provided based on census population at the "same per capita rate as last year"), now therefore be it

Resolved: That Representative Town Meeting expresses its lack of confidence in the manner in which the Selectboard decided this matter, and be it further

Resolved: That Representative Town Meeting calls on the next Selectboard to set up a process to determine the future of EMS in Brattleboro that is transparent, takes into account the opinions of Town residents, and includes utilizing the services of a mediator or other neutral outside negotiator to re-engage in discussions with Rescue Inc.

Following a lengthy discussion regarding the need for further discussion, transparency, and public input, and concerns about condemning members of the Selectboard with no real visible outcome, George Carvill moved to amend the motion to only say "Resolved: That Representative Town Meeting calls on the next Selectboard to set up a process to determine the future of EMS in Brattleboro that is transparent, takes into account the opinions of Town residents, and includes utilizing the services of a mediator or other neutral outside negotiator to re-engage in discussions with Rescue Inc." This was seconded.

After additional discussion, Cristina Shayonye moved that the following words be stricken from the motion: "and includes

utilizing the services of a mediation or other neutral outside negotiator to re-engage in discussions with Rescue Inc." This was seconded and approved on consent.

Carson Summer-Pelky immediately moved to call the question. The motion was seconded. On a standing vote, the motion was approved and debate on the Carvill amendment ceased.

On a standing vote, the Carvill amendment passed.

Following a brief discussion regarding the meaning behind the concept of public participation, the original motion as amended passed on a standing vote: "Resolved: That Representative Town Meeting calls on the next Selectboard to set up a process to determine the future of EMS in Brattleboro that is transparent, and takes into account the opinions of Town residents."

At this point, being almost 5:00 P.M., Beth Kiendl moved to suspend the rules in order to continue the meeting past 5:00 P.M. This was seconded. The Moderator reminded the body that a suspension of the rules is not debatable and requires a two-thirds vote. On a standing vote, the rules were suspended to continue the meeting beyond 5:00 P.M..

Fric Spruyt moved:

Whereas:

Housing affordability and stability are recognized public goods, And any such public good is appropriately publicly funded,

And, that such programs work best when equally available in all States, thus equalizing both the access and the burden.

The program that best meets this needs is the HUD Sect 8 Housing Choice Voucher Program, especially as it allows for purchase of a home.

Being portable and creating the opportunity generational wealth among those who might not otherwise be able to, it is consistent with our nation's values.

This program, despite a 50 year history of success, continues to be under funded (only 25%-30% according to Sen. Leahy's office).

And that the societal benefits of stable housing for all, especially children, are critical for a thriving country, both socially and economically.

The benefits in terms of quality of life for all, along with savings on extra services at schools, mental and physical health services, and demands on our Corrections departments are incalculable.

Therefore:

We the RTM Members of Brattleboro, Vermont implore Congress to fully fund the HUD Sect 8 Housing Choice Voucher Program.

And direct the Town Manager to send a copy of this Resolution to all three of our National Representatives, and to alert the media of the will of this body.

The motion was seconded and on a standing vote the motion was adopted.

Tom Mosakowski moved:

# 2023 REPRESENTATIVE TOWN MEETING MINUTES

Whereas there is a housing crisis that can be abated by aiding in the creation of new housing;

Now, Therefore, Be It Resolved that the Brattleboro Selectboard be requested to insert into the Warning of the next Representative Town Meeting, or, if that is not legal, then into the Warning of the next General Town Meeting, an article to decide on a certain exemption from taxes in accordance with Vermont statute 32 V.S.A. § 3836, which reads:

Annually at town meeting, a town may vote to exempt from taxes the first \$75,000.00 or a smaller amount of the appraised value of buildings used and occupied exclusively as homes, dwelling houses, or farm buildings whether for sale or rent, provided such buildings have been constructed or put in the process of construction during the 12 months immediately preceding the meeting or are to be constructed or put in the process of construction during the 12 months immediately following the meeting. The duration of such exemption shall not exceed three years, to be determined by the vote. The exemption shall first be applicable against the grand list of the year in which the vote is taken.

The motion was seconded. Following a moderate discussion about how complicated the subject of housing is, whether this proposal would benefit developers or others, and the lack of specific information in this proposal, the motion was defeated on a standing vote.

Rick Morton moved:

Human trafficking whether in the form of labor trafficking or sex trafficking in a wide variety of manifestations is coerced, involuntary, and degrading.

To determine the extent of trafficking activities in our community, the city of Brattleboro establishes a Trafficking Work Group to be composed of volunteers who will meet regularly through 2023 to research the extent, variety, and impact of such activities in our community and advise corrective actions or make recommendations to be taken at the 2024 Annual Town meeting. The group will seek input from town officials and other sources.

Persons interested in serving in the work group should make their names and contact information known to the Town

Manager's office. The Town Manager will establish the first meeting of the work group in April 2023 after which the group will conduct its own activities.

The motion was seconded. Following a moderate discussion regarding the intentions of the proposed group, the dangers of confronting a topic such as this when untrained, and the recommendations to bring issues such as this to the Police Department, Peter Case moved to call the question. This was seconded and on a standing vote, the motion to cease debate carried and debate ceased.

On a standing vote, the Morton motion was defeated.

Paula Melton moved:

RTM calls on the Selectboard to develop and implement a dedicated community engagement process for allocating American Rescue Plan Act funds before any further funds are spent. The process should be transparent and equitable and should build in accountability for responding to the public will.

The motion was seconded. There was a brief discussion summarizing the comprehensive plan for spending ARPA money, and the overall need to balance the work of the Selectboard and administration with the need for community input.

On a standing vote, the Melton motion passed.

Ann Lois Wagner rose and stated that there were elected town meeting representatives who felt they could not participate in Representative Town Meeting because it was convened in-person and requested consideration of additional accommodations to encourage their participation.

Steven Brown moved to adjourn the meeting. This was seconded. On a standing vote, the motion to adjourn carried.

There being no other business, the Moderator declared the meeting adjourned at 5:52 P.M.

**Attest:**

**Hilary Francis, Town Clerk**

**Ian Goodnow, Selectboard Chair**

**David Gartenstein, Moderator**



## SELECTBOARD CHAIR'S MESSAGE

The 2023/24 Selectboard year was challenging but productive. We struggled through some big issues that impacted the community greatly, through intense debate, long meetings, and difficult decisions. I'll highlight just a few headline issues that the board has worked through this year; Emergency Services (EMS), Community Safety, and building the 2025 proposed municipal budget.

The Board spent six months investigating different Emergency services models for the Town, including both a third party contractual model and fully dedicated municipal model. This discussion and consideration came after the Town and its prior Emergency Service contractor, Rescue Inc., concluded their contractual relationship without renewal on July 1, 2022. The investigation explored the potential benefits and liabilities of a full municipal EMS service model, as well as two third party proposals for third party contracts. The ensuing discussion and decision revolved around quality of service, duplication of services, potential general fund savings and transparency. After many meetings and much debate, the Board ultimately voted to move forward with a fully municipal model. I could spend my entire report discussing this one issue. I believe that there were missteps on the Town's part in how this process began, though ultimately I am proud of the hard work put into this decision and believe that it will lead to a stronger, more effective, and more transparent EMS service for the residents of Brattleboro.

In response to concerns with public safety in the downtown and in and around the parking garage, the Board began work to improve community safety. The Board executed a contract with a private security firm to have more foot traffic in the parking garage as our Police Department continues to address its staffing shortages. The Town also prioritized having more facility maintenance work done at the parking garage to provide a cleaner space for community members and visitors to park and use that town facility. I am happy to relay that the Board received a report from Chief Hardy and AC Evans indicating that those actions are having a positive impact. Of course, these actions may only help to address the immediate symptoms of many greater societal issues, including but not limited to poverty, houselessness, and addiction. In an effort to continue addressing those issues, the Board began to renew its work on the Community Safety Review recommendations from 2020, in which it became clear that the Board needed expert advice in order to implement an effective plan. As

we began that work we learned that Governor Scott's Public Safety Enhancement Team had identified Brattleboro for his safety enhancement and violence prevention action plan. We reluctantly decided to delay moving forward on our work to avoid duplication of effort and to ensure that we can utilize any new resources that come from the States investigation. I look forward to that continued work of the Board in the future.

Another big project for the Board this year was reimagining the FY25 budget process. We began the budget process with a "town fair" to allow the community an opportunity to talk to individual departments about their work and their future priorities. The Board then focused discussion first on a base budget, essentially the cost for the town to continue services as is, and then a long list of budget option priorities, both in the general fund and in the capital fund, that would expand beyond the base budget. The Board was presented with this list of items in both budgets which town staff prioritized. Eventually the Board landed on a number of items, including a Library Outreach and Programming Specialist and an IT coordinator, that the Board believed were essential to include in this proposed budget. This work was done in tandem with consideration of the American Rescue Plan Act funds which the board also allocated this year after multiple rounds of community surveys and engagement at meetings. I look forward to further consideration of this proposed budget at RTM this year. From my perspective, the new process for discussing the budget is moving in the right direction and will only improve with further use of the Town's OpenGov software.

It has been an honor to serve on the Brattleboro Selectboard for the past 4 years, and as Chair for the last two years. I'd like to thank all of my fellow Selectboard Members over the years; Tim Wessel, Liz McLoughlin, Jess Gelter, Daniel Quipp, Franz Reichsmann, Peter Case and Brandie Starr for their camaraderie and willingness to discuss difficult topics for long hours. I'd also like to express my deep gratitude to town staff for their council, patience, and dedication while I learned how things really worked and asked a lot of questions. Thank you to BCTV for reinventing the Selectboard Meeting during a pandemic, and for working so late, so many times. I have been humbled and inspired by the citizens of this Town. Thank you for the opportunity to serve you.

**Ian Goodnow**  
Chair, Brattleboro Selectboard

# PLANNING DIRECTOR'S REPORT TO THE SELECTBOARD

## PLANNING DIRECTOR'S REPORT TO THE SELECTBOARD ON THE PROGRESS OF IMPLEMENTING THE TOWN PLAN

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The most recent Brattleboro Town Plan was adopted by the Selectboard on May 15, 2018. This summary of highlights demonstrates noteworthy progress towards undertaking actions in the 2018 Town Plan in 2023.

- **Supported organizations working on economic and community development.**
- **Encouraged the improved energy efficiency of municipal and school district buildings and operations.** With the assistance of Efficiency Vermont (EVT), the Town successfully transitioned to 100% LED lighting in all 6 of its remaining buildings and earned a \$10,000 incentive from EVT. This project will pay itself back within 4 years and was funded through the Global Warming Solutions Fund.
- **Organized participation in programs to increase energy efficiency and renewable energy uses in homes and commercial buildings.** The Energy Committee and Sustainability Committee continued working with Efficiency Vermont on a focused campaign to improve energy efficiency in Brattleboro's homes, apartments, and businesses. Efficiency Vermont held presentations with various groups. At the close of 2023, the Town received a grant of \$4,000 from the Municipal Energy Resilience Program for preliminary work that improves energy resilience in the municipality. This grant will fund technical assistance for the Brattleboro Electric Vehicle (EV) Charging Working group. The consultant will work with the municipality to prepare at least one site for EV chargers and provide technical assistance to members of the working group who are also working to install EV chargers at their properties.
- **Created an agricultural lands inventory that provides information on soil type, current land use, and food production.** Work was completed on updating agricultural land use maps. They are in a digital format that will soon be accessible from the Town website.
- **Supported community-led initiatives to strengthen the food system, including the development of necessary infrastructure, such as dry and cold storage, commercial food processing kitchens, distribution outlets, slaughterhouses, and community gardens.** The Sustainability Coordinator provided support to community-led work to maximize access to nutritious local food continued to grow. One example of this is the planned development of a Town-owned parcel (805 Western Avenue) into a public food forest, with the leadership of Edible Brattleboro. The tool library at Brooks Memorial Library has been expanded and received another \$20,000 grant from the Vermont Food Bank to continue its operation.
- **Worked with federal, state, regional, and local agencies and any other available public or private funding sources to secure funding for the bicycle and pedestrian systems.** With a grant from the VT Agency of Transportation, bike lanes were added to Western Avenue between High Street and the Exit 2 interchange. The Selectboard approved the application of a grant to construct a sidewalk between Red Clover Commons and the Highschool on the east side of Fairground Road. Vermont Agency of Transportation projects on Route 9 and Route 30 brought bicycle lanes and pedestrian improvements to stretches of these roadways that are state maintained. Bicycle lanes now stretch from Cedar Street to the West River Park on Route 30. A new crosswalk with a pedestrian-activated flashing light has also been installed from the Retreat Farm to the boat launch on the Retreat Meadow. Along Marlboro Road/Route 9, bicycle lanes have also been added. Crosswalks have been added at Edward Heights and at intersection with Winding Hill Road and Westgate Drive. The crosswalk at Edward Heights also includes a pedestrian-activated flashing light.
- **Worked with the state and local jurisdictions on streetscape designs that minimize impacts on Brattleboro's neighborhoods, aesthetics, vistas, and bicycle/pedestrian facility connections for all users.** The Town secured a Better Connections Grant to look at stormwater, streetscape and intersection improvements as well as improvements to make it safer to bicycle and walk. This work will take place in 2024.
- **Supported in-town bus operated by Connecticut River Transit.** The Town continued to make an annual contribution of \$50,000 to Southeast Vermont Transit.
- **Supported the creation of prominent art activities, events, and art installations.** Representative Town Meeting voted to continue to provide funding to the Town Arts Fund, which is administered to the Arts Council of Windham County. The Town Arts Fund promotes the development and presentation of creative projects that contribute positively to the greater community and to the vibrancy and diversity of Brattleboro's arts and cultural landscape. In 2023, nine projects were awarded funding by the Arts Council of Windham County, ranging between \$1,000-\$3,000. These projects include collaborative audio stories of the experiences of Afghan woman who resettled in Brattleboro, monthly dance parties for families, the Brattleboro Community Mapping project, a public print day using letterpress, live theater based on EMS provider stories, mixed media installations, monthly clay workshops for LGBTQIA+, a weekend artist residency, and a roving interactive art piece.
- **Supported signature events and festivals.** In support of Gallery Walk, the Town continued to allow the closure of Harmony Parking Lot and Elliot Street from the Harmony Lot to Main Street during the monthly event. The Town also helped Downtown Brattleboro Alliance light up downtown for the holidays by stringing the lights across Main Street. The Town continued to support organizations that host other signature events in Brattleboro including Brattleboro Goes Fourth, Last Night, and Winter Carnival.
- **Promoted tax incentives, loans, and grant programs to encourage the adaptive reuse of historic structures to meet community and market needs.** The Town continued to support the efforts of the Windham Windsor Housing Trust by sponsoring a \$440,000 supplemental aware from the Vermont Community Development Program for the Green Mountain Home Repair Loan Fund to provide affordable home repair financing and housing

# PLANNING DIRECTOR'S REPORT TO THE SELECTBOARD

counseling services to eligible homeowners.

- **Maintained a public water and wastewater system that meets state and federal standards and provides for the future development needs of the town.** Construction on the new water treatment plant that began in 2022 is nearing completion. Water from the new plant began flowing on December 22. In 2023, engineering and permitting work on Phase One Water System Improvements, including the replacement of the Signal Hill Pump Station on Guilford Street and replacement and extension of the water main pump station to Signal Hill Drive; installation of a standby emergency generator for the Black Mountain Pump Station; and replacement of the water main on Bridge Street, Vernon Street, and Depot Street began. The purpose of the project is to resolve regulatory deficiencies at the Signal Hill and Black Mountain pump stations, as well as upgrade aging distribution system infrastructure. The project will be funded by the Vermont Drinking Water State Revolving Fund, which received federal funding. At the end of the year, a public hearing was held in compliance with National Environmental Policy Act (NEPA) requirements.
- **Promoted recreational activity with appropriate opportunities for residents of all ages and abilities.** Northeast Collaborative Architects have been contracted to help explore the future of the Living Memorial Park pool and Rotary Water playground. The Pool Planning project kicked off in 2023 with a day long public engagement effort at the pool at the end of July. It was followed by another public engagement session in November and an interactive survey that was released. At 2023 Representative Town Meeting, members voted to approve bonding to construct generational improvements at Living Memorial Park which included new softball lights, parking at the Kiwanis shelter, a new maintenance building, and renovations to the Nelson Withington Ice Rink. Michael Petrovick Architects, PLLC was awarded the contract for these improvements and team meetings began.
- **Educated residents, visitors and town personnel regarding the identification, threat, and control of invasive species.** The Conservation Commission continued to manually control Japanese knotweed throughout the growing season at the West River Park. The Conservation Commission discussed other invasive species with documented presence in Brattleboro as well, primarily Japanese stiltgrass and Pheretimid earthworms.
- **Continued to participate in the National Flood Insurance program and, when feasible, take advantage of preferential rates that will lower costs to policy owners.** Brattleboro maintained a Class 9 rating in the National Flood Insurance Program Community Rating System, allowing flood insurance policy holders to receive a 5% discount on their premium.
- **Supported land conservation efforts that restore floodplain access along the Whetstone Brook.** After competitive bidding, the Town hired Adams Excavating and Trucking to restore the floodplain at 250 Birge Street. Construction began in September 2023. SLR Consulting and Hartgen Archeological Associate are also providing technical assistance on the project. Work will continue into 2024.

## PROGRESS REPORT ON THE ALL HAZARD MITIGATION PLAN

The Selectboard adopted the 2021 All Hazard Mitigation Plan on August 3, 2021; the plan has received approval from the Vermont Emergency Management Agency and became effective April 19, 2022. The plan was developed by the Hazard Mitigation Committee composed of the Town Manager, Directors of Planning, Public Works, and Fire, the floodplain manager, representatives for the Planning Commission, Tri-Park Cooperative Housing, the Connecticut River Conservancy, and the Brattleboro Housing Partnership. The Committee considered focused interviews with representatives of high-risk populations, cultural resource representatives, and organizations focused on resilience. The Committee sought comments through newspaper articles and online surveys. The plan closely follows goals, objectives, and review criteria in the 2015 All Hazard Mitigation Plan.

In 2023 mitigation projects reached a critical juncture offering clear protection against high water events that would have led to evacuations and road closures in the past but were weathered with minimal disruption. In the past year, Brattleboro saw four 10-year storm events and a 20-year storm event. The Brattleboro Housing Partnerships' completion of the Melrose Terrace floodplain restoration kept Melrose Bridge from overtopping in the 20-year event and protected Glen Park from what would have been five evacuations. Mountain Home Park's Winding Hill Bridge received protection from the Locke Field open space preservation. As the site reverts to wetland, flood waters spread and infiltrate into the soil, slowing flood velocities and volume. The Brattleboro Area Farmers' Market also flooded on multiple occasions, reducing risk to the surround-

ing area. While these high-water events are disruptive, the Market has been working to adapt to changing conditions while preserving the Market.

The 250 Birge Street floodplain restoration is well underway and expected to be completed in early summer of this year. The Town, Vermont River Conservancy, SLR Consulting, and the state Resilient Communities program have worked together to move the project through permitting obstacles and budget changes. Adams Excavating and Trucking has been working diligently to bring the project to completion on budget while adapting to unexpected site conditions.

The Town continues to upgrade stormwater drainage and culverts as large rain events continue to cause damage to the system. The State of Vermont funded a Stormwater Master Plan for Brattleboro that identified proposed best management practices for approximately 18 sites. Clean water funds may be available for final design and construction.

With Town support, Tri-Park Cooperative Housing, working with M&S Development, is implementing the Tri-Park Master Plan. Twenty-six home sites with very high flood risk will be abandoned while 26 new pads will be built in safe locations in the park. As the existing homes are too fragile to move, homeowners will move into new, energy efficient mobile homes.

The Town will continue to work towards hazard mitigation in Town operations and with state and private partners seeking to build a more resilient community.

# Town Department

NARRATIVES





## TOWN MANAGER'S OFFICE

I really appreciate everyone who stopped by my office at 230 Main Street to introduce themselves, or called or sent me an email, in 2023. It has been a pleasure to meet people and start working together on important matters for Brattleboro. The Selectboard took on difficult topics during the past twelve months, and the administration supported it with research, analysis, and proposals. In this report, I would like to highlight the big efforts as well as preview the significant projects that may be on the horizon. I hope this is helpful for you in seeing the scope of Town government and where you could fit into making it even better.

### HIGHLIGHTS FROM 2023

Reading last year's report, the administration set out to tackle three Selectboard priorities: emergency medical services, the budget process, and community safety. These were challenging issues, but 2023 was a year we took major strides forward on each of them.

Provision of emergency medical services is not typically a controversial topic in municipal government. Local towns provide emergency care and transport to residents, sometimes contracting it out to private non-profits or companies, sometimes providing it as a direct service, and sometimes contracting parts of it. When Brattleboro and Rescue, Inc. parted ways in 2022 for the ambulance transport part of the service, it struck a nerve with some in the community that felt a strong, past connection with this provider.

Over the course of 2023, the Selectboard and the Town administration took a step back and re-visited the issue of emergency medical services for Brattleboro, in depth. Potential vendors, including Rescue, Inc., gave the Town their best proposals for providing private ambulance service, and the Town examined the alternative of hiring Town employees to deliver all aspects of emergency care, not just first response.

After careful analysis and consideration, I believe the decision to go with an in-house Fire-EMS approach came down to three main factors: response time, transparency, and lower cost. With two fire stations in Brattleboro staffed with ambulances dedicated to this town, people are only minutes away from emergency help. While private non-profits and companies providing ambulance services often need to operate in a proprietary way, a public sector alternative allows for greater transparency and open discussions, for example, regarding rates charged and employee compensation. Finally, and importantly, the Town found that providing full in-house emergency services would within five years, save taxpayers \$1.7 million over the best, alternative among the proposals submitted. Our collective goal today, no matter what you thought was the best approach for ambulance transport service, is to come together and help make emergency care in Brattleboro a success for the sake of everyone who may one day depend on this service.

A second big project that the Town undertook in 2023 was reexamining its budgeting process to see if we could find better ways to develop plans, starting with fiscal year 2025. This began with an after-action review of how the budgeting went in the last cycle. That resulted in clear goals from the Selectboard: being more participatory in considering spending proposals; reducing the number of meetings dedicated to line-by-line reviews; integrating new financial software for transparency; and focusing the Selectboard's work on vision and important policy level decisions. The administration learned a lot from pursuing these goals, and will continue to work with the Selectboard, Finance Committee, and other interested parties to help the Town do the best possible planning for future expenditures – keeping costs down and delivering quality service.



A third priority in '23 was to re-engage with the public on community safety and policing in Brattleboro. The Selectboard discussed the topic four times during the year and acknowledged that the work of the Community Safety Review, done in 2020, needs to be updated to incorporate current needs and priorities, as determined through participation across the community, and including Town government, and other stakeholders. As the administration was starting to implement this strategy last fall, the Town received word that the Governor's Public Safety Enhancement Team was

# TOWN MANAGER'S OFFICE

planning a priority effort in Brattleboro from its statewide public safety enhancement and violence prevention strategy. The Selectboard decided to wait for results from the State's effort, expected in early 2024, before resuming resolution of outstanding issues from the Community Safety Review.

There were other major accomplishments in '23. The Selectboard instituted its first-ever Retreat to streamline its goal development. Town staff released a new and completely overhauled Town website at <https://brattleboro.gov/> which organizes information in a more orderly, mobile, and accessible way. The administration negotiated four, three-year collective bargaining agreements with each of the public employee unions that represent Town employees. The

## PRIORITIES FOR 2024

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Over the next twelve months, it is expected the Selectboard will ask the Town administration to continue with existing priorities as it also decides what new topics it may need to address. We will be continuing to implement priorities from 2023 such as developing the expanded Emergency Medical Services program in the Fire Department and making improvements to Living Memorial Park that were approved at the 2023 Representative Town Meeting. Town staff and consultants started conceptual planning for replacing the Town pool in '23 and will move forward this year with continued public engagement and discussion of alternatives. As discussed above, the community safety conversation will also continue in 2024, and the hope is to achieve better, near-term clarity around expectations across the community to improve overall safety. Planning staff will further their efforts on sustainability and climate adaptation and resilience. The administration will continue to coordinate with the State, the non-profit service providers in town, and neighborhood groups on mental health, drugs, and homelessness.

In terms of new priorities specifically in the Town Manager's Office, I would like to introduce what I see as three issues that the Selectboard is likely to focus on in '24: trash collection, the parking system, and housing. The Town's trash collection contract is nearing completion and must be addressed soon. This presents an opportunity to re-think how trash is collected in Brattleboro from the household standpoint and from the

## TOWN MANAGER'S ASK

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Last year, I asked for your help in getting to know Brattleboro, and I am grateful to all the residents and business owners who have reached out and shared with me what they value and love about our town. I still want to hear from you any time during the year about what the Town can be doing better and how we can act to fulfill the high potential of this community. So, bring your ideas forward, be open to those of others, be kind, be supportive, and if possible, when you catch Town staff doing something good and positive, let them know it. Thank you for reading this message and my best wishes to you in 2024.

Sincerely,



**John Potter**  
Town Manager  
802-251-8102

[jpotter@brattleboro.gov](mailto:jpotter@brattleboro.gov)

American Rescue Program Act (ARPA) funding was finally set to be fully allocated. A public engagement process including multiple public online surveys and public meetings informed this allocation. The Selectboard passed significant changes to the land use regulations to make it easier to develop housing units in Brattleboro, and it approved a Walk-Bike Action Plan for improving pedestrian and bicycle transportation around town. Finally, Town staff continued to modernize systems for financial management; tracking grants (for which 18 applications totaling \$3.1 million were submitted during the year); preparing to move permits and licenses online; and implementing an asset management system as the gateway to a modern, long-term capital plan.

operational standpoint. We expect the Selectboard will want an extensive community conversation about requirements for trash collection and whether any changes are desired regarding schedules, containers, and other service parameters.

Another likely priority in 2024 will be re-thinking the downtown parking system. Although it does not directly impact the General Fund, the current model relies on market leases in the Brattleboro Transportation Center to help keep parking rates down. The condition of that facility has limited the Town's ability to generate adequate revenue over the recent past. Part of a solution to this dilemma may be adjusting parking rates, improving infrastructure and public transportation, or even examining to what extent parking should be a Town service. Town staff expect the Selectboard will be looking to the community for thoughts and ideas about how best to address this priority.

Finally, the lack of adequate housing in Brattleboro, while not a new issue, may become an increased focus for the Town Manager's Office in 2024. This will most likely involve ongoing work to identify Town properties that are suitable for housing development, providing start-up funds to help put together projects at those sites, and seeking approvals to transform under-utilized properties into more housing on the way toward the Town goal of 500 additional units.



## ASSESSOR'S OFFICE

The core responsibility of the Assessment Office is to appraise all real estate and personal property subject to taxation at its fair market value, and to prepare the Grand List. These activities of the Assessment Office are governed by Title 32 of the Vermont Statutes Annotated. Act 60 and Act 68 provide the framework for the State's administration of the Education Funding. They also set the standards which each town must meet in property appraisal.

The Grand List is the total of all taxable real estate and business personal property located in the Town of Brattleboro. The gross value of all real property and business personal property for 2023-2024, before reductions for various tax exemptions

was \$1,439,249,864. A large number of properties in Brattleboro are entirely exempt from taxation in accordance with state statutes. 207 properties fell in this category in 2023, reducing the Grand List by \$189,661,090. Several of these properties make annual contributions to the cost of running the Town through negotiated fee payments. The taxable municipal Grand List was further reduced by exemptions voted at Town Meeting, veterans' exemptions, tax stabilization agreements, and the exemptions granted to holders of Business Licenses for personal property. The resulting net taxable Grand List value in 2023-2024 was 1,215,606,201 up 1.56% from the 2022-2023 Grand List's total of taxable property of \$1,196,885,473 as lodged with the Town Clerk.

### JUNE 8, 2023 LODGED GRAND LIST

	Municipal	Education	
		Homestead	Non-Homestead
Real Value (Land & Building)	1,168,058,078	439,143,883	728,914,195
Personal Property Value	81,530,696		1,978,700
	Municipal	Education	
Real Value (Land & Building)	189,661,090		189,661,090
<b>Gross Total Grand List</b>		<b>1,439,249,864</b>	

### EXEMPTIONS

	Municipal	Education	
		Homestead	Non-Homestead
Farm Stabilization	1,868,200		
Veterans Exemption	1,108,900	230,000	60,000
Current Use Reduction	14,232,700	4,834,800	9,397,900
Contracts/Partial Statutory	16,772,773		6,858,872
Special Exemptions			12,324,235
<b>Total Exemptions</b>	<b>33,982,573</b>	<b>5,064,800</b>	<b>28,641,007</b>

<b>Total Grand List</b>	<b>1,215,606,201</b>
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# ASSESSOR'S OFFICE

## 2023 GRAND LIST PARCELS & ACREAGE

Taxable Parcels		Non-Taxable Parcels		Acreage	
Real Estate	4,299	Real Estate	207	Taxable Acres	18,125.75
Personal Property	374			Non-Taxable Acres	1,402.17
Total Parcels	4,673				

The composition of the taxable municipal 2023 Grand List as Lodged with the Town Clerk, before the deductions totaling \$33,982,573 for non-statutory exemptions, stabilization agreements, veterans' exemptions, and the current use program was as follows:

Category	Value	% of GL	Category	Value	% of GL
Residential	627,594,100	50.22%	Utilities	64,165,418	5.13%
Mobile Homes	16,463,660	1.32%	Farm	7,220,180	0.58%
Vacation Homes	1,153,230	0.09%	Other (Condos)	36,849,770	2.95%
Commercial	263,019,300	21.05%	Woodland	2,726,560	0.22%
Commercial Apts.	43,860,060	3.51%	Miscellaneous (Land)	13,178,640	1.05%
Industrial	91,827,160	7.35%	Personal Property	81,530,696	6.52%

The office is staffed by 3 full time employees – Jenepher Burnell, Joe Meyer, and Aileen Tulloch. There are three elected Listers whose main duty is to act as the Board of Appeals during the grievance hearings. Their duties also extend to the Board of Abatement and perform other advisory and educational functions for the Office of Assessment. The programs and functions administered by the Assessors, either directly or in cooperation with the state Department of Taxes or other departments within the town's government are:

- Building and Land Appraisals
- Business Personal Property Inventories
- All Phases of Tax Appeals
- Complete Data Base of Buildings and Land
- Homestead Certification Program
- Veteran Exemptions Maintaining the Grand List
- Business License Program
- Town Mapping, Maintenance, and Subdivisions
- Sales Reports
- Current Use Program and Farm Stabilization
- Updating of Property Transfers and Deed Information

## COMMON LEVEL OF APPRAISAL (CLA) & COEFFICIENT OF DISPERSION (COD)

Based on the results of the 2023 State sales study, effective on January 1, 2024, our Common Level of Appraisal is 77.59% of market value. The Common Level of Appraisal (CLA) is a mathematical relation of the assessed value to fair market value or sale price. Our Coefficient of Dispersion (COD), a statistical measure of variability, is 18.76%, where a ratio under 10% is considered excellent. This study indicates that Brattleboro is in need of a reappraisal.

## TOWN-WIDE REAPPRAISAL STATUS

The Assessment Office completed its most recent town-wide reappraisal in 2010. The Assessors have taken proactive measures to set in motion a town-wide reappraisal, approved at Representative Town Meeting, to be completed in Spring 2027. We have secured a contract with the Vermont-based appraisal firm, New England Municipal Consultants (NEMC). NEMC will begin inspections starting summer 2024, with additional staff joining later in the year. If there are any questions about the reappraisal or any other assessment questions, please visit the Assessors/Listers page at [Brattleboro.gov](http://Brattleboro.gov) or call 802-251-8156.

We wish to thank the Brattleboro taxpayers for their continued cooperation as we perform the challenging task of ensuring fairness and equity in property assessment.



# BROOKS MEMORIAL LIBRARY

## WE CONTAIN MULTITUDES!

The Mission of the Brooks Memorial Library is to connect people and resources to inspire, inform, and empower our diverse community. In order to accomplish this mission, the library:

- Provides free and open access to materials, resources, and tools to advance individual and collective exploration.
- Convenes conversations and encourages collaborations and connections among leaders, organizations, and individuals.
- Offers cultural and educational opportunities and experiences through programs, meetings, and exhibits within the library space and in other venues.

After careful consideration of existing services and programs through a thorough process of conducting community surveys and forums, interviews with community partners, and work sessions with staff and trustees, Brooks Memorial Library began 2023 with a new strategic plan to sustain our commitment to the community and steer our work moving ahead through 2025. Guided by the values adopted during the planning process — Access for All; Community; Inclusion; Kindness; Limitless Learning — we identified four areas of emphasis and have made significant strides in this first year.

## SERVICES

**Engage the community through a wide range of educational, recreational, and cultural opportunities that support diversity, equity, and inclusion.**

*Collect materials in accessible formats (print, nonprint, and electronic) to reflect the world at large.*

- Collection development funds in the endowment budget were redistributed to allocate a greater percentage for acquisition of digital collections to meet growing demand in this area.
- Patron requests for subjects, formats, and individual titles figure prominently in our acquisitions.
- All collections continue to be expanded by attention to the work of BIPOC and LGBTQ+ authors.
- The Technical Services Team dove headfirst into a thorough reassessment of the overall print collection of the Brooks Memorial Library. Weeding (removing outdated and damaged items) is essential to a healthy, vibrant, and dynamic library collection. The process involves staff at all levels and consultation of professional references, creating a consistent increase in weeding, purchasing, processing, and accessioning activities.
- Sections of the collection (e.g. health and medicine, food preparation) have been reclassified to group like topics together to improve the autonomous searching of patrons.
- A major redevelopment of our DVD collection was undertaken to provide free options in the world of streaming service entertainment.
- The language learning and graphic novel sections of our nonfiction collection have been greatly expanded by purchasing a range of updated titles.
- A large number of travel books have been replaced to reflect the post-COVID world.
- The teen materials collection outgrew the Spicy Lime Teen Room, requiring a thorough assessment and weeding of the older items before purchasing new titles.
- The collection of food preparation equipment and books on cuisine of many cultures has been expanded with funds from a second round of funding from the Vermont Foodbank, procured through the efforts of Stephen Dotson, Sustainability Coordinator.

*Offer programs that introduce and illuminate a wide range of interests and opinions.*

- Local authors were supported and celebrated to the delight of the community. GennaRose Nethercott entranced the audience with a puppetry performance of her acclaimed novel, *Thistlefoot*, and returned later in the year for a conversation with her father and fellow author, Michael. Ann Braden's *Opinions and Opossums* book launch featured a live opossum, gummy ticks, and an illuminating question-and-answer session. Memoirists Ann McCloskey, Susan Avery, and Shin and Jim Freedman shared their stories and their processes. Mary E. Wilkins Freeman's biographer brought her time in 19th Century Brattleboro to life. Chuck Collins read from his novel and engaged Frida Berrigan in a conversation around the evolution and ethics of activism. *Transformative Activism* was debuted by author Tim Stevenson.
- Ethics and activism were dominant topics when National

# BROOKS MEMORIAL LIBRARY

Book Award finalist Kekla Magoon presented on her book, *Revolution in Our Time: The Black Panther Party's Promise to the People*.

- Poet David Mills commemorated the 60th anniversary of the March on Washington with his one-person evocation of Martin Luther King, Jr. Community members who had attended the original march shared their reminiscences.
- In the spirit of this year's summer reading theme, "All Together Now", our Youth Services and Adult Services staff worked together to provide fun for all ages with multiple events intended for patrons of all ages. A nice mix of families and adults attended "Support our Pollinators" and "Learn to Play the Ukulele." Everyone had a blast launching their creations off the mezzanine during the Paper Airplane Derby and singing along with a concert of Tin Pan Alley songs accompanied by tunes from our Estey organ.
- Filipino American Heritage month was observed with a patron-led bilingual storytime. Children and adults learned some Tagalog words, listened to *Who Turned on*

*the Sky?* and made stars to take home.

- Weekly meetings of the Stitchers fabric arts group and monthly meet-ups of science fiction readers were established and attendance at each continues to grow.
- Vermont Humanities brought Martha Barnette of NPR, a lecture on the history and current state of the labor movement, a concert of North Indian classical music, and a sampling of fun moments from films of the fifties.
- Scholar Meg Mott engaged broad cross sections of the community in discussions of religious freedom and rights for the LGBTQ+ community.
- Programs expanded beyond the location of the library. Over the course of our 6-week summer program, hundreds of children and adults participated in "Sing & Dance with Robin on the Commons" and joined us outside for "Storytime at Retreat Farm." Epsilon Spires and the Brattleboro Literary Festival teamed up for a showing of *Fahrenheit 451*, which was free for all who presented a library card.



*Respond to the information needs of all members of the community by providing accessible, respectful, and reliable reference services.*

- The information needs of the community are as wide-ranging and diverse as the population. All reference and technology help at the library begins with community members, who bring their questions to the Information Services Librarian (Help Desk) and the Electronic Services Specialist (ESS). Questions are increasing, which isn't surprising given the speed of technological change and the sheer volume of information and misinformation online. A sample of recent patron-initiated research: micro-business owners created websites to market their products; authors obtained books and articles for their historical research; readers experiencing changes in vision were connected with supportive services; tenants and landlords clarified their legal rights and responsibilities; parents with medical questions found scientific information beyond the pamphlets from healthcare providers; school children mined the local history section to explore the legacy of Southern Vermont; nonprofit development professionals found grant funding through the Candid/FDO database;

and community members filed forms for financial aid, immigration, car registration and countless other tasks of adult life. And sometimes someone wants a good book to read.

- The Information Services Librarian continuously researches and recommends current resources to develop a collection – in print and electronic formats – that benefits patrons in their quest for knowledge and accurate information, and she instructs/assists the public in its use. Specialized resources are sought, evaluated, and acquired to meet the changing needs and aspirations of the community, (e. g. online language learning programs for developing communication with new residents).
- Patron requests for reliable, non-biased news sources to navigate exploration of current issues have increased dramatically with the volume of information/misinformation available. Reliable news sources are heavily used, from the Vermont Newspapers database to Rumor Guard from the News Literacy Project, which helps readers and viewers spot misinformation and develop critical thinking skills.

# BROOKS MEMORIAL LIBRARY

*Review and introduce new technology and develop related instruction.*

- Wi-fi hotspots were invaluable to those needing to access the Internet, especially during the ice and wind storms of last winter.
- The Electronic Services Specialist responds to ever-increasing patron-initiated requests to provide essential, invaluable personal assistance to people managing their devices and multiple platforms within the rapidly evolving field of technology.
- The Children's Room introduced VOX books, which have an attached digital player that reads the book aloud. This new technology is replacing outdated kits that included a picture book and CD.
- The Electronic Services Specialist is collaborating with our VISTA to create an online database for community reference and referral of services.

*Support young children and their caregivers by providing developmentally responsive learning opportunities through materials and programming.*

- Weekly programs for preschoolers and their caregivers develop and strengthen social, emotional, and early literacy skills.
- 272 children continued learning during the summer months by signing up for the children's summer program.
- The Children's Room circulated a total of 52,449 books in 2023, an increase of 7,105 over the year before, from a collection containing just 18,500 books.
- BML has joined the Vermont Early Literacy Initiative for professional development and to enrich programming and expand resources.

*Empower teens by providing them with resources for education, entertainment and engagement.*

- In response to a robust, but exhausting schedule in 2022, the Teen Librarian and teen advisory group, Teen Ambassadors From the Lime That is Spicy (TAF LTS), re-worked the event and meeting calendar to events only twice a month – one TAF LTS meeting and one event for teens only. This is more sustainable than last year, and we have been able to maintain our schedule during the school year much more easily. We alternated between Writing Games Workshops and Movie Nights, with extra events for the Summer Reading Program and at special requests, (e.g. high school students specially requested a Teen Game Night, and, with only a week's notice, more than 55 teens showed up to play!).
- Summer Reading Program events were entirely teen-led this summer, with three teens-only movie nights, a Teens-Only Zine-Making Workshop, and an All-Ages Writing Workshop.
- New collection segments were created. (e.g. short stories and "The Pocket Change Collective," a series of small books with personal essays on big ideas and experiences from today's leading activists and artists).

*Recruit, cultivate and retain a diverse, exemplary staff.*

- Sara Lutrell joined the staff as our multi-faceted, multi-talented Technical Services librarian. She is transforming



the collection and is contributing to the profession through her involvement in state and regional library organizations.

- Max Newirth was promoted to Library Clerk II and Amanda Whiting was promoted to Circulation Manager when Lorena Silverman and Jeni Clary left (respectively) to pursue other opportunities. Sarah Vincent-Hoag has moved on after contributing four years of service to the public.
- Staff is encouraged and supported to participate in Town of Brattleboro staff development opportunities.

*Empower and support staff well-being.*

- Staff input was solicited and incorporated in development of the new strategic plan.
- Three staff members completed the core courses (reference, collection development, cataloging, and administration) for librarian certification from the Vermont Department of Libraries, accomplished with the support of work time.
- An ergonomically improved workstation was established at the first-floor circulation desk that allows staff to answer the phone safely while comfortably assisting patrons.
- Funding and work time was granted to attend online conferences, classes, and webinars on topics ranging from "Technology in Libraries" and cataloging taxonomy to time management skills and a workshop on navigating 1st Amendment audits. Select staff also received funding and time to attend the annual conferences of the Vermont Library Association and the American Library Association.
- One staff member was accepted into the prestigious and competitive New England Library Leadership Symposium. Tuition and time were provided for her attendance.
- Staff expertise was acknowledged by invitations to serve on statewide panels to discuss services to new immigrants and archiving best practices. BML staff also assumed leadership roles in the Catamount Library Network and the Vermont cataloging round table.

# BROOKS MEMORIAL LIBRARY

## SPACES

**Provide welcoming and accessible spaces for all members of the community.**

*Reconfigure current space arrangements to increase meeting and work areas for individuals and small groups.*

- Objects from the Fine Arts collection have been assessed and some have been sent to other institutions or to auction to make room for archival materials, which have been moved to storage, freeing another reservable room for the public.
- An online tool for booking public spaces has been instituted to allow patrons to reserve rooms.
- Occasional weddings are performed in the Quiet Reading Room on the mezzanine.

*Install improved shelving layouts and structures throughout the building to maximize use and aesthetics of public spaces.*

- The Children's Room added more shelving to the extremely popular graphic novel section, doubling its shelf space, and created a brand-new chapter book section for newly independent readers. Both sections are seeing huge circulation numbers and patron demand for more titles.
- Old shelving supports were removed from the small

conference room to allow for a central table and chairs, making it more conducive for online meetings and in-person collaborative work.

- A periodicals nook was created by relocating back issues of magazines to the public floor for the benefit of patrons and to improve staff workflow.

*Revamp and improve exterior space for increased accessibility and public usage.*

- Structures and other objects were removed from the green space at the rear of the building, the parking lot was patched and repainted, and the erosion path blocked to improve the appearance of and access to the second story entrance.
- Vertical flags proclaim the library's identity at each entrance to heighten visibility and invite access.
- The Main Street garden was tended by Rotary and volunteer Leslie Read to make it more hospitable for reading, and the leaning granite post at one corner was straightened to make the entrance more inviting.



## COLLABORATIONS

**Establish, strengthen, and sustain community connections to promote a culture that is accessible and welcoming to all, making a concerted effort to reach out to groups that have been historically marginalized.**

*Increase relationships with local partners to promote initiatives and programs.*

- The Children's Room is instrumental in helping local schools and nonprofits provide services to their students. In addition to local schools, we provide services to a wide range of organizations including Community House School, INSPIRE School for Autism, BEL Center, Priority Placements, Abigail Rockwell Children's Center at the Retreat, Mulberry Bush Early Learning Center, Brattleboro Centre for Children, and Village School, averaging 17 visits per month during the school year.
- Outreach service beyond the library increased. Children's Room staff signed up nearly 30 students for library cards during parent/teacher conferences at Academy School. Earth Day festivities provided an opportunity to showcase library resources, including the bikes and tool library and to demonstrate our role as a major player in the sharing economy. Adult services staff visited The Gathering Place to introduce the clientele to library services and resources. The Teen Services Specialist and Information Services

# BROOKS MEMORIAL LIBRARY

Librarian presented library resources that can help high school students tackle adult tasks during the “Reality Fair.”

- A 9-month class on Parenting for Social Justice, led by a local community leader who is connected to The Root Social Justice Center and Out in the Open, built DEI skills to support parents, children and thus, strengthen the community.
- BML stepped up to support Groundworks after the tragedy at Morningside Shelter. The library staff took on distributing the mail to all the people who relied on receiving their communications, checks, medications, etc. for six weeks, while Groundworks staff grieved. In that time, we formed connections with many people who had not frequented the library, but have now become familiar

with its resources.

- Brattleboro Literary Festival brought a range of voices on diverse subjects to BML, including trans author and National Book Award finalist Kyle Lukoff and two authors of books for young people with themes of restorative justice.
- AWARE students from BUHS presented a teach-in on heroes of the Civil Rights Movement to a full house, including several elected officials.
- Vermont Adult Learning has organized several tours for recently settled refugees to introduce them to resources.
- Close connections with Brattleboro Police Department and HCRS have contributed to a sense of both safety and compassion among staff and public.

*Identify and catalog community assets to better serve our patrons with resources and referrals.*

- Community asset assessment training was completed by our VISTA and the Information Services Librarian, in preparation of the establishment of a community resources database.
- The Brattleboro Resource Guide was updated by our VISTA and distributed throughout the local social service and not-for-profit networks.
- A community care specialist from HCRS is available on-site twice weekly to directly connect patrons in need with agencies, organizations, and resources that can be of assistance.
- A handout that lists tips, readings, and organizations that can help our neighbors without homes was created by our VISTA and circulated through social service agencies.

*Establish diverse and inclusive connections to support underserved and vulnerable sectors.*

- Select staff worked with Youth Services/Community Justice Center to negotiate arrangements for a trespassed patron to participate in library programs and to receive resources.
- BML representatives are members of the Housing Coalition and the Community Response to Homelessness Team.
- Staff members have formed connections with: HCRS, Turning Point, Groundworks, and Pathways, VT.
- DBA, Groundworks and the Brattleboro Literary Festival joined BML for a community read and discussion of *Rough Sleepers: Dr. Jim O’Connell’s Urgent Mission to bring Healing to Homeless People* by Tracy Kidder.



# BROOKS MEMORIAL LIBRARY



## PUBLIC RELATIONS

**Increase awareness of library services, resources, and impact.**

*Clarify and prioritize marketing roles and activities to increase internal cohesion and external impact.*

- Additional, existing staff has been encouraged to contribute to aspects of promotion (e.g, social media posts, newsletter content, etc.)

*Leverage municipal resources and community partners for promotional opportunities to convey the value of library resources.*

- Town of Brattleboro Communications Coordinator, Seth Thomas, has been instrumental in improving the appearance and scope of the library publicity. From attractive, consistently branded flyers to clever videos highlighting resources, he has significantly raised the profile of the library.
- Local media has been supportive, with an in-depth article on library services for those who are unhoused in *The Commons*, and photo spreads on the paper plane derby and the tool library in the *Reformer*.
- Edible Brattleboro consistently promotes the Library of Things through its programming and events.
- Downtown merchants have promoted BML through social media posts and Boomerang's Boom-o-gram for National Library Week.

## ACKNOWLEDGMENTS

We are grateful for the tireless support of our volunteers and for the Friends of the Library, who provide funding for programs and services.

We've had a busy year, and we have big plans as we work to achieve our vision "that all members of the community engage with the library to spark curiosity, enrich lives, and achieve aspirations."

This report was prepared by Library Director, Starr LaTronica, with contributions from: Lindsay Bellville, Chloë Lotta-Jones, Sea Lutrell, Pat Sheehan, Jeanne Walsh, and Amanda Whiting.

# BROOKS MEMORIAL LIBRARY

## STATISTICAL HIGHLIGHTS 2023

In 2023, community members embraced library service with new enthusiasm, expressing ideas and hopes that extended in many directions. Needs ranged from finding a quiet study space, conquering smart phone confusion, and learning languages to meeting up with neighbors for joyful connection at public programs. These comparative statistics from 2022-2023 show the ongoing, increasing engagement of our community with its library.



<b>A Snapshot View of Brooks Memorial Library Services</b>	<b>2022</b>	<b>2023</b>	<b>% Change</b>
<b>Engaged in the library space for work, fun, and connection</b>			
Library visits: door count, both floors	75,756	112,091	+48%
Public programs (combines children, teen, adult, and general)	219	409	+88%
Small meeting/study room sessions used by community	751	1,554	+107%
Public computing sessions on library computers	10,927	14,022	+28%
Public wireless sessions on visitor laptops and mobile devices	70,904	105,840	+49%
<b>Challenged the Library to expand access to materials of all kinds</b>			
New library card registrations + renewed out-of-town (\$) cards	907	1,138	+26%
New items cataloged: books, DVDs, etc.	3,267	4,661	+35%
Circulation of traditional items: books, DVDs, etc.	111,932	122,403	+9%
Circulation of nontraditional items: museum passes, tools, etc.	682	1,066	+56%
Interlibrary Loans obtained for our patrons	7,433	7,754	+4%
Interlibrary Loans shared with partner libraries	4,773	5,124	+7%
<b>Embraced electronic services while still loving print books</b>			
E-Book/E-Audiobook checkouts	14,537	19,786	+36%
Streaming Video checkouts	6,748	6,264	-7%
Online Reference/Research Database searches (news, etc.)	54,522	55,708	+2%
Brooks Memorial Library website visits	60,165	73,320	+22%
<b>Pursued lifelong learning, independently and with library guides</b>			
Online Learning sessions (language learning, job skills, etc.)	930	2,057	+121%
Reference questions at Help Desk and Children's Room	7,939	8,085	+2%
Electronic Services Specialist questions	1,426	1,709	+20%
Electronic Services Specialist in-depth appointments	142	184	+30%



## DEPARTMENT OF PUBLIC WORKS

2023 was a year to implement change and further align us with the needs of the Town. The overall transformation is being received well by staff, other departments, and the community. There are noticeable improvements in town, and we have newly identified organizational goals. We are excited about the path that we are on and encourage input from all. Everyone is benefiting from the conversations and partnerships created.

We welcomed a brand-new Facilities Maintenance Division, and new supervisors in Wastewater and Distribution & Storage. With so many personnel changes, we concentrated on the development of a culture change within Public Works. The Administrative Team has identified values that best represent Public Works currently and in the future. The group unanimously selected integrity, safety, and service to the community as values that they could embrace and stand behind.

Public Works is responsible for the planning, maintenance, and upgrade of our roads, bridges, drainage, sidewalks, equipment, water supply, wastewater treatment, distribution and storage of utilities, and care of Town Facilities. The Public Works structure includes six divisions. The Administration oversees the Divisions as well as long-term planning, capital project oversight, procurement, billing, permitting, and personnel management. The Highway Division is responsible for approximately eighty-five miles of roads, thirty bridges/large diameter culverts, the drainage and stormwater system, and parking lots. The Maintenance Division repairs and rebuilds components of the automotive and equipment fleet and oversees the building maintenance of the facility located on Fairground Road. The Water Treatment Division is responsible for maintaining the Town's water supply and treatment. The Wastewater Treatment Division is responsible for the treatment of the Town's wastewater. The Distribution and Storage Division is responsible for the water and sewer mains in town. The Facilities Maintenance Division cares for maintenance and cleaning of six Town-owned buildings.

### RETIREMENTS

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In September, the Department of Public works congratulated Harvey Dix and Mike Ethier for a combined sixty years of service to the Town. Much of their professional lives have been working side-by-side, and both men kept Brattleboro running through their work in Highway, Maintenance, and Wastewater. They were able to diagnose and repair any piece of equipment

and at times rebuild with whatever was available. When they put their heads together, it is safe to assume that they would find solutions. They were always the first to arrive at work and quick to step forward when needed. We thank them for their service and wish them well in retirement.

### ADMINISTRATION

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The Public Works Administrative Team remains committed to making organizational and operational changes necessary to meet the needs of the Town. As part of realignment, we hold supervisors' meetings monthly with agenda items that engage supervisors in robust conversations that produce positive forward movement. There has been a strong emphasis on leadership training, employee education, and the creation of structure in the workplace. We have been promoting those positive things that our department does as well and focusing on an environment of inclusion and respect.

well acknowledged around town. A small group of employees designed T-shirts and sold them throughout Public Works. The idea was quick to build momentum, along with great conversations about cancer. Ninety-five percent of our staff stood up to support the effort, and more importantly wanted to be a part of this small but meaningful change in public engagement. In November we partnered with the Downtown Brattleboro Alliance and the Fire Department to place holiday decorations on Main Street. Eight hundred feet of lights were strung between High and Elliot Streets, and other holiday ornaments were placed Downtown.

As the culture changes at Public Works, we find that many of our staff are accepting new thought processes and have the desire for greater positive interaction with the public. In July we highlighted the staff's strong commitment to connecting with the public through our participation at the Fourth of July parade. In October they rallied behind the support of cancer awareness. Staff chose to wear pink safety vests and were very

The administration has spent a great deal of time working with other Town staff on projects. We worked with the Planning Department on drive, bike, and pedestrian travel improvements. We collaborated with Fire, Human Resources, and Police on building and employee safety. We worked with the Health Officer and Town Manager on town-wide cleanup.

# DEPARTMENT OF PUBLIC WORKS

Also, we worked with Finance and Parking on current parking infrastructure issues and future systemwide improvements. Lastly we worked with Finance to bring OpenGov online with an application for Public Works Transportation and Walkability.

The Fire Administration has created a great foundation for emergency and event planning. We are excited to now be a part of that conversation. Public Works is significantly impacted by many of the Town's emergencies and large events. Being part of response planning has been a benefit for all of us and should be clearly demonstrated during future multi-department, town-wide responses.

The most impactful project in-house was moving Facility Maintenance to a division of Public Works. This move caused us to take a hard look at the current operations, and ways in which we can successfully integrate the staff into a new work environment. Through meetings with the supervisor, employees, and affected Department Heads we are making great strides to better serve the needs of the employees and those visiting our Town buildings. We have now started the process of creating a long-term plan for our Town Facilities.

Previously, we were fortunate at Public Works to have been

free from exposure to tragic events. We deal daily with the aftermath of horrific scenes and fowl environments, which is expected. In August three of our staff witnessed a fatal fall from a building at a work site where they were forming sidewalks. Our staff immediately rendered aid, protected the person from bystanders, and made the scene safe until police and fire arrived on the scene. Their immediate and caring response was exactly what needed to be done. Unfortunately, they witnessed and were exposed to something that is difficult to process. Once the scene was stable, we were quick to remove our employees from the scene and get them the immediate and long-term help needed. We are thankful to Frontline Foundation for their speedy response to our employees' needs and recognize the importance of continued wellness for our staff.

It is critically important for us to publicly acknowledge the magnificent work that Public Works employees complete every day regardless of the environments that they are working in. The employees are responsible for creating or maintaining the things that Town's residents and visitors depend on for their daily activities. The commitment to 24/7 service and responsibility to assure safe conditions for our users is not taken lightly by Public Works employees.



## ENGINEERING DEPARTMENT

The Public Works Engineering Technician conducted monthly traffic studies in various locations. He regularly assists with layout and grade management for both the Highway and Distribution and Storage crew projects.

The technician has been inventorying all the Town's stormwater outfalls to comply with the state MRGP program. He continues to digitize records to update the GIS database making the records more accessible in the field. Using our drone, aerial

imaging has provided real-time information on Public Works and other Town Department projects. The engineering technician has been working with a private engineering firm to create an asset management inventory and rating document for all the water and sewer lines in town. This will help us to prioritize, plan, and budget for the replacement of our water and sewer infrastructure.

Engineering has played a key role in bringing OpenGov online

# DEPARTMENT OF PUBLIC WORKS

for Public Works. The buildout for the Transportation and Walkability section has taken a tremendous amount of time and is progressing on schedule. Administration and Supervisors are becoming familiar with the application, meeting weekly with OpenGov staff to create a Brattleboro-centric program that will be online for Highway use in the spring.

To date contractors and property owners have been able to dig in and near our public roads and infrastructure without being held to a standard for notification and quality of work. Public

Works, with the help of the Planning Department, have now created an Excavation/Trench permit for the Town to be used starting in 2024. Anyone that proposes to complete work in the Town right-of-way or involving Town infrastructure will need to apply for a permit to excavate and will need to have an inspection of the underground work completed before the ditch is filled back in. There is no cost for the permit, and it will be found at Public Works, the Planning Department, and on the Town website.

## HIGHWAY DIVISION

The Highway Division has increased production, broadened our scope of work based on community needs, and put an emphasis on communications. While we are still maintaining roads and sidewalks, more initiatives have been taken to keep Brattleboro safe and clean. The Division has strengthened its relationship with other divisions, departments, and community partners through special projects. We have also relied more on other divisions when faced with unusually significant storms.

The major project of the year downtown was the repair of sidewalks and road resurfacing of Flat, Frost, Elm, and Lynde. Public Works employees replaced six hundred feet of sidewalk. A total of 1,200 tons of pavement were milled out and replaced.

There were other notable projects to report. As a way of calming traffic and increasing safety at Maple and Fairview, the Traffic Safety Committee worked with area residents to redesign the intersection. The Highway division completed the work on a permanent intersection and painted new lines. On Bonnyvale Road we used a Municipal Roads General Permit grant with matching funds to re-ditch eight segments of the road. A six-foot culvert was replaced on Sunset Lake near Kelly Road. As part of the bicycle and pedestrian scoping project on Western Avenue, we painted lines to increase the bicycle travel lane. The traffic pattern is different, and we will continue to improve the layout. The Municipal Center steps were reset, and new walkways built. Kelly Road was rebuilt in areas where flooding kept occurring. Lastly, sections of Western Avenue were milled and paved.

This year Public Works has changed how we inspect and report the conditions of Brattleboro's gravel roads during mud season. In the spring signs are placed at the beginning of each gravel road. Each sign has a color-coded section that indicates the current condition of the road and QR code that will take people directly to Maps-Online for the conditions of all Town roads. The Highway Division will change signs immediately

and the information will be added to MapsOnline.

Big Storms were the theme of 2023. On March 13-14, Brattleboro received twelve to forty inches of snow, depending on the location. This, coupled with high winds, caused trees and tree limbs to come down along with power lines. During the storm we logged 102 events impacting fifty roads. At the height of the emergency, we had sections of twenty-six different roads closed. The immediate priority was to maintain Town infrastructure, open major arteries, and ensure that the emergency services and the power company were supported. Highway crews were assisted by the remainder of Public Works staff for the multiple-day event.



The heavy rains of July 10-16 created an issue for the Town's infrastructure. The July 10 rains created minor flooding throughout town. Public Works and Fire kept roads open and monitored water levels. That night we received word that there was potential for the West River to overflow its banks the next morning. Water, Wastewater and Highway supervisors immediately started planning, and meetings began at 12:30 a.m. By

4 a.m. crews were out along the river protecting our infrastructure and pump stations. We continued to monitor the water levels, which never exceeded their banks. We experienced another storm on July 16, which created more damage and closed roads in north Brattleboro for a portion of the day. In total there were forty-four events affecting thirty roads.

On December 17-18, we experienced four inches of rain that caused flooding and wash outs. In total we responded to twenty-four events impacting nineteen roads. There was damage to eleven roads and crews were able to complete major repairs in forty-eight hours and the remainder of the cleanup within a week. We reassigned folks from Distribution, Facilities Maintenance, and Administration to assist the Highway Division. At the height of the storm, forty Town employees were detailed to the response.



## MAINTENANCE DIVISION

The Maintenance Division staff performs all the maintenance and repairs of vehicles and equipment for all divisions of the Department of Public Works. The mechanics work on large and small trucks, tractors, loaders, graders, backhoes, and specialty equipment such as the sewer flusher and the rodding machine. They also work on all small equipment such as pumps, saws, mowers, and trimmers. Maintenance staff fabricate metal for the maintenance and repair of snowplows, trucks, trailers, and small items that require attention. Ensuring timely repairs of our critical equipment includes maintaining a parts inventory to avoid supply chain shortages. Our mechanics are certified to perform the annual Vermont safety inspections on all Public Works vehicles. They are also responsible for the purchase and upfit of the equipment.

To gear up for winter storms, we must transition thirty pieces of equipment. All the trucks get winter tires, chains, plow frames

installed, plows inspected, and new cutting edges as necessary, fluids adjusted, sander bodies serviced, and the entire vehicle oil undercoated. The smaller vehicles that are not used to plow all get winter tires and fluid checks. Specialty equipment such as loaders, graders, and sidewalk plows also need to be transitioned to winter operations, which can be a lengthy task. In the spring this four-week process gets reversed.

Maintenance personnel also take on responsibilities outside mechanical work. They are cross-trained to operate all equipment and may be assigned to that piece in some situations. They are instructors of Commercial Driver's License training for our employees. The program takes approximately 144 hours to complete, and this year we trained three employees. They all passed their federal driving test and are currently operating dump trucks.

## PLEASANT VALLEY WATER TREATMENT PLANT & RETREAT WELLS

The Town's Water Treatment Facilities at Pleasant Valley and the Retreat Wells provided an average of 1.2 to 1.4 million gallons per day of water to the residents of Brattleboro. Our drinking water has consistently met both the Federal and State mandates for drinking water quality. The Water Treatment Operators monitor the water system closely and perform various tests that are required daily, monthly, quarterly, and annually. Each year, the Department sends out a Water Quality Report to all the Utilities customers. These are also available

at the Town Treasurer's Office and the Department of Public Works on Fairground Road and on our website.

Construction of the new Pleasant Valley Water Treatment Facility is now nearing completion. After more than two years of building we are finally able to flow water out of the new plant. At the end of December, we completed a three-day demonstration of the plant's capabilities as required by the State Agency of Natural Resources and were given permission

# DEPARTMENT OF PUBLIC WORKS

to flow water from the new plant to Brattleboro. The Division of Fire Safety also gave us a certificate of occupancy. During the last week of the year, the switch was made to the new plant. Two filters from the old plant will be refurbished and moved to the new plant. While the full transition is made, the Retreat Wells will supplement the Town's water supply as needed. Water Treatment Plant staff have indicated that there is better water quality from the new plant.

The planning and approval for the Signal Hill pump station replacement is now complete. The final engineering will be done and ready to go out to bid in 2024. We hope to have the work completed in one construction season. Also, in the planning phase is a secondary water tank at Pleasant Valley that will provide 400,000 gallons of storage.

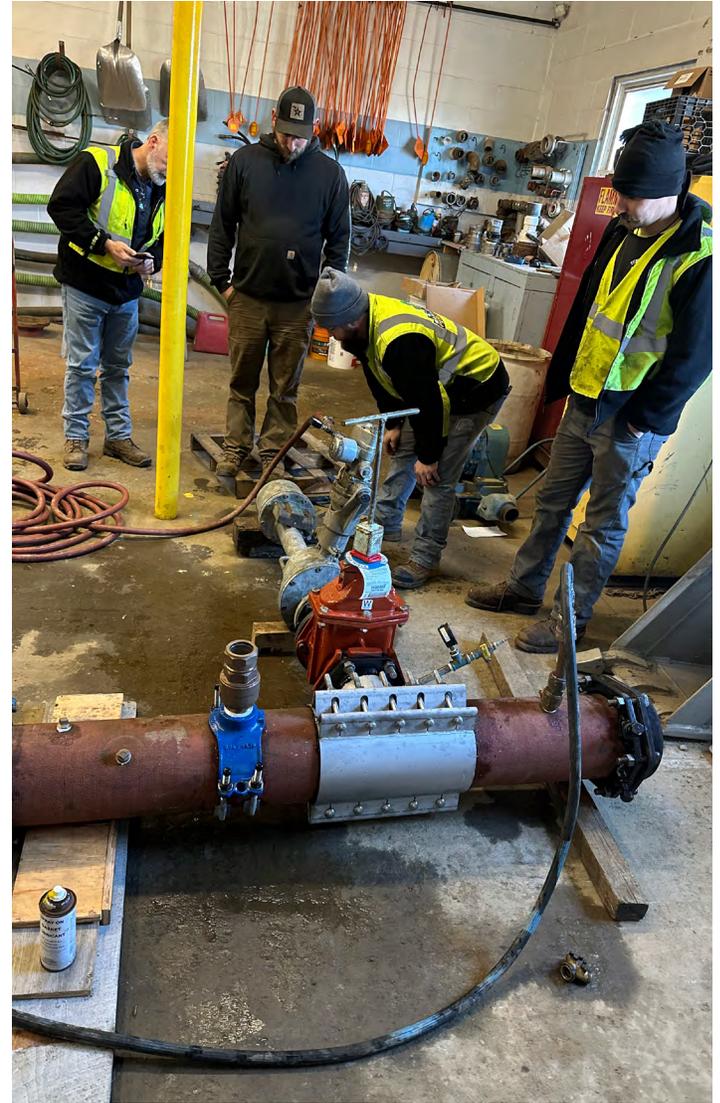
## WASTEWATER TREATMENT PLANT

This year we ushered in a new supervisor and three new employees. The change comes with a great deal of energy, a significant amount of training, and new eyes on how we conduct business. We have made subtle changes in our operation and will continue to identify how we can be more efficient, including the initiative to cross-train all our staff. The staff is highly motivated and quick to learn the Brattleboro wastewater systems.

Staff at the Wastewater Treatment Plant perform daily plant and pump station operation and maintenance. They continue to complete all statutory testing as required by our licensure by both state and federal agencies. The plant operates in compliance with all permitting requirements. As with the other Public Works divisions, the wastewater staff regularly attends training and classes to maintain certifications.

In 2023 the plant received and treated over 559.64 million gallons of raw sewage from our collection system. This equates to approximately 1.53 million gallons per day. After treatment, it is discharged into the Connecticut River, in a condition cleaner than the river itself. All the biosolids that are the result of the treatment process are dried and sent to a facility for recycling as compost, topsoil, and other soil enhancement. 1,880 tons of solids were hauled away at a significant forty percent increase in cost. Wastewater staff, along with assistance from outside engineers and state agencies, are looking for ways to reduce the weight of solids that need to be hauled away. Currently, we have signed a five-year contract extension with Resource Management Inc. to recycle our waste.

While looking at our expenses to operate, we identified that the fee charged to septage haulers that dump at our plant was much lower than the area industry standards. As a result, we are increasing the price per gallon of septage we receive starting in 2024. The rate for regular waste is moving from eight cents per gallon to ten cents. The price for high-strength waste/dairy will be going from twelve cents a gallon to fourteen cents.



We have awarded a bid to replace the Retreat pump station, which will take place during the 2024 construction season. The current station is susceptible to flooding, and the pumps and electrical components are worn out. Another major project is the replacement of pumps and electrical components at the Wilsons Woods pump station. Engineering is complete and the Wastewater and Utilities Divisions will work together on this project. The bulk of this work will be completed with in-house labor which will minimize the fiscal impact. Smaller projects included cleaning and inspecting all six of our processing tanks and the Fats-Oils-Greases (FOG) tank eliminating unwanted sand and debris. These have not been cleaned in years, and it takes the crew a week to complete work on each tank.

## DISTRIBUTION & STORAGE

The Utilities Division is also in a transition with a new supervisor. He comes to us with a great deal of water system experience as well as institutional knowledge of the Brattleboro water system. During this time, great emphasis has been placed on proactively identifying issues within the distribution system and training our young staff. Equally important is the routine operations including water and sewer line maintenance, tracing waterlines, quarterly meter reading, quarterly backflow testing, right-of-way maintenance, flushing water mains twice per year, and assisting other departments as needed.

As part of a department initiative, crews spent six weeks on Flat, Frost, Elm, and Lynde upgrading water and sewer lines prior to paving the streets. This included pipe replacement and relocation, as well as rebuilding structures where needed. Other similar but smaller projects took place on Maple, Country Hill, Belmont, Church, South Main, Elliot, Cedar, Walnut, Pipeline, Chestnut Hill, Ames Brook, Birge, Kipling, Vermont, Park Place,

Main, John Seitz, Reservoir, Putney, Carraige, Meadowbrook, Williams, and Oak Grove.

Yearly maintenance included flushing 23,600 feet of water lines, treating roots in three thousand feet of sewer lines, and the use of a camera to inspect sewer lines on sixty streets. We replaced sixty-three of our thirty-six hundred meters. Water and sewer main breaks occurred on Maple, Grove, South Main, Putney, Marlboro, Vernon, and Cotton Mill Hill.

The Division attended water certification training provided by the Vermont Rural Water Protection and in-house training on advanced techniques for repairing water lines. We also partnered with the Fire Department to provide forty-one Town employees with confined space training. This general review and skills training included routine confined space metering and entry operations per DPW standard operating guidelines and emergency response operations per BFD standard operating guidelines.

## FACILITIES MAINTENANCE

In March Facilities Maintenance transitioned from the Town Managers office to a division of Public Works. The move to Public Works has allowed them greater access to administrative support, tools, and staffing support. It also formalized the employee group through the requirement to follow standard operating guidelines and procedures, attend training, participate in Departmental meetings, and adhere to a schedule. The division grew from four to five people as the workload increased substantially.

Facilities maintenance is responsible for the cleaning and maintenance of the Municipal Center, Library, Gibson-Aiken Center, Transportation Center, Police Department, and Public Works. We also perform maintenance at the fire station and various other Town buildings and structures that have life safety systems in them. We coordinate inspections, installation, and repair work with a variety of services including plumbing, electrical, carpentry, HVAC, fire alarm, sprinkler, elevator, glass repair, camera surveillance, locksmith, and entry access. At least one staff member is working every day, and we provide 24/7 service for issues that arise. We do as much work as we can in-house and coordinate with vendors on projects that are outside of our abilities or qualifications.

This year we prioritized projects with the assistance of Department Heads and the Town SAFE committee. Safety for our staff and visitors is at the top of the list. At the Municipal Center we replaced the front walkway, rear entryway doors, installed an access entry system, created barriers to limit access to non-public areas, and conducted a massive cleanup/cleanout of the building. The Gibson-Aiken Center has undergone a similar process. At the Library, we dealt with a number of plumbing and heating issues, several cases of vandalism, the cleanup of unwanted debris, awarded a fire alarm replacement contract, and assisted with smaller repairs. At the Transportation Center, lighting improvements and parking deck seam sealing were great improvements. We also spent a tremendous amount of time on vandalism-related issues including debris cleanup, graffiti removal, human waste cleanup, and sanitation.





## FINANCE DEPARTMENT

The Finance Department is responsible for the financial management of the Town’s revenues and expenditures. The office prepares and collects the utility and property tax bills and posts all financial transactions that occur. The Finance Office administers Accounts Payable, maintains the accounting for the Town’s bank and investment accounts, loan accounts, and prepares quarterly financial reports for review by the Selectboard. In addition to the General Fund, which accounts for the general governmental services provided by the Town of Brattleboro, the Finance Department accounts for the two Proprietary Funds, the Utilities Fund, and the Parking Fund. Each fund has its own balance sheet, revenues, and expenses, which are reported separately from the General Fund.

A copy of the *Financial Statements and Independent Auditors Report for the Fiscal Year Ending June 30, 2023*, is included in the Town Report. This report provides important financial information for all the funds, including balance sheets, statements of revenues, expenditures, and changes in fund balances for the various funds managed by the Town. In addition, there is a management discussion and analysis at the beginning of the report and notes to the financial statements at the end of the report that provide additional information regarding the finances of the Town of Brattleboro.

A reconciliation of property taxes billed, adjusted, and collected, and a comparative statement of tax rates information is provided below.

### RECONCILIATION OF TAXES: TAXES, INTEREST & PENALTY – BILLED & COLLECTED

Tax Year	Taxes Billed	Interest & Penalty	Collections	Balance
2020	\$33,629,485	\$154,692	\$33,755,316	\$28,861
2021	\$34,313,886	\$132,069	\$34,421,679	\$24,276
2022	\$34,367,568	\$128,869	\$34,462,766	\$33,671

### TAX RATES

	Residential	Non-Residential	Residential	Non-Residential
<b>2020</b>				
Town	1.2938	1.2938	43.216%	44.588%
School	1.7000	1.6079	56.784%	55.412%
	<b>2.9938</b>	<b>2.9017</b>	<b>100.00%</b>	<b>100.00%</b>
<b>2021</b>				
Town	1.3080	1.3080	42.912%	44.499%
School	1.7401	1.6314	57.088%	55.501%
	<b>3.0481</b>	<b>2.9394</b>	<b>100.00%</b>	<b>100.00%</b>
<b>2022</b>				
Town	1.3320	1.3320	43.314%	45.740%
School	1.7432	1.5801	56.686%	54.260%
	<b>3.0752</b>	<b>2.9121</b>	<b>100.00%</b>	<b>100.00%</b>



## FIRE DEPARTMENT

The Brattleboro Fire Department has a tremendous amount of pride in the level of service they deliver to the folks of Brattleboro as well as our visitors. Our, Town, Our People, Our Responsibility resonates within the commitment in every action of our membership 365 days a year.

July 1, 2024, marks the beginning of the Brattleboro Fire Department operating as a full transport emergency medical service (EMS) agency. Leading up to the July 2024 transition, we have had much support from our partners at Golden Cross Ambulance. We are grateful to their staff for being committed to this service delivery and the Brattleboro community.

From July 1, 2022, to June 30, 2023, we responded to 4,219 calls (see Incident Chart on the right) for service for an average of 11.5 calls for a 24-hour period, compared to 2,667 calls for service from July 1, 2021, to June 30, 2022, an average of 7.3 calls for a 24-hour period. This is a 58.5% increase in call volume. This increase is prominently because on July 1, 2022, we began providing a hybrid emergency medical service transport with Golden Cross ambulance. This increase has proven that we need more staff, and town meeting representatives were gracious in allowing for us to add 3 more full-time personnel. This was the first increase in staff since 1990, with the call volume then of 1,100 calls a year for an average of 3 calls for 24 hours.

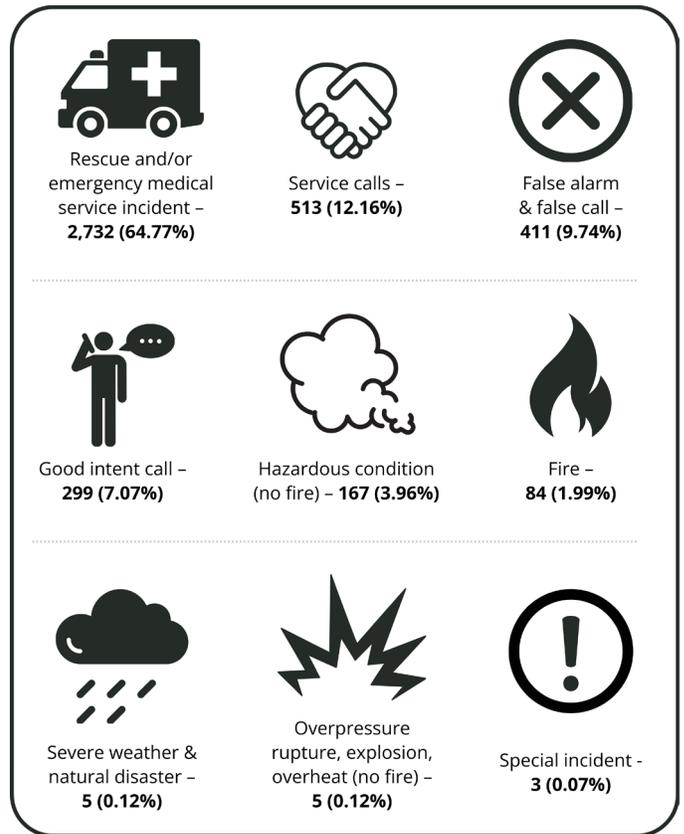
The firefighters of the Brattleboro Fire Department serve as an “all hazards” team and respond to structure fires, motor vehicle crashes, hazardous materials incidents, water rescues, and EMS-related incidents. In 2023 the Brattleboro Fire Department responded to 46 fires, 16 of which were in residential buildings.

The incidents crews are responding to today compared to five (5) years ago are very much more traumatic and emotionally draining to the members of the Brattleboro Fire Department. The mental wellness of staff is the number 1 priority. The department has developed a wellness committee that identifies how staff can better cope with the stress immediately following a traumatic emergency, as well as other long-term solutions to help members have a healthy and successful life and career. We are very thankful to have Frontline Foundations of Bellows Falls, VT. at our side in the blink of an eye to provide their expert services to our staff.

Training has always been a strong attribute of the Brattleboro Fire Department. With the transition to transport EMS, a large focus has been getting members trained to higher levels of certification. However, as an “all hazards” department it is

## Incident Chart

4,219 calls (100%)  
July 1, 2022 to  
June 30, 2023



important we grow universally. This past year the Brattleboro Fire Department also trained on various other needed skills. Firefighters obtained certifications in Fire Officer, Fire Instructor, Confined Space, Trench Rescue, and Swiftwater among others. In September, every member trained in firefighter survival techniques with the United Fire Training. This is critical training and in FY24 we will further pursue training in firefighter rescue, officer development, tactical EMS operations (high-threat or austere environments), as well as advancing EMS certifications to higher levels.

As we begin EMS transport service solely by BFD, the staff is working very diligently to have everything in order to make a seamless transition. As of this writing, we have hired an EMS Superintendent, 3 of the six new shift staff, taken delivery of one of the ambulances, picked a billing agency, applying for licensure and developing guidelines and procedures.



## HUMAN RESOURCES

We are delighted to share the 2023 Annual Report for the Human Resources (HR) Department. HR plays a vital role in helping to cultivate and shape the organization to adapt to today's changing landscape. The HR department works collectively, actively listening to all employee-related matters.

Our focus is the employee's life cycle within the organization. We ensure employees are supported and engaged. The employee life cycle is a crucial function of the department because it deals with the most valuable asset of our organization: people. We attract applicants by making a good first impression, with an emphasis on building our reputation with a positive workplace culture. When recruiting, we collaborate closely with supervisors and managers on the screening and oral board process to find candidates who possess specific skills and abilities. We offer attractive benefits and aim to stay competitive to appeal to top talent.

Onboarding and our HR orientation has expanded to include more information on the culture, goals, and values of the

organization. We strive to make new and existing employees feel welcome, providing them with as much information as possible and establishing expectations. HR conducts monthly follow-up communication with new employees over their first year of employment. We ask clear questions to understand how they are settling in and if they are integrating well with the team. We aim to improve retention by keeping our employees happy, which we accomplish through monthly wellness campaigns and recognition.

We foster a culture of respect and transparency, encouraging open lines of communication and seeking to understand what motivates and builds morale. We want to help our employees develop and maintain their skills with training opportunities and encourage professional development. Our managers and employees are urged to be responsible for their development, building their individual toolbelt for success. When an employee separates from our employment, due to retirement, the pursuit of a new opportunity, or personal reasons, we provide exit interviews. The end of their life cycle with the Town is an important stage, too. Whatever the reason, leaving the organization is an opportunity for honest feedback to help us address any potential areas of concern or improvement.

Job seekers for the town must apply online or contact HR if they require an alternate application for any of our vacancies. The Town of Brattleboro's career site has been open since April 2020. Through the UKG/KRONOS platform, our managers and supervisors can access applicant information immediately and can quickly filter the candidates' qualifications and skills. During 2023, we advertised thirty-four (34) employment opportunities (internally and externally) for either full-time, part-time, or seasonal employment. We received 598 applications over the course of the year.

Town Employee Type by Department (Active as of 12/31/2023)	Full-Time	Part-Time/Seasonal	Total
Assessor's Office	3	0	3
Finance & Parking (includes the Parking division since March 2023)	8	0	8
Fire Department	27	1	28
Human Resources	3	0	3
Public Works (includes Maintenance division since March 2023)	39	1	40
Library	7	11	18
Planning Services	4	0	4
Police (includes dispatch, ACO, officers & clerks)	33	4	37
Recreation & Parks	8	31	39
Town Clerk's Office	2	1	3
Town Manager's Office	3	0	3
<b>Total</b>			<b>186</b>

Town Employee Data 2023 (Active as of 12/31/23)	
Full-Time	137
Part-Time	17
Seasonal	32
<b>Total</b>	<b>186</b>

# HUMAN RESOURCES

<b>New Hires 2023, between Jan. 1 – Dec. 31, 2023</b>	
Full-Time	30
Part-Time	1
<b>Total</b>	<b>31</b>

<b>Employee's Years of Service</b> (does not include seasonal staff, as of 12/31/2023)	
Less than 1 year	31
1–5 years	60
6–10 years	23
11–15 years	12
16–20 years	9
21–25 years	8
26–30 years	4
31–35 years	4
36–40 years	3
<b>Total</b>	<b>154</b>

<b>Exit Data 2023 between, Jan. 1 – Dec. 31, 2023</b>	
Full-Time	28
Part-Time	5
<b>Total</b>	<b>33</b>

<b>Reason for Exit 2023, between Jan. 1 – Dec. 31, 2023</b>	
Retirement	4
Resignation	17
Personal	2
Other Employment	6
Other	4
<b>Total Exits</b>	<b>33</b>

## OPEN ENROLLMENT 2023

The Town's health insurance coverage was renewed with Blue Cross Blue Shield of VT (BCBS). HR coordinated the Town's Annual Employee Open Enrollment between November 14 – 23, 2023.

HR assists our benefit eligible employees and eligible retirees with their benefit enrollment during this time. Changes or other requests regarding their benefit plans are on an on-going basis throughout the year. Employees have access to the TOB Benefit Portal and are able to review their plan details and they may also utilize our Employee Navigator portal with 24/7 self-serve access to update their Life Changing Events (marriage, birth, etc.).

<b>Health Insurance Coverage</b>	
Full-Time (30+ hours)	137
Part-Time (20–29 hours)	9
Retired	4
<b>Total Eligible Employees</b>	<b>146</b>

<b>Average Salary by Gender</b> (as identified in our benefit portal Employee Navigator)	<b>Female</b>	<b>Male</b>
Salary	\$77,296	\$73,900
Hourly	\$36,208	\$52,311
All	\$43,399	\$58,043

<b>Race</b>	
Black (not Hispanic)	6
Hispanic or Latino	5
Two or More Races (not Hispanic)	2
Opt Out	19
White (not Hispanic)	154

<b>Gender Identity</b>	
Male	102
Female	78
Non-binary	1
Undefined	5

## IDEA COMMITTEE

The Town's Inclusion, Diversity, Equity & Accessibility (IDEA) Committee meets every second Wednesday of the month in person from 1 to 2:30 p.m. The HR Director is the Facilitator of the committee, joined by a Co-Facilitator, Historian and six (6) various department members (and an alternate for each department). Meeting summaries, including a shared vocabulary, and referenced video links or articles are shared in the employee's monthly newsletter.

# HUMAN RESOURCES

## EMPLOYEE APPRECIATION DAYS

We held the annual Employee BBQ on August 11, 2023, at the Kiwanis Shelter at Living Memorial Park. Our Employee Breakfast was held on December 15, 2023, at the Eagles.

## SAFETY & WELLNESS

The Town's Safety & Wellness Committee meets every third Wednesday of the month in person between 1:30 – 2:30 pm. The HR Director is the facilitator, joined by ten (10) various department members, including a representative from VLCT, The Richards Group and Blue Cross Blue Shield of VT. Meeting summaries are shared in the employees' monthly newsletter.



## JUNETEENTH 2023

On May 2, 2023, the Selectboard authorized the town to recognize Juneteenth as a municipal holiday and celebrate the occasion with a public event. The Town invited local Black artists to display and sell their art during the week leading up to the holiday. Two artists, Mwangi William (pictured above left) and Roxcell Bartholomew (above right), transformed the first floor of the Municipal Center into a pop-up gallery space. NBC5 News covered the first-time event on Juneteenth.

## COMMUNICATIONS COORDINATOR

The Town's Communications Coordinator (CC), who is part of the HR Department, spent the bulk of 2023 preparing for the launch of the new town website, [Brattleboro.gov](https://brattleboro.gov). This involved collaboration with Edgeworks Creative, the Vermont-based web development company the town selected in 2022 to facilitate the project. The CC worked with Edgeworks Creative on the site's structure, navigation, and content. The team hosted a focus group back in March to test the navigation of the website, which was still in development at the time. The 11 participants provided vital feedback on how the website was taking shape, offering helpful insight as to how they had been navigating the old website and where the developers could improve upon their prototype.

Throughout the year, as the developers worked on the website's structure, the CC worked on content and reorganizing information. Separately, the CC worked with the developers and the Town's IT vendor, CCI Managed Services, on securing the .Gov domain, which is a project of the federal government,

to be used on the new website and for staff emails. This work was completed in early fall ahead of the website's launch, which occurred on November 9, 2023. Since launch, the CC continues to maintain and monitor the website with frequent updates to landing pages and particularly to the news section, calendar, and Google Drive, which is the way the Town organizes meeting materials online.

Throughout the year, as the website was under development, the CC maintained and updated numerous other channels to ensure information produced from the Town found an audience, including Facebook, Instagram, YouTube, and a monthly newsletter. The CC utilizes graphic design, video production, and written work to help the public stay informed about local government. In 2023, the CC assisted the Town Manager in launching a podcast, *Town Matters*, in which the Town Manager provides brief updates on Selectboard meetings. The podcast is published on numerous podcast platforms alongside a video version, which is published on YouTube and airs on BCTV.



## PLANNING SERVICES

The Planning Services Department provides a wide range of services to the general public including:

- Project consultation and development review
- Zoning Permit information and processing
- Long range planning and special area planning
- Support for sustainability and resilience efforts in municipal operations and community
- Energy efficiency information and referrals
- Lead hazard and permitting information
- Rental, Health, Zoning and Subdivision code enforcement
- Support for State environmental, health, and life safety code enforcement
- Emergency Response support
- GIS, mapping, and spatial analysis services
- Flood zone, elevation certificate, and flood insurance information
- Hazard Mitigation Planning
- E911 address assignment

The Planning Services Department continues to be staffed with four full-time employees – Sue Fillion, Brian Bannon, Stephen Dotson, and Stephen Hayes.

## PERMITTING

Both the number of permits sought, and the number issued declined in 2023 as compared to 2022 but still above the 10-year low in 2020. Compared to the 10-year average, total applications were down about 11% and total issued permits were down about 18%. The approval rate for 2023 permit applications was 93.1%, compared to 87.2% in 2022 and a 10-year average of 94.3%.

**Table 1: Zoning Permits**

Years	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	10-year Average
Permits Sought	185	249	201	199	200	189	155	212	180	160	193
Permits Issued	195	239	178	194	192	182	142	194	157	149	182.2

## SUBDIVISIONS

The Development Review Board approved three subdivisions. There were three administratively approved boundary adjustments and one boundary adjustment approved by the Development Review Board as part of an application for a residential subdivision creating one lot. Following the passage of the HOME Act by the State Legislature and the adoption of bylaw amendments in August of 2023, minor subdivisions can now be approved administratively or optionally deferred to the Development Review Board.

**Table 2: New Lots Created by Subdivision**

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Residential	1	3	0	5	7	3	2	3	2	2
Commercial	0	0	1	1	4	0	0	0	0	1
Industrial	0	3	3	1	0	0	0	0	0	0
Conservation	-	-	-	-	-	-	-	1	1	0
Boundary	-	-	-	-	-	-	-	5	1	4
Condo	-	-	-	-	-	-	-	-	3 units	5 units
<b>Total</b>	<b>1</b>	<b>6</b>	<b>4</b>	<b>8</b>	<b>11</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>3</b>

# PLANNING SERVICES

## DWELLINGS

Permits for forty-six dwelling units were issued, 2.1% lower than 2022's forty-seven permitted units. Fifteen units are new single-unit homes, of which eight were accessory dwelling units and five were manufactured homes. In total, thirty-one units of multi-unit housing were issued permits in 2023, with twenty of those being in mixed-use buildings. All thirty-one of these

units were conversions of existing structures. Eight dwelling units were issued permits for demolition in 2023, two dwelling units were converted from residential to non-residential uses, and two dwelling units were lost in conversions of existing structures to lower density residential uses. This resulted in a net increase of thirty-four housing units for 2023.

**Table 3: Permits for Dwelling Unit, 2023**

	Single Unit Detached	ADU	Multi-unit	Mixed Use	Manufactured Home	Demolition	Lower Density Conversion	Change of Use to Non-Residential	Cumulative Change in DU
Jan	0	0	0	0	0	0	-1	0	-1
Feb	0	1	1	6	0	0	0	-1	6
Mar	0	0	0	0	0	0	-1	0	5
Apr	0	0	0	0	0	-1	0	0	4
May	1	1	0	0	0	0	0	0	6
Jun	0	1	2	0	1	-2	0	0	8
Jul	1	1	0	14	0	0	0	0	24
Aug	0	0	1	0	0	0	0	-1	24
Sep	0	0	0	0	0	-1	0	0	23
Oct	0	1	0	0	3	0	0	0	27
Nov	0	2	7	0	1	-1	0	0	36
Dec	0	1	0	0	0	-3	0	0	34
<b>Total</b>	<b>2</b>	<b>8</b>	<b>11</b>	<b>20</b>	<b>5</b>	<b>-8</b>	<b>-2</b>	<b>-2</b>	<b>34</b>

## VIOLATIONS

The Zoning Administrator initiated 27 zoning and health and sanitation violations for: construction without a permit, unpermitted structures, unpermitted signs, signs installed without a permit, unsanitary use of property, improvements to a structure in a Special Flood Hazard Area without a permit, unpermitted site work in a Special Flood Hazard Area, improper waste disposal, keeping fowl without a permit, and rental housing code violations. One (1) Municipal Ticket

was issued. Fees were doubled for retroactive permits. Two non-conforming signs were ordered removed. A berm in a Special Flood Hazard Area was ordered removed. One violation is currently being litigated, with the Town seeking fines and the removal of 3 RVs from a property. A violation was successfully litigated with still accruing fines in excess of \$15,000. Additional violations were resolved without formal enforcement or ticketing.

## PLANNING PROJECTS

Planning Department staff work with the Planning Commission and other departments to undertake planning studies and other projects. Below are highlights of 2023:

- Construction of the floodplain restoration project at 250 Birge Street began in the summer of 2023. This nearly \$1.2 million project is being funded by a FEMA Hazard Mitigation grant (75%) with match from the Vermont Flood Resilient Communities Fund (25%). The primary project objective is to restore the natural floodplain function of the property. Currently, the filled area does not flood under 1-100-year flood conditions in Whetstone Brook. The direct outcome of the project will be reduction in localized erosive and inundation flood damage to properties and public infrastructure adjacent to and downstream of the property. Construction on the project was delayed due to state permitting and additional archeological requirements from the State and FEMA. At the close of 2023, most of excavation and grading at the site was complete but the berms along the Whetstone Brook remained. Work on the site will continue into 2024 when the project is anticipated to be completed.
- In July 2023, the Selectboard adopted a slate of land use (zoning) amendments geared at reducing barriers to housing development. The amendments were proposed by the Planning Commission, with assistance from staff and consultant Brandy Saxton of PlaceSense. These amendments are specifically targeted to the "developed" districts

within the Town, which are serviced by public water and sewer utilities, many of which are additionally included in a state-designated Downtown, Village Center, and/or Neighborhood Development Area, which are recognized as priority areas for socially, environmentally, and fiscally sustainable “Smart Growth” around existing centers. Potential municipal regulatory barriers to housing production were identified and removed in these amendments.

The project also helped the Town get a new Neighborhood Development Area associated with the West Brattleboro Village Center and enabled an expansion of the Neighborhood Development Area associated with the Downtown.

- The Bike/Walk Action Plan was completed. This project began in 2022 with the assistance of a Vermont Municipal Planning Grant and hired consultant, SLR. Several projects from the Walk/Bike Action Plan are being moved forward at this time. Concept designs for improvements at the Green Street and High Street intersection were discussed at a public meeting in November. The preferred design will be advanced so that it is ready for construction when completed. The Planning Department and Public Works department submitted a grant for the design and construction of a segment of sidewalk along Fairground Road. This new sidewalk will improve pedestrian safety for students and other pedestrians near the high school.

In September, the Western Avenue bike lanes between the High Street Intersection and the Exit 2 interchange were striped. Due to the timing of the work, the weather made it difficult for some project enhancements to be completed. This work will resume in 2024.

Floodplain restoration projects in Brattleboro received a lot of attention in 2023, particularly given the flooding that other parts of the State experienced in the summer. The Zoning Administrator and Planning Direc-

tor and staff from Brattleboro Housing Partnerships provided tours to state and federal representatives of the projects at 250 Birge Street and the completed project at Melrose Terrace. They also gave testimony to state legislators in October. Staff continued to support the implementation of the Tri-Park Master Plan.

- Staff have remained engaged in addressing community housing needs through data collection, educational outreach, and collaboration. An analysis of 93 town-owned parcels has been conducted to identify town-owned lands that, based on natural, political, and regulatory constraints, may be suitable for housing development. We actively participated in the Southeast Housing Coalition, the cross-sector planning body focused on housing and homelessness in the region. The department worked with Vermont Housing Finance Agency to promote their October listening session in Brattleboro which shared four new funding resources to help make affordable and middle-income projects possible. Through our permitting and development review processes, we share information with property owners and developers on local and state funding opportunities to help with the cost of creating or rehabilitating housing. We also proactively advocate for housing when doing development consultation.
- After four rounds in a March Madness-style tournament against 15 other North American cities, Brattleboro won the title Strongest Town in North America on April 14. Voters from an international audience of millions selected Brattleboro to win the eighth annual contest based on its dedication to Strong Towns principles, such as transparent local accounting, building safe and productive streets, encouraging incremental housing, eliminating parking mandates, and ending highway expansions. Department planners helped submit the application, participated in a live webinar, and attended the Strong Town National Gathering in May to accept the award.



## STRONGEST TOWN

Following its win as the “Strongest Town in North America,” the nonprofit Strong Towns produced a feature video about what makes Brattleboro unique. The video is available on Strong Towns’ YouTube channel at [youtube.com/@strongtowns](https://youtube.com/@strongtowns) under the title “This Small Town is Surprisingly Urban.” A still from the video, which has been viewed more than 250,000 times is pictured to the left.

## SUSTAINABILITY REPORT

The beginning of 2023 was defined by the ongoing analysis and preparation for major energy improvements and emissions reductions at Living Memorial Park. This primarily focused on efficiency improvements to the ice rink, and a transition to a

natural refrigerant instead of one that was high in greenhouse gas potential.

After Town Meeting, the focus switched to planning a transition

# PLANNING SERVICES

of all Town buildings to LED lighting before the sunset of incentives occurred at the end of 2023. Most buildings were already 100% LED. With the assistance of Efficiency Vermont (EVT), the Town successfully transitioned to 100% LED lighting in all 6 of its remaining buildings before the deadline and earned a \$10,000 incentive from EVT. This project will pay itself back within 4 years and was funded through the Global Warming Solutions Fund.

In the latter half of 2023, funding opportunities at the state and federal level appeared, and prompted planning for their appropriate use. In 2018, the Town received a grant from the Windham Wood Heat Initiative to transition heating systems at the library and municipal center to modern wood heat. Due to additional work and unfunded expenses that would be triggered by the project, this funding was returned to the Windham Regional Commission in 2023, after multiple years of extensions and attempts to utilize the grant.

The Vermont Buildings and General Services' Municipal Energy Resiliency Program (MERP) provides free audits for Town buildings, and a \$500,000 grant to cover work identified by those audits. Currently, the Town has an audit of the Gibson-Aiken Center planned for late January 2024, and intends on applying these funds to that building. This grant will also require ADA compliance and can cover expenses related to such work.

An additional mini-grant is also part of the MERP program, providing \$4,000 for technical assistance on energy projects. The Town has applied this mini-grant to consulting expenses to support the Electric Vehicle Working Group, a program that will run during 2024 and assist potential host sites for electric vehicle chargers in navigating the process of installation and operations.

Additionally, the US Department of Energy's Energy Efficiency Community Block Grant program automatically provided disbursements of funds to the "largest 10 cities in each state," and by this wording, Brattleboro was given roughly \$75,000 in voucher funding to be applied toward an energy improvement project. After consultation with the Town Manager and Department Heads, the project identified for this funding will be the upgrades to Central Fire Station's heating and controls systems later in 2024.

Throughout the year, this position also researches and looks for solutions to unique challenges in Town operations. Examples of this include researching alternatives for wastewater sludge management, the potential of in-pipe hydroelectric power generation from our water distribution system, the potential for future replacement of gas vehicles with electric models, researching the fire risks associated with electric vehicle batteries, and finding more ecologically sound alternatives for

road salts. This year, the position also facilitated the creation of a project between Green Mountain Power and the Tri-park Mobile Home community that aims to install grid-scale batteries to prevent outages at the park.

Efforts to better organize and mobilize volunteers in the community continued to move forward with support from the United Way and Brooks Memorial Library. In spring of 2024, the Brattleboro Trail Crew & Crop Mob listserv will become active, providing more exposure and access to volunteer opportunities focused on trail maintenance and community food programs.

Food and farms remained a key focus of this position in 2023. Work was completed on updating agricultural land use maps, the agricultural revolving loan fund was redesigned, and a plan to hire consultants for a food/farm system assessment was approved by the Town's Agricultural Advisory Committee. This assessment is expected to be completed in March of 2024. Furthermore, community-led work to maximize access to nutritious local food continued to grow. One example of this is the planned development of a Town-owned parcel (805 Western Avenue) into a public food forest, with the leadership of Edible Brattleboro. Additionally, the tool library at Brooks Memorial Library has been expanded and received another \$20,000 grant from the Vermont Food Bank to continue its operation.

Throughout 2023, this position continued to provide support to growing nonprofits and aspiring entrepreneurs. Countless grant opportunities were shared with community organizations, as well as letters of support provided to support organization's grants. Additionally, grant feedback was provided to many organizations in the process of preparing applications. Various flavors of entrepreneurs have also found resources and support from this position including: an Afghan restaurant start-up, a modular building start-up, an ecologically friendly diaper service start-up, and a biochar production start-up. Additionally, the sustainability coordinator was a featured speaker at various community groups including Brattleboro Union High School's (BUHS) Peace Jam club, Environmental Club, Brattleboro Sunrise Rotary Club, Third Act - Brattleboro Chapter, and the Windham World Affairs Council. Other community-oriented work included an ongoing effort to organize a community bike program with the assistance of Brattleboro Coalition for Active Transport, Building a Positive Community, Rotary, BUHS, and others.

Lastly, communications have been an emphasis for all departments in 2023, and this position was no exception. New website pages for the Energy Committee, Agricultural Advisory committee, Sustainability, and Transportation are either published, or soon to be published in early 2024.

## BOARDS AND COMMITTEE REPORTS

The Planning Commission is charged with setting the overall policy and goals for land development and use in town. In 2023, the Planning Commission put forth land use amendments aimed at reducing barriers to housing development, encouraging building forms that have historically been

developed in Brattleboro, and reducing non-conforming residential structures. After Planning Commission and Selectboard public hearings, the Selectboard adopted the amendments on July 17, 2023. These amendments primarily addressed dimensional standards in the base zoning districts

and of a number of specific special use standards, as well as created a “Missing Middle Housing Overlay District” intended to specifically support the creation of the range of housing structure types larger than 2 units but smaller than 10 units. Rezoning that took place included creating a new Residential Neighborhood 3600 zoning district, rezoning a portion of the Winston-Prouty Campus to Mixed Use zoning district, adding some additional land to the Village Center zoning district, and changing the Rural Business district to a Neighborhood Center district.

The Commission discussed Short Term Rentals at their September meeting. They looked at the current numbers of STRs in Brattleboro, the percentage of STRs to all housing units over time, and how staff currently interpret them based on the Land Use Regulations. The Planning Commission decided to not pursue further regulation or recommend a registry.

In addition to ongoing major grant project work, the Commission discussed a diverse range of regulatory topics, including:

- Demolition delay/Historic Preservation Ordinances at a joint meeting with the Design Review Committee
- Bicycle parking standards with Local Motion, a statewide advocacy organization
- Parking reform (removing or reducing parking standards)
- Historic Resource Overlay Districts

**Conservation Commission:** The Conservation Commission continued to focus on invasive species through monitoring activities, educational information, and management. They continued to manage Japanese knotweed at the West River Park, with regular cuttings. 2023 meetings included discussions of other invasive species with documented presence in Brattleboro as well, primarily Japanese stiltgrass and Pheretimid earthworms. The committee regularly discusses mitigation strategies, potential stakeholders to engage, and venues for disseminating information to the public as a resource to stem the propagation of these invasive species. Commissioner Laurie Callahan also regularly reported back to the Committee on the status of ongoing water quality monitoring along the Whetstone Brook for e. Coli.

The Conservation Commission also hosted a site visit to the Pleasant Valley Reservoir forest in early 2023, followed by an August panel discussion on forest ecology and forest management that was sparked by the conversations had by the Commission following the site visit. The Commission also hosted a “Bio Blitz” at West River Park in September with the aim of encouraging Commissioners and the public to engage with species documentation. In November, the Commission heard from Kathy Urffer of the Connecticut River Conservancy on the potential to become involved in the FERC relicensing process of hydropower dams along the Connecticut River, which are considered to have impacts on the community.

**Design Review Committee:** The Design Review Committee reviews new construction and exterior alterations to buildings in four of the town’s designated historic districts. The committee makes recommendations to the Zoning Administrator and the Development Review Board. The Committee meets as needed, when permit applications or zoning violations involve

properties in the Historic Resource Overlay district and are not otherwise exempted by one of the criteria in §252.B of the Land Use and Development Regulations.

In 2023, the Design Review Committee met eight times and made recommendations on three properties. They met several times without a land use application to review, instead using the meeting to work on a proposal for land use regulations and policy revisions regarding demolition delay. Two of the reviewed properties were in the Clark-Canal District and one was in the West Brattleboro Village Green District. Their reviews included proposed facade revisions, demolition of a fire-damaged structure, and accessibility handrails.

**Energy Committee:** In 2023, the Energy Committee remained committed to a number of programs and efforts that began in previous years. These included maintaining the e-bike lending library, expanding the selections of tools in the tool library to include thermal imaging cameras for home heating improvements, repeating the Windowdressers community workshop program for low-cost window inserts, and working alongside Efficiency Vermont, on a Focused Community campaign to reach energy-burdened residents and businesses of Brattleboro, with an emphasis on equity and diversity. Additionally, the committee has been participating in wider community discussions such as: the creation of a community bike shop, revisions to the Town Charter, major improvements at Town buildings, and encouraging the building of more electric vehicle charging stations.

**Agricultural Advisory Committee:** Almost all of the Agricultural Advisory Committee’s membership decided to resign at the beginning of 2023 and allow the committee to lie dormant after achieving a number of pandemic-oriented projects. Their final action was approval for Town staff to hire consultants to complete a food/farm system assessment for the greater Brattleboro area, which is expected to be completed by March of 2024.

**Development Review Board:** The Development Review Board hears applications for Site Plan, historic resource, conditional use, Flood Hazard, Local Act 250, Waiver of Dimensional Standards, Riparian Area, Wetland and some subdivision approvals. The Board hears appeals of the Zoning Administrator’s determinations and requests for waivers or variances.

The Development Review Board meets monthly in a hybrid format on an as-needed basis. In 2023, three meetings were canceled for lack of a qualifying application. The Board heard approval requests for twenty applications. Applications can be on the agenda for more than one category, and among these cases, there were eight reviewed for Conditional Use approval, five reviewed for subdivision approval, four reviewed for Major Site Plan approval, three cases involving the flood hazard overlay, two appeals of the Zoning Administrator’s decisions, two cases reviewed for Local Act 250 Approval, two sketch plan reviews, two cases reviewed for wetland impacts, one request for waiver of dimensional standards, one case involving the historic resource overlay, one review for home business approval, one case reviewed for riparian buffer impacts, and one request for a variance.



# POLICE DEPARTMENT

## MISSION STATEMENT

The Brattleboro Police Department is committed to providing a safe, peaceful, and prosperous environment for our community by policing in a manner worthy of respect. While serving the community, we recognize the differences in the conduct of people who need our help, those who make poor decisions, and those who choose to victimize others.

## CORE VALUES

- Always hold yourself and others accountable
- Always do the right thing
- Always treat others the way you want to be treated
- Always remember why

## CHIEF'S MESSAGE

Please accept our submission of the 2023 Brattleboro Police Department Annual Report. This report provides information and statistics on a wide range of topics, including crime reporting, traffic data, staffing, and the overall operations of the department.

We are committed to a policing philosophy that addresses crime and the fear of crime, increases safety, and treats people with respect and dignity. The men and women of the Brattleboro Police Department are what make this organization one of the most respected law enforcement agencies in the New England region. We strive to provide excellent police service each day. Whether you are raising a family here, come to town for work or school, or are simply visiting, we want your experience to be safe, fun, and memorable.

Effective police work in Brattleboro would not be possible without the partnerships we share throughout the community. Our community policing strategy has been recognized regionally and nationally as an example of best practices in the profession. Brattleboro is a place where people care about each other and are willing to get involved to help meet our collective challenges.

As your Chief of police, I am honored to lead the Brattleboro Police Department. This report would not be possible without the dedicated work of all our officers, dispatchers, and support staff. I would like to particularly thank Office Manager Ginny Yager, Assistant Chief Jeremy Evans, Lead Dispatcher Henry Scott, and Lt. Adam Petlock for their work contributing to this report.



Respectfully,  
*Norma Hardy, Chief*



## POLICE ACADEMY

The Vermont Police Academy (VPA) holds two sessions per year. The length of time from the initial hiring, completion of training, to being assigned as a member of a shift is approximately ten months. In 2023, we have had three candidates graduate the Police Academy.

Although 2023 was a challenging year with regard to staffing, we continue our recruitment efforts and have seen an increase in applicants seeking to become Brattleboro Police officers.



## COMMUNITY POLICING

Working in partnership with the community to support a safe environment is a component of our mission. Chief Hardy goes out into the community on a regular basis and maintains an open-door policy for all to feel informed about how their police department is operating. Every officer is also encouraged to seek out opportunities for positive interaction with the community. This in turn allows the community to feel a deeper connection and a sense of ownership in the police department. This effort has served to strengthen our relationship with the public and is an essential part of accountability and transparency.

Over the years, many organizations have asked us to have greater involvement with them. We are proud of the variety and diversity of these groups. It is through this involvement that we learn important information about things we are doing well, areas we need to improve, and the type of service the community expects from us. Through this community policing method, we are able gain real-time information about the nuanced changes in the expectations of our community. Some of these groups include: Big Brothers Big Sisters, Boys and Girls Club, Turning Point, Building a Positive Community (BAPC), Groundworks Collaborative, Community Equity Collaborative, Project C.A.R.E., Boy Scouts, Inclusion Center, The Inspire School for Autism Child Advocacy Center (CAC), various civic and religious groups, and each school in the community.

## PROJECT C.A.R.E.

**Our mission/partners:** Project CARE (Community Approach to Recovery and Engagement) is a community partnership, developed in 2018 in response to the public health emergency we face as a result of the opioid epidemic. The current mission of Project CARE is to reduce the impact that opiate use is having on the Town of Brattleboro and its residents, reduce the amount of deaths resulting from opiates and other drugs, and connect people with supports so that they can achieve and maintain recovery.

The Project CARE team meets on a monthly basis, and includes representatives from the BPD, Turning Point, Brattleboro Memorial Hospital, Groundworks, Habit Opco, Brattleboro Retreat, HCRS, and Probation & Parole. The Brattleboro Police outreach team is led by Lieutenant Adam Petlock, and includes Detective Josh Lynde and Officer Ryan Washburn. As one of the police reform suggestions named in the Safety Review Committee report, Brattleboro Police have turned over the financial aspect of Turning Point to its facilitators. We remain a partner and resource when called upon.

**Overdose response:** Brattleboro, like areas across the nation, continues to be challenged by the presence of fentanyl, an opiate that is 25-50 times more potent than heroin. In 2023, BPD responded to 82 overdose incidents. Fentanyl has played a role in the majority of fatal overdose incidents. These numbers would be much higher without the harm reduction efforts, collaborations, and interventions that are in place.

**Training and Collaboration:** BPD officers continue to receive training in substance use disorder, and the effects it has on our population. All BPD Officers are provided and have been trained in the use of Narcan (naloxone), a drug that reverses the effects of opioids in the case of overdose. To date, there have been approximately 43 occasions documented where officers have administered Narcan during overdose response. These are instances where officers arrive before medical personnel. BPD is an active member of PAARI (Police Assisted Addiction

and Recovery Initiative), an organization that provides support and resources to help law enforcement agencies nationwide create non-arrest pathways to treatment and recovery. BPD has also worked closely with the COSU (Windham County Consortium on Substance Use), a community assessment and planning initiative aimed at combating the Opioid epidemic. BPD maintains contacts and agreements with organizations that provide medically assisted treatment. We regularly transport detained prisoners to receive recovery assistance medications, even when they are lodged in a holding cell.



**Community Outreach:** In a preventative approach, we continue to conduct bi-weekly community outreach with a combination of BPD, recovery coaches, and Groundworks employees. Our outreach is aimed at the areas and people identified in the community as being most at-risk, based on overdose and other statistics. Recovery coaches distribute Narcan, fentanyl test strips, sanitizer, and other supplies. Officers also educate people about the Good Samaritan Law, which protects those who are overdosing or those who call 911 for help from being arrested or prosecuted for drug possession and other offenses.

# POLICE DEPARTMENT

**Access to treatment:** Access and transportation to treatment facilities is a frequent barrier to success, and we have taken several steps to change that. Beginning in July of 2020, the Town of Brattleboro provided funding for recovery coaches and transportation to treatment facilities. Through Turning Point, Justin Johnston was named to the newly created Project CARE Coordinator position. Justin has volunteered as a recovery coach and has been a member of the Project CARE team since its inception. When officers encounter people in need of help with their substance use, they can be referred to Justin who can then dispatch coaches to assist with supports and services. Justin and his team are also available to transport people to inpatient and outpatient treatment facilities.

- BPD officers are available to transport people to in-town treatment facilities.
- Recovery coaches are available to transport people to treatment facilities and medical appointments.
- BPD works with Groundworks, the Brattleboro Comprehensive Treatment Center and other agencies to assist with identification documents, allowing people more immediate access to treatment.
- BPD continues to offer prisoners held in lockup MAT (Medication Assisted Treatment). This is made

possible through our partnership with the Brattleboro Comprehensive Center.

- Project CARE supports the Turning Point Recovery Coach program, which offers immediate support for people with substance use disorder transported to the BMH emergency room
- Project CARE promotes the Rapid Access to Medication Assisted Therapy program at BMH
- BPD maintains contacts and agreements with organizations that provide medically assisted treatment. We regularly transport detained prisoners to receive recovery assistance medications, even when they are lodged in a holding cell.

**In Conclusion:** In line with our mission statement, we continue to separate those that are in need of our help from those that are victimizing our community. Our ultimate goal is to put people in a position to succeed. We continue to offer diversion programs and promote Justice Alternatives in lieu of arrest in the case of minor drug possession cases. Through our partnership with Probation and Parole, we seek alternative solutions to incarceration. In regards to those that victimize the members of our community with the sale of dangerous drugs and commit violent crimes, enforcement efforts continue to run parallel to our outreach efforts.

## CRIMINAL INVESTIGATION DIVISION

**Mission:** The Criminal Investigation Division (CID) supports the mission of the Brattleboro Police Department (BPD) through the application of specialized investigative skills and organizational structure in order to identify offenders and provide equitable case clearances with regards to victim desires and societal needs.

**Membership:** The CID is currently staffed by Detectives Colby Kerylow, Det. Sgts. Joshua Lynde and Greg Eaton, and Evidence Technician Mahria Barrett.

**Investigatory Capabilities:** The BPD has worked extensively to ensure that CID investigators are extensively trained in multiple disciplines.

- Every investigator is trained in the forensic interviewing of children. This training is imperative for the successful investigation and prosecution of crimes committed against children.
- Every investigator is trained in the technical aspects of death investigations, with two investigators having also received extensive training in homicide investigation.
- Every investigator and the Evidence Technician is trained in crime scene investigation, with one investigator having reached an advanced level of training in this area.
- Two investigators are trained in arson investigation.

**Investigations:** The CID conducted approximately 350 investigations in 2023, about a 40% increase over 2022. Some investigations take a few days, others last many months. The types of investigations conducted included the following:

- 56 deaths (4% increase over 2022)
- 98 sexual crimes (no change from 2022)
- 9 financial crimes (primarily embezzlement)
- 23 child abuse (not sexual)
- 24 background investigations of applicants for police

officer, dispatch, and animal control positions

- 4 robberies
- 3 missing persons

**Death Investigations:** A primary responsibility of the CID is the investigation of deaths that occur in the Town of Brattleboro. Proper death investigations require extensive training and coordination with multiple agencies to include the Office of the Chief Medical Examiner, Health Care and Rehabilitative Services, various medical facilities inside and outside of Vermont, and the State's Attorney's Office. The BPD investigated 56 deaths in 2023, a 4% increase over 2022. The breakdown of those investigations is as follows:

- 23 deaths were determined to be of natural causes
- 17 deaths were determined to be accidental, 14 were drug overdoses, 1 choked on food, 1 hit by train, and 1 fire
- 2 were determined to be homicides
- 10 deaths were determined to be suicide: 4 falls, 2 hanging, 1 firearm, 1 overdose, 1 poisoning, 1 assisted suicide
- 4 undetermined, awaiting final reports from ME

Several of these deaths are still being investigated and criminal charges may be forthcoming.

**Southeastern Unit for Special Investigations:** The BPD continues to provide leadership and investigatory capabilities to the Southeastern Unit for Special Investigations. Through this collaboration, the CID provided investigatory assistance to multiple municipal police departments and state agencies in Windham County this year.

**Windham County Safe Place Child Advocacy Center:** The CID works in conjunction with Windham County Safe Place Child Advocacy Center (WCSP) to better serve child victims of sexual crimes in Brattleboro and throughout Windham County.

# POLICE DEPARTMENT

WCSP operates an off-site facility that is specially designed for interviewing child victims and for the collaboration of all the agencies involved in these investigations. This is a tremendous resource that was utilized by the detectives in over 100 cases this year. Additionally, detectives continue to actively work with WCSP personnel to bring outreach to schools throughout Windham County educating children about safety, online safety, and digital citizenship.

**Vermont Internet Crimes against Children:** The CID continues to maintain a strong relationship with the Vermont Internet Crimes against Children Task Force (VT ICAC). VT ICAC continues to provide a great deal of funding for forensic software that the CID utilizes on a regular basis for a variety of criminal investigations, not just child exploitation cases. The CID has provided digital forensic assistance to federal, State, and local law enforcement agencies.

**Sex Offender Registry Compliance Checks:** The Brattleboro Police Department, in conjunction with the VT Sex Offender Registry (VT SOR), has continued with the quarterly sex offender compliance checks in Brattleboro. These checks include a police officer making direct contact with each registered sex offender and confirming that the offender is complying with all registry requirements and outstanding court or probation conditions.

**Computer Forensics:** The CID has one investigator that is trained through the VT ICAC to execute forensic evaluations of mobile devices. This type of training is becoming more and more important as the amount of technology involved in criminal activity continues to rise at an astonishing pace. In 2023, CID completed forensic evaluations on dozens of mobile devices for BPD and other agencies in the region. Some of the crimes these devices were tied to included disorderly conduct (threatening), physical and sexual assaults (adult and child victims), death investigations, kidnapping, restraining order violations, drug sales, and child pornography.

**Prescription Drug Drop Box:** The Brattleboro Police Department has partnered with The National Association of Drug Diversion Investigators to help reduce the amount of prescription drugs in Brattleboro area homes that are either no longer needed or outdated. America's 12- to 17-year-olds have made prescription drugs the number one substance of abuse for their age group, and much of that supply is unwittingly coming from the medicine cabinets of their family and friends. The BPD has a secure drop box at the police station where residents can drop off these expired or no longer needed prescription medications so that they do not fall into the wrong hands. In 2023 the BPD destroyed several hundred pounds of medications through this program.

## STATISTICAL INFORMATION & DATA

Other than traffic stops, this report shows what was called in by the public compared to 2022.

There can be multiple offense codes per incident. This identification may not be what the incident was found to be after investigation.

	Total calls for services	Arrests
2023	11,277	772
2022	10,420	955
% Change	+7.6%	-20%

2023 Top 5 Offenses <i>(not necessarily arrested)</i>	Amount	% Change
Arrest on in-state warrant	196	+24%
Unlawful mischief	117	+10%
Disorderly conduct	113	+4%
Petit larceny from motor vehicle	194	-12%
Retail theft (misdemeanor)	117	+10%

2023 Top Call Types	Amount	% Change
Suspicious person/circumstance	1,525	+3%
Traffic stops	1,290	+17%
Theft	601	-14%
Trespassing	671	No change
Agency assist	466	-19%
Citizen dispute	398	+3%
Citizen assist	565	+23%
Burglary alarm	403	+10%
Welfare/suicide check	473	+25%

Top 10 streets responded to in 2023	
Putney Road	1,764
Canal Street	1,110
Black Mountain Road	700
Main Street	696
Western Avenue	388
Elliot Street	378
Flat Street	359
South Main Street	325
Marlboro Road	219
Belmont Avenue	216

Top 5 Drugs Involved in Incidents	
Alcohol	265
Heroin	148
Crack	98
Fentanyl	62
Cocaine	26

# POLICE DEPARTMENT

## CENTRAL DISPATCH

We are happy to welcome Erin Wasileski and Alexandra Wood to our dispatch unit. All dispatchers are up-to-date in their NCIC certification. The following is a non-exclusive list of dispatcher training.

- VT-Alert refresher
- Vehicle pursuit policy
- Missing person policy
- Professional conduct
- Muddy road response procedure
- Levels of staging procedure
- Mayday policy/procedure review
- School crisis plan
- Bias free/Impartial policing
- Domestic abuse response procedure
- Town road snow removal procedure
- Stop the Bleed
- Fire extinguisher training

Brattleboro dispatch dispatches for not only Brattleboro PD but also for Brattleboro Fire and DPW. Dispatch handles thousands of calls per month for assistance and helps people during some of the worst times of their lives. We are fortunate to have such a dedicated dispatch team.

## ANIMAL CONTROL OFFICER

In 2023, BPD welcomed a new Animal Control Officer, Krystal Crandall, to our team. ACO Crandall is responsible for investigating reports of abuse or mistreatment of domestic animals. After joining our team this past April, she completed extensive training including National Animal Control Association (NACA) Certification levels 1 and 2, along with the level II training at the Vermont Police Academy. She officially went on duty in mid-July and spent the first two weeks going door-to-door down the list of unregistered dogs, giving friendly reminders to dog owners that their dogs needed to be registered with the town. After not having an ACO for 2 years, the list was lengthy, but it shrunk drastically through her efforts. After that she began making her presence known in the community. ACO Crandall works closely with the Windham

County Humane Society to help animals – and humans – in the community. She helps with delivering food to those that don't have transportation as well as unhoused community members with pets. ACO Crandall also assists with local cat colonies and helps with the TNR (trap, neuter, release) program. She has assisted with traffic accidents as well as other calls that involve animals aside from her regular animal calls, such as search warrants at drug houses where vicious animals are located. ACO Crandall is actively planning a Rabies Clinic for this spring to help the community get their animals vaccinated and registered with the town, all at once at an affordable price. Additionally, this summer she became a registered car seat installation technician and is able to assist community members with correctly installing child safety seats.

## CAR SEAT INSTALLS

Are you getting ready to welcome a brand-new bundle of joy to your home? Is the thought of upgrading your child's current car seat or installing a new one dreadful? Do you have a car seat in your vehicle already but simply feel like it's just not installed correctly or you want it checked just in case? Well look no further! We have two certified car seat installation technicians at the Brattleboro Police Department that would be happy to help: Mahria Barrett and Krystal Crandall. Call 802-257-7946 to schedule an appointment. They are available Monday through Friday, 8 a.m. to 4 p.m., with weekend and evening appointments also available. They can even come to you!

## POLICE SOCIAL WORK PROGRAM

The Police Social Work program is a collaboration between HCRS and BPD to address emergent mental health needs in the community. We currently have one HCRS Police Liaison embedded with the department and they provide many services, to include mobile outreach and response to critical incidents, screening and assessment for mental health, substance abuse and social service needs, and de-escalation and early intervention.



Through transparency and dedication to the Town of Brattleboro, we will continue to protect and serve all members of our community.



## TOWN CLERK'S OFFICE

### OVERVIEW OF DUTIES

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**Records:** The office of the Town Clerk is responsible for maintaining land documents, marriage licenses, burial permits, records of official meeting minutes, and oaths and appointments of office as required by Vermont Statutes and the Brattleboro Town Charter. The Town Clerk is also a member of the Board of Civil Authority (BCA) and the Board for the Abatement of Taxes and participates in the proceedings for tax appeals and abatements. We also staff the Cemetery Committee.

**Licenses:** The office of the Town Clerk issues marriage

licenses for couples marrying in Vermont, as well as licensing dogs to owners within Brattleboro. The Town Clerk also issues liquor and tobacco licenses to businesses, and entertainment licenses for events hosted within the town.

**Elections:** Integral duties of the Town Clerk include preparing and hosting elections. From registering voters and maintaining current checklists to reporting election results, the office of the Town Clerk dutifully performs election processes for Brattleboro's voters.

### ELECTIONS

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**Town Meeting Day:** 2023 was an "off" year for State and Federal Elections; the only elections for 2023 occurred on Town Meeting Day. Town Meeting Day elections in March brought 22% of voters to the polls. Of those, 32% voted early. The only contested Town Officer seats were both Selectboard terms, resulting in Elizabeth McLoughlin being elected for the 3-year Selectboard seat, and Peter "Fish" Case and Franz Reichsman both being elected to the 1-year Selectboard seats. The "Just Cause Eviction" Article on the ballot was defeated.

**Representative Town Meeting:** On March 25, 2023, Representative Town Meeting was held in-person for the first time since the 2020 pandemic began. The meeting lasted nearly 10 hours, discussing 26 articles including two bond votes regarding Generational Improvements at Living Memorial Park and Upgrades to the Phase One Water System Improvements, both of which passed. The meeting minutes are printed in full toward the beginning of this Town Report.

**From the State House:** The 2023 Vermont Legislature passed a Brattleboro Town Charter change that lowers the voting age

to 16 in the following local election races: Moderator, Lister, Constable, Town Meeting Member, Selectboard, and Trustee of Public Funds. This change is an opportunity for youth voters to participate in local government. Additionally, the state of Vermont allows 17-year-olds to vote in Primary Elections if they turn 18 on or before the General Election. Otherwise, youth voters will not be allowed to vote in State or Federal Elections.

**Do you know your voting district?** Windham voting districts formerly numbered 1, 2, and 3 are now referred to as 7, 8, and 9. Voting districts are still organized by street location, and district maps are available at the Town Clerk's office.

**Looking Ahead:** Preparations for 2024 elections are underway. Presidential Primaries, Town Meeting, and WSESD elections will be held on March 5, 2024, at the American Legion, with youth voters, age 16 and older, being allowed to cast their ballots in the local Town Meeting elections for the first time. Representative Town Meeting will begin on Saturday, March 23. State Primary elections will be held on August 13, and General elections will be held on November 5.

### BOARDS & COMMITTEES

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The Board for the Abatement of Taxes met in June and October to consider requests for tax relief; the Board heard 16 requests, denied three requests, and granted 13. Total abatements – \$18,372.45.

The Board of Civil Authority held meetings from June through August to hear tax assessment appeals of four properties. It was the decision of the Board to reduce the Listers assessments for three properties and exempt the fourth property. The Cemetery Committee met only once, and a new section was created called

the Garden of Peace, specifically for Green and Islamic Burials. All minutes of these meetings are available on the town website.

**Dogs:** There are two processes for licensing dogs. One being a license renewal, and the other a new dog license. Dog licensing improved overall through 2023. The Police Department welcomed a new Animal Control Officer over the summer. With the added enforcement, the licensing of dogs has increased incrementally, and we expect to see even higher dog licensing rates with the return of the March rabies clinic in 2024.

# TOWN CLERK'S OFFICE

**Technology:** We are excited to announce that dog licensing is conveniently available online. This option is available, but not required. Using the OpenGov portal, [townofbrattleborovt.portal.opengov.com](https://townofbrattleborovt.portal.opengov.com) (this can be found on our website, [Brattleboro.gov](https://brattleboro.gov)), Brattleboro dog owners can license a new dog, create a record for their existing dog license, and renew online. In 2024, all dog licenses will be issued through this portal, but in-person and mail options will remain available as not all dog owners can access online resources.

**Land Records:** Real estate transactions have decreased in Brattleboro. With increased interest rates, it is not surprising that these transactions are slowing down. The land record computers were upgraded as part of our contract with Avenu Insights.

**Restoration and the Vault:** Each year the ongoing maintenance of Land Records involves rebinding old record books and adding historical land record eras to a searchable online database. To date, the Land Records are available online back to 1945. Efforts are under way to digitize land records back to the early 1800s, and we look forward to having those available online soon. Digitizing these very old records may seem unnecessary as the records have already been microfilmed for preservation purposes, but what may not be known is that older microfilm can become unusable, not only as technology changes but also if the storage conditions are not ideal. These records are

used to research property lines and ownership history so ensuring that all land records are preserved and accessible is a significant item in the Town Clerk's responsibilities. The State mandates that a portion of every recording fee collected is used for preservation of the records, and it is these funds that are being used for this project. Hard copies continue to be available for viewing in the vault, along with other records related to town government and history.

**Vital Records:** Our vault also houses birth, death, and marriage records, and we issue certified copies of these records. The restoration of damaged and aging vital record books is also an ongoing maintenance project.

**Liquor, Lottery, and Entertainment:** Last year the Department of Liquor and Lottery changed the Liquor and Tobacco License and Permitting process to a fully online portal. We have adjusted our processes to comply with the new State Portal.

**Permits:** We have also worked with the Selectboard on an ordinance change to streamline the process of annual and one-time Entertainment Licensing and Permitting by incorporating these permits into the Business Licensing and Open-Air Permitting process. Our goal is to make permitting events in Brattleboro more accessible.

Annual Statistics	2022	2023
Land Records (real property transfers, mortgages, discharges, leases, etc.)	2,308	1,712
Dog Licenses	1,131	1,149
Liquor Licenses	72	77
Voter Checklist:		
Additions	691	355
Deletions	549	1,096
Challenge Letters Sent	595*	367*
Marriage Licenses Issued	239	198

## ANNUAL STATISTICS

The other responsibilities of the department continue to occupy our time. The number of certified copies of vital records remains steady at roughly 3,000 per year. More than 1,100 dog licenses were issued, and land recording numbers fell as interest rates rose and land transfers slowed down. The statistics for these and other services are listed in the table on the left.

*\* This number does not include voters who subsequently transferred to another Vermont town.*

**The Office:** We had our first student field trip this year. We welcomed a small group of students to come to the Municipal Center and hold mock elections. We also walked them through licensing their stuffed animals as if they were licensing a pet dog. They were an impressive group, and we look forward to hosting more educational field trips in the future.

Finally, Amanda Sak, part-time Assistant Clerk for eight years, left in March. We welcomed Christina Howe to our team in May to fill that position. Christina has been volunteering with elections for the past four years, and we are thrilled to get to work with her on a daily basis! As we continue in 2024, the staff in the Town Clerk's office looks forward to another year of serving the public. We would like to thank the community for its continued support, and we hope everyone stays happy, healthy, and safe.

**A Bit of History – Absentee Voting:** We take the option to vote early or absentee for granted. It has not always been so easy. In 1864, the Vermont Supreme Court voted on the constitutionality of “an act to allow soldiers to vote.” The Governor at the time would not sign off on the act until the opinion of the court was decided. The Vermont Supreme Court decided that it was only constitutional for soldiers to vote on Senators, Congressmen, and electors for President. (A pamphlet of the opinion was printed in 1864, a copy of which is stored in Town Clerk vault.) After that, it was not until 1919 that the subject of absentee voters was again decided. The law created in 1919 is very similar to the law we follow today. Over the years, the time frame in which absentee ballots may be requested was altered (I am sure all town clerks were pleased when the option for voters to request absentee ballots up until 9 p.m. on the evening before an election was changed, particularly as the clerk was also responsible for delivering the ballot), but the process itself remained essentially the same until Brattleboro passed a charter change in 2016 allowing in-person early voting.



## RECREATION & PARKS DEPARTMENT

The Recreation & Parks programs and facilities are the heart of our community. Through our programs and facilities, both youth and adults can connect with one another to enjoy safe and healthy activities and bond together to create a strong community. In 2022-23, many of our programs started to rebound, and many youths, adults, and families have become more comfortable with going out and participating in group activities. Below, please see a complete listing of our facility improvements and program/special event offerings.

Project	Facility Improvements
LULA Modernization Project	All the components in the LULA (Limited Use Limited Access Lift) at the Gibson-Aiken Center were modernized in the fall of 2022. Alpha Elevator from Montpelier was contracted to do the work.
Sealed Cracks at Fred Harris Tennis/Pickleball Courts	We contracted with Vermont Tennis Court Resurfacing to do some minor crack repair at the Fred Harris Tennis/Pickleball Courts at Living Memorial Park.
Registration Software Program Upgrade	We updated our registration software program, RecTrac, so that we now can take online registrations and credit cards. Additionally, we can take credit cards at the office and at the skating rink and swimming pool.
Free Sunscreen Station (Grant Supported)	In early August, the Brattleboro Recreation & Parks Department received a mounted, automated sunscreen dispenser, along with a start-up supply of sunscreen. The dispenser, which has been installed outside the Living Memorial Park pool house facing Memorial Park Drive, provides the public with free SPF 30 sunscreen. The Department received the dispenser through a grant opportunity sponsored by the statewide cancer coalition Vermonters Taking Action Against Cancer, the Dartmouth Cancer Center, and IMPACT Melanoma.
Dog Waste Stations	Over the course of the last year, we have installed 10 dog bag stations throughout the Parks: West River Park, Living Memorial Park, Canal Street Greenway, Prospect Hill Cemetery, Elliot Street Park, Union Station Park, Brosnahan Park, Brattleboro Common, Crowell Lot, and Plaza Park.
M&T Bank Volunteer Day	M&T Bank held a volunteer day on May 31. There were 15 volunteers who went to Living Memorial Park and painted the pool house and items on the playground. The Department was very grateful for their hours of service to the community.



In the Spring of 2023, the Recreation & Parks Department made strides towards environmental sustainability by transitioning some of our gas-powered handheld tools to eco-friendly, electric-powered alternatives. By adopting greener gear, the Department and Town aims to significantly decrease its carbon footprint. We were able to procure a variety of electric tools, including chainsaws, string trimmers and leaf blowers using the Global Warming Solutions Fund. The Recreation & Parks Department is doing its best to reduce our daily carbon footprint. We were grateful to be able to work with Stephen Dotson, the town's Sustainably Coordinator; and for the Global Warming Solutions Fund to help purchase the new equipment.

# RECREATION & PARKS DEPARTMENT

## PROGRAMMING

**Spring:** In the Spring of 2023, we offer a full line up of spring sports for youth and adults. As that happened, we moved to our outdoor programming and offered our traditional Spring Youth Sports (Girls Youth Softball, Small Fry Baseball, T-Ball, and Youth Lacrosse).

Spring Program	Participants
Small Fry Baseball	85
T-Ball	60
Boy's Lacrosse	21
Girl's Lacrosse	9
Youth Softball	8
Men's Softball League	220 (17 teams)
Women's Softball League	95 (7 teams)

**Fall:** As we moved through the year into fall programming, we offered our traditional field hockey, flag football and youth soccer programs. In doing so, we had over 224 participants. We also offered a full slate of indoor activities during the winter months for youth and adults.

Fall Youth & Adult Programs	Participants
Adults Badminton	177
Youth Basketball Clinic	27
Youth Basketball	76
Instructional Basketball	40
Kindergarten Basketball	14
Youth Indoor Soccer	56
Adult Futsal	313
Chess Classes	36
Gymnastics Classes	615
Movie Matinee	36
Table Tennis	193
Mini Camp	301
Evening Pickleball	62
Speed Skating	30
Skate Lessons	92
Open Skate/Game Room	1,530
Open Tot Gym	10
Men's Basketball League	179 (19 teams)
Public Skating Attendance/ Stick Time	11,206
Skate Rentals	3,929
Private Rink Rentals	36

**Summer:** In 2022-2023 the Department we have seen a rebound in program participation as youth, adults, and families move back to full participation in activities. During the summer of 2022, we offered a full range of activities for youth and adults. In doing so we increased the number of camps being offered. We offered 14 camps and programs which attracted 1,190 participants. Also, during the summer of 2022, we opened the Living Memorial Park Swimming Pool for full operations, over 8,954 swimmers utilized the pool.

Summer Camp / Program	Participants
Day Camp	675
Fencing	27
Softball Camp	16
Tennis Camp	3
Baseball Camp	31
Mountain Biking Camp	10
Voltage Soccer	22
Gymnastics Camp	109
Hoop It Up Basketball Camp	38
Adventures in Science	13
Track & Field	30
Girls Lacrosse Camp	8
Field Hockey Camp	7
Everywhere Philosophy	5
Skateboarding Camp	18
Swimming Lessons	191



# RECREATION & PARKS DEPARTMENT

## FACILITY RENTALS & PARKS USAGE

Over the course of 2022–2023, we had increased usage in Park Rentals and usage of our Parks in general whether it be for active or passive recreation (please see the rental chart below). Our Park Rentals include: Living Memorial Park, Field Rentals, Kiwanis Shelter, Wells Fountain, Pliny Park, Plaza Park, Brattleboro Common, West Brattleboro Common, Union Station Park, Crowell Lot, and West River Park. Many citizens continued to find the Parks to be a safe place to have small gatherings of family and friends. The Rotary Disc Golf Course, The Fred Harris Tennis/Pickleball Courts, and walking/hiking/biking trails at Living Memorial Park all experienced increased.

Facility	# of Rentals
Kiwanis Shelter	49
Misc. Mini-Park Rentals	69

## SPECIAL ACTIVITIES

In 2022-2023 all our Special Events we got into full swing with offering our annual special events. The Annual Fourth of July Family Day attracted several thousand people to take part in activities that included the Small Fry All Star Game, swim races at the pool, carnival games, children's shows, bands, food booths, bungee run, home run challenge, giant slide, moon bounce, a fabulous fireworks display, and wonderful concerts were that were performed by "Les Julian" and "The Peter Miles Band". In addition, NECCA put on a wonderful performance for citizens to enjoy.



The New Year's Eve Celebration "Last Night" to welcome in 2022 was a popular activity for citizens of the Brattleboro area to enjoy. This substance free special evening included Sr. Center Pizza Party, skating, sliding, bowling, and cross-country skiing and snowshoeing at the BOC. The evening ended with a wonderful Fireworks Display over the Retreat Meadows.

The Department's involvement in 2022 with the Brattleboro Winter Carnival started to look more traditional and we offered the following activities and events: Outdoor Fun Day at Living Memorial Park with Snowmobile Rides, Snow Sculpture Contest, Sugar-On-Snow, Jr Olympic Skating Races & Downhill Ski Races, Glow Skate Event, and Movie Matinees at the Gibson Aiken Center. Additionally, the Department supported the committee with a full listing of Carnival Week Activities.

Our Annual Halloween Event we brought back the Horribles Parade and added Trunk-or-Treat behind the Gibson Aiken Center. We had over 300 ghosts and goblins join us as they meandered their way through the parking lot to gather spooky goodie bags and treats. A special thank you to the following Departments for helping make the event successful – Brooks Memorial Library, The Brattleboro Fire Department, The Brattleboro Police Department, The Department of Public Works and student volunteers from BUHS.

## CEMETERY MAINTENANCE / COMMITTEE REPORT

The Cemetery Committee's long-term goal of creating a green or natural burial area in Morningside Cemetery was accomplished in 2023.

The Committee took testimony and expert advice from members of the Brattleboro Muslim Community on how to modify the natural burial proposal so that it would also satisfy Islamic Burial practices. An area of Morningside Cemetery has been set aside for natural and Islamic burials, with a marker

stone set. The new section is named the Garden of Peace.

Jane Fletcher, Assistant Town Clerk, has continued her efforts to correct errors in cemetery records with meticulous survey of grave sites checked against the written records.

A special thank you to the Department of Public Works who cleaned up encampments in Prospect Hill Cemetery, removing more than 2 tons of debris.

# RECREATION & PARKS DEPARTMENT

## SENIOR PROGRAMMING

The Department offers a wide range of indoor programs and activities for those who are over the age of 60 to enjoy. Please see a complete listing on the next page.

In addition to our indoor programs, we have many individuals who take part in our outdoor spring/summer/fall programs and activities; Lap Lane Swimming, Tennis, Outdoor Pickleball, Outdoor Water Painting, Bowling, and Softball. With the programs taking place offsite we do not have a good tracking system for keeping attendance records as all Senior Programs are drop-in programs.

The Brattleboro Senior Meals Program that rents space from the Town continues to offer the daily meals on wheels program. Over the course of 2023 The Brattleboro Senior Meals Program prepared approximately 180 meals a day, those meals included: brown bag pick-up, meals on wheels, contracted meals, and congregate meals.



Senior Programs	Participants
Mixed Fiber Arts	190
Movie Matinee	97
Great Courses	192
Advanced Tai Chi	112
Yoga	206
Strength & Balance	425
Tai Chi	195
Line Dance	472
Indoor Pickleball	1,593
Outdoor Pickleball	1,706
Computer Use	182
Duplicate Bridge	474
Pickup Bridge	157
Ice Cream Social	127
Nickel Bingo	107
Oil Painting	325
Watercolor Painting	106
Socializing	695
Flu & Pneumonia Vaccine Clinics	22
Footcare Clinic	48
Blood Pressure Clinic	13
Sewing Group	52
Meditation	10
Game Day	23
Monthly Special Events	198
Senior Softball	52
Senior Tennis	120

## CONCLUSION

My thanks and appreciation go to the Recreation and Parks Staff, Sarah Clark (Assistant Director), Matt Tibbs (Program Coordinator), Amy Goodnow (Administrative Assistant) Doug Morse (Maintenance), Paul Ethier (Park Supervisor), Sean Nix, Tony Lebron and Tyler McKay (Park Staff), and to the 42 part time employees who generously give their time and effort to make our recreation programs and park facilities appealing to the community.

My appreciation and thanks are also extended to the Recreation and Parks Board, Bill Willson (Chair) Jessica Gould (Vice Chair), Becky Day, Coreen Gallagher, Joy Tournoux, and Gwen Mogg-Hall. Their support and assistance are invaluable to me as well as the Department.

The Recreation and Parks Department is grateful to the many, many volunteers and instructors who share their skills with others and provide quality programs for the community, and to those who generously volunteer their time as coaches and helpers for the various sports leagues.

The Recreation and Parks Department is fortunate to have their support. I would like to take this opportunity to thank the citizens of Brattleboro, local businesses, and organizations for the support that you have given the Recreation and Parks Department over the past year. We could not offer the variety and quality of programs without your support. Thank you.

—Carol Lolatte, Recreation & Parks Director

# Human Services'

AGENCY NARRATIVES



# HUMAN SERVICES' AGENCY NARRATIVES

**AIDS PROJECT OF SOUTHERN VERMONT (APSV):** APSV is requesting support for our Healthy Living Food Program. In partnership with the Vermont Foodbank, APSV provides non-perishable food and a wide variety of frozen meats and vegetables to people living with HIV and their family members. Our Food Program also engages faith communities in Windham County as well as the Brattleboro Food Co-op in providing donated food, household and personal care items for people living with HIV.

**AMERICAN RED CROSS – NEW HAMPSHIRE AND VERMONT REGION:** The mission of the American Red Cross is to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. We are a non-profit organization dedicated to helping local communities prepare for, respond to and recover from local disasters, most commonly home fires. The Northern New England region serves all of Vermont, New Hampshire, and Maine, including all Brattleboro residents. Services include: Disaster Preparedness and Response, Service to the Armed Forces(emergency messaging and financial assistance), Blood Acquisition and Distribution, and Health and Safety Education. Last year, 17 Brattleboro residents received disaster response services from the American Red Cross.

**BIG BROTHERS AND BIG SISTERS OF VERMONT:** Big Brothers Big Sisters of Vermont (BBBSVT) is a Vermont-based 501(c)3 charitable organization headquartered in Brattleboro. Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Our professionally supported, one-to-one mentoring relationships support the social and emotional development needed for the youth we serve to build resilience, mental health, self-confidence and well-being. 100 Brattleboro residents were served by BBBSVT between 7/1/2022 and 6/30/2023.

**BONNYVALE ENVIRONMENTAL EDUCATION CENTER:** The Bonnyvale Environmental Education Center (BEEC) is a dedicated 503(c)(3) nonprofit founded in 1991 with a vision to cultivate an ecologically conscious citizenry in the greater Brattleboro Area. We're driven by our mission to foster exploration, education, and action in our citizens to instill a sense of stewardship for all ages, promoting a fulfilling and healthy community relationship with the land. In so many ways we have become an important community resource. From July 1, 2022 – June 30, 2023, BEEC engaged directly with the town's three elementary schools, delivering 150 program hours to 880 students across 44 classrooms. Additionally, 145 Brattleboro children benefited from our in-house youth programs, while 62 others experienced our offsite initiatives, including after-school sessions at West Gate. Our seasonal Nature Explorers camps welcomed over 165 children, with our summer camp serving 95 young Brattleboro enthusiasts. Furthermore, we proudly hosted 30+ public events, reaching approximately 750 individuals, 345 of those Brattleboro residents. Across our many offerings to the youth of the Brattleboro area, we aim to meet a unique and urgent community need. An opportunity to engage fully with nature, instilling a sense of wonder, appreciation, and stewardship for their community ecosystem.

**BOYS AND GIRLS CLUB OF BRATTLEBORO:** Since 1999, The Boys & Girls Club of Brattleboro (BGCB) has been a chartered

member of the Boys & Girls Clubs of America. What began in 1999 as a small group of committed volunteers in Brattleboro has grown into a robust organization with a staff team of 8 professionals and a growing network of volunteers. BGCB now annually serves over 400 young people up to age 18, providing youth in Windham County, Vermont with a sense of competence, usefulness, belonging, and influence. Our theory of change is to serve as an accessible resource for our region's young people, providing support for healthy development through structured social learning environments, peer relationship building, and staff role modeling. BGCB operates Teen Center programs at our facility in downtown Brattleboro that serve youth ages 12-18. Many of these programs are offered in partnership with local organization allies. Our Kids Club Program operates at Brattleboro's Retreat Farm campus and serves youth ages 5-11. BGCB programs operate every weekday after school with extended hours on holidays and vacations. We also offer nine weeks of summer camps and summer drop-in hours. Through this application for funding through Brattleboro Human Services allocations, BGCB seeks support for operating our ongoing Teen Center programs. During the period from July 1, 2022 to June 30, 2023; BGCB served 761 unduplicated Brattleboro residents including 235 youth.

**BRATTLEBORO AREA HOSPICE:** Brattleboro Area Hospice (BAH) was founded in 1979 by a group of community members concerned that their dying and grieving neighbors receive compassionate, appropriate assistance. BAH provides grassroots, volunteer-staffed, non-medical programs for those who are terminally ill or grieving the loss of a loved one. We also provide education and outreach to increase our community's understanding of and ability to cope with the issues of death and grief. All of our services are free of charge. We are requesting level funding for our core programs (hospice care, bereavement and advanced care planning) and an additional \$2,000 for our new Serious Illness Program, which will begin in March 2024. In FY 2023/2024, 108 unduplicated Brattleboro residents received services from BAH, and 102\* people attended 8 community educational events held in Brattleboro. (\*Because people don't always sign in at events, there may be some duplication of attendees.) Fifty-six unduplicated Brattleboro residents are active BAH volunteers.

**BRATTLEBORO CENTRE FOR CHILDREN:** The Brattleboro Centre for Children serves families of children ages 6 weeks through five years old in the heart of downtown Brattleboro. We operate year-round with extended hours to meet the needs of working families. Our location is convenient for families who live and/or work in town. We have a quality rating of 4 STARS (Vermont's Step Ahead Recognition System, used to rate high quality early education providers in the state, with 5 STARS as the highest) and we partner with Windham Southeast Supervisory Union to provide tuition assistance to qualified preschoolers under universal PreK (ACT 166). We believe that providing healthful, nutritious meals and snacks for all children is an essential part of helping them all be available to learn. Our three play-oriented, activity based classrooms encourage each child's individual pace for learning under the guidance of a team of teachers whose qualifications all meet or exceed the Vermont Child Care licensing regulations. In 2020, BCC remained open throughout the pandemic to care for children of essential workers, as part of our ongoing commitment

# HUMAN SERVICES' AGENCY NARRATIVES

to working families. This year we want to use this funding to support our partnership with the Vermont Agency of Education and the USDA to provide free meals and snacks to all our children, regardless of family income. In the period between July 1, 2022 and June 30, 2023 we served 40 children from 34 families, 30 of whom were/are Brattleboro town residents.

**BRATTLEBORO HOUSING PARTNERSHIP:** The mission statements of both Tri Park and BHP focus on providing safe, quality, affordable housing and create housing stability for those served. Addressing issues that arise from resident conflicts at our sites before they fester or escalate is an important aspect of ensuring quality and stable housing. We are applying for a new program to be able to offer mediation services to residents when appropriate. As a new program it does not have a record of numbers served by between our two entities we serve about 1600 people, 13% of Brattleboro's population.

**BRATTLEBORO SENIOR MEALS:** Brattleboro Senior Meals, Inc. is a non-profit food service organization that assumes the responsibility of meal preparation for both in-house congregate dining and meal distribution through Meals on Wheels for the over 60 and disabled population of the greater Brattleboro Area. Our home delivered meal program is designed to serve people over 60 who face challenges in preparing healthy, adequate meals due to such situations as advancing age, hospital recovery or physical disability. Any person over 60 who experiences "Food Insecurity", will qualify for the program. Our noon time congregate dining program is available five days a week. Last year Brattleboro Senior Meals served a total of 35,325 meals to 211 Brattleboro residents. As government sources provide less than 50% of the cost of a meal, we rely heavily on donations and fundraising. Brattleboro Senior Meals is requesting funding through the town of Brattleboro for assistance with the cost of preparing these meals for our area seniors.

**BUILDING A POSITIVE COMMUNITY:** Building a Positive Community (BAPC) is dedicated to enhancing the well-being of young people, strengthening family resilience, and reducing substance-related harm within the community. BAPC primarily focuses on youth in the Brattleboro area, collaborating with the Windham Southeast school district and expanding youth development programs. BAPC coordinates the Social Competency Development Curriculum at WSESU, established a Peer Mentor Program at Brattleboro High School, facilitates youth advocacy groups for nicotine prevention, and oversees the Brattleboro Area Youth Council. BAPC had a direct impact on 94 middle school students and Youth Council members last year and indirectly reached approximately 1,500 school-age youth (5th to 12th grade) in Brattleboro. BAPC also actively helps people who want to quit vaping and smoking find the help they need. Additionally, BAPC provides substance use prevention and harm reduction services to the wider Brattleboro community, with a focus on nicotine, alcohol, cannabis, and opioids and the connection of trauma and substance use disorders/addiction.

**FAMILY GARDEN:** The Family Garden provides high quality childcare to 39 of Windham County's youngest children (ages six weeks to five years) at 861 Western Avenue in Brattleboro. 22 of those children are Brattleboro residents. We deliver high

quality, family style care to these children on a tight, organized budget while striving to compensate our teachers fairly, offering stimulating enrichment activities, and maintaining a cozy, nurturing, and safe physical environment. We always balance these goals- along with our philosophy that the benefits of multi-age settings and teacher continuity are enormous- with the economic reality of our families. Approximately seventy-five percent of our parents receive Financial Assistance and there are certainly many tuition-paying families for whom childcare takes up a significant piece of their family budget. Increasing tuition is difficult, if not devastating, for both families paying co-pays and outright tuition. We cannot provide this high-quality early education experience with its unique attributes (multi-age, low ratio, teacher continuity) with revenue from tuition payments and financial assistance reimbursements alone. Funding from outside sources, like the Town of Brattleboro, is critical to our ability to continue operating our program. The Family Garden is a non-profit organization.

**FOOD CONNECTS:** Food Connects' core mission is to promote a more resilient and accessible regional food system by cultivating healthy food and farm connections in classrooms, cafeterias, and communities in and around Southern Vermont. We pursue this mission through the coordinated efforts of our Food Hub and our Farm to School program. The Food Hub increases wholesale access to locally produced food, including to school cafeterias, and develops new markets for local producers. In 2022 the Food Hub generated over \$2 million in sales revenue to these markets, and \$400,000 of that went to schools, mostly in Vermont. The Farm to School program supports over 30 schools in Southern Vermont in their goals to increase food, farm, and nutrition education and improve school meal participation, meal quality, food access, and local food purchasing. We work with the entire school community - teachers, administrators, and school nutrition professionals - to catalyze a shift in school culture and practices around food. Our support for school communities includes annual goal setting through action plans, meeting facilitation, professional development, grant writing and grant reporting support, technical expertise, access to statewide Farm to School resources and training, and marketing and outreach strategies to amplify and tell the story of school successes. The first seeds of Food Connects' Farm to School program began in Brattleboro, VT schools in 2007. The expertise developed within these local programs over the years has helped fuel the Farm to School movement in Vermont and throughout the region. Food Connects is seeking funds to support the Farm to School program as we continue to deepen our work with Brattleboro schools. From July 1, 2022 to June 30, 2023 the Farm to School program served 1902 Brattleboro residents through our work with teachers, children and their families at Academy School, Green Street School, Oak Grove School, Brattleboro Area Middle School, and Brattleboro Union High School.

**GATHERING PLACE:** The Gathering Place is a 501c3 not-for-profit organization providing person centered, community based non-residential services designed to assist adults over the age of 18 with physical and/or cognitive impairments to remain active in their communities. The Gathering Place helps participants to maximize their level of health, independence, optimal functioning and maintain quality of life. The Gathering Place provides a safe, supportive environment where partic-

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Participants can receive a range of professional health, social and therapeutic services. The Gathering Place also provides respite, support and education to family members, caregivers and legal representatives. The Gathering Place is both a cost-effective way to minimize the stress of providing care at home and an affordable alternative to nursing facility placement. The center is open Monday through Friday from 7:45 a.m. and 4:45 p.m. and 40% of those we served in the last fiscal year were Brattleboro residents. The Gathering Place's myriad of services and activities as designed to bring health, fun, laughter and companionship to the lives of our participants and peace of mind to their families.

**GREEN MOUNTAIN RETIRED SENIOR VOLUNTEER PROGRAM:** Brattleboro non-profits continued to offer a wide variety of programs, activities, and services to the public and most all of them utilize volunteers, many of whom are senior citizens. Green Mountain RSVP (GMRSVP) is an AmeriCorps Seniors program that specializes in recruiting and placing people aged 55+ with non-profits. We sponsor the popular Bone Builders exercise classes as well. GMRSVP provided 29 volunteers to organizations around Brattleboro. There are two in-person bone builder classes and two offered via zoom, utilizing eight volunteer instructors. A new class began at Red Clover Commons. GMRSVP provides all the instructor training, technical assistance, and weights and there is no cost to participants. Please check our class schedules at [rsvpvt.org](http://rsvpvt.org). The senior center has seventeen GMRSVP volunteers, helping with the congregate meals and delivering meals on wheels. The senior center also hosts one of the Brattleboro AARP Tax-Aide sites which shifted to a distanced format during the covid pandemic. Volunteers also serve at Loaves and Fishes, Brooks Library, Foodworks, Windham Windsor Housing Trust, Windham County Humane Society, and the American Red Cross. The Vermont Association of the Blind and Visually Impaired utilized two volunteers for office help and for driving clients to shop and medical appointments. GMRSVP recruits and provides volunteers to Senior Solutions- the Southeastern Vermont Council on Aging which then provides special training and pairs the volunteer with a client in their Driving, Friendly Visitor, Respite Care, and Vet-to-Vet programs. Six volunteers have been routinely visiting, driving, and doing errands for twelve Brattleboro residents during the last year. All of these services are focused on providing healthy social interactions, staying independent, and helping to successfully age in place.

**GROUNDWORKS COLLABORATIVE:** At Groundworks Collaborative, we're driven to end hunger and homelessness in our region. We have a long history of providing ongoing support to Brattleboro residents facing housing and/or food insecurities. We envision a future where everyone has their basic needs met with dignity, including a safe place to call home and access to enough food. We are energized by making a difference in people's lives. We hold positive regard for the people we serve and for each other—bringing together the people, programs, resources, and partners to create impact every day in the face of adversity. Groundworks is requesting support from the Town of Brattleboro to further our programming—providing food, shelter, and supportive services to members of our community through Housing Case Management, Groundworks Drop-In Center (Brattleboro's day shelter program), and our region's most heavily utilized food shelf program, Foodworks.

Altogether, Groundworks served 3,178 Brattleboro residents last year.

**HEALTH CARE & REHABILITATION SERVICES OF SOUTH-EASTERN VERMONT, INC. (HCRS):** Health Care and Rehabilitation Services (HCRS) is a comprehensive community mental health provider serving residents of Windham and Windsor counties. HCRS assists and advocates for individuals, families, and children who are living with mental illness, developmental disabilities, and substance use disorders. Our mission is to provide creative, collaborative, and comprehensive services that meet the needs of our communities. We envision a community where people are inspired, empowered, and supported to lead healthy and meaningful lives. HCRS supports community members through its outpatient mental health services, alcohol and drug treatment services, community rehabilitation and treatment services, developmental disability services, and emergency service programs, including a 24/7 mental health crisis line open to all residents of Brattleboro.

**MEETING WATERS YMCA:** For 128 years, Meeting Waters YMCA has been serving the communities of the Brattleboro, Springfield, Bellows Falls and Fall mountain regions with a mission to "Build Strong Communities by Inspiring All to Build Healthy Spirit, Mind and Body." Currently, its Y-ASPIRE program (After-School Program for Inspiration, Recreation and Education) and Y Day Camp combine to provide year-round out-of-school care for elementary school youth and their parents. Last year, 58 Brattleboro youth and their families benefited from our Y-ASPIRE afterschool programs for between 9 and 50 hours per week. In addition, the 59th consecutive year of our Y Day Camp summer program provided 8 weeks of enriching summer camp at our Springfield location—with bussing daily from Brattleboro and 10 other communities. 21 Brattleboro children attended Y Day Camp for an average of 6 weeks each, for a total of 119 camper weeks. 14 of those children attended both our Y-ASPIRE program and our summer camp – participating in our enriching youth development programs for nearly 50 weeks last year. Participation in the After-School Meals program and the Summer Food program ensured that all those children received a healthy meal each day during the afterschool program and breakfast, lunch and snack every day during the summer. 52% of those Brattleboro families who participated in Y-ASPIRE and 70% of those participating in Y Day Camp received financial assistance in order to take advantage of these youth development and family strengthening programs. Your \$9,500 investment was part of a total of more than \$93,282.00 in financial assistance to Brattleboro parents for participation in MWYMCA's youth development programs. Funding from the residents of Brattleboro enabled Meeting Waters YMCA to continue to provide the much needed "access" to our quality programs through direct financial support to families and support for the transportation necessary to utilize our summer camp programs. While our bussing costs continue to increase, we know that transportation is an essential component of "access" to quality licensed summer programs like Y Day Camp. By supporting parents' ability to work, we are helping them meet their basic needs of food, shelter and clothing which contributes to decreasing the need for them to depend on other community and state agencies to do that for them. We are helping these parents contribute to—and participate in—the local economy while at the same time building

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fundamental skills in their child(ren)—academic enrichment, healthy lifestyle habits, self-discovery, and critical social skills needed in today's business world and civil society. We are helping both parents and youth reach their full potential—to learn, grow and thrive.

**OUT IN THE OPEN:** Out in the Open (OITO) is a multiracial grassroots capacity and movement building organization based here in Brattleboro that connects rural LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, and Queer) people to build community, visibility, knowledge, and power. This is accomplished through programs and efforts such as: mutual aid, peer support groups, one-to-one crisis support, community organizing, educational multimedia projects, and consulting/support for allied organizations. OITO lifts up the voices and centers the experiences of Brattleboro LGBTQ+ people, our families, and allies. We create spaces that bring our community together, so that we can learn together, so that we can act together in order to make positive shifts throughout Brattleboro and the region for our all of our neighbors. Funds granted provide direct support to Brattleboro community members through the Rural LGBTQ+ Community Care Network, Health Equity & Access for Rural TLGBQ+ (HEART) Program, mutual aid work, Out in the Open Summit, Rural Trans Audio Retreat, care packages, peer support group spaces, referrals and one to one support. These programs directly served at least 775 Brattleboro residents (unduplicated count) in the previous fiscal year between July 1, 2022 - June 30, 2023.

**PUTNEY FOODSHELF:** Putney Foodshelf's mission since 2012 continues to be "to provide supplemental healthy food to area people in need." Located in the Putney Community Center, we are open on Friday afternoons from 1:30-3:30 and Saturday mornings from 9:00-10:30. Each week we offer dairy products, eggs, meat, fresh produce, shelf-stable groceries, and hygiene products. We are increasing our offerings of gluten-free, dairy-free, low-salt/low-sugar, and halal foods. In order to reduce stigma and preserve human dignity, it has always been our policy not to ask for proof of residence or of income. We do, however, ask our shoppers (the preferred term for those who visit our Open Hours) for town of residence and number of people in the household (adults/children). While that means our numbers are duplicated, not every household visits every week. In FY23, we had 1,204 visits from Brattleboro households, representing 3,492 people (an estimated 800 of them children), which is nearly triple the number of visits from the previous year. Of those Brattleboro households, 50 were new to us. By way of contrast, in FY22 Putney Foodshelf received 436 visits from Brattleboro households, representing 700 people. We are asking for funds toward our food budget based on the number of visits we received from Brattleboro households. Additionally, after the tragic murder of social worker Leah Rosin-Pritchard at Morningside House, Putney Foodshelf supported Foodworks by providing 15 hours of staff time per week for three weeks to allow Foodworks to remain open with limited hours and give their staff time out to grieve. In the past year during Open Hours, Putney Foodshelf has hosted specialists from Senior Solutions, Putney Community Cares, and the VT Foodbank to enroll those eligible in 3SquaresVT and to offer information about Medicare/Medicaid, fuel assistance and more.

**RICH EARTH:** The Rich Earth Institute supports Brattleboro's food security, water quality, and environmental resiliency by capturing the nutrients in human urine for beneficial reuse as fertilizer. Our mission is to engage in research, education, and technological innovation to advance the use of human waste as a resource. Since 2012, Rich Earth has been providing urine nutrient reclamation and application in support of local farmers and farmland. This application to the Brattleboro Human Services committee requests support for Rich Earth's Urine Nutrient Reclamation Program (UNRP). Included within this program, Rich Earth operates a portable toilet service that provides sanitation for high profile Brattleboro events including the monthly downtown outdoor gallery walk gatherings, weekly food truck roundup, and weekly farmers market through the warmer weather season. The different groups of Brattleboro residents served by this project include farmers, urine donors, attendees at events served by our portable toilets, and participants in our education programming. Altogether across these groups, Rich Earth estimates having served a total of 712 Brattleboro residents between July 1, 2021 and June 30, 2022. Additionally, all residents of Brattleboro from the larger environmental impact of mitigating nutrient pollution by diverting nutrients out of our watershed and conserving potable water for use within Brattleboro by reducing toilet flushes.

**SENIOR SOLUTIONS:** Senior Solutions (Council on Aging for Southeastern Vermont, Inc.) promotes the well-being and dignity of older adults. Our vision is that every person will age in the place of their choice, with the support they need and the opportunity for meaningful relationships and active engagement in their community. From 10/01/22 to 09/30/23, 606 Brattleboro residents received one or more of these services: Information & Assistance (554 calls or office visits), Medicare assistance (172 calls or office visits), Caregiver support, Grant Assistance, In-home Case Management/support (164 residents received 1633.8 hours of service), Visits/errands/phone calls by our volunteers (28 residents, 1040 hours), and/or meals provided in collaboration with Brattleboro Senior Meals at the Gibson-Aiken Center, and other meal sites in our region (30,0457 meals, 191 residents). We are requesting funds to support this ongoing work in Brattleboro during the coming year.

**SOUTHEASTERN VERMONT COMMUNITY ACTION (SEVCA):** Southeastern Vermont Community Action (SEVCA) was created in 1965 as part of the 'War on Poverty' and chartered as a Community Action Agency (CAA) - a private non-profit designated by public officials as the 'anti-poverty agency' serving Windham and Windsor Counties. Its mission is to empower and partner with individuals and communities to alleviate the hardships of poverty, to provide opportunities to thrive, and to eliminate root causes of poverty in southeastern Vermont. It does this by giving people the knowledge, tools and support to break the cycle of dependence, and works to find solutions to the deep-seated problems of poverty, largely by empowering and collaborating with those whose lives are affected by it daily. Support from the town will be used to enable SEVCA to provide critical emergency, stabilization, and self-sufficiency services to meet the diverse needs of low-income Brattleboro residents experiencing financial hardships. In the past year, SEVCA provided 1,357 services to 725 Brattleboro house-

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holds consisting of 1,257 individuals. Our Family Services / Crisis Resolution Program, whose Brattleboro Outreach office is supported by this funding, provided a total of 829 services to 506 Brattleboro residents in 310 households. We provided 138 crisis fuel / utility assists to 211 residents in 104 households, and 257 emergency housing assists to 328 Brattleboro residents from 174 households, provided financial and energy coaching for 8 residents from 4 households, and weatherized 38 homes with 59 individuals. 10 residents from 4 households received solar energy credits to reduce their energy burden. We replaced or repaired Heating systems in 16 homes with 27 individuals. Emergency Home Repairs were done in 9 homes for 17 people, to address immediate health or safety concerns. 66 Households, with 91 residents, received free income tax preparation services or assistance. The value of services provided in Brattleboro exceeded \$563,487.00

**SOUTHEASTERN VERMONT TRANSIT:** Southeast Vermont Transit provides Medicaid, ADA, Older and Disabled, and fixed route transportation to Brattleboro. Our mission statement is: Southeast Vermont Transit is committed to advancing the quality of life and economic vitality in the communities we serve by delivering safe, reliable, efficient and courteous transit service to the broadest population base possible. SEVT should set the bench mark for efficiency and excellence among Vermont public transit organizations. We are requesting funds to start a new free micro transit service in Brattleboro Monday-Friday from 5:00-11:30 pm within the Brattleboro Town limits. Last year we provided 126,011 rides in Brattleboro.

**THE ROOT SOCIAL JUSTICE CENTER:** The Root Social Justice Center (The Root) is a Vermont based Black Indigenous People of Color (BIPOC), woman identified, and majority queer led racial justice organization centering Blackness. Our board is also BIPOC-led, with youth board members serving as equal decision making partners. The Root prioritizes BIPOC and their communities by shifting resources to BIPOC for leadership, connection, healing, education and the arts and supports BIPOC led racial justice movement work. Today, the organization's six programs (Youth 4 Change, BIPOC Caucus, Soul Food Sunday, I Am Vermont Too, Families United, and Healing in Practice) provide healing space, leadership development, and community for BIPOC in Brattleboro and the surrounding area. The Root partners with Lost River Racial Justice, our white racial accountability partners, to form Healing in Practice (HIP). Healing in Practice focuses on healing, education, and building together while collaborating on various projects centering and supporting BIPOC communities. One such project, the Mutual Aid Support Network, creates space for BIPOC community members to identify critical housing, financial, safety, and other needs, allowing others within HIP's network to meet those needs. In addition to these programs, The Root has provided community support and consulting to help build the social infrastructure of the town and region. This is achieved through one on one and collaborative partnerships to dismantle white supremacy culture. Furthermore, the Root provides a physical and financially accessible space for individuals and organizations to use for meetings, workshops, and events. The Root hosts nearly 100 events each year and has reached approximately 1,000 Brattleboro residents (more than a quarter of whom identify as people of color), and several hundred more individuals throughout the state.

**THEATRE ADVENTURE, INC:** Theatre Adventure was co-founded by Laura Lawson Tucker and Darlene Jenson in 2004 as a program of the New England Youth Theatre (NEYT). In November 2019, Theatre Adventure received 501(c)(3) nonprofit status as our own independent organization. Our mission is to be a caring and creative community for artists with disabilities to claim the stage with distinction. The long-term vision of our organization is to support people with disabilities as valued members of their communities and artists who are recognized and respected. Our theory of change focuses on providing opportunities for people with disabilities to build the skills needed to become successful performing artists while also positioning them to lead productive lives in their communities. Prior to the onset of the COVID-19 pandemic, all Theatre Adventure programming took place at the West Village Meetinghouse in Brattleboro, Vermont. Since March 2020, we have established and operated digital and then hybrid formats for all of our programs and performances, which continue to keep the Theatre Adventure community connected. Serving both youth and adults with developmental challenges, our programs present one of the only places where participants can actively cultivate their own sense of leadership and self-confidence. Theatre Adventure programs operate throughout the year including two performance troupes, a mentorship program, a traveling troupe, and a three-week summer intensive theater arts seminar. We are requesting funding of \$3,000 to support the work of the Theatre Adventure's Traveling Troupe. The Traveling Troupe will expand their reach to Brattleboro residents between July 1, 2024 and June 30, 2025 by delivering presentations to more Brattleboro schools and community events. During the period July 1, 2022 – June 30, 2023, the Traveling Troupe consisted of four Brattleboro residents and six total; participants who gave presentations that served an estimated 175 Brattleboro residents at local schools and community events.

**TURNING POINT:** Turning Point is a recovery center in downtown Brattleboro. We connect in compassion, dignity, and recovery. Our trained and certified recovery coaches and peers dedicate themselves to helping community members experiencing negative impacts from addiction and substance use disorder to find greater wellness and purpose, aligning with the values of NIH's statement that "Recovery is a process of change through which people improve their health and wellness, live self-directed lives, and strive to reach their full potential." We believe in meeting people where they are and also where they dream, engaging in deep listening and compassionate connection, as well as a myriad of evidence-based coaching skills, to holistically support the individual person that seeks support from our center. We believe that each person has their unique time for personal change, and the road may be full of twists and turns, but not only can we be there to help that person along on their journey, you never know when something shared will impact someone who is suddenly able to receive it. Turning Point is requesting funding for our general operating and program expenses like we have in previous years. While we do what we can to keep our data collection to the bare minimum to make our services as accessible as possible and thus we don't have a total number of specifically Brattleboro residents who have utilized the range of our services, we do know we served an identified 722 unduplicated individuals between July 1, 2022 and June 30, 2023, with an estimated additional

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400 individuals served via outreach. We would estimate a very high majority of those individuals to be residents of Brattleboro based on our interactions.

**VERMONT ADULT LEARNING:** Vermont Adult Learning: a private nonprofit corporation, has served tens of thousands of adult learners, ages 16 years and older, since our founding in 1980. Our programs include basic education and literacy, high school completion program to earn a diploma, GED tutoring and testing, courses for English language learners, workforce readiness and development, and transition to post-secondary education.

Our services are free to Vermont residents. VAL instructors and educational advisors work personally with adult learners to determine the best way for learners to achieve educational, English language, and career goals. We collaborate with high schools in Windham County to help at-risk students achieve their high school diploma. We provide instruction and advising, and develop a personalized learning plan which is signed off by the principal of the high school. We are located at 999 Putney Road in Brattleboro, and we offer in-person and online options. If you're interested in learning more about our services, please call 802-2759449 to make an inquiry or appointment.

**VERMONT ASSOCIATION FOR THE BLIND AND VISUALLY IMPAIRED:** The Vermont Association for the Blind and Visually Impaired (VABVI) is the only private agency to offer training, services, and support to visually impaired Vermonters. Since 1926, our mission has been to enable Vermonters who are blind or visually impaired to be more independent, cultivate adaptive skills, and improve their quality of life. VABVI is requesting funding for projects and services that will directly benefit Brattleboro residents, including adult services home visits, children's services school visits, our SMART Device Training Program, and the Brattleboro Peer Assisted Learning and Support (PALS) Group. VABVI served 40 adult clients and 5 students in Brattleboro and a total of 93 adult clients and 12 students in Windham County in FY23.

**VERMONT CENTER FOR INDEPENDENT LIVING:** Since 1979, The Vermont Center for Independent Living (VCIL) has been teaching people with significant disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life. In our FY'23 VCIL served 65 (unduplicated) residents, 16 were in our Meals on Wheels program (\$15,723.50 spent on meals), 5 were in our Home Access Program (2 received home modifications \$29,165.00), one received assistive technology through our Sue Williams Freedom Fund (\$450.00), two received equipment for our VT Equipment Distribution program (one rec'd equipment \$125.80) 12 residents are working with a Peer Advocacy Counselor and 26 residents contacted our Information, Referral and Assistance specialist.

VCIL will use the funding for our Peer Advocacy Counseling Program (PAC) and for Information, Referral and Assistance (IR&A). These programs are at the heart of VCIL's work and

allow residents to access information about disability-related laws, services and programs. The PAC program provides residents one-on-one support when overcoming barriers they are experiencing because of disability. We work with residents to develop an Independent Living Plan and set goals. We then work one on one in helping residents achieve those goals. Our peer counselors all have disabilities themselves and understand through personal experience and training how to overcome obstacles that people with disabilities often face, especially when seeking housing, employment and transportation services. Since the flood our Peer Advocate Counselors and our IR&A specialist have been receiving many more calls regarding services available. Our IR&A specialist is on the the FEMA zoom meeting weekly acquiring the information that our peers are seeking. Our PAC's have been on the ground helping displaced peers in any way they could. Our peer counselors all have disabilities themselves and understand through personal experience and training how to overcome obstacles that people with disabilities often face, especially when seeking housing, employment, and transportation services.

**VERMONT FAMILY NETWORK:** The Vermont Family Network is a state-wide organization whose mission is to empower and support all Vermont children, youth, and families, especially those with disabilities or special health needs. Through our Family Support Program, we offer families a variety of services such as trainings, parent matches, school meeting support, and a helpline. Our Family Support Consultants are all experienced parents of children with special needs, allowing them to relate to and understand the unique needs of families dealing with the special needs of their children. Last fiscal year we supported 53 families in Windham County, 14 families of which specifically live in Brattleboro.

**WINDHAM COUNTY DENTAL CENTER:** The Windham County Dental Center (WCDC) was established in May 2019 with support from a cost-sharing partnership between United Way of Windham County and Brattleboro Memorial Hospital. Our practice received nonprofit status in September 2021, and continues to operate with support from Brattleboro Memorial Hospital. As a coordinated response to an oral health crisis in our region, WCDC provides a Dental Home for uninsured and Medicaid patients. The WCDC mission is to provide comprehensive and accessible oral care and education for Windham County community members in a supportive, respectful, and compassionate environment, with the goal of improving overall well-being. Our theory of change is focused on bringing Windham County's oral health patients into good dental health, especially those who are uninsured or on Medicaid. WCDC implements this theory of change as we conduct outreach, operate with strategies to improve appointment accessibility, deliver quality care, and serve as a long-term Dental Home. Our staff team helps patients learn to value their teeth and understand how improved oral health can result in better quality of life. In May 2023, WCDC completed a major expansion initiative as we relocated to a larger facility that we renovated and outfitted with new equipment to serve our practice. This initiative was funded through state and federal sources including a Congressional Earmark from the Office of Senator Bernie Sanders. Having completed this significant expansion project, WCDC is now seeking Brattleboro Human Services funds to operate our School to Dentist outreach

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program in Brattleboro's public schools. Brattleboro Human Services funding will be used to support the expansion of our practice as we relocate to a new facility. During the period of July 1, 2022 – June 30, 2023, WCDC provided oral health care services to 444 Brattleboro residents.

**WINDHAM COUNTY HUMANE SOCIETY:** The \$2,000 appropriation Windham County Humane Society (WCHS) requests will help provide essential veterinary care to qualifying Brattleboro residents through our Pet Care Assistance (PCA) program. In FY23, 347 Brattleboro pet owners received services for their 966 pets. WCHS provided 244 cat/dog spay/neuter surgeries, 542 veterinary examinations, 405 rabies vaccines, 37 pet euthanasia, 57 microchips, and another 180 miscellaneous services (nail trims, cremations, grooming, wound care, Rx diets, dental procedures, etc.) The direct expense for providing these services – for pets owned by Brattleboro residents -- was over \$82,000. Forty percent of PCA clients are Brattleboro residents.

**WINDHAM COUNTY SAFE PLACE CHILD ADVOCACY CENTER/SOUTHEASTERN UNIT FOR SPECIAL INVESTIGATIONS:** In prior fiscal years, Safe Place has requested a few thousand dollars to help cover costs of basic, necessary items, to ensure comfort and care to our clients. These items are non-allowables for our grantors and include snacks and drinks for children (who may come hungry or with low blood sugar), replacing fidget items to soothe anxious hands, books for body safety education, gas cards to help families get to us, replacing items that may be confiscated as evidence related to the criminal allegation, and more.

For FY24-FY25, Safe Place is contracting with a few licensed therapists that focus on trauma modalities in their therapy approach. These therapists will offer therapy that is one-on-one, readily accessible, in-person, and/or virtually to children and adults that have received services from Safe Place, Brattleboro Memorial Hospital's Forensic Sexual Abuse Nurse Examination Program, Women's Freedom Center, and more, if these folks find themselves suffering from trauma and needing urgent treatment. This whole-community approach to therapy will be the first in the community to focus on immediate therapy service to survivors of physical and sexual abuse. Safe Place will also be sponsoring a virtual group for teen youth statewide so all Child Advocacy Centers can make referrals. Safe Place is asking for donations, applying for other grants, and plans to secure long-term funding throughout the next few fiscal years to ensure the long-term success of this program. At this time, we anticipate this project will cost around \$65,000 and we are asking the town of Brattleboro to cover \$15,000 in funding.

**WINDHAM AND WINDSOR HOUSING TRUST:** The Windham & Windsor Housing Trust (WWHT) is a non-profit housing organization with the mission to strengthen the communities of Southeast Vermont through the development and stewardship of permanently affordable housing and through ongoing support and advocacy for its residents. The Chalet property is a permanent supportive housing site in West Brattleboro which we purchased in 2020 to address the covid health emergency among our most vulnerable neighbors, those experiencing chronic homelessness. Groundworks Collaborative

is the service partner, providing on-site support to the residents through programming, building community, and general support through presence. This funding will be utilized to strengthen and support this critical on-site presence through Groundworks. The Housing Trust through our programs of property management, homeownership support, home repair loans, and the Vermont Housing Improvement Program has worked with 964 people in Brattleboro throughout this past fiscal year.

**WINSTON PROUTY CENTER FOR CHILD AND FAMILY DEVELOPMENT:** The Winston Prouty Center for Child and Family Development (WPC) is the regional anchor organization for inclusive early childhood education and family support in southern Vermont. Our mission is to provide inclusive education and family support to promote the success of children and families. We began in 1969 as pioneers of early childhood special education and have continually expanded our programming to meet the complex needs of our community. We believe that parents and caregivers are motivated to care for their children in the best ways they can despite the challenges they face. We support young children and their families by offering a diverse set of programs, which include early intervention services, home-visiting nursing care for prenatal/postpartum mothers, family support, early childhood and family mental health care, family supportive housing services, supervised visitation services, food assistance, child-care referral services, child care financial assistance, a mobile library, and high-quality early childhood education. Beyond these offerings, WPC's 180-acre campus hosts dozens of public events each month and houses 45 businesses and mission-driven organizations. The breadth of our programming and space supports our comprehensive approach to child and family development. Over 1600 families receive services every year, including 729 Brattleboro residents.

**WOMEN'S FREEDOM CENTER:** The Women's Freedom Center (WFC) is domestic and sexual violence, stalking, and human sex trafficking organization serving the residents of Windham and southern Windsor counties. Our mission is to work toward ending men's physical, sexual, and emotional violence against women and their children. Toward this end, we are committed to offering support and advocacy to all survivors of violence, as well as prevention and educational activities to help create a community in which violence is not tolerated. Our services are available 24 hours a day, every day of the year, and are both free and completely confidential. Over the fiscal year from July 1, 2022, to June 30, 2023, the Women's Freedom Center responded to over 1,900 crisis calls, provided shelter to 144 individuals, and delivered thousands of hours of individual and group support, advocacy, emergency financial and housing aid, access to legal representation, transportation, and childcare assistance to 1,099 people. This diverse group included 623 women, 2 non-binary individuals, 31 men, and 444 children, all of whom had experienced abuse. Notably, among these figures, 397 survivors were from Brattleboro, with 69 finding shelter with us. Additionally, we conducted 50 community outreach activities, such as school presentations and workshops, reaching over 700 individuals throughout Windham and southern Windsor County. Since our establishment in 1974, the WFC has remained dedicated to fulfilling its mission by educating the community about the root causes of violence against women,

# HUMAN SERVICES' AGENCY NARRATIVES

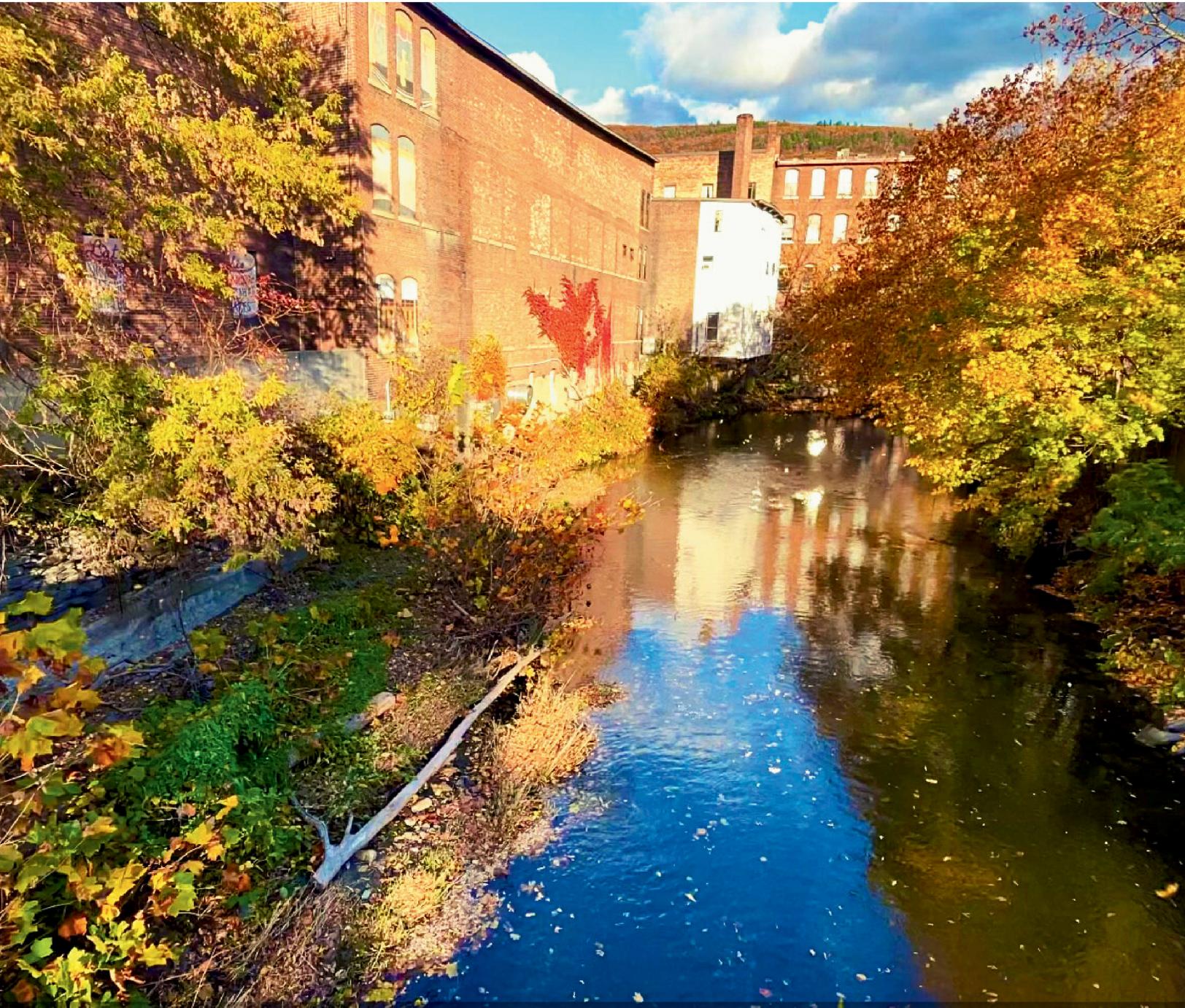
challenging the systems that perpetuate it, and providing crucial support and services, including shelter and safe housing, to survivors and their children who have endured domestic violence, sexual assault, stalking, and dating violence. We hope you will consider our funding request an investment in creating a future free from violence, something we all deserve.

**WINDHAM SOUTHEAST SUPERVISORY UNION SUMMER FOOD PROGRAM:** June after the school year ended. That's more than 16,000 meals! We estimate that at least 233 individual children that reside in Brattleboro were served by this program with free breakfasts and lunches during the summer. We did not have as many sites as we had hoped for in FY2024 because of the loss of COVID waivers, and yet, we still ran a deficit of almost \$5,000, even with \$7,200 in funding from Brattleboro Human Services. We hope to offer more meals at more sites in FY2025 and are on track to do so because we will be running under the Community Eligibility Provision for all schools as of October 16th this year. We are able to operate under CEP now because the USDA reduced the required percentage of children that qualify for free and reduced meals. We did have to use April 2023 numbers in our application. Since then, our percentages for children qualifying for free and reduced meals in the district has increased as a result of our ability to receive more information from the Agency of Education regarding students receiving public assistance. We estimate that as of October 2023, 52% of students attending schools in Brattleboro qualify for free or reduced school meals.

**YOUTH SERVICES:** Youth Services has served the needs of youth, young adults and families in and around Windham County for over 50 years. In all programs we envision equitable communities where all people are thriving, working together to build resilience and be a catalyst for change with a focus on prevention, intervention and restorative justice. Youth Services has three departments including Counseling, Youth Programs and Restorative Justice. In 2021, the Brattleboro Community Justice Center merged with Youth Services Restorative Justice Programs. Together, we engage with community members to repair harm caused by conflict and crime using restorative justice principles and processes. Programs include: pre-trial services, Court Diversion for youth and adults, Tamarack, Project Connectionworks, Circle Up, Drivers License Suspension Program, Youth Substance Awareness Safety Program, Reparative panels, Circles of Support and Accountability, and Pre-Charge Justice Alternatives. Current Youth Program offerings include youth development, family support and mediation, workforce development and case management for youths and young adults, youth-led screen-printing business, 24/7 emergency housing for youth and youth crisis line, and transitional living programs. Clinical counseling services include substance use prevention, treatment and recovery. This past year, 387 Brattleboro residents were served by Youth Services. In addition, many family members also benefited from our services. Support from the Town of Brattleboro helps make it possible for Youth Services to be responsive to the ever-changing needs of our area's residents.

# Other

NARRATIVES



# BRATTLEBORO HOUSING PARTNERSHIPS

Dear Town Meeting Members:

During a time when it is easy to feel separated by our differences, it has become more and more important for residents to feel safe and wanted in their communities.

The BHP board and staff think intentionally and deliberately about keeping people housed by addressing serious lease violations to keep our neighborhoods safe. This is done through robust resident support programs, strong collaborations with community partners and municipal departments, including the fire and police departments, and planning and implementing strategies to preserve and increase housing.

With the tremendous housing needs in our area, it has become more and more vital to support residents in staying successfully housed. The BHP Wellness and Services Team has continued to evolve to meet this need.

This dedicated group has piloted two innovative programs that have increased resident connections by meeting residents where they are and fostering independence.

During four storms this year, the Melrose Terrace flood mitigation held acres of water. This project kept many other areas from flooding during two massive storms. While BHP is not in the flood mitigation business, it is aligned with the values and mission of the organization to support the preservation of housing in our area. When we see the heartbreaking images of flooding around the state, we realize that this large project was worth the considerable effort.

BHP will continue to think creatively into the next year as we begin redeveloping the land now out of the floodway at Melrose Terrace. This historic site holds many fond memories for many, and we are excited to be able to use it for housing once again now that extensive work has been completed to keep it safe.

BHP is incredibly grateful for the support of our neighbors and the town of Brattleboro as we continue to do this vital work, and we look forward to our future collaborations in meeting Brattleboro's housing needs.

Christine Hazzard, Executive Director  
*It is the Mission of the Brattleboro Housing Partnerships to ensure the provision of quality low income and affordable housing within viable communities to support independence and create opportunity.*



Brattleboro Housing  
PARTNERSHIPS

*Low-income housing supporting independence, creating opportunities*



Mural created by Moore Court youth artists through the "Art In the Neighborhood Program"

In 2023, Brattleboro Housing Partnerships (BHP) aligned its goals and objectives with the Vermont HUD Consolidated Plan by addressing four key areas:

## **Increase the supply and quality of affordable housing.**

- BHP Completed a 4.5 acre flood mitigation area at the former site of Melrose Terrace. This project in collaboration with state and federal agencies was completed in 2023. The remaining 1.5 acres of land is in the pre-development stage of housing redevelopment. BHP hopes to at house between 26-50 households with this project on land now safely out of the floodway.
- BHP increased the Fair Market Rents for the Section 8 program by 18-20% which allowed for an increase in Section 8 voucher utilization and assisted in keeping people housed throughout the community.
- BHP has requested a waiver to expand its Project Based Voucher (PBV) cap to be used for local housing development projects. BHP has guaranteed five PBV's to be used at the Windham and Windsor Housing Trust development project in Putney, VT.

## **Decrease the number of people experiencing homelessness.**

- In 2023 of the new residents housed with BHP 45% came from experiencing homelessness and an additional 25% came from being either underhoused or at risk of being homeless.
- BHP continues to implement the Shelter Plus Care Program which serves people who are homeless, in partnership with local community service providers.
- BHP will continue to house those most vulnerable to homelessness or who are homeless in 2024. BHP will continue to offer resident service programs to support housing retention.

## **Create and retain jobs.**

- BHP offered the HUD Family Self Sufficiency Program which focused on financial stability, education and career advancement. BHP received a waiver from HUD to modify the program to better meet the needs of our community. This included expanding the program to all those in the household over 18years of age, and allowing those who are on social security to participate in the program if they would like to work in some capacity. The program now offers incentives to those who are furthering their education/ training or employment potential. The program coordinator works directly with the local community development organization to increase workforce training and options for residents.

# BRATTLEBORO HOUSING PARTNERSHIPS

## Strengthen communities and improve the quality of life of Vermonters

- For the second year BHP has been piloting a supportive services program called Support And Services at Home For All (SFA). SFA expands the traditional SASH model to support adults and families who are not Medicare recipients. SFA staff works with individuals and their families to assess their health and wellness needs, connect them with resources and help them meet self-defined goals. Families struggling with financial security, well-being, and social connections receive special focus. Originally funded through a Congressional Funding Request, the second year of the pilot is funded through the State of Vermont Department of Disabilities Aging and Independent Living. The BHP program now serves over 37 adults and 42 additional family members and offered over 80 programs in 2023 with many more scheduled for 2024.
- The Melrose Terrace Flood Mitigation held water four times since December of 2022. Most notably in July and December of 2023 when over 4 acres were filled by water during large storms. This water storage slowed down water and allowed space for the Whetstone Brook to swell. The deliberate low point of the area allowed for intentional flooding in a space monitored by the town. The project was instrumental in preventing flooding up and downstream during these events which prevented at minimum evacuation and at maximum damage to housing and property in the surrounding area. BHP is committed to stewardship of this land until either the town or a conservation group will take ownership and manage.
- Through BHP's non-profit Board, Brattleboro Housing Opportunities Inc. (BHOI), \$52,875 has been raised towards a new playground and outdoor community area at Ledgewood Heights. Youth residents submitted ideas for the space, including structures that span age groups and a large pavilion for outdoor events and summer programs. The total estimated cost for the project is \$116,213. This much-anticipated project began construction in 2023 and is slated for completion in the Spring of 2024!!

In 2023, BHP submitted its second HUD Moving To Work Supplemental Plan for year 2023-2024. BHP continues to implement the first and second year plans which focus on decreasing administrative burdens and increasing direct resident support. The third MTW Supplemental Plan for fiscal year 2024-2025 is focused on expanding the Section 8 program by offering incentives to housing providers and expanding the Project Based Voucher cap to increase flexibility with housing development.

## Housing opportunities:

BHP owns and or manages 298 units of federally subsidized housing for low-income families, the elderly, and persons with disabilities. BHP has housed 24 new households at BHP properties in 2023. Of the 24 households, fifteen households came from experiencing homelessness or housing insecurity.

BHP properties are throughout Brattleboro and consist of the following:

Four Rental Assistance Demonstration (RAD) properties Hayes Court: 72 apartments for the elderly and persons with disabilities; Samuel Elliot Apartments: 62 apartments for the elderly and persons with disabilities; Ledgewood Heights: 41 apartments of general housing primarily for families; and Moore Court: 28 apartments of general housing primarily for families.

BHP, partnering with Evernorth, owns 94 affordable (income-restricted) housing units. BHP provides property management for these buildings, including Red Clover Commons One and Two and the Anne Wilder Richards building. Red Clover Commons One opened in 2017, and Red Clover Commons Two opened in 2021, offering 73 apartments as replacement housing for the flood-prone Melrose Terrace. The Ann Wilder Richards Building provides 21 apartments and two commercial business tenants.

Melrose Terrace houses the main BHP office and maintenance garage and is in the beginning stages of redevelopment for housing.

Waitlist time for Rental Assistance Demonstration (RAD) Properties:

0/1 bedrooms - 12-18 months  
2 bedrooms - 18-24 months  
3 bedrooms - 12-18months  
4 bedrooms - 18- 24months  
5 bedrooms - undetermined

The waiting list times for Red Clover Commons One and Two and The Ann Wilder Richards Building are not listed; each unit has different restrictions and income limits determined when an apartment becomes available.

BHP remains strongly connected to the Brattleboro area's private and non-profit rental housing market through our Housing Choice Voucher (HCV), Shelter Plus Care, and Mainstream Voucher programs. The HCV/Mainstream voucher programs have provided approximately 150 subsidies, both housing choice and project-based rental assistance, to low-income individuals and families this past year. The BHP's Section 8 program also continues to fund an additional 203 project-based vouchers in our BHP properties, once known as Public Housing. We anticipate providing five project-based vouchers to Windham-Windsor Housing Trust for their Putney project in 2024.

The HUD Continuum of Care program, Shelter Plus Care, provides rental subsidies and case management support from 3 local service providers (Groundworks, HCRS, and Pathways VT) to those who are disabled and experiencing homelessness. The

# BRATTLEBORO HOUSING PARTNERSHIPS

program currently serves 16, and we have approved 6 to search for affordable housing in our community.

BHP collaborates with over 100 private and non-profit housing providers. BHP is always looking to expand partnerships with local private housing providers. Over 15 households are searching in the community for housing with a Section 8 housing choice voucher, with many more on the waitlist. If you are interested in providing affordable housing to any of our voucher recipients, please don't hesitate to contact BHP. The Fair Market Rental payment standard amounts increased by 18% for 2024. The 2023 and 2024 increases were the largest in BHP history:

2024 BHP	1BR	2BR	3BR	4BR	5BR+
PAYMENT STANDARDS	\$1200	\$11474	\$11831	\$11963	\$2038
(+\$75 OF 4 B/R)					

### Leadership:

BHP Board of Commissioners elected Elizabeth Harrison as Board Chair and Elisha Underwood as Board Vice Chair for the second time. The 5-person board currently has five Commissioners with direct lived experience related to BHP housing, including one current and one former resident. Patricia Green and Gary Stroud completed a second year with the board, and Michelle Wright joined the board in 2023.

Commissioner Wright, a long-time resident of Brattleboro, is a nurse and has worked with families, older adults, and vulnerable populations during her career. She recognizes the importance of safe, quality, affordable housing to people's well-being. Commissioner Wright is the board representative for the Melrose Terrace redevelopment project.

### Continued collaboration:

BHP is proud and grateful to collaborate with many local partners, including Senior Solutions, Brattleboro Memorial Hospital, Visiting Nurses of VT/NH, Bayada, the Gathering Place, Groundworks, Health Care and Rehabilitative Services, Turning Point, Winston Prouty Early Learning Center, Brattleboro Sunrise Rotary Club, Insight Photography, Waterways, Art in the Neighborhood, New England Circus Arts, Brattleboro Fire and Police Departments, Rescue Inc, Brattleboro Retreat, Windham Southeast Supervisory Union, United Way, the Hunger Council, Youth Services, Windham Workforce Partnerships, Brattleboro Development Credit Corp, SEVCA, Windham and Windsor Housing Trust, Stewart Property Management, Brattleboro Boys and Girls Club, Brattleboro Area Affordable Housing, VT Department of Labor, VT Agency of Human Services, and the VT Foodbank.

### Serving an essential community need:

BHP continues to provide a much-needed resource for the Town of Brattleboro. 99% of BHP residents have an annual income of less than 50% of the Town of Brattleboro's median income. The majority of households served have a yearly income of less than 30% of the Town of Brattleboro's median income. BHP thanks all those who continue to recognize the importance of providing and supporting affordable housing in our community.

# BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

## SUMMARY OF INVESTMENT PERFORMANCE

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The Finance Committee of the Board of Trustees acts as the steward of the Library's accumulated endowment funds, which as of the end of the 2023 calendar year, were valued at a total of \$2,187,632, as shown in Table 1.<sup>1</sup> This is up more than 4.6% compared to the previous calendar year, the result of a 9.6% gross annual return on investment.

## USES OF FUNDS

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The Trustees generally follow the widely accepted custom of limiting total annual withdrawals from the endowment balance to 4% of the prior year-end market value of the fund, which typically allows for steady, moderate growth of principal. In the Library's current fiscal year (2023-24), the 4% withdrawal amounted to \$83,600. In the coming fiscal year (2024-25), the 4% amount will be \$87,505.1 These withdrawals go mainly to supplement and leverage the Library's operating budget, which is primarily funded by Town tax revenue. Books and other lendable resources remain the largest single budget category that the endowment withdrawal is allocated to.

Though it is beyond the present capacity of the endowment to remedy, the Trustees are aware of a trend of deferred maintenance expenses in the Town allocations to the Library. These deferrals include replacement of an obsolete and unreliable fire prevention system, remediation of asbestos on the exterior façade, and replacement of the top-floor windows (original to the 1967 construction of the building).

In addition to these capital maintenance needs, the Trustees would be remiss not to call public attention to the reality of a persistent mismatch between library staffing levels and increasing public demand for a growing scope of library services. This is a multi-dimensional problem, long in the making and beyond the ability of the Board or the Endowment to directly address, but it is our hope that wider recognition and appreciation of the strain it is placing on library staff and service levels is at least a starting point towards a long-term structural solution.

## PROTOCOLS AND PRACTICES

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Handling of donations remains unchanged from previous years. New donations under \$1,000 are placed in the Money Market account (#2 in the Table 1) and are available immediately for Library purposes. All unrestricted cash donations over \$1,000 are first deposited to the Board Projects account (Account #6 in the Table 1) and then allocated by vote of the Trustees to a particular purpose or to the Permanent Endowment (#1 in the table) for investment.

The Money Market account holds the annual allocation from the Permanent Endowment, which is used throughout the year to augment the town's allocation for a number of standard budget lines (buying books, reference materials, programming, etc.).

The Library's remaining accounts (# 3, 4, 5 and 7 in Table 1) hold invested, donor-restricted funds that the Library may use only for specific purposes (generally at the rate of 4% per year, mirroring the annual allocation from the Permanent Endowment). At the beginning of the fiscal year, we withdraw the needed amount in cash and deposit it in the Money Market account for use in the appropriate budget line throughout the year.

These protocols and practices keep the availability and uses of funds clear for future Trustees and for the Town. The endowment helps support the annual town budget, improving library services for years to come, while the cash accounts allow us to undertake specific, short-term projects that improve the library's flexibility and usefulness to the community, and, we hope, make it a nicer place to visit.

**John Woodward, Finance Committee Chair**  
*Board of Trustees, Brooks Memorial Library*

**Starr LaTronica, Director**  
*Brooks Memorial Library*

**Jennifer Rowe, Treasurer**  
*Board of Trustees, Brooks Memorial Library*

<sup>1</sup> The dollar figures cited in this narrative do not account for several smaller donor-restricted funds managed by the Trustees, which taken together totaled less than \$250,000 at the end of calendar year 2023 (see bottom rows of Table 1 on the next page).

# BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

**TABLE 1. LIBRARY ENDOWMENT 2023 ASSETS & ACTIVITIES SUMMARY**

	Start of Calendar Year	1/1/2023 3/31/23 FY Quarter 3	4/1/2023 6/30/23 FY Quarter 3	7/1/2023 9/30/23 FY Quarter 3	10/1/2023 12/31/23 FY Quarter 3	Calendar Year Summary
<b>1. Permanent Endowment</b>						
<b>Beginning Market Value of Assets</b>	\$2,090,009.71	\$2,090,009.71	\$2,109,883.74	\$2,151,168.37	\$2,098,623.91	\$2,090,009.71
<b>Gifts, Bequests, Contributions</b>						
<b>Net Income</b>		\$20,945.14	\$9,705.27	\$4,437.36	\$10,776.48	\$45,864.25
<b>Disbursements</b>						
Quarterly Transfer to Money Mkt Acct		-\$25,055.18	-\$25,055.18	-\$20,900.00	-\$20,900.00	-\$91,910.36
Quarterly Mgmt Fee to Prentiss Smith		-\$2,616.82	-\$2,641.95	-\$2,693.07	-\$2,631.62	-\$10,583.46
Foreign Taxes and Other Fees		-\$470.07	-\$358.05	-\$154.46	-\$113.43	-\$1,096.01
<b>Gain or Loss in Market Value</b>		\$27,070.96	\$59,634.54	-\$33,234.29	\$101,877.30	\$155,348.51
<b>Ending Market Value of Assets</b>		\$2,109,883.74	\$2,151,168.37	\$2,098,623.91	\$2,187,632.64	\$2,187,632.64
<b>1(a). Allocation of Assets</b>						
<b>\$ Allocation</b>						
Cash & Equivalent	\$677,146.08	\$263,323.57	\$440,768.27	\$350,319.45	\$508,032.22	\$508,032.22
Fixed Income	\$646,310.39	\$803,561.95	\$689,547.88	\$760,744.77	\$657,760.92	\$657,760.92
Equities	\$766,553.24	\$1,042,998.22	\$1,020,852.22	\$987,559.69	\$1,021,839.50	\$1,021,839.50
Total Ending Market Value of Assets	\$2,090,009.71	\$2,109,883.74	\$2,151,168.37	\$2,098,623.91	\$2,187,632.64	\$2,187,632.64
<b>% Allocation</b>						
Cash & Equivalent	32.40%	12.48%	20.49%	16.69%	23.22%	23.22%
Fixed Income	30.92%	38.09%	32.05%	36.25%	30.07%	30.07%
Equities	36.68%	49.43%	47.46%	47.06%	46.71%	46.71%
Total Market Value of Assets	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
<b>1(b). Performance Measures</b>						
Total Return = Net Income + Chg in Value		\$48,016.10	\$69,339.81	-\$28,796.93	\$112,653.78	\$201,212.76
Rate of Return = Total Return / BMV		2.28%	3.29%	-1.34%	5.37%	9.63%
<b>2. Money Market</b>	\$165,768.68	\$167,348.77	166153.82	\$169,745.04	\$197,300.82	\$197,300.82
<b>3. Calista Fund</b>	\$23,263.07	\$23,425.10	23701.8	\$22,271.99	\$23,143.58	\$23,143.58
<b>4. Loud Fund</b>	\$24,676.49	\$24,859.80	25158.62	\$23,476.98	\$24,306.81	\$24,306.81
<b>5. Legacy Funds</b>	\$45,990.28	\$46,353.26	46958.55	\$43,857.29	\$45,449.66	\$45,449.66
<b>6. Board Projects</b>	\$23,279.37	\$23,613.73	23707.08	\$23,828.77	\$24,563.76	\$24,563.76
<b>7. Building Board Fund</b>	\$124,573.45	\$129,527.80	\$134,865.38	\$127,830.61	\$132,250.36	\$132,250.36

# DOWNTOWN BRATTLEBORO ALLIANCE

## 2023 ANNUAL REPORT

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Since 1999 The Vermont Downtown Program – an affiliate of the National Main Street American program – has supported community revitalization efforts by providing financial incentives for historic preservation, technical assistance, and economic development. There is a proven strategy used nationwide that rests on four pillars: Design, Promotion, Economic Vitality, and Organization. The Downtown Brattleboro Alliance (DBA) is one of 24 designated downtown programs in Vermont and fully accredited through Main Street America.

The DBA has the equivalent of 1.5 FTE, represents more than 90 business and organizational members, and is led by a volunteer Board of Directors. Our work isn't possible without volunteers and partnership.

### Let's look at some highlights!

Downtown Brattleboro Alliance supports the vibrancy of the downtown through community and economic development.

This year, we are proud to report that DBA:

- \* Invested over \$50k in programs and events for downtown
- \* Hosted 10 member networking events
- \* Created 12 promotional campaigns to invite folks to shop, dine and play downtown
- \* Hosted 8 Gallery Walk events
- \* Invested over \$25k in beautification and placemaking through downtown flowers and holiday light installations
- \* Provided a voice at the table to advocate for downtown at the local and state level
- \* Partnered with regional economic development efforts and municipal priorities
- \* Worked in coalition with the Brattleboro Area Chamber to host 9 travel writers
- \* Actively engaged over 150 volunteers

## 2023 PROGRAMS & ACCOMPLISHMENTS

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The Community Marketing Initiative is funded by 10% of the 1% Rooms & Meals tax collected in Brattleboro. The goal of the initiative is to attract more visitors to Brattleboro. The campaign that is alternatively called #lovebrattleborovt is led by Downtown Brattleboro Alliance & The Brattleboro Area Chamber of Commerce.

### Stats:

- 400.2 million Publicity and Social Media Impressions/Reach Combined
- 34: Total Press Placements
- 9: Total Visits Completed
- 86: Partners Featured
- Social Media Growth: Total Follower Growth: +28.8%; Engagement Rate: +8.8%

### Business Support & Networking

DBA partnered with the Vermont Women's Fund to host two education and networking events for women in business: SHE MEANS BUSINESS.

DBA hosted 10 networking events for DBA members. Programming included information from Mike Pieciak and Sara Coffeyon VT Saves; SEO tips; Health and Safety updates; Promotions.

## ONGOING PROGRAMS

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**Gallery Walk** is community connection in action.

Quick stats:

- Galleries - 20+ locations on the walk participate each month.
- Bratt Flea - 60+ vendors supports solopreneurs, youth track, under represented identities in our community
- Music - 11 local bands representing a variety of genres
- Food vendors - 16+ to delight the palate
- Partnerships - BCTV, Artful Streets, River Gallery School, The Stone Church + more
- Community Organizations tabling 20+
- Young people enjoying themselves!

We want to extend a special THANK YOU to Brattleboro Fire Department, Police Department, and Public Works for their continued support and partnership. We couldn't do this without you!

# DOWNTOWN BRATTLEBORO ALLIANCE

**BLOOM:** Beautification goes a long way. The DBA Bloom program invests more than \$20k annually to have a spectacular flower display downtown. Our design team is already working to carry on Dick's legacy, so don't worry – the flowers will continue!

**Main Street Glow Up!** Get ready for lights over Mains Street this holiday season. This has been a great collaborative effort between DBA, Fire, DPW, Parking, Green Mountain Power employees, A.L Tyler Electric , MT3 Construction, and Consolidated Communications. And we plan to invest at least \$5k annually to grow this program.

**Digital Outreach:** This year DBA invested more than \$11k in paid advertising for downtown. With our members' help, our collective dollars were used in local/regional sponsored content print articles, targeted digital marketing, and radio ad placement. We also leveraged our membership model to negotiate discounts for members at local radio stations and print outlets.

NEW marketing promotions from DBA this year included:

- Independents Month – A month-long shop local campaign during July with radio as placement, and a BINGO card game to encourage local shopping.
- Brattleboro Literary Festival partnership – This collaboration included a community read of Tracy Kidder's book *Rough Sleepers*, and literary inspired drink promotions in downtown restaurants.
- Holly Lights – building on the Chamber's Holly Days/Nights program, DBA is giving downtown a glow up! Local businesses are competing for the best window display and the winner will receive free radio advertising. DBA and Brown & Roberts are provided gift cards to purchase materials.

## LOOKING FORWARD

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DBA contracted Maggie Foley Consulting for Strategic Planning for the organization. DBA's goal for the next five years is to develop the capacity, resources, and partnerships to capitalize on opportunities, respond to challenges, and amplify the businesses, events, and love of place that make downtown Brattleboro unique.

In the coming five years, DBA will work towards the goals and strategies described below with an emphasis on:

1. **Our role as a collaborator.** We will continue to develop strong partnerships and focus on shared efforts. As a part of this, we will work to convene an economic development team with the Town of Brattleboro, BDCC, and the Chamber of Commerce to address the economic development needs of the community.
2. **Serving our membership.** Internally, we will standardize the components of our membership program for a consistent and effective approach to recruitment and stewardship of DBA members. Externally, we will pursue strategies to provide our members with the highest-quality networking, marketing, advocacy, and business support.
3. **Our position as a maturing organization.** We will update our Board structures for effective governance, continue to build a solid foundation for efficient operations, and diversify our revenue to support programming. We will seek appropriate opportunities to increase our visibility and role in the community.
4. **Readiness.** As an organization, we want to be prepared to say "yes" to the right opportunities at the right time to benefit our downtown.
5. **Our shared love for Brattleboro.** At the heart of our organization, we are a team that believes in and loves our town. We will continue to seek opportunities to celebrate its uniqueness, introduce new visitors, attract new businesses, and pursue opportunities that help our downtown thrive.



## Annual Report of Activities Through September 30, 2023

### Welcome

We are pleased to share with you our accomplishments through our first three years.

### Years One & Two (2021-2022)

Our volunteers established our organization, formed a public/private partnership with Great Works Internet (GWI), received \$26 million in grant funding, and connected pilot customers.

### Year Three (2023)

DVFiber started network construction and connected its first customers in Readsboro.

### Next Up for Connection:

Halifax (2024-2025)  
 Marlboro (2024-2025)  
 Stamford (2023-2024)  
 Whitingham (2023-2024)

### Towns Post-2025:

Brattleboro, Brookline, Dover, Dummerston, Guilford, Jamaica, Londonderry, Newfane, Putney, Searsburg, Stratton, Townshend, Vernon, Wardsboro, Westminster, Weston, Wilmington, Windham & Winhall

### Who Are We

DVFiber was formed in 2020 as a municipality for the special purpose to bring universal high-speed fiber optic Internet service to all homes and businesses in our 24 town district. We are governed by a board whose members are appointed by the Select Boards in each member town. When completed, the network will be community owned and operated under contract providing service to its customers that meets or exceeds national standards.

### Year Four Budget

	FY 2023		FY 2024
	Budget	Actual (Projected)	Budget
<b>Operating Revenue</b>	\$453,805	\$3,706	\$503,697
<b>Grant Revenue - Construction</b>	\$9,990,031	\$6,335,630	\$9,158,716
<b>Grant Revenue - Ops</b>		\$485,081	\$794,608
<b>Other Revenue</b>	\$15,000	\$216,700	\$50,000
<b>Net Revenue</b>	\$10,458,836	\$7,041,117	\$10,507,021
<b>Expenditures</b>			
<b>Admin Costs</b>	\$499,354	\$350,888	\$534,670
<b>Operating Costs</b>	\$693,452	\$321,792	\$813,635
<b>Construction Costs</b>	\$9,376,819	\$6,335,630	\$9,158,716
<b>Total Expenditures</b>	\$10,569,625	\$7,008,310	\$10,507,021
<b>Annual Net Cash Flow</b>	\$(110,789)	\$32,807	-

\*FY 2022 Financial Statements can be found in our FY 2022 Audit



### Stay Connected

Scan the QR code or visit DV Fiber.net to order our service, get updates, or sign up for our newsletter.

### Contact Us

844.383.6246

info@mydvfiber.net

# SOUTHEASTERN VT. ECONOMIC DEVELOPMENT STRATEGIES



## **SeVEDS Impact Statement for Brattleboro Town Report March 2024**

Improving wages, creating jobs, & attracting and keeping people in the region is critical economic development work that is beyond the capacity of any single community to do on its own. **Southeastern VT Economic Development Strategies (SeVEDS) was founded as an affiliate of the Brattleboro Development Credit Corporation (BDCC) in 2007 to create regional strategies and attract resources that help us act together to build a thriving economy.** BDCC, Southeastern Vermont's Regional Development Corporation, contracts with SeVEDS to develop and implement these strategies in the Windham Region.

Our work is guided by the Comprehensive Economic Development Strategy (CEDs), a 5 year regional plan with simple goals: **Strengthen Business, Support People.** It was developed with input from communities across Southern Vermont, and is available online at [www.sovermontzone.com/ceds](http://www.sovermontzone.com/ceds). A new CEDs input process will be completed in 2024.

## **Background & Request**

To support this work, SeVEDS requests funding at \$3.00 per person from all 27 towns we serve. **Therefore, we are asking the Town of Brattleboro to include \$36,147 in the annual budget (based on a population of 12,049) to support SeVEDS.**

In 2023, 21 communities, representing 86% of Windham residents, voted to invest in SeVEDS. We use this municipal funding in three key ways:

1. To directly **fund implementation** of programs & projects serving local communities, businesses and people.
2. To build **regional economic development capacity.** SeVEDS uses municipal funding to create programs, conduct research and planning, secure and administer grants, and to help regional partners.
3. As **seed funding.** We leverage your dollars to bring additional money to the region to provide technical assistance and programs: **every dollar contributed by towns is matched to bring in outside funding.** In FY23 we helped bring close to **\$7 Million** to our region – funding that supports the work of our region's towns, businesses and nonprofits.

## **FY24 Program Impacts: Brattleboro**

- Our **Business Services Team** provides access to technical assistance, microlending, business succession and disaster relief services for businesses of all sizes. We work with businesses from startup to retirement. In 2023, 120 businesses, including **53 Brattleboro businesses,** received direct help.
- BDCC leases affordable commercial space to **73 business tenants** in Brattleboro, who provide **365 local jobs.** In 2022 & 2023, BDCC also secured Vermont **Building Communities Grants** to modernize business equipment for three Brattleboro business tenants (Food Connects, Sidehill Farms, and Grateful Greens).
- Our **Workforce Team** creates programs like **Pipelines and Pathways:** a program that in 2023 provided career training and support to students in area High Schools. Brattleboro students attending **BUHS and the Windham Regional Career Center** benefit directly from this work.
- **The Welcoming Communities** program has supported **80** New Americans who filled positions in **48** local companies, keeping our regional economy thriving. The **Southern Vermont Young Professionals** group helps young adults in their 20's-40's advance their careers and deepen their connections in the region. **43** Brattleboro residents participated in YP events in 2023.
- Our **Community Programs** include the **Community Facilities Technical Assistance Program** (which served **5** Brattleboro organizations in 2023) and **The Southern Vermont Economy Project (SVEP).** Since 2017 SVEP has provided 100+ trainings with over 2,000 participants to help community projects solve problems and find resources.
- BDCC's real estate, finance, and grant management staff provide technical assistance to local recipients of state capital grants, Northern Border Regional Commission funding, and Congressionally Designated Spending. This includes the **Retreat Farm** in Brattleboro.

## **More SeVEDS-Led Programming**

For a deeper overview of our programs, visit our website at [www.brattleborodevelopment.com](http://www.brattleborodevelopment.com). There you can sign up for our e-newsletter to get updates including state and federal economic and community development resources, or download our annual report (you can also call the office to receive your own copy: 802-257-7731 x2)

To learn more about the CEDs, CEDs projects & the Southern Vermont Economy Summit visit [www.sovermontzone.com](http://www.sovermontzone.com).

## Local Health Office Annual Report: 2023

Brattleboro Local Health Office | 232 Main Street, Brattleboro, VT  
802-257-2880 | [AHS.VDHBrattleboro@Vermont.gov](mailto:AHS.VDHBrattleboro@Vermont.gov)

Twelve Local Health Offices around the state are your community connection with the Vermont Department of Health. **The Brattleboro Local Health Office provides essential services and resources to towns in Windham and Windsor counties.** Some highlights of our work in 2023 are below. For more information, visit [HealthVermont.gov/local/brattleboro](https://HealthVermont.gov/local/brattleboro)



### Women, Infants & Children (WIC), Family and Child Health

**WIC continues to be an important part of the Brattleboro Local Health Office.**

- We have provided WIC food benefits, nutrition support and breast/chest feeding education to nearly 700 families.
- Our team has prioritized translating resources to meet the needs of *all* of our clients. Through advocating at state and federal levels we are proud to now offer resources in Dari and Pashto to our clients from Afghanistan.
- To help parents struggling with substance use, we created a group of community providers, health professionals and recovery experts. This Substance Use, Recovery and Perinatal Health (SURPH) Coalition brings professionals and the community together to improve outcomes for families.



### Immunizations and Vaccine-Preventable Diseases

**Our team has been a leader in vaccinations for our community.**

- We host monthly vaccination clinics at the Needle Exchange Program and through our partnership with the Ethiopian Community Development Council have vaccinated New Vermonters from Afghanistan, Ukraine and Central America.
- With a focus on the most underserved in our community, we work towards preventing the spread of illness through education and outreach at vaccine clinics held in local homeless shelters and motels. Our goal is to ensure access for every member of our community.
- We have established strong partnerships with local long-term care facilities to handle illness outbreaks and help keep residents and staff safe.



### Community-Wide Impact

**We prioritize making community-wide impacts.**

- In response to the historic flooding in our area, we distributed hundreds of water testing kits in the community. We also offered resources at Disaster Recovery Centers, working together with FEMA.
- We work extensively with local partners to improve access to physical activity and healthy foods.
- We partnered with local organizations to install sunscreen dispensers and provide skin cancer prevention information at Retreat Farm and Living Memorial Park.



# VERMONT LEAGUE OF CITIES AND TOWNS (VLCT)

## ABOUT VLCT

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The Vermont League of Cities and Towns (VLCT) is a nonprofit, nonpartisan organization that was founded in 1967 with the mission of serving and strengthening Vermont local government.



## VLCT PROVIDES

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- Educational workshops and consulting advice for municipal officials so that they can deliver excellent service to their residents
- Support for legislation that strengthens local government
- Comprehensive insurance coverage for municipalities
- A Municipal Assistance Center for consultation on a wide range of municipal issues

## VLCT BELIEVES IN

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- The critical role that local government plays in the lives of Vermonters
- Representative and participatory local government
- The value of public service and excellence in municipal leadership
- A commitment to honesty, integrity, and the highest ethical standards among public officials
- The value of collaboration as a means of strengthening cities and towns
- The individuality of each local government

## 5 CORE BENEFITS OF MEMBERSHIP

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**Support.** Whatever your issue, you can call one number for all of your questions. Get answers and resources quickly from knowledgeable professionals, many of whom have firsthand knowledge from serving their municipalities.

**Knowledge.** Access specialized expertise, on-point training, vetted resources, and the latest data – all with a municipal focus and deep understanding of trends and issues across the state.

**Representation.** Municipal voices are heard collectively and as a single, united voice through full-time, focused advocacy.

**Connection.** Whether you need to talk shop or shop for vendors, VLCT connects you to a variety of networks, agencies, organizations, colleagues, and experts.

**Insurance.** Manage your risks and protect taxpayers' assets with robust member-owned insurance programs with coverage and services tailored to municipalities.

## MEMBER-OWNED AND MEMBER-GOVERNED

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VLCT is owned by its member municipal governments. A thirteen-member Board of Directors is elected to represent the general membership and govern the organization. Board members must serve as a selectperson, mayor, manager, or clerk in a member municipality. All VLCT member officials are welcome to attend board meetings. An executive director, appointed by the board, manages the league's day-to-day operations in assisting members through the five major areas of service described at the bottom of this page. VLCT also offers a variety of employee benefits at group rates and issues an Annual Report in late winter or early spring following the completion of the annual financial audit.

- The [2023 VLCT Member Guide](#) helps members understand all the benefits of VLCT membership.
- The [2022 VLCT Annual Report](#) is a brief summary of VLCT's activities and audited finances.
- The 2023 VLCT Summary explains VLCT to taxpayers and is available as either a [Microsoft Word document](#) or [PDF file](#) so members can easily include it in their annual Town Report.
- The [2022-2027 Strategic Plan](#) is based on four cornerstone goals and eleven objectives.

## VLCT CAREERS

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We are committed to building a culture where everyone can thrive and find meaning in their work. If you share those values, then the next step in your career could be at the Vermont League of Cities and Towns. To view VLCT's career listings, [click here](#).

# WANTASTIQUET LOCAL RIVER SUBCOMMITTEE

## *Wantastiquet Local River Subcommittee*

of the Connecticut River Joint Commissions

New Hampshire - Walpole, Westmoreland, Chesterfield, Hinsdale  
Vermont - Westminster, Putney, Dummerston, Brattleboro, Vernon



### **Connecticut River – Wantastiquet Local River Subcommittee – Annual Report 2023**

The Wantastiquet Subcommittee of the Connecticut River Joint Commissions (CRJC) meets every two months and consists of up to two volunteers nominated by riverfront municipalities, with allowance for alternates. Throughout 2023, the Subcommittee has maintained a hybrid meeting format where a quorum of participating municipalities is required to be present in person. Current members of Vermont are Kathy Urffer and Michael Fairchild from Brattleboro, Andy White from Vernon, Jim Calchera from Westminster, Heidi Henkel from Putney, and openings in Dummerston. Current members of New Hampshire are Roland Volbehr from Chesterfield, Mike Darcy from Hinsdale, Samantha Loch from Walpole, and Perry Sawyer from Westmoreland. Those with one representative have an opening for a second volunteer. During 2023, Perry Sawyer from Westmoreland served as chair. Meetings and events are open to the public.

Wantastiquet is one of the five subcommittees a part of the CRJC since 1989. The Subcommittees provide a local voice to help steward the resources on or affecting the Connecticut River, particularly on topics related to the maintenance of good water quality, wildlife habitat, and appropriate development. Specific responsibilities include providing feedback on proposed permits and plans to NH Department of Environmental Services, VT Agency of Natural Resources, and municipalities. In addition, CRJC is responsible for maintaining a bi-state watershed plan.

During 2023, Wantastiquet engaged on several issues. Permits that were reviewed include an alteration of terrain permit for New England Power through a wetlands, a stream alteration in Dummerston, a floodplain restoration in Brattleboro, a proposal for a museum in Chesterfield, a monitoring of the relicensing of the Connecticut River Vernon Dam.

Wantastiquet supported outreach efforts in service of the Connecticut River, including the Making Room series: Planning for those who are here and those on their way; as well as the Connecticut River Watershed Partnership meeting in coordination with Friends of Conte. Further, Wantastiquet supported water quality monitoring efforts along the Connecticut River.

In 2024, Wantastiquet will continue their activities in management, outreach, and learning for the Connecticut River. Wantastiquet welcomes local participation in permit reviews, educational events, watershed planning, and water quality monitoring. If you are interested to learn more, please contact us at [info@crjc.org](mailto:info@crjc.org).



Connecticut River Joint Commissions  
<https://www.crjc.org/>



# WINDHAM & WINDSOR HOUSING TRUST



Windham & Windsor Housing Trust (WWHT) is a non-profit organization founded in 1987, serving the residents of Windham and southern Windsor County. We provide housing for residents of low and moderate incomes, preserve and revitalize neighborhoods, help residents acquire their own homes, and generally improve the social, economic, and cultural health of communities in Windham and southern Windsor County.

WWHT's mission is to strengthen the communities of Southeast Vermont through the development and stewardship of permanently affordable housing and through ongoing support and advocacy for its residents.

The organization applies mission to practice through three branches: Homeownership, Housing Development, and Property Management. The Homeownership's Home Repair Program assisted 21 homeowners by providing low-cost loans to make critical repairs. 110 participants completed the Homebuyer Educational Workshop. The one-to-one counseling assisted 31 new homeowners in 2023 by navigating them through the purchase process to closing on their new home. The Shared Equity program has 140 homes currently and provides grants to income-eligible homebuyers to subsidize the purchase of single-family homes which lowers the cost to the homebuyer. The VHIP (Vermont Housing Improvement Program) works with private landowners to rehab and/or create new units. There were 36 under construction and 14 completed projects spread across the whole of Windham and Windsor Counties this year with a healthy pipeline for 2024.

**Housing Development:** WWHT develops affordable rental housing opportunities which meet the diverse housing needs within a community. This takes the form of both the rehabilitation of existing housing and the construction of new apartments. This year, the Bellows Falls Garage opened creating 27 new, affordable apartments to downtown Bellows Falls, and contributes to the revitalization of this portion of the historic Vermont village. The Alice Holway Drive development in Putney is slated to create 25 new homes within the village and is planned to break ground in 2024. The Central & Main 25-unit development in downtown Windsor will also be breaking ground in 2024. This year, WWHT completed work on deep retrofits and renovations on 26 apartments in Brattleboro and Windsor, comprising some of the oldest buildings in our portfolio. Breathing new life into these units allows us to serve our residents into the coming decades.

**Property Management:** WWHT owns 83 residential properties housing 16 commercial spaces with 929 rental apartments and 3 mobile home parks, home to over 1,500 residents. We manage the rental properties in southern Windham County and contract with Stewart Property Management for the properties in northern Windham and Windsor Counties. WWHT takes pride in the appearance of our multi-family housing and is committed to providing the staff and financial resources necessary to ensure the long-term health and safety of our residents as well as the preservation of property values. We've expanded our supportive services capacity through participating in the SASH For All program, connecting residents of all ages to critical resources to meet their self-driven health and well-being goals. Between Windsor's SASH program and SASH For All, we had over 120 participants connected to health and wellness resources.

Although WWHT is a non-profit, we pay local property taxes on our rental properties and our shared-equity homeowners pay property taxes to the Towns and Villages.

For more information, please visit us on the web at [www.homemattershere.org](http://www.homemattershere.org)

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**Windham & Windsor Housing Trust**

68 BIRGE STREET  
BRATTLEBORO, VT 05301  
Ph/TTY (802) 254-4604 Fax (802) 254-4656

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



# WINDHAM COUNTY HUMANE SOCIETY

The Windham County Humane Society (WCHS) is a community-supported, nonprofit animal shelter whose mission is to ensure the safety and well-being of animals and enhance the relationship between individuals and pets through adoption, education, advocacy, compassion, and promotion of animal welfare.

We offer progressive services that rescue, rehabilitate, and rehome pets and address the root causes underlying many animals' welfare issues. These services include providing affordable veterinary and spay/neuter services for income-eligible residents; re-homing stray, abandoned, seized or owner-surrendered pets; assisting law enforcement in investigating animal cruelty and neglect; uniting lost pets with their owners; transporting animals from overcrowded shelters; education and advocating on behalf of all animals. In FY23, 347 Brattleboro pet owners received low-cost veterinary services for 966 pets. WCHS provided 244 cat/dog spay/neuter surgeries, 542 veterinary examinations, 405 rabies vaccines, 37 pet euthanasia, 57 microchips, and another 180 miscellaneous services (nail trims, cremations, grooming, wound care, Rx diets, dental procedures, etc.)



## VT SPAY NEUTER INCENTIVE PROGRAM (VSNIP)

The VT Spay Neuter Incentive Program (VSNIP), under VT Economic Services is administered by VT Volunteer Services for Animals Humane Society (VVSA). Funded by a \$4.00 fee added to the licensing of dogs, resources are limited by the number of dogs licensed as required by law by 6 months of age. A rabies vaccination is required to license. The first vaccination can be given at 12 weeks of age. If unable to schedule an appointment with a vet office, Community Animal Aid (free to those on public assistance: 734-0259 at the E. Barre Fire Station) & Tractor Supply host monthly clinics. After vaccinating, contact your Town Clerk to license your dog. By statute, unlicensed dogs can be seized. Rabies is in Vermont and it is deadly.

Licensing identifies your dog and is proof the dog is protected in the event bitten by an animal, but would still need immediate medical attention. Vaccinations and licensing protect if they bite another animal or person, which could result in the quarantine of the animal or euthanized. If not proven by being licensed to be currently vaccinated, testing for rabies requires the brain to be examined.

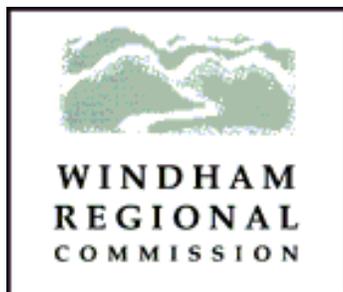
For an Application for VSNIP send a Self-Addressed Stamped Envelope to: VSNIP, PO Box 104, Bridgewater, VT 05034. Note if it is for a cat, dog, or both. To print out, go to: [VSNIP.Vermont.Gov](http://VSNIP.Vermont.Gov). VSNIP helps income challenged Vermonters with neutering and vaccinations. If approved, you'll receive a Voucher and instructions. If not, a list of low-cost resources will be sent. Several humane societies host spay neuter clinics open to the public. Your cost for a VSNIP surgery is \$27.00, if without complications. The balance is paid by fellow Vermonters with their \$4.00 fee collected at licensing. Veterinarians and their staff are the backbone of this important program. Thanks to their generosity and altruistic vision, Vermont no longer uses routine euthanasia as a means of population control. Sincerely thank your veterinarian for their participation in VSNIP. If not currently a participating office, please ask them to join and help make a difference in your community. They are very needed.

Facts: Female cats as young as 4 months can become pregnant. The "mom" cat can/will become pregnant when nursing is finished. Males travel for miles to find a female in heat, often not returning. Cats and dogs (naturally) mark their territory if not neutered. Resolve Carpet Cleaner and a single moth ball in its place will help deter from repeat markings. (Do not use moth balls with young children in the house.) 70% of cats and 15% of dogs using VSNIP are reported as strays or abandoned, which is cruel and illegal. Please do promote VSNIP, helping those that cannot afford to neuter, that will otherwise reproduce over and over. Repeat litters can cause uterine infection, mammary tumors, kidney failure, etc., leading to death. "Farm" cats are especially at risk. Be wary of any seller of animals that won't allow you to see how they are kept before acquiring and want to meet in a parking lot. Animals are often used as a means of making money, and their life may be the inside a room or cage. Please be the voice for those that cannot speak. Purchasing does not 'save' one, it 'enables' those to continue to misuse animals for money. Thank you for promoting this time proven program.

Thanks to now retired Lynn Murrell, DVM, who first agreed to extend reduced rates for animals in need, and all the Veterinarians and Clinics that served for the last forty years plus. A sincere thank you to Bernard "Snook" Downing for helping support many animals in need over the years with his hard work, contributions, and the donors we are unable to thank in print - but you know who you are! Together We Truly Do Make a Difference! 800 HI VSNIP (1-800-448-7647)

—Sue Skaskiw, Administrator: VSNIP      Executive Director: VVSA

# WINDHAM REGIONAL COMMISSION



The mission of the Windham Regional Commission (WRC) is to assist towns in southeastern Vermont to provide effective local governance and to work collaboratively with them to address regional issues. The region is comprised of 27-member towns: the 23 towns of Windham County; Readsboro, Searsburg and Winhall in Bennington County; and Weston in Windsor County.

The Commission, a political subdivision of the state, is composed of and governed by town-appointed Commissioners. Towns choose their own representatives to serve on the Commission. After town meeting, each Selectboard appoints up to two representatives to serve on the Commission for a one-year term. Brattleboro is currently represented by Sue Fillion and Ralph Meima. Each Commissioner represents their town's interests within a regional context before the Commission, brings information from the Commission back to their town, and serves on at least one of a number of WRC committees that address regional and municipal issues and concerns. All WRC meetings are open to the public and subject to Vermont open meeting law. Committees and meeting schedules can be found on our website [www.windhamregional.org](http://www.windhamregional.org).

WRC assists towns with a wide variety of activities, including updating town plans and bylaws; community and economic development; local emergency and hazard mitigation planning, including flood hazard area and river corridor bylaw assistance; addressing natural resource issues, including watershed restoration projects and implementation of the state's clean water law; energy resilience and planning; transportation related projects, including traffic counts (automotive, bicycle, pedestrian), inventories (bridges, culverts, signs, road erosion), and road foremen training; redevelopment of Brownfields sites (sites that may be contaminated by hazardous substances); review of projects submitted for review through Act 250 (land use), Section 248 (energy generation and transmission, telecommunications), and federal permitting processes; grant application and administration; training of municipal officials and volunteers across a range of topics; and mapping and geographic information system (GIS) analyses. The maps in your town office were likely produced by the WRC.

We help towns, both individually and collectively, make the most of the financial and human resources they have, assisting with projects in, between, and among towns, building and augmenting the capacity of volunteer-based town boards and commissions, and providing professional services to towns that may want to take on a project that is beyond what they can comfortably manage with their own staff and volunteers. Our relationship with towns is inherently collaborative. For instance, towns may choose to have their town plans reviewed by the Commission; town plan review and approval by the WRC is not mandatory, but is a requirement of some state municipal grant programs. The regional plan, which was readopted in 2021, is developed in consultation with member towns, reflects town plan policies, and is ultimately approved by our towns.

2023 will most likely be noted for weather-related disasters, beginning with the late-December heavy snow and flooding, the historical heavy snow and related damage from the March storm, and the summer flooding, with the July 8<sup>th</sup> flooding being the worst since Irene for the towns in the northwest of the region. WRC staff support municipal disaster preparedness, hazard mitigation, response, and recovery, as well as direct support of State Emergency Operations Center functions. It was also a year when the governor and legislature recognized the limited capacity of rural towns. Programs like the Municipal Energy Resilience Program in support of town building efficiency, and the Municipal Technical Assistance Program in support of high-need towns, will hopefully become models for future statewide initiatives.

Funding for the WRC is provided through contracts with state agencies, federal and other grants, and town assessments. Town assessments made up approximately 5 percent of our total budget. Each town's individual assessment makes it possible for us to leverage the resources to serve all towns. The town's assessment for this year is \$32,494.73. To see our detailed Work Program and Budget for FY2024 and 2023 Annual Report, visit our website, [www.windhamregional.org](http://www.windhamregional.org), and click on the heading "About Us."

# WINDHAM SOLID WASTE MANAGEMENT DISTRICT



WINDHAM SOLID WASTE MANAGEMENT DISTRICT  
327 OLD FERRY ROAD, BRATTLEBORO, VT 05301  
(802) 257-0272 [windhamsolidwaste.org](http://windhamsolidwaste.org)

## 2023 ANNUAL REPORT TO MEMBER TOWNS Bob Spencer, Executive Director

**History and Current Status:** The Windham Solid Waste Management District (WSWMD) was formed in 1988 by eight towns who cooperatively managed a 30-acre landfill on Old Ferry Road, Brattleboro until it closed in 1995. As more towns joined the District, a regional materials recovery facility (MRF) was constructed by the District adjacent to the closed landfill and processed dual-stream recyclable materials for 20 years until it stopped operating in 2017. Currently 18 towns are members of WSWMD which employs 6 full-time and 3 part-time persons to provide educational programs and operate the transfer station and composting facility on Old Ferry Road.

**Town Solid Waste Services:** Seven member towns, Dover, Jamaica, Readsboro, Stratton, Townshend, Wardsboro, and Wilmington operate transfer stations for trash and recyclable materials. Other materials such as tires and electronics are also collected by some transfer stations, and most of the single stream recyclables are processed at the Casella MRF in Rutland. All town transfer stations are required to provide containers for drop-off of food scraps. Three towns, Brookline, Halifax, and Marlboro provide 24-7 drop-off sites for recyclables. Three towns, Brattleboro, Vernon, and Westminster provide residential curbside trash and recycling collection. Five towns, Dummerston, Guilford, Newfane, Putney, and Somerset do not provide any trash or recycling services. Residents and businesses can contract with haulers for trash and recycling collection services. There are also two companies providing subscription collection of food scraps. The WSWMD website has a map showing the services provided by each town.

**Financial Report:** WSWMD finished fiscal year 2023 (FY23) with a budget surplus of \$64,693, a portion of which has been allocated toward the construction of the expanded compost facility. Revenues of \$1,461,136 off-set total expenses of \$1,294,617 and \$102,443 of capital plan and facility reserves.

The annual assessment to member towns for fiscal year 2024 was kept to a 4% increase.

**Transfer Station:** The WSWMD transfer station is a regional drop-off center for trash, recyclables, organics/food scraps, construction & demolition debris, scrap metal, and appliances. The transfer station also handles electronics, fluorescent tubes, ballasts, lead-acid and household batteries, waste oil and oil filters, paint, sharps/syringes, textiles, books, tires, and household hazardous waste. Use of the transfer station is limited to residents and businesses from member communities and requires the purchase of an access sticker at \$50/year. Approximately 3,000 customers purchase annual access stickers. There is no additional charge for recycling and composting. Fees are presented at [www.windhamsolidwaste.org](http://www.windhamsolidwaste.org).

**Materials Recovery Facility (MRF):** The District voted to close the MRF in July 2017 but continues to accept cardboard from commercial sources. Cardboard is baled and sold, generating revenue for the District. Revenue in FY23 was \$55,851, a significant decrease from the prior year due to declining markets for recycled cardboard. Industry projections suggest higher commodity prices for cardboard in FY24.

**Composting Facility:** Of all recyclable materials handled by the District, the only ones that are reused locally are food scraps and yard debris. The food scrap composting facility is in its 10th year of operation and is the 2nd largest food scrap composting facility in Vermont. WSWMD donates compost for school and community gardens.

As the food scrap composting mandates of Act 148 have been phased in, the total quantity of food scraps processed at the site have increased each year, and therefore the District will be constructing a new composting facility that will have a building with aerated windrows, air collection for odor control, as well as rainwater and liquid management systems for the compost piles. The expansion will allow the District to continue to locally manage organic wastes while meeting state permitting requirements for a larger capacity facility. Funding for the new facility is from federal and state grants, as well as District funds. Non long-term debt is anticipated.

**Solid Waste Implementation Plan (SWIP):** All towns in Vermont are required to meet state solid waste management requirements through implementation of an authorized SWIP. The District writes and implements a SWIP on behalf of all its member towns, and so provides compliance and the accompanying services to each member town. 2023 was the third year of the five-year term of the current SWIP, which addresses household hazardous waste collection, education and outreach, as well as numerous other requirements.

# WINDHAM SOLID WASTE MANAGEMENT DISTRICT



WINDHAM SOLID WASTE MANAGEMENT DISTRICT  
327 OLD FERRY ROAD, BRATTLEBORO, VT 05301  
(802) 257-0272 [windhamsolidwaste.org](http://windhamsolidwaste.org)

**Solar Array:** WSWMD leases its capped landfill to Greenbacker Capital to operate a 5 mega-watt solar array, the largest group net-metered project in the state. Greenbacker has contracted to provide solar power for 20 years to the towns of Brattleboro, Dummerston, Halifax, Newfane, Readsboro, Vernon, Wardsboro, and Wilmington.; schools in Brattleboro, Marlboro, Putney, and Vernon; as well as Landmark College, Marlboro College, and the Brattleboro Retreat. The project provides significant cost savings for municipal and school budgets. Greenbacker Capital has a 20-year lease and pays the District a minimum of \$120,290/year for use of the landfill, as well as 50% of renewable energy credits, for total annual revenue of over \$250,000.

**Household Hazardous Waste:** Management of household hazardous waste is a costly and difficult service required by state regulations. Member towns benefit by having the District provide this service to all District residents and small businesses at the WSWMD Household Hazardous Waste (HHW) Depot in Brattleboro (and occasional one-day special events in member towns, although none were hosted in 2023). The HHW Depot is open by appointment one day each week from May through October. This year participation continued to increase, with 377 households and 14 small businesses served by the program. The average disposal cost per user also increased almost 30% to \$103, for a total program cost of \$52,100 including indirect costs. The costs are offset by a Vermont DEC grant program, operating costs of the District, and a nominal user fee of \$10 per visit. The Depot provides a convenient way for residents and small businesses to dispose of their hazardous waste.

**Community Outreach & Technical Assistance:** The District continues to provide technical assistance for schools, businesses, and towns. In 2023, WSWMD completed work on a grant from the US Department of Agriculture which resulted in a suite of videos that are available on our YouTube channel ([youtube.com/@wswmd](https://youtube.com/@wswmd)). The videos won the 2023 Municipal Partner Award from Brattleboro Community Television (BCTV). Throughout the year the District was also able to provide educational resources including in-person tours or workshops to the Dover, NewBrook, and Vernon schools, and virtual classroom workshops to Guilford, Jamaica, NewBrook, and Townshend schools. For the towns with transfer stations (Dover, Jamaica, Readsboro, Stratton, Townshend, and Wilmington) the District has continued to provide more signage and technical assistance. In 2023, the District assisted over 40 businesses with their waste management needs.

**Special Event Outreach and Technical Assistance:** The WSWMD Special Event Bin lending program grew in popularity in 2023 with our new improved bins and with the pandemic receding. The bins, used to separately collect recyclables, food scraps, and trash, were used at 24 special events this year. They are available to towns, businesses, residents, and institutions for use at fairs, festivals, weddings, etc. In addition, WSWMD offers free technical assistance to help events reduce their waste.

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Brattleboro Brookline Dover Dummerston Guilford Halifax Jamaica Marlboro Newfane Putney  
Readsboro Somerset Stratton Townshend Vernon Wardsboro Westminster Wilmington

# Town Manager's BUDGET MESSAGE



# TOWN MANAGER'S BUDGET MESSAGE

Dear Representative Town Meeting Members,

Thank you for the opportunity to present the Selectboard's FY25 General Fund and Capital Fund budgets for your consideration. Budgets are plans that express our priorities and shared values as a community. As you learn more about these plans, you will see continuous improvement, fiscal responsibility, resiliency, and investment in a strong, municipal foundation. These proposed budgets are an opportunity to support such values along with delivery of the many public services that make Brattleboro a special place.

The budget process this fiscal year was a collaborative effort between Town staff, the Selectboard, your Finance Committee, and members of the public. The Selectboard reviewed the overall budget process prior to the budget season and agreed to some significant innovations including: a Budget Open House with Town department heads; development of base budgets from key assumptions about levels of service; separate, public consideration of spending alternates that might increase costs beyond base budgets; and a general shift towards policy-level and service-based budget development.

These innovations depart from the approach the Town has used in the past. We will continue to hone the budget process in ways that increase community participation and reflect the full breadth of community goals. In the paragraphs below, I will describe how the FY25 budget has started us on this path by looking at the plan for what the Town would spend its resources on and by explaining what revenues we expect to be able to put towards these priorities. As you read these words, please consider what we can be doing better as a Town in the future.

## **BIG PICTURE**

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The Selectboard approved the proposed FY25 General Fund budget on January 16, 2024. It is a plan to spend \$22,993,830 to deliver Town services in Brattleboro over the period from July 1, 2024 to June 30, 2025. This is a \$955,153 or 4.3% increase over the current fiscal year's adopted budget. The rate of growth is less than half of the 9.8% increase that occurred in the previous cycle (from FY23 to FY24) when Representative Town Meeting made several thoughtful additions to the Selectboard-approved budget. While this proposal reins in spending increases, it identifies and incorporates into the Town's work plan six major new priorities, as detailed below.

To deliver on these plans, the proposed FY25 General Fund budget will increase property taxes from \$16.9 million to \$17.6 million. This 4.3% increase (assuming no change in the Grand List) would have an estimated additional tax impact of \$60 per \$100,000 of property value. This equates to a total annual tax increase of \$110 for the median home value in Brattleboro (which is \$183,100).

## **KEY PRIORITIES**

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The proposed budget supports the core services that people in Brattleboro rely on every day, such as public safety and health, firefighting, transportation, planning and sustainability, recreation and parks, and library services. With minor

exceptions, service levels in these areas will continue at the current amounts and quality in FY25, recognizing the challenge of meeting Brattleboro's evolving expectations.

The Selectboard proposes investing in important policy areas. The proposed FY25 General Fund budget prioritizes allocation of the Town's resources to these initiatives:

- Shifting the Town's Emergency Medical Services program within the Fire Department to absorb ambulance transport and billing at a projected, five-year, net savings to the Town of \$1.7 million better than the alternative of contracting with a private vendor.
- Funding competitive pay for Town employees consistent with the four recently approved, collective bargaining agreements, and including compression and equity adjustments at the managerial level, promoting successful retention and recruitment of valued employees.
- Adding a Library Outreach and Programming Specialist at Brooks Memorial Library to meet the dramatically increasing demand over the past four years to provide services through outreach and quality programming.
- Addressing the lack of supervisory support in the Department of Public Works to get better attention to road and sidewalk projects that are critical to community members.
- Establishing the Town's first Information Technology position to reduce Town risks around cybersecurity, failure to meet peoples' expectations for digital services, and lack of strategic coordination on equipment replacements, software licenses, and account management.
- Increasing staffing in the Town Clerk's office to meet elections requirements and reduce backlogs in maintaining cemetery and land records.
- Investing \$1.8 million in critical capital replacement needs consistent with the Town's long-term capital plans.

These significant policy developments underline areas of value to the Selectboard, as do adjustments elsewhere in the budget expenditures.

## **MAJOR CHANGES**

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In addition to the key priorities discussed above, there are other major changes proposed in the FY25 General Fund budget. There are areas where we plan to reduce the amount of investment while maintaining service levels, as well as areas where we would increase investment. I briefly described these strategic increases in the key priorities above; however, I would like to address the issue of department head salaries further.

During the budget review process, members of the public raised the issue of department head salaries. Wage compression occurred because of upward pressure from the new collective bargaining agreements. Subordinate staff were getting paid close to or more than department leadership. Once we considered these adjustments, I wanted to make sure that there was equity and balance across the board, which led to further changes. I researched comparable pay in other municipalities and found that our Town compensates department heads at under-market rates in a rapidly inflating environment. Finally, I looked at salaries in Brattleboro from 2017 to the present

# TOWN MANAGER'S BUDGET MESSAGE

and found that department head salaries have been losing ground when adjusted for inflation. So, as department leaders have been gaining skill and experience over the past six years bringing in more than \$3 million in grant funding in each of the past few years, the Town has been paying them lower and lower real salaries. Therefore, I recommended a correction reflected in the Selectboard-approved budget before you.

To help pay for key priorities, we looked at reductions in the budget. Reductions are notable in the staffing of the Finance Department where it was determined we could continue services in FY25 at the same level of quality with one less staff person due to software improvements and retirements. This allowed for a reduction in the health insurance estimate, further reduced due to an updated and more accurate method of assigning health insurance expenses across the Town's three operating funds (i.e., General, Utilities, and Parking).

Other major reductions in the proposed budget include a significant drop in auxiliary services to account for no longer needing the ambulance contract with the private vendor that has been doing transport, and for funding the community marketing initiative out of the Revolving Loan Fund rather than the General Fund. Also, we project risk management estimates to decrease for the second year in a row, for a variety of reasons. The Town's adoption of worker's compensation best practices has improved its experience rating, and both worker's compensation and liability insurance estimates now reflect a more accurate allocation between the General Fund and the Town's other operating funds. This revised methodology is inherently fairer to taxpayers.

The final major reduction in the FY25 General Fund budget is the capital transfer to the Capital Fund. In the last budget cycle, the Selectboard put an emphasis on capital funding. It was able to significantly reduce the amount of General Fund needed for capital projects in the proposed budget because of allocations made from American Rescue Plan Act (ARPA) funding. This one-time, supplemental funding went to equipment replacement such as for a dispatch console and projects such as constructing the Green and High Street intersection improvements. In total, the ARPA funding addressed twelve priority projects, nine identified from public surveys or from public testimony at a Selectboard meeting. Understanding these major policy adjustments establishes the basis for an assessment of the revenue picture.

## REVENUE ASSUMPTIONS

The most significant shifts in Town revenue assumptions from FY24 to the proposed FY25 budget are in fees for service, use of fund balance, and property taxes. With the addition of ambulance transport and billing done by the Town rather than by a third-party, fees for service would increase from contributing 4% of overall revenues to 7.5%. The Town improves its revenue portfolio through this diversification of revenue types. The \$0.8 million estimated for ambulance reimbursement is the low-end, conservative estimate modeled by staff for the Fire-EMS analysis accepted by the Selectboard in September 2023. If ambulance revenues outperform the budget estimate, then additional fund balance would be

available to offset property taxes in FY26 or be put towards future capital needs.

Use of fund balance in the proposed FY25 General Fund budget is down from 5% of revenues to just over 1%. This represents a shift away from relying on savings to buy down the tax rate, but also reflects the fact that FY23 expenditures came closer to budget than the previous year. I believe the Town should be limiting the use of fund balance as a relied-on revenue source and instead be reviewing and having more public conversations about how to manage capital reserves. The allocation of one-time ARPA funding during the current cycle allowed for an FY25 Capital Fund budget that relies less on traditional levels of fund balance to meet the critical capital needs of the Town, but that will not be possible in the future.

Property taxes in the proposed budget would constitute 77% of revenues, the same proportion as in the current FY24 budget. The reason for this is that additional fees from ambulance billing offset the reduced use of fund balance in the proposed FY25 budget. In an economic climate where other municipalities in the region are seeing tax increases of 7% or more, Brattleboro is in a relatively advantageous position. Overall, as indicated above, property taxes would increase by 4.3% or an estimated \$60 per \$100,000 of Grand List value. The Selectboard and the administration believe that this additional cost returns excellent value and supports key priorities of the Town.

## REQUEST FOR REPRESENTATIVE TOWN MEETING

How the Town decides to spend its limited resources is a crucial decision. The Selectboard and Town staff put considerable thought and effort into crafting the proposed budget that is before you. We have worked to increase community engagement during budget development and hope to continuously improve that process next year with the full implementation of new financial software. A preview of how this software will make budgeting even more accessible to you in the future is available at a "budget detail" link on the new Town website at <https://brattleboro.gov/fy25-budget>. The administration will focus on continuing to rein in spending in the next budget cycle in ways that the community can support. Please reach out to me with your thoughts on ways to do that better.

I am positive that the proposed FY25 General Fund budget advances key community priorities, addresses critical needs, helps the Town build long-term resilience, and maintains the quality service that people count on. Thank you for your thoughtful consideration and support of this budget plan.

Respectfully,  
**John Potter**  
Town Manager  
802-251-8102  
[jpotter@brattleboro.gov](mailto:jpotter@brattleboro.gov)

# FY25 BUDGET – EXPENSES

## EXPENSES

	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	\$ Change FY24 to FY25	%Change FY24 to FY25	% of FY25 Budget
<b>Personnel Expenses</b>								
<i>Staffing (142.3 FTE)</i>								
Fire (35.5)	\$1,782,421	\$1,812,677	\$2,031,777	\$2,311,118	<b>\$2,798,018</b>	\$486,900	21.1%	12.2%
Police (32.0)	\$1,816,461	\$1,868,418	\$1,772,470	\$2,245,736	<b>\$2,505,244</b>	\$259,508	11.6%	10.9%
Dispatch (10.0)	\$504,849	\$533,529	\$502,988	\$550,119	<b>\$635,966</b>	\$85,847	15.6%	2.8%
Public Works (21.0)	\$1,054,933	\$1,129,331	\$1,140,358	\$1,195,050	<b>\$1,399,579</b>	\$204,529	17.1%	6.1%
Facility Maintenance (0)	\$168,672	\$147,976	\$159,313	\$156,148	<b>\$ —</b>	\$(156,148)	-100.0%	0.0%
Planning (4.0)	\$229,725	\$244,375	\$250,656	\$261,461	<b>\$282,823</b>	\$21,363	8.2%	1.2%
Library (13.8)	\$505,219	\$531,867	\$581,178	\$602,636	<b>\$680,318</b>	\$77,682	12.9%	3.0%
Recreation & Parks (8.0)	\$493,598	\$554,056	\$573,653	\$604,685	<b>\$666,945</b>	\$62,260	10.3%	2.9%
Town Clerk (3.0)	\$140,533	\$145,626	\$150,272	\$155,167	<b>\$175,132</b>	\$19,965	12.9%	0.8%
Town Manager (4.0)	\$339,383	\$339,846	\$230,879	\$276,692	<b>\$370,669</b>	\$93,977	34.0%	1.6%
Finance (5.0)	\$261,764	\$261,824	\$329,691	\$331,711	<b>\$311,302</b>	\$(20,409)	-6.2%	1.4%
Human Resources (3.0)	\$ —	\$80,382	\$171,001	\$180,908	<b>\$218,744</b>	\$37,836	20.9%	1.0%
Assessor (3.0)	\$152,157	\$166,609	\$171,617	\$179,764	<b>\$191,776</b>	\$12,012	6.7%	0.8%
<b>Staffing Subtotals</b>	<b>\$7,449,715</b>	<b>\$7,816,517</b>	<b>\$8,065,852</b>	<b>\$9,051,194</b>	<b>\$10,236,516</b>	<b>\$1,185,322</b>	<b>13.1%</b>	<b>44.5%</b>
<b>Employee Benefits</b>								
Vacation Accrual	\$29,107	\$(63,376)	\$27,142	\$30,000	<b>\$30,000</b>	\$ —	0.0%	0.1%
Social Security	\$567,652	\$602,162	\$609,859	\$618,856	<b>\$643,352</b>	\$24,496	4.0%	2.8%
Employee Retirement	\$597,044	\$638,259	\$662,567	\$628,420	<b>\$701,690</b>	\$73,270	11.7%	3.1%
Health Insurance	\$1,710,984	\$1,708,847	\$1,642,972	\$2,028,000	<b>\$1,948,745</b>	\$(79,255)	-3.9%	8.5%
Opt-Out/HAS	\$188,406	\$182,375	\$178,315	\$180,000	<b>\$190,000</b>	\$10,000	5.6%	0.8%
HRA Expense	\$258,463	\$237,467	\$264,645	\$250,000	<b>\$270,000</b>	\$20,000	8.0%	1.2%
HRA Admin	\$12,051	\$10,446	\$10,312	\$12,000	<b>\$12,000</b>	\$ —	0.0%	0.1%
Unemployment	\$1,330	\$3,419	\$7,577	\$5,000	<b>\$5,000</b>	\$ —	0.0%	0.0%
Life Insurance	\$28,627	\$27,804	\$27,794	\$33,000	<b>\$33,000</b>	\$ —	0.0%	0.1%
<b>Employee Benefits Subtotals</b>	<b>\$3,393,665</b>	<b>\$3,347,404</b>	<b>\$3,431,183</b>	<b>\$3,785,276</b>	<b>\$3,833,787</b>	<b>\$48,511</b>	<b>1.3%</b>	<b>16.7%</b>

<b>Personnel Expenses Subtotals</b>	<b>\$10,843,379</b>	<b>\$11,163,921</b>	<b>\$11,497,035</b>	<b>\$12,836,470</b>	<b>\$14,070,303</b>	<b>1,233,833</b>	<b>9.6%</b>	<b>61.2%</b>
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# FY25 BUDGET – EXPENSES

## EXPENSES CONTINUED

	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	\$ Change FY24 to FY25	%Change FY24 to FY25	% of FY25 Budget
<b>Services &amp; Supplies</b>								
<i>Department Expenses</i>								
Fire	\$323,495	\$327,519	\$518,645	\$336,775	<b>\$466,570</b>	\$129,795	38.5%	2.0%
Police	\$261,039	\$280,320	\$349,297	\$314,391	<b>\$388,188</b>	\$73,797	23.5%	1.7%
Dispatch	\$6,444	\$7,889	\$3,156	\$13,185	<b>\$13,185</b>	\$ —	0.0%	0.1%
Public Works	\$775,408	\$903,282	\$978,063	\$1,082,854	<b>\$1,142,479</b>	\$59,625	5.5%	5.0%
Facility Maintenance	\$1,125	\$750	\$826	\$1,825	<b>\$ —</b>	\$(1,825)	-100.0%	0.0%
Planning	\$23,019	\$26,735	\$23,049	\$32,500	<b>\$32,500</b>	\$ —	0.0%	0.1%
Library	\$129,269	\$150,326	\$158,066	\$164,615	<b>\$170,410</b>	\$5,795	3.5%	0.7%
Recreation & Parks	\$252,478	\$306,404	\$327,033	\$321,435	<b>\$328,680</b>	\$7,245	2.3%	1.4%
Town Clerk	\$45,744	\$43,273	\$46,044	\$57,700	<b>\$62,000</b>	\$4,300	7.5%	0.3%
Town Manager	\$12,409	\$10,065	\$7,917	\$8,650	<b>\$3,900</b>	\$(4,750)	-54.9%	0.0%
Finance	\$73,351	\$68,913	\$41,407	\$19,150	<b>\$19,150</b>	\$ —	0.0%	0.1%
Human Services	\$ —	\$107,993	\$81,725	\$60,350	<b>\$128,850</b>	\$68,500	113.5%	0.6%
Assessor	\$17,989	\$13,953	\$12,567	\$20,700	<b>\$19,700</b>	\$(1,000)	-4.8%	0.1%
<b>Department Expenses Subtotals</b>	<b>\$1,921,768</b>	<b>\$2,247,423</b>	<b>\$2,547,795</b>	<b>\$2,434,130</b>	<b>\$2,775,612</b>	<b>\$341,482</b>	<b>14.0%</b>	<b>12.1%</b>
<i>Other Services &amp; Supplies</i>								
General Services	\$307,596	\$260,258	\$419,436	\$301,750	<b>\$351,265</b>	\$49,515	16.4%	1.5%
Municipal Center	\$61,300	\$85,389	\$100,226	\$81,624	<b>\$99,290</b>	\$17,666	21.6%	0.4%
Auxillary	\$589,834	\$540,654	\$367,641	\$417,578	<b>\$258,300</b>	\$(159,278)	-38.1%	1.1%
Windham Regional	\$27,339	\$27,776	\$28,193	\$30,934	<b>\$32,500</b>	\$1,566	5.1%	0.1%
Solid Waste Services	\$ —	\$847,918	\$901,803	\$862,311	<b>\$929,535</b>	\$67,224	7.8%	4.0%
Risk Management	\$717,603	\$586,206	\$534,982	\$617,000	<b>\$519,165</b>	\$(97,835)	-15.9%	2.3%
Human Services Committee	\$205,941	\$276,400	\$275,575	\$280,891	<b>\$367,810</b>	\$86,919	30.9%	1.6%
Legal Services	\$111,396	\$113,708	\$116,900	\$118,118	<b>\$122,218</b>	\$4,100	3.5%	0.5%
County Tax	\$101,481	\$104,251	\$98,660	\$104,255	<b>\$109,500</b>	\$5,245	5.0%	0.5%
Downtown Program	\$80,000	\$80,000	\$80,000	\$80,000	<b>\$80,000</b>	\$ —	0.0%	0.3%
<b>Other Services &amp; Supplies Subtotals</b>	<b>\$2,202,489</b>	<b>\$2,922,560</b>	<b>\$2,923,417</b>	<b>\$2,894,461</b>	<b>\$2,869,583</b>	<b>\$(24,878)</b>	<b>-0.9%</b>	<b>12.5%</b>

<b>Services &amp; Supplies Subtotals</b>	<b>\$4,124,258</b>	<b>\$5,169,983</b>	<b>\$5,471,212</b>	<b>\$5,328,591</b>	<b>\$5,645,195</b>	<b>\$316,604</b>	<b>5.9%</b>	<b>24.6%</b>
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# FY25 BUDGET – EXPENSES

## EXPENSES CONTINUED

	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	\$ Change FY24 to FY25	%Change FY24 to FY25	% of FY25 Budget
<b>Fund Transfers Out</b>								
Transfer To Capital	\$1,223,004	\$1,679,254	\$1,489,000	\$2,531,000	<b>\$1,773,723</b>	\$(757,277)	-29.9%	7.7%
To Solid Waste	\$587,257	\$ —	\$ —	\$ —	\$ —	\$ —	0.0%	0.0%
To LMP Improvement Fund	\$ —	\$ —	\$ —	\$122,306	\$ —	\$(122,306)	-100.0%	0.0%
To Global Warming Solutions Fund	\$70,000	\$70,000	\$70,000	\$70,000	<b>\$70,000</b>	\$ —	0.0%	0.3%
To 07 Fund	\$ —	\$7,983	\$ —	\$ —	\$ —	\$ —	0.0%	0.0%
To Community Safety Fund	\$ —	\$200,000	\$100,000	\$50,000	\$ —	\$(50,000)	-100.0%	0.0%
To Parking Fund	\$ —	\$45,900	\$ —	\$ —	\$ —	\$ —	0.0%	0.0%
<b>Fund Transfers Out Subtotals</b>	<b>\$1,880,261</b>	<b>\$2,003,137</b>	<b>\$1,659,000</b>	<b>\$2,773,306</b>	<b>\$1,843,723</b>	<b>\$(929,583)</b>	<b>-33.5%</b>	<b>8.0%</b>

<b>Debt Service</b>	<b>\$1,277,950</b>	<b>\$1,251,518</b>	<b>\$1,104,427</b>	<b>\$1,100,309</b>	<b>\$1,434,609</b>	<b>\$334,300</b>	<b>30.4%</b>	<b>6.2%</b>
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<b>Total Expenses</b>	<b>\$18,125,848</b>	<b>\$19,588,559</b>	<b>\$19,731,674</b>	<b>\$22,038,677</b>	<b>\$22,993,830</b>	<b>\$955,153</b>	<b>4.3%</b>	<b>100.0%</b>
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# FY25 BUDGET – REVENUES

## REVENUES

	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	\$ Change FY24 to FY25	%Change FY24 to FY25	% of FY25 Budget
<b>Taxes</b>								
Property Taxes	\$15,285,640	\$15,736,748	\$16,005,343	\$16,904,505	<b>\$17,631,970</b>	\$727,465	4.3%	76.7%
Rooms & Meals Taxes	\$371,591	\$450,289	\$484,045	\$475,000	<b>\$520,350</b>	\$45,350	9.5%	2.3%
Sales Taxes	\$953,053	\$1,018,559	\$1,044,349	\$1,070,000	<b>\$1,122,675</b>	\$52,675	4.9%	4.9%
<b>Taxes Subtotals</b>	\$16,610,283	\$17,205,596	\$17,533,737	\$18,449,505	<b>\$19,274,995</b>	\$825,490	4.5%	83.8%
<b>Penalties and Interest</b>								
Finance	\$177,046	\$197,706	\$150,660	\$175,000	<b>\$175,000</b>	\$ —	0.0%	0.8%
Assessor's Office	\$6,495	\$4,583	\$3,195	\$1,800	<b>\$1,800</b>	\$ —	0.0%	0.0%
Planning	\$ —	\$555	\$7,770	\$ —	<b>\$ —</b>	\$ —	0.0%	0.0%
Library	\$66	\$35	\$66	\$ —	<b>\$ —</b>	\$ —	0.0%	0.0%
Police	\$16,369	\$9,069	\$5,294	\$18,000	<b>\$18,000</b>	\$ —	0.0%	0.1%
<b>Penalties &amp; Interest Subtotals</b>	\$199,975	\$211,948	\$166,985	\$194,800	<b>\$194,800</b>	\$ —	0.0%	0.8%
<b>Fees for Service</b>								
Town Clerk	\$151,219	\$151,517	\$125,504	\$150,000	<b>\$150,000</b>	\$ —	0.0%	0.7%
Library	\$12,166	\$18,624	\$19,748	\$17,500	<b>\$19,500</b>	\$2,000	11.4%	0.1%
Fire	\$36,013	\$48,971	\$37,354	\$83,495	<b>\$921,017</b>	\$837,522	1,003.1%	4.0%
Solid Waste	\$ —	\$300,258	\$284,353	\$307,000	<b>\$307,000</b>	\$ —	0.0%	1.3%
Municipal Center	\$18,787	\$16,115	\$12,998	\$4,800	<b>\$13,000</b>	\$8,200	170.8%	0.1%
Police	\$77,556	\$67,840	\$24,132	\$34,240	<b>\$34,240</b>	\$ —	0.0%	0.1%
DPW	\$ —	\$ —	\$ —	\$ —	<b>\$ —</b>	\$ —	0.0%	0.0%
Rec & Parks	\$168,380	\$254,090	\$257,435	\$260,600	<b>\$279,300</b>	\$18,700	7.2%	1.2%
<b>Fees for Service Subtotals</b>	<b>\$464,121</b>	<b>\$857,416</b>	<b>\$761,525</b>	<b>\$857,635</b>	<b>\$1,724,057</b>	<b>\$866,422</b>	<b>101.0%</b>	<b>7.5%</b>

# FY25 BUDGET – REVENUES

## REVENUES CONTINUED

	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	\$ Change FY24 to FY25	%Change FY24 to FY25	% of FY25 Budget
<b>Licenses &amp; Permits</b>								
Finance	\$46,204	\$46,600	\$48,777	\$ —	\$ —	\$ —	0.0%	0.0%
Assessor's Office	\$ —	\$ —	\$(100)	\$50,000	\$50,000	\$ —	0.0%	0.2%
Town Clerk	\$25,414	\$27,201	\$24,893	\$27,100	\$27,100	\$ —	0.0%	0.1%
Planning	\$22,882	\$64,121	\$21,855	\$30,000	\$30,000	\$ —	0.0%	0.1%
Police	\$11	\$216	\$7	\$20	\$20	\$ —	0.0%	0.0%
<b>Licenses &amp; Permits Subtotals</b>	<b>\$94,511</b>	<b>\$138,138</b>	<b>\$95,432</b>	<b>\$107,120</b>	<b>\$107,120</b>	<b>\$ —</b>	<b>0.0%</b>	<b>0.5%</b>
<b>Transfers from Other Funds</b>	<b>\$340,008</b>	<b>\$436,800</b>	<b>\$367,370</b>	<b>\$398,291</b>	<b>\$428,000</b>	<b>\$29,709</b>	<b>7.5%</b>	<b>1.9%</b>
<b>Use of Fund Balance</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$1,087,306</b>	<b>\$268,862</b>	<b>\$(818,444)</b>	<b>-75.3%</b>	<b>1.2%</b>
<b>Other Revenue</b>								
Governmental	\$484,285	\$443,459	\$503,002	\$455,000	\$469,500	\$14,500	3.2%	2.0%
Employee Contributions	\$ —	\$ —	\$ —	\$128,040	\$141,996	\$13,956	10.9%	0.6%
Downtown Improvement District	\$80,001	\$80,022	\$80,331	\$80,000	\$80,000	\$ —	0.0%	0.3%
In Lieu Of Taxes	\$173,797	\$169,882	\$181,914	\$180,000	\$185,000	\$5,000	2.8%	0.8%
Miscellaneous	\$57,492	\$54,239	\$202,911	\$100,980	\$119,500	\$18,520	18.3%	0.5%
<b>Other Revenues Subtotals</b>	<b>\$795,575</b>	<b>\$747,601</b>	<b>\$968,159</b>	<b>\$944,020</b>	<b>\$995,996</b>	<b>\$51,976</b>	<b>5.5%</b>	<b>4.3%</b>
<b>Total Revenues</b>	<b>\$18,504,473</b>	<b>\$19,597,500</b>	<b>\$19,893,207</b>	<b>\$22,038,677</b>	<b>\$22,993,830</b>	<b>\$955,153</b>	<b>4.3%</b>	<b>100.0%</b>

# FY25 BUDGET – EXPENSES & REVENUES SUMMARY

## FY25 BUDGET – EXPENSES SUMMARY

	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	\$ Change FY24 to FY25	%Change FY24 to FY25	% of FY25 Budget
<b>Personnel Expenses Subtotals</b>	\$10,843,379	\$11,163,921	\$11,497,035	\$12,836,470	<b>\$14,070,303</b>	1,233,833	9.6%	61.2%
<b>Services &amp; Supplies Subtotals</b>	\$4,124,258	\$5,169,983	\$5,471,212	\$5,328,591	<b>\$5,645,195</b>	\$316,604	5.9%	24.6%
<b>Fund Transfers Out Subtotals</b>	\$1,880,261	\$2,003,137	\$1,659,000	\$2,773,306	<b>\$1,843,723</b>	\$(929,583)	-33.5%	8.0%
<b>Debt Service</b>	\$1,277,950	\$1,251,518	\$1,104,427	\$1,100,309	<b>\$1,434,609</b>	\$334,300	30.4%	6.2%
<b>Total Expenses</b>	<b>\$18,125,848</b>	<b>\$19,588,559</b>	<b>\$19,731,674</b>	<b>\$22,038,677</b>	<b>\$22,993,830</b>	<b>\$955,153</b>	<b>4.3%</b>	<b>100.0%</b>

## FY25 BUDGET – REVENUES SUMMARY

	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25	\$ Change FY24 to FY25	%Change FY24 to FY25	% of FY25 Budget
<b>Taxes Subtotals</b>	\$16,610,283	\$17,205,596	\$17,533,737	\$18,449,505	<b>\$19,274,995</b>	\$825,490	4.5%	83.8%
<b>Penalties &amp; Interest Subtotals</b>	\$199,975	\$211,948	\$166,985	\$194,800	<b>\$194,800</b>	\$ —	0.0%	0.8%
<b>Fees for Service Subtotals</b>	\$464,121	\$857,416	\$761,525	\$857,635	<b>\$1,724,057</b>	\$866,422	101.0%	7.5%
<b>Licenses &amp; Permits Subtotals</b>	\$94,511	\$138,138	\$95,432	\$107,120	<b>\$107,120</b>	\$ —	0.0%	0.5%
<b>Transfers from Other Funds</b>	\$340,008	\$436,800	\$367,370	\$398,291	<b>\$428,000</b>	\$29,709	7.5%	1.9%
<b>Use of Fund Balance</b>	\$ —	\$ —	\$ —	\$1,087,306	<b>\$268,862</b>	\$(818,444)	-75.3%	1.2%
<b>Other Revenues Subtotals</b>	\$795,575	\$747,601	\$968,159	\$944,020	<b>\$995,996</b>	\$51,976	5.5%	4.3%
<b>Total Revenues</b>	<b>\$18,504,473</b>	<b>\$19,597,500</b>	<b>\$19,893,207</b>	<b>\$22,038,677</b>	<b>\$22,993,830</b>	<b>\$955,153</b>	<b>4.3%</b>	<b>100.0%</b>

# FY25 CAPITAL FUND BUDGET

## PROJECTS — FY25 CAPITAL FUND BUDGET

Department	Project Name	Cost
DPW	Street Paving & Improvements	\$425,000
DPW	Bicycle Infrastructure	\$20,000
DPW	Sidewalk Repair & Replacement	\$150,000
R&P	Esteyville Park Gazebo	\$37,000

## VEHICLES/EQUIPMENT — FY25 CAPITAL FUND BUDGET

Department	Project Name	Cost
BFD	Future Fire Truck Reserve Fund	\$125,000
BFD	Replace 2005 Radio System (Year 3 of 4)	\$55,000
BFD	12 Lead EKG	\$35,000
BFD	Utility 5 (2012 Ford F250)	\$160,000
BFD	Future Ambulance Replacement	\$141,723
MC	Hardware Replacement	\$48,000
BPD	S1 & S2 (2014 Ford Police Interceptors)	\$152,000
DPW	HD-8 International (2014)	\$40,000
DPW	HD-15A Versa Vac	\$100,000
DPW	HD-77 Pneumatic Air Compressor (1993 Chicago)	\$25,000
DPW	HD-66 Loader (2006 Volvo L70E)	\$220,000
R&P	Compact Tractor (2009 Bobcat)	\$40,000

<b>Total</b>	<b>\$1,773,723</b>
<b>Transfer from General Fund</b>	<b>\$1,773,723</b>

# CAPITAL PROJECT PLAN (2025-2029)

## CAPITAL PROJECT PLAN (2025-2029)

	Project	FY25	FY26	FY27	FY28	FY28
<b>DPW Highway Projects</b>						
Infrastructure						
<b>Streets</b>	Street Paving & Improvements	\$450,000	\$475,000	\$500,000	\$525,000	\$550,000
	Bicycle Infrastructure	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	Bridges & Large Culverts		\$100,000	\$110,000	\$120,000	\$130,000
	Retaining Walls		\$100,000	\$110,000	\$120,000	\$130,000
<b>Intersection Improvements</b>	Williams Street Intersection		\$400,000			
<b>Sidewalk</b>	Sidewalk Repair & Replacement	\$175,000	\$200,000	\$225,000	\$250,000	\$275,000
<b>DPW Facility</b>	Facility Replacement				\$10,000,000	
<b>DPW Highway Totals</b>		<b>\$645,000</b>	<b>\$1,295,000</b>	<b>\$965,000</b>	<b>\$11,035,000</b>	<b>\$1,105,000</b>

	Project	FY25	FY26	FY27	FY28	FY28
<b>Recreation &amp; Parks Department</b>						
Land/Buildings						
<b>Skating Rink</b>	Re-Pave Rink Parking Lot					
<b>Memorial Park</b>	Playground Gazebo Roof & Structure Repair				\$40,000	
	Kiwanis Roof		\$30,000			
<b>Morningside Cemetery</b>	Replace Vault Roof			\$40,000		
<b>Esteyville Park</b>	Gazebo	\$37,000				
<b>Pool</b>	Pool Planning/ Pool Facility Replacement			\$2,500,000		
<b>Recreation &amp; Parks Department Totals</b>		<b>\$37,000</b>	<b>\$30,000</b>	<b>\$2,540,000</b>	<b>\$40,000</b>	
<b>General Fund Subtotal</b>		<b>\$682,000</b>	<b>\$1,325,000</b>	<b>\$3,505,000</b>	<b>\$11,075,000</b>	<b>\$1,105,000</b>

Current Year Taxes	\$413,138	\$925,000	\$1,005,000	\$1,075,000	\$1,105,000
Fund Balance	\$268,862	TBD	TBD	TBD	TBD
Grants		\$400,000			
Borrowed Funds			\$2,500,000	\$10,000,000	

## TOWN OF BRATTLEBORO, VERMONT

Financial Statements

With Schedule of Expenditures of

Federal Awards

For the year ended June 30, 2023

and

Independent Auditor's Report



TOWN OF BRATTLEBORO, VERMONT  
FOR THE YEAR ENDED JUNE 30, 2023  
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FOR THE YEAR ENDED JUNE 30, 2023  
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# Batchelder Associates, PC

## INDEPENDENT AUDITOR'S REPORT

To the Select Board  
Town of Brattleboro, Vermont

### Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Brattleboro, Vermont (the Town) as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Town of Brattleboro, Vermont's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Brattleboro, Vermont, as of June 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America (GAAP).

### Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Brattleboro, Vermont, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, which raise substantial doubt about the Town of Brattleboro, Vermont's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Brattleboro, Vermont's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Brattleboro, Vermont's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of changes in the Town's proportionate share of the net position liability and schedule of the Town's pension contributions, schedule of changes in the Town's proportionate share of the net OPEB liability, schedule of the Town's OPEB contributions and schedule of changes in the Town's total OPEB liability and related ratios of be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Brattleboro, Vermont's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2023, on our consideration of the Town of Brattleboro, Vermont's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Brattleboro, Vermont's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Brattleboro, Vermont's internal control over financial reporting and compliance.

*Batchelder Associates PC*

Batchelder Associates, PC  
License #945  
Barre, Vermont  
November 30, 2023

TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT DISCUSSION ANALYSIS  
JUNE 30, 2023

Our discussion and analysis of the Town of Brattleboro, Vermont's financial performance provides an overview of the Town's financial activities for the fiscal year ended June 30, 2023. This report should be read in conjunction with the Town's financial statements.

**Financial Highlights**

- The Town's net position decreased by \$414,447 as a result of this year's operations. Net position of our business-type activities decreased by \$340,779 and net position of our governmental activities decreased by \$73,668.
- In the Town's business-type activities, revenues and transfers were \$7,198,007 while expenses and transfers were \$7,538,787. Net position at June 30, 2023 totaled \$39,514,013.
- The cost of all the Town's programs was \$18,002,210 this year, with no new programs added. These costs were funded by property taxes and other sources of income, separate from charge for services, operating and capital grant funds.
- The General Fund reported a surplus this year of \$134,058.
- The unassigned fund balance for the General Fund was \$2,534,788 as of June 30, 2023. This amount represents the amount of funds available for future budgets.
- The Development Fund reported a deficit this year of \$13,143 which resulted in a fund balance of \$3,029,832 as of June 30, 2023.
- The Capital Project Funds reported a deficit this year of \$326,667 which resulted in a fund balance of \$1,414,757.
- The Other Governmental Funds reported a surplus this year of \$218,128, which resulted in a fund balance of \$1,585,009.

**Using This Annual Report**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Exhibits A and B) provide information about the activities of the Town as a whole and present a longer-term view of the Town's finances. Fund financial statements start on Exhibit C. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Town's operations in more detail than the government-wide statements by providing information about the Town's most significant funds. The proprietary funds report operations from service-related activity related to utilities and parking services provided to the Town. The remaining statements provide financial information about activities for which the Town acts solely as a trustee or agent for the benefit of those outside the government.

*Reporting the Town as a Whole*

The government-wide financial statements are on page 9 and 10. One of the most important questions asked about the Town's finances is, "Is the Town as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Town as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All the current year's revenues and expenses are considered regardless of when cash is received or paid.

These two statements report the Town's net position and changes in them. You can think of the Town's net position – the difference between assets, liabilities, and deferred inflows/outflows – as one way to measure the Town's financial health, or financial position. Over time, increases or decreases in the Town's net position is one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Town's property tax base and the condition of the Town's roads and other infrastructure, to assess the overall health of the Town.

TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT DISCUSSION ANALYSIS  
JUNE 30, 2023

In the Statement of Net Position and the Statement of Activities, we divide the Town into two kinds of activities:

- **Governmental activities** – Most of the Town’s basic services are reported here, including public safety, highway and streets, sanitation, town hall, community services, cemetery, schools, and general administration. Property taxes and state and federal grants finance most of these activities.
- **Business-type activities** – The Town charges a fee to customers to help it cover all or most of the cost of certain services it provides. The Town’s water and sewer activities are reported here.

**Reporting the Town’s Most Significant Funds**

The fund financial statements begin on page 11 and provide detailed information about the most significant funds – not the Town as a whole. Some funds are required to be established by state law and by bond covenants. However, the Town Select board establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money. The Town’s two kinds of funds, governmental and proprietary, use different accounting approaches.

- **Governmental funds** – Most of the Town’s basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town’s general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town’s programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds on pages 11 and 12 that are included in the financial statements.
- **Proprietary funds** – When the Town charges customers for the services it provides, whether to outside customers or to other units of the Town, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the Town’s enterprise funds (a component of proprietary funds) are the same as the business-type activities we report in the government-wide statements, but provide more detail and additional information, such as cash flows, for proprietary funds.

TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT DISCUSSION ANALYSIS  
JUNE 30, 2023

*The Town as a Whole*

The Town's combined net position decreased by \$414,447 from 2022, decreasing from a balance of \$62,785,682 to \$62,371,236. Our analysis below focuses on the net position and changes in net position of the Town's governmental and business-type activities.

	Governmental Activities		Business-type Activities		Total Government	
	2023	2022	2023	2022	2023	2022
Current assets	\$ 17,121,408	\$ 15,437,057	\$ 9,663,385	\$ 9,086,349	\$ 26,784,793	\$ 24,523,406
Noncurrent assets	29,797,086	30,089,816	54,605,080	52,163,305	84,402,166	82,253,121
<b>Total Assets</b>	<b>46,918,494</b>	<b>45,526,873</b>	<b>64,268,465</b>	<b>61,249,654</b>	<b>111,186,959</b>	<b>106,776,527</b>
Deferred outflows of resources	2,861,471	2,097,422	374,672	258,363	3,236,143	2,355,785
Long-term liabilities outstanding	17,934,314	15,885,040	15,376,145	5,000,161	33,310,459	20,885,201
Other liabilities	834,533	879,528	9,491,975	16,128,400	10,326,508	17,007,928
<b>Total Liabilities</b>	<b>18,768,847</b>	<b>16,764,568</b>	<b>24,868,120</b>	<b>21,128,561</b>	<b>43,636,967</b>	<b>37,893,129</b>
Deferred inflows of resources	8,153,895	7,928,837	261,004	524,664	8,414,899	8,453,501
<b>Net Position</b>						
Invested in capital assets	21,637,084	21,086,482	38,978,910	36,537,136	60,615,994	57,623,618
Restricted for:						
Community Development	3,029,832	3,042,976	-	-	3,029,832	3,042,976
Capital Projects	1,414,757	1,741,424	-	-	1,414,757	1,741,424
Recreation and Parks	365,048	355,414	-	-	365,048	355,414
Reappraisal	513,507	470,670	-	-	513,507	470,670
Other	706,454	540,797	-	-	706,454	540,797
Unrestricted	(4,809,459)	(4,306,872)	535,103	3,317,656	(4,274,356)	(989,216)
<b>Total Net Position</b>	<b>\$ 22,857,223</b>	<b>\$ 22,930,891</b>	<b>\$ 39,514,013</b>	<b>\$ 39,854,792</b>	<b>\$ 62,371,236</b>	<b>\$ 62,785,683</b>

Unrestricted net position – the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements, decreased from a deficit of \$4,306,872 at June 30, 2022 to a deficit of \$4,809,459 at June 30, 2023 for the governmental activities.

The unrestricted net position of our business-type activities decreased to \$535,013 compared to \$3,317,656 in fiscal year 2022. The Town generally can only use these net positions to finance the continuing operations of the Utilities, and Parking operations.

TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT DISCUSSION ANALYSIS  
JUNE 30, 2023

Table II-Change in Net Position

	Governmental Activities		Business-type Activities		Total Government	
	2023	2022	2023	2022	2023	2022
<b>REVENUES:</b>						
Program revenues						
Charges for services	\$ 1,784,931	\$ 1,453,722	\$ 7,024,568	\$ 6,922,551	\$ 8,809,499	\$ 8,376,273
Grants and contributions	1,600,358	3,084,098	-	2,929,630	1,600,358	6,013,728
Other	-	-	61,604	84,076	61,604	84,076
General revenues						
Property taxes	16,175,338	17,187,417	-	-	16,175,338	17,187,417
Other	1,107,463	81,312	61,635	72,877	1,169,098	154,189
Licenses and permits	28,058	-	-	-	28,058	-
Investment income	165,068	210,913	50,200	11,535	215,268	222,448
Transfers in (out)	482,370	(254,325)	(367,370)	254,325	115,000	-
Total revenues	<u>21,343,586</u>	<u>21,763,137</u>	<u>6,830,637</u>	<u>10,274,994</u>	<u>28,174,223</u>	<u>32,038,131</u>
<b>EXPENDITURES:</b>						
General government	8,596,639	9,104,188	-	-	8,596,639	9,104,188
Public safety	5,651,542	6,028,095	-	-	5,651,542	6,028,095
Public works	4,457,084	2,878,910	-	-	4,457,084	2,878,910
Community development	1,336,573	-	-	-	1,336,573	-
Cemetery	20,107	-	-	-	20,107	-
Culture and recreation	1,089,492	2,200,288	-	-	1,089,492	2,200,288
Interest	265,817	284,234	364,357	-	630,174	284,234
Utilities	-	-	5,943,024	5,958,240	5,943,024	5,958,240
Parking	-	-	864,035	806,287	864,035	806,287
Total expenditures	<u>21,417,254</u>	<u>20,495,715</u>	<u>7,171,416</u>	<u>6,764,527</u>	<u>28,588,670</u>	<u>27,260,242</u>
Net Change in Fund Balances	\$ (73,668)	\$ 1,267,422	\$ (340,779)	\$ 3,510,467	\$ (414,447)	\$ 4,777,889

Our analysis below separately considers the operations of governmental and business-type activities.

Governmental Activities

The decrease in net position for governmental activities was \$73,668 in 2023. Revenues decreased by \$419,551 or 1.93% and expenses increased by \$921,539 or 4.50%, compared to 2022. Most of this decrease in revenue is due to a decrease in property taxes compared to fiscal year 2022. The increase in expense is due to a general increase of the general government.

The cost of all governmental activities this year was \$18,002,210, as shown in the Statement of Activities on Exhibit B. The amount that our taxpayers ultimately financed for these activities through Town taxes was \$16,175,338. Some of the cost was paid by those who directly benefited from the programs (\$1,784,931) or by other governments and organizations that subsidized certain programs with grants and contributions (\$1,600,358).

Business-type Activities

The business-type activities net position decreased by \$340,779 in 2023. Revenues decreased by \$3,444,357 (there was \$2,682,747 of loan forgiveness included in 2022 revenue) or 33.52%, and expenses increased by \$406,889 or 6.01%, compared to 2022.

TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT DISCUSSION ANALYSIS  
JUNE 30, 2023

The Town's Funds

As the Town completed the year, its governmental funds (as presented in the Balance Sheet on Exhibit C) reported a combined fund balance of \$9,730,226 which represents an increase of \$12,375 from last year's total of \$9,717,851. Included in this year's total change in fund balance is an increase of \$134,058 in the Town's General Fund.

Schedule 3 compares actual to budget for the General Fund. The most significant variances of actual to budget revenue and expenses, including transfers between funds, were as follows:

	Budget	Actual	Favorable (Unfavorable)
Revenues:			
General Budget	\$ 20,063,642	\$ 19,865,731	\$ (197,911)
Expenditures:			
General Budget	\$ 20,063,642	\$ 19,731,674	\$ 331,968

Capital Assets and Debt Administration

Capital Assets

At June 30, 2023, the Town had \$81,566,688 invested in a broad range of capital assets, including vehicle, equipment, buildings and sewer lines, net of accumulated depreciation. This amount represents a net increase (including additions, disposals, and depreciation) of \$2,149,045 from last year.

	Governmental Activities		Business-type Activities		Total Government	
	2023	2022	2023	2022	2023	2022
Land	\$ 2,338,144	\$ 2,338,144	\$ 1,412,389	\$ 1,412,389	\$ 3,750,533	\$ 3,750,533
Construction in progress	267,044	207,791	11,319,382	6,410,442	11,586,427	6,618,233
Building and improvements	12,382,539	13,244,417	-	-	12,382,539	13,244,417
Improvements, other	2,835,478	2,555,159	-	-	2,835,478	2,555,159
Machinery and Equipment	4,408,572	4,241,617	-	-	4,408,572	4,241,617
Infrastructure	7,565,308	7,502,688	-	-	7,565,308	7,502,688
Water	-	-	10,313,697	10,844,222	10,313,697	10,844,222
Sewer	-	-	24,314,015	25,989,030	24,314,015	25,989,030
Parking	-	-	7,245,596	7,507,222	7,245,596	7,507,222
Total Assets	\$ 29,797,086	\$ 30,089,816	\$ 54,605,080	\$ 52,163,305	\$ 84,402,165	\$ 82,253,121

TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT DISCUSSION ANALYSIS  
JUNE 30, 2023

Debt Administration

At June 30, 2023, the Town had \$31,403,375 in outstanding debt and long-term liabilities, versus \$28,135,389 at June 30, 2022, an increase of \$3,267,986. The town was authorized by Article 6 to seek a tax anticipation note during the course of fiscal year 2023 but did not apply as the funds were unnecessary.

	Governmental Activities		Business-type Activities		Total	
	2023	2022	2023	2022	2023	2022
Notes payable (2.12% - 2.32%):						
Equipment Financing Note BS&L Payments through July 2029	\$ 300,000	\$ 350,000	\$ -	\$ -	\$ 300,000	\$ 350,000
General Obligation Bonds						
General purpose, maturities through November 2022	-	25,000	-	-	-	25,000
General purpose, maturities through November 2028	2,000,002	2,333,335	-	-	2,000,002	2,333,335
General purpose, maturities through November 2031	400,000	445,000	-	-	400,000	445,000
General purpose, maturities through November 2036	5,460,000	5,850,000	-	-	5,460,000	5,850,000
General obligation bonds:						
Tri-Park RF1-104	-	-	1,557,130	1,619,960	1,557,130	1,619,960
Tri-Park RF3-163	-	-	1,094,095	1,130,565	1,094,095	1,130,565
RF1-171	-	-	650,292	693,720	650,292	693,720
RF1-127	-	-	3,569,883	3,857,496	3,569,883	3,857,496
AR1-024	-	-	1,303,427	1,434,428	1,303,427	1,434,428
RZED Bond	-	-	6,210,000	6,890,000	6,210,000	6,890,000
Note payable, Vermont Revolving Loan Fund			8,858,546	3,505,885	8,858,546	3,505,885
Totals	<u>\$ 8,160,002</u>	<u>\$ 9,003,335</u>	<u>\$ 23,243,373</u>	<u>\$ 19,132,054</u>	<u>\$ 31,403,375</u>	<u>\$ 28,135,389</u>

**Economic Factors and Next Year's Budgets and Rates**

The Town's elected and appointed officials consider many factors when setting the fiscal year 2023 budget, tax rates, and fees.

When adopting the budget for the 2024 year, the Select board considered operational and capital needs of the Town, and the impact of spending on the tax rate.

The Town budgeted \$1,087,306 of fund balance to be used for the fiscal year ending June 30, 2024.

**Contacting the Town's Financial Management**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Town Manager at Town of Brattleboro, Brattleboro, Vermont, 05060.

The Town of Brattleboro, Vermont (the Town) is organized according to Vermont State Law and Town Charter, under the governance of a five-member Selectboard. The Town provides fire, highway, sanitation, health, social, cultural, recreational, community and economic development, public improvements, planning, zoning, water, sewer, and general administrative services as authorized and funded by state government and/or Town voters.

TOWN OF BRATTLEBORO, VERMONT  
STATEMENT OF NET POSITION  
JUNE 30, 2023

	Governmental Activities	Business-type Activities	Totals
<b>ASSETS:</b>			
Cash and cash equivalents	\$ 17,234,607	\$ 225,284	\$ 17,459,891
Investments	2,270,023	-	2,270,023
Receivables: net of allowance for uncollectibles			
Property taxes	495,252	-	495,252
Accounts	453,885	1,783,376	2,237,261
Grant receivable	98,185	-	98,185
Internal balances	(7,464,323)	7,434,323	(30,000)
Prepaid expenses	89,535	55,716	145,250
Inventory	39,096	164,687	203,783
Loans receivable, net of allowance for uncollectibles	3,905,147	-	3,905,147
Capital assets (net of accumulated depreciation)			
Land and land improvements	5,173,622	2,721,645	7,895,266
Construction in Progress	267,044	11,364,450	11,631,494
Buildings and building improvements	12,382,539	29,073,282	41,455,821
Vehicles and equipment	4,408,572	994,584	5,403,156
Roads, Bridges and sidewalks	7,565,309	-	7,565,309
Distribution and Collection Systems	-	10,451,119	10,451,119
Total Assets	<u>46,918,494</u>	<u>64,268,465</u>	<u>111,186,959</u>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>			
Related to Town's Participation in VMERS	2,744,997	374,672	3,119,669
Deferred OPEB Outflows	116,474	-	116,474
Total deferred outflows	<u>2,861,471</u>	<u>374,672</u>	<u>3,236,143</u>
<b>LIABILITIES:</b>			
Accounts payable	239,932	405,143	645,075
Accrued Payroll	351,429	54,440	405,870
Accrued Compensated absences	121,065	91,201	212,267
Accrued Interest	41,378	82,644	124,022
Due to fiduciary funds	-	-	-
Note payable	-	8,858,546	8,858,546
Tax sale advances	80,728	-	80,728
Noncurrent Liabilities			
Compensated Absences	502,441	-	502,441
Net OPEB Liability	2,009,089	-	2,009,089
Net Pension Liability	7,262,782	991,318	8,254,100
Due within One year	818,333	1,271,840	2,090,173
Due in more than One Year	7,341,669	13,112,987	20,454,656
Total Liabilities	<u>18,768,847</u>	<u>24,868,120</u>	<u>43,636,967</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Deferred revenue and grants	6,362,937	225,134	6,588,071
Deferred OPEB Inflows	1,528,162	-	1,528,162
Related to Town's Participation in VMERS	262,796	35,870	298,666
Total deferred inflows of resources	<u>8,153,895</u>	<u>261,004</u>	<u>8,414,899</u>
<b>NET POSITION:</b>			
Net investment in capital assets	21,637,084	38,978,910	60,615,994
Restricted for:			
Community Development	3,029,832	-	3,029,832
Capital Projects	1,414,757	-	1,414,757
Recreation and Parks	365,048	-	365,048
Reappraisal	513,507	-	513,507
Other	706,454	-	706,454
Unrestricted	(4,809,459)	535,103	(4,274,357)
Total net position	<u>\$ 22,857,223</u>	<u>\$ 39,514,013</u>	<u>\$ 62,371,236</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
STATEMENT OF ACTIVITIES  
JUNE 30, 2023

FUNCTIONS/PROGRAMS:	Program Revenues			Net (Expense) Revenue and Changes in Net Position			
	Expenses	Charges for Services	Operating Grants	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Totals
Governmental activities -							
General government	\$ 8,596,639	\$ 1,001,175	\$ 181,914	\$ -	\$ (7,413,550)	\$ -	\$ (7,413,550)
Public safety	5,536,542	44,287	-	16,511	(5,475,744)	-	(5,475,744)
Public works	4,457,084	284,353	443,981	939,140	(2,789,610)	-	(2,789,610)
Community development	1,336,573	-	-	-	(1,336,573)	-	(1,336,573)
Culture and recreation	1,089,492	455,116	-	18,812	(615,564)	-	(615,564)
Cemetery	20,107	-	-	-	(20,107)	-	(20,107)
Interest	265,817	-	-	-	(265,817)	-	(265,817)
Total governmental activities	21,302,254	1,784,931	625,895	974,463	(17,916,965)	-	(17,916,965)
Business-type activities -							
Utilities	5,943,024	6,473,505	-	-	-	530,481	530,481
Parking	864,035	612,666	-	-	-	(251,369)	(251,369)
Interest	364,357	-	-	-	-	(364,357)	(364,357)
Total business-type activities	7,171,417	7,086,172	-	-	-	(85,245)	(85,245)
	\$ 28,473,670	\$ 8,871,103	\$ 974,463		(17,916,965)	(85,245)	(18,002,210)
General Revenues:							
Property taxes, interest and penalties				16,175,338		-	16,175,338
Investment income				165,068		50,200	215,268
Licenses and permits				28,058		-	28,058
Other income				1,107,463		61,635	1,169,098
Transfers in (out), net				367,370		(367,370)	-
Total general revenues and transfers				17,843,297		(255,534)	17,587,763
CHANGE IN NET POSITION				(73,668)		(340,779)	(414,447)
NET POSITION, June 30, 2022				22,930,891		39,854,792	62,785,683
NET POSITION, June 30, 2023				\$ 22,857,223		\$ 39,514,013	\$ 62,371,236

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
BALANCE SHEET - GOVERNMENTAL FUNDS  
JUNE 30, 2023

	General Fund	Development Fund	Capital Project Funds	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 17,234,475	\$ -	\$ -	\$ 132	\$ 17,234,607
Investments	-	2,270,023	-	-	2,270,023
Receivables:					
Property taxes	495,252	-	-	-	495,252
Grants receivables	-	-	-	98,185	98,185
Loans receivable, net of allowance for uncollectibles	-	3,190,500	-	-	3,190,500
Accounts receivable - other	453,544	714,646	-	341	1,168,531
Due from other funds	-	230,263	1,427,731	4,483,363	6,141,357
Prepaid expenses	89,535	-	-	-	89,535
Inventory	39,096	-	-	-	39,096
Total assets	<u>\$ 18,311,904</u>	<u>\$ 6,405,432</u>	<u>\$ 1,427,731</u>	<u>\$ 4,582,020</u>	<u>\$ 30,727,087</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>					
<b>LIABILITIES:</b>					
Accounts payable	\$ 198,283	\$ -	\$ 12,974	\$ 28,673	\$ 239,932
Payroll benefits	478	-	-	-	478
Tax overpayments	80,730	-	-	-	80,730
Accrued liabilities -					
Payroll	350,952	-	-	-	350,952
Compensated absences	121,065	-	-	-	121,065
Accrued Interest	41,378	-	-	-	41,378
Due to other funds	13,605,680	-	-	-	13,605,680
Other Current liabilities	-	-	-	-	-
Total liabilities	<u>14,398,566</u>	<u>-</u>	<u>12,974</u>	<u>28,673</u>	<u>14,440,215</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>					
Deferred property taxes	193,708	-	-	-	193,708
Deferred revenue and grants	19,000	3,375,600	-	2,968,338	6,362,938
Total deferred inflows of resources	<u>212,708</u>	<u>3,375,600</u>	<u>-</u>	<u>2,968,338</u>	<u>6,556,646</u>
<b>FUND BALANCES:</b>					
Nonspendable	34,935	529,546	-	-	564,480
Restricted	43,600	45,708	-	361,798	451,105
Committed	1,087,306	184,555	-	926,397	2,198,258
Assigned	-	2,270,023	1,414,757	296,814	3,981,595
Unassigned	2,534,788	-	-	-	2,534,788
Total fund balances	<u>3,700,629</u>	<u>3,029,832</u>	<u>1,414,757</u>	<u>1,585,009</u>	<u>9,730,226</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 18,311,904</u>	<u>\$ 6,405,432</u>	<u>\$ 1,427,731</u>	<u>\$ 4,582,020</u>	<u>\$ 30,727,087</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES - GOVERNMENTAL FUNDS  
JUNE 30, 2023

	General Fund	Development Fund	Capital Project Funds	Other Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>					
Property taxes	\$ 16,085,674	\$ -	\$ -	\$ -	\$ 16,085,674
Property taxes - interest and penalties	115,450	-	-	-	115,450
Licenses and permits	28,058	-	-	-	28,058
Intergovernmental	625,895	-	-	42,855	668,749
Charge for Services	1,280,566	-	249,771	211,739	1,742,077
Investment income (loss)	91,847	57,203	11,701	4,315	165,067
Donations	5,083	-	155,130	837,414	997,627
Other departmental revenue	1,265,789	26,156	116,500	8,022	1,416,467
Total revenues	<u>19,498,361</u>	<u>83,360</u>	<u>533,103</u>	<u>1,104,344</u>	<u>21,219,167</u>
<b>EXPENDITURES:</b>					
Current -					
General government	6,481,813	-	-	702,693	7,184,506
Public safety	5,290,833	-	242,198	3,510	5,536,542
Public works	3,180,363	-	(200)	10,855	3,191,017
Community and Development	1,123,953	96,503	-	116,122	1,336,577
Culture and recreation	634,712	-	-	223,037	857,749
Cemetery	20,107	-	-	-	20,107
Pension and benefits	231,744	-	-	-	231,744
ARPA transfer	-	-	-	-	-
Capital Expenditures					
General government	-	-	396,129	-	396,129
Public safety	-	-	504,191	-	504,191
Public works	-	-	1,098,831	-	1,098,831
Culture and recreation	-	-	107,621	-	107,621
Debt service - Principal	843,333	-	-	-	843,333
- Capital lease principal	-	-	-	-	-
- Interest	265,817	-	-	-	265,817
Total expenditures	<u>18,072,674</u>	<u>96,503</u>	<u>2,348,770</u>	<u>1,056,216</u>	<u>21,574,162</u>
EXCESS OF REVENUES OR (EXPENDITURES)	<u>1,425,688</u>	<u>(13,143)</u>	<u>(1,815,667)</u>	<u>48,128</u>	<u>(354,995)</u>
<b>OTHER FINANCING SOURCES (USES):</b>					
Proceeds from borrowing	-	-	-	-	-
Transfers in	367,370	-	1,604,000	170,000	2,141,370
Transfers out	<u>(1,659,000)</u>	<u>-</u>	<u>(115,000)</u>	<u>-</u>	<u>(1,774,000)</u>
Total other financing sources (uses)	<u>(1,291,630)</u>	<u>-</u>	<u>1,489,000</u>	<u>170,000</u>	<u>367,370</u>
NET CHANGE IN FUND BALANCES	134,058	(13,143)	(326,667)	218,128	12,375
FUND BALANCES, July 1, 2022	<u>3,566,571</u>	<u>3,042,975</u>	<u>1,741,424</u>	<u>1,366,881</u>	<u>9,717,851</u>
FUND BALANCES, June 30, 2023	<u>\$ 3,700,629</u>	<u>\$ 3,029,832</u>	<u>\$ 1,414,757</u>	<u>\$ 1,585,009</u>	<u>\$ 9,730,226</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO NET POSITION  
OF GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION  
JUNE 30, 2023

Amount reported on Balance Sheet - Governmental Funds - total fund balances	\$ 9,730,226
Amounts reported for governmental activities in the Government-wide Statement of Net Position are different because -	
Capital assets used in governmental funds are not financial resources and are therefore not reported in the funds.	
Capital assets	66,880,451
Accumulated depreciation	(37,083,365)
Accrued compensated absences in the governmental funds are limited to benefits used within 60 days after year end, while the full liability is included in the government-wide statements.	
	(502,441)
Liabilities not due and payable in the year are not reported in the governmental funds.	
Long-term debt - current	(818,333)
Long-term debt - noncurrent	(7,341,669)
Balances related to net position asset or liability and related to deferred outflows/inflows of resources are not reported in the funds.	
VMERS Deferred Outflows - pension expense	2,744,997
VMERS Deferred Inflows - pension credits	(262,796)
VMERS Net pension liability	(7,262,782)
Deferred OPEB Outflow - expense	116,474
Deferred OPEB Inflows - credits	(1,528,162)
Net OPEB liability	(2,009,089)
Deferred property taxes are reported in the governmental funds to offset uncollected property taxes which are not available financial resources.	
	193,708
Net position of governmental activities - Government-wide Statement of Net Position	\$ 22,857,223

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
JUNE 30, 2023

Net change in fund balances - total governmental funds	\$	12,375
Amounts reported for governmental activities in the Government-wide Statement of Activities are different because -		
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.		
Additions to capital assets, net		1,774,605
Depreciation		(2,067,335)
Property tax revenue in governmental funds includes deferred revenue of the prior year but excludes deferred revenue of the current year as taxes uncollected within 60 days are unavailable at year end.		
Prior year		(219,494)
Current year		193,708
Accrued compensated absences are fully accrued for the governmental activities, exceeding the limited accrual for fund accounting by these amounts.		
Prior year		405,827
Current year		(502,441)
Changes in net OPEB asset or liability and related deferred outflows/inflows of resources will increase or decrease the amounts reported in the government-wide statements, but are only recorded as an expenditure when paid in the governmental funds		
Net (increase) decrease in net OPEB obligation		167,720
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position.		
Proceeds from borrowing		-
Debt service - principal		843,333
Capital lease - principal		-
Changes in net pension asset or liability and related deferred outflows/inflows of resources will increase or decrease the amounts reported in the government-wide statements, but are only recorded as an expenditure when paid in the governmental funds		
Net (increase) decrease in net pension obligation		(681,967)
Change in net position of governmental activities - Government-wide Statement of Activities	\$	<u>(73,668)</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
STATEMENT OF NET POSITION - PROPRIETARY FUNDS  
JUNE 30, 2023

	<u>Utilities Fund</u>	<u>Parking Fund</u>	<u>Total Proprietary Funds</u>
<b>ASSETS:</b>			
Current assets -			
Cash and cash equivalents	\$ 225,134	\$ 150	\$ 225,284
Investments	-	-	-
Accounts receivable: net of allowance for uncollectibles accounts	1,783,376	-	1,783,376
Due from other funds	6,940,000	494,323	7,434,323
Inventory	164,687	-	164,687
Prepaid expenses	52,716	3,000	55,716
Capital assets (net of accumulated depreciation)			
Land and land improvements	1,507,947	1,213,698	2,721,645
Construction in Progress	11,364,450	-	11,364,450
Buildings and building improvements	22,583,247	6,490,035	29,073,282
Distribution and Collection Systems	10,451,119	-	10,451,119
Vehicles and equipment	842,746	151,838	994,584
Total assets	<u>55,915,421</u>	<u>8,353,044</u>	<u>64,268,465</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Related to Town's Participation in VMERS	<u>319,766</u>	<u>54,906</u>	<u>374,672</u>
<b>LIABILITIES:</b>			
Accounts payable	401,440	3,703	405,143
Accrued payroll	47,681	6,760	54,440
Accrued compensated absences	71,408	19,793	91,201
Accrued Interest	82,644	-	82,644
Due to other funds	-	-	-
Note payable	8,858,546	-	8,858,546
Noncurrent Liabilities	-	-	-
Net Pension Liability	846,046	145,272	991,318
Due within One year	1,271,840	-	1,271,840
Due in more than One Year	13,112,987	-	13,112,987
Total liabilities	<u>24,692,591</u>	<u>175,528</u>	<u>24,868,120</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Deferred revenue and grants	225,134	-	225,134
Related to Town's Participation in VMERS	<u>30,613</u>	<u>5,257</u>	<u>35,870</u>
Total Deferred Inflows of Resources	<u>255,747</u>	<u>5,257</u>	<u>261,004</u>
<b>NET POSITION:</b>			
Net investment in capital assets	31,123,340	7,855,570	38,978,910
Unrestricted	<u>163,509</u>	<u>371,594</u>	<u>535,103</u>
Total net position	<u>\$ 31,286,849</u>	<u>\$ 8,227,164</u>	<u>\$ 39,514,013</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
STATEMENT OF REVENUES, EXPENSES AND CHANGES  
IN FUND NET POSITION - PROPRIETARY FUNDS  
FOR YEAR ENDED JUNE 30, 2023

	Utilities Fund	Parking Fund	Total Proprietary Funds
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 6,411,902	\$ 612,666	\$ 7,024,568
Interest and penalties	61,603	-	61,603
Intergovernmental	-	-	-
Miscellaneous	61,635	-	61,635
Total operating revenues	<u>6,535,141</u>	<u>612,666</u>	<u>7,147,807</u>
<b>OPERATING EXPENSES:</b>			
Personnel services	1,782,267	316,120	2,098,388
Contractual services	-	-	-
Supplies and materials	-	-	-
Distribution and storage	-	-	-
Maintenance	1,629,127	263,914	1,893,041
Heat, light and power	-	-	-
Depreciation	2,531,630	284,001	2,815,631
Miscellaneous	-	-	-
Total operating expenses	<u>5,943,024</u>	<u>864,035</u>	<u>6,807,060</u>
Operating income (loss)	<u>592,117</u>	<u>(251,369)</u>	<u>340,747</u>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Gain on sale of assets	-	-	-
Investment income	-	-	-
Interest income	45,697	4,503	50,200
Interest expense	(361,691)	(2,666)	(364,357)
Total nonoperating revenues (expenses)	<u>(315,994)</u>	<u>1,837</u>	<u>(314,157)</u>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<u>276,123</u>	<u>(249,532)</u>	<u>26,591</u>
Operating transfers in	-	-	-
Operating transfers out	<u>(320,000)</u>	<u>(47,370)</u>	<u>(367,370)</u>
<b>CHANGE IN NET POSITION</b>	<u>(43,877)</u>	<u>(296,902)</u>	<u>(340,779)</u>
<b>NET POSITION, July 1, 2022</b>	31,330,726	8,524,066	39,854,792
<b>NET POSITION, June 30, 2023</b>	<u>\$ 31,286,849</u>	<u>\$ 8,227,164</u>	<u>\$ 39,514,013</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS  
FOR YEAR ENDED JUNE 30, 2023

	Utilities Fund	Parking Fund	Totals Proprietary Funds
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Cash received from customers	\$ 6,533,568	\$ 612,666	\$ 7,146,234
Cash paid to suppliers for goods and services	(2,508,809)	(265,038)	(2,773,847)
Cash payments to employees for services	<u>(2,127,642)</u>	<u>(371,354)</u>	<u>(2,498,996)</u>
Net cash provided (used) by operating activities	<u>1,897,117</u>	<u>(23,726)</u>	<u>1,873,391</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Interest received on investments	<u>45,697</u>	<u>4,503</u>	<u>50,200</u>
Net cash provided (used) by investing activities	<u>45,697</u>	<u>4,503</u>	<u>50,200</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>			
(Increase)Decrease in pooled cash due from other funds	(531,431)	21,948	(509,483)
Operating transfer from (to) other funds	<u>(320,000)</u>	<u>(47,370)</u>	<u>(367,370)</u>
Net cash provided (used) by noncapital financing activities	<u>(851,431)</u>	<u>(25,422)</u>	<u>(876,853)</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>			
Borrowings of bonds and notes	5,352,661	-	5,352,661
Purchase of capital assets, net	(5,235,028)	(22,376)	(5,257,404)
Net pension liability	419,300	69,787	489,087
Payments on bonds and bond anticipation note	(1,241,342)	-	(1,241,342)
Interest expense on bonds and notes	<u>(386,768)</u>	<u>(2,666)</u>	<u>(389,434)</u>
Net cash provided (used) by capital and related financing activities	<u>(1,091,177)</u>	<u>44,745</u>	<u>(1,046,432)</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>206</b>	<b>100</b>	<b>306</b>
CASH AND CASH EQUIVALENTS, June 30, 2022	224,928	50	224,978
CASH AND CASH EQUIVALENTS, June 30, 2023	<u>\$ 225,134</u>	<u>\$ 150</u>	<u>\$ 225,284</u>
<b>ADJUSTMENTS TO RECONCILE OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY/(USED FOR) OPERATING ACTIVITIES:</b>			
<b>OPERATING ACTIVITIES:</b>			
Operating income (loss)	592,117	(251,369)	340,747
Depreciation expense	2,531,630	284,001	2,815,631
(Increase) decrease in accounts receivable	(1,779)	-	(1,779)
(Increase) decrease in inventory	(22,074)	-	(22,074)
(Increase) decrease in prepaid expenses	(42,966)	(430)	(43,396)
(Increase) decrease in deferred outflow	(100,235)	(16,074)	(116,309)
Increase (decrease) in accounts payable	(814,642)	(694)	(815,336)
Increase (decrease) in deferred inflow	(224,073)	(39,793)	(263,866)
Increase (decrease) in deferred revenue	206		206
Increase (decrease) in accrued liabilities	(21,067)	633	(20,434)
Net cash provided by (used for) operating activities	<u>\$ 1,897,117</u>	<u>\$ (23,726)</u>	<u>\$ 1,873,391</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
STATEMENT OF FIDUCIARY NET POSITION  
FIDUCIARY FUNDS  
JUNE 30, 2023

	Public Trust Funds Held by Public Trust	Lundberg and Auditorium Fund	Library Trust Fund	Total Fiduciary Funds
<b>ASSETS:</b>				
Cash and cash equivalents	\$ -	\$ 18,882	\$ -	\$ 18,882
Investments, at fair value	312,478	-	2,571,714	2,884,191
Due from other funds	30,000	-	-	30,000
Total assets	<u>\$ 342,478</u>	<u>\$ 18,882</u>	<u>\$ 2,571,714</u>	<u>\$ 2,933,073</u>
<b>LIABILITIES:</b>				
Accounts payable	-	9,132	-	9,132
Intergovernmental	-	-	-	-
Total liabilities	<u>-</u>	<u>9,132</u>	<u>-</u>	<u>9,132</u>
<b>NET POSITION:</b>				
Held in trust for specific purpose	342,478	5,000	1,959,497	2,306,976
Held in trust for restricted purpose	-	4,750	612,217	616,967
Total net position	<u>\$ 342,478</u>	<u>\$ 9,750</u>	<u>\$ 2,571,714</u>	<u>\$ 2,923,943</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
 STATEMENT OF CHANGES IN NET POSITION - FIDUCIARY FUNDS  
 JUNE 30, 2023

	Public Trust Funds Held By Trustees	Lundberg and Auditorium Fund	Library Trust Fund	Total Fiduciary Funds
ADDITIONS:				
Investment earnings -				
Investment income	\$ 8,419	\$ 17	\$ 63,859	\$ 72,295
Net increase (decrease) in fair value of investments	3,639	-	-	3,639
Property taxes collected for Schools	-	-	-	-
Contributions	-	-	14,814	14,814
Total additions	<u>12,058</u>	<u>17</u>	<u>78,673</u>	<u>90,748</u>
DEDUCTIONS:				
Broker fees	-	-	11,432	11,432
Payments of taxes to Schools	-	-	-	-
Miscellaneous	(754)	17	(163,039)	(163,776)
Total deductions	<u>(754)</u>	<u>17</u>	<u>(151,607)</u>	<u>(152,344)</u>
CHANGE IN NET POSITION	<u>12,812</u>	<u>-</u>	<u>230,280</u>	<u>243,092</u>
NET POSITION, July 1, 2022	329,666	9,750	2,341,434	2,680,850
NET POSITION, June 30, 2023	<u>\$ 342,478</u>	<u>\$ 9,750</u>	<u>\$ 2,571,714</u>	<u>\$ 2,923,942</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is primarily responsible for establishing GAAP for state and local governments through its pronouncements (including Statements and Interpretations). The more significant accounting policies established in GAAP and used by the Town are discussed below.

Reporting Entity

This report includes all of the activity of the Town of Brattleboro, Vermont. The financial reporting entity consists of the primary government; organizations for which the primary government is financially accountable; and other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body, and it is able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the primary government. The primary government is financially accountable if an organization is fiscally dependent on and there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the primary government regardless of whether the organization has a separately elected governing board; a governing board appointed by a higher level of government; or a jointly appointed board. Based on these criteria, there are no other entities that should be combined with the financial statements of the Town.

Basic Financial Statements - Government-Wide Statements

The Town's basic financial statements include both government-wide (reporting the Town as a whole) and fund financial statements (reporting the Town's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The Town's General Fund, Development Fund, Capital Project Fund and Other Governmental Funds are classified as governmental funds. The Town's utility and parking activities are classified as business-type.

In the government-wide Statement of Net Position, both the governmental and business-type activities columns are presented on a consolidated basis by column and are reported on the full accrual, economic resources basis, which recognizes all assets deferred outflows of resources, liabilities, and deferred inflows of resources. The Town's net position is reported in three parts - net investment in capital assets, restricted and unrestricted net position. The Town first utilizes restricted resources to finance qualifying activities for which both restricted and unrestricted resources are available.

The government-wide Statement of Activities reports both the gross and net cost of each of the Town's governmental functions and business-type activities (utilities and parking). The activities are also supported by property taxes, certain intergovernmental revenues, and charges for services. The Statement of Activities reduces gross expenses (including depreciation) by related program revenue, including charge for services, operating and capital grants. Program revenues must be directly associated with the activity. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. The net costs (by activity) are normally covered by general revenues (property taxes, intergovernmental revenue, interest income, etc.).

This government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net position resulting from the current year's activities.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Basic Financial Statements - Fund Financial Statements

The financial transactions of the Town are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, deferred inflows and outflows, fund equity, revenues, and expenditures/expenses. The various funds are reported by major fund within the financial statements.

The emphasis in fund financial statements is on the major funds in either the governmental category or enterprise type. GASB No. 34 sets forth minimum criteria (percentage of assets, liabilities, revenues or expenses/expenditures of either fund category/type or the governmental and enterprise funds combined) for the determination of major funds. The General Fund, Development Fund and Capital Project Fund are shown as major funds. All other funds are non-major and are combined in a single column in each of the respective fund financial statements.

The Town reports on the following major governmental funds:

General Fund is the main operating fund of the Town. It is used to account for all financial resources except those accounted for in other funds.

Development Fund is used to account for operations of the Town's revolving loan funds, which are maintained to encourage development.

Capital Project Fund is used to account for acquisition or construction of governmental capital assets and the funding sources for those assets. As the projects are completed or capital assets are placed in service, they are closed from this fund and reported as assets in the government-wide financial statements.

Proprietary Funds

The focus of proprietary funds measurement is upon determination of operating income, changes in net position, financial position, and cash flows. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses. The generally accepted accounting principles applicable are those similar to businesses in the private sector. The following is a description of the major enterprise funds of the Town:

The Town reports the following major proprietary funds:

Utilities Fund is used to account for water and sewer services. The Town operates the sewage treatment plant, sewage pumping stations and collection systems, and the water distribution system.

Parking Fund is used to account for the Town Transportation Center, Town parking lots and metered street parking.

Fiduciary Funds

Fiduciary Funds - The Town also reports two types of fiduciary funds which are used to account for assets held in a trustee capacity (trust funds) or in a custodial capacity (as an agent) for the benefits of parties outside of the Town. Fiduciary trust funds include trusts held by the Trustees of Public Funds, the Lundberg and Auditorium Fund, and the Library Trust Fund. The custodial fund includes taxes collected on behalf of other government.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Measurement Focus

The accounting and financial reporting applied to a fund is determined by its measurement focus. Government-wide and proprietary fund financial statements are reported using the economic resources measurement focus. This means that all assets, liabilities and deferred inflows and outflows associated with the operation of these funds (whether current or noncurrent) are included on the balance sheet (or statement of net position). Fund equity (i.e., net total position) is segregated into net investment in capital assets, restricted and unrestricted net position. Operating statements present increases (i.e., revenues) and decreases (i.e., expenses) in net position.

Governmental fund financial statements are reported using the current financial resources measurement focus. This means that only current assets, current liabilities and deferred inflows and outflows are generally reported on their balance sheets. Their reported fund balances (net current position) are considered a measure of available spendable resources and are segregated into nonspendable, restricted, committed, assigned and unassigned. Operating statements of these funds' present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current position. Accordingly, they are said to present a summary of sources and uses of available spendable resources during a period.

Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual Basis of Accounting

The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred, regardless of when the related cash flow takes place. Non-exchange transactions, in which the Town gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements, and donations. On the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Modified Accrual Basis of Accounting

Governmental funds are reported using the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. "Measurable" means the amount of the transaction can be determined, and "available" means the amount is collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Town considers all revenues reported in governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, certain compensated absences and other long-term liabilities which are recognized when the obligations are expected to be liquidated or are funded with expendable available financial resources.

General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

Under the terms of grant agreements, the Town funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net position available to finance the program. It is the Town's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues. Expenditure driven grants are recognized as revenue when the qualifying expenditures have been incurred and other grant requirements have been met.

Cash and Cash Equivalents

The Town has defined cash and cash equivalents to include cash on hand, demand deposits, and cash with fiscal agents.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Budgetary Accounting

The Town approves a budget for the General Fund at an annual Town Meeting and the Selectboard, based on the budget and Grand List, determines the tax rate. Any budgetary changes require voter approval. There were no changes during the year. Formal budgetary accounting is employed as a management control device during the year for the General Fund. The budget for the General Fund is adopted on a basis consistent with accounting principles generally accepted in the United States of America.

Capital Assets

Capital assets purchased or acquired with an original cost of more than \$5,000 for office equipment, \$15,000 for vehicles, \$10,000 for capital improvements and \$50,000 for infrastructure, structures or land are reported at historical cost or estimated historical cost. Contributed assets are reported at fair value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized their costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings and Building Improvements	10 - 50 years
Equipment, Vehicles and Machinery	5 - 20 years
Utility Plant and Capacity Rights	40 - 50 years
Infrastructure	8 - 20 years

GASB No. 34 requires the Town to report and depreciate new general infrastructure assets starting July 1, 2003. The Town has elected not to record infrastructure prior to this date. General infrastructure assets include roads, bridges, underground pipe (other than related to utilities), traffic signals, etc.

Accrued Compensated Absences

*Government-Wide Financial Statements*

All vested or accumulated vacation leave is reported as a liability and an expense on the government-wide financial statements. Sick days are not accrued since they are not paid when the employee terminates employment.

*Fund Financial Statements*

Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are not reported as a liability in the fund financial statements and no expenditure is reported for these amounts until paid. Unused sick days may be accumulated to use in the following year, but sick days are not accrued since they are not paid when the employee terminates employment.

Net Position

Net position represents the difference between assets, deferred outflows of resources, deferred inflows of resources and liabilities in the statement of net position. Net resources invested in capital assets are reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are legal limitations imposed by its use by Town legislation or external restrictions by creditors, grantors, laws, or regulations of other governments.

Fund Balances

The Town classifies its fund balances depicting the relative strength of the constraints that might control how specific amounts can be spent:

Nonspendable fund balance includes amounts that are not in a spendable form (inventory, for example) or are required to be maintained intact (the principal of an endowment fund, for example)

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by external resource providers (for example, grant providers), constitutionally, or through enabling legislation (that is, legislation that creates a new revenue source and restricts its use such as impact fees).

Committed fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority, the Town voters, in this case. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

Assigned fund balance comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the Town Selectboard or by an official or body to which the Selectboard delegates the authority.

Unassigned fund balance is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose. If another governmental fund has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund. Positive unassigned amounts will be reported only in the General Fund.

Nonspendable and Restricted funds are defined by the definitions of "nonspendable" contained in GASB Statement No. 54. Fund balances that are committed and assigned are so designated by the actions of the voters or the Selectboard, respectively. Special revenue funds are by definition, created only to report a revenue source that is restricted or committed. In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, the Town's policy is to consider the most constrained fund balances to be expended first.

Excess of Expenditures Over Appropriations

For the year ended June 30, 2023, the Town expended \$331,968 less than appropriated in the General Fund.. Revenue was less than budget by \$197,911.

Investments

Investments are stated at fair value, (quoted market price, or the best available estimate).

Inter-fund Balances

Transactions between funds that are representative of lending/borrowing arrangements that are outstanding at the end of the fiscal year are referred to as "advances to/from other funds." All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Pension

For purposes of measuring the proportionate share of the net pension liability and the related deferred outflows/inflows of resources and pension expense, information about the fiduciary net position of the Vermont Municipal Employee's Retirement System (VMERS) plan and additions to/deductions from the VMERS' fiduciary net position have been determined on the same basis as they are reported by VMERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, "deferred outflows of resources," represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditures) until then. The Town has one type which arises under the accrual basis of accounting that qualifies for reporting in this category. The governmental activities, the business-type activities and the proprietary funds report deferred outflows of resources from one source; deferred outflows

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Deferred Outflows of Resources (continued)

related to the Town's participation in the Vermont Municipal Employee Retirement System. These amounts are deferred and recognized as an outflow of resources in the future periods to which the outflows are related.

Deferred Inflows of Resources

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, "deferred inflows of resources," represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has two types of items which arise under the modified accrual basis of accounting and two types which arise under the accrual basis of accounting that qualify for reporting in this category. The statement of net position reports deferred inflows of resources from two sources; prepaid property taxes and deferred inflows related to the Town's participation in the Vermont Municipal Employee Retirement System. The governmental funds balance sheet reports deferred inflows of resources from two sources: prepaid property taxes, unavailable property taxes. The business-type activities and proprietary funds report deferred inflows of resources from one source; deferred inflows related to the Town's participation in the Vermont Municipal Employee Retirement System. These amounts are deferred and recognized as an inflow of resources in the future periods to which the inflows are related or when the amounts become available.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**NOTE 2 - EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND STATEMENTS AND GOVERNMENT-WIDE STATEMENTS**

Governmental Fund financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting, while government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. These differences in the measurement focus and basis of accounting lead to differences between the governmental fund financial statements and the government-wide financial statements, as follows:

*Long-term revenue* differences arise because governmental funds report revenues only when they are considered "available", whereas government-wide statements report revenues when they are earned. Long-term expense differences arise because governmental funds report operating expenses (including interest) using the modified accrual basis of accounting, whereas government-wide statements report expenses using the accrual basis of accounting.

*Capital-related* differences arise because governmental funds report capital outlays as current period expenditures, whereas government-wide statements report depreciation expense as an expense. Further, governmental funds report the proceeds for the sale of capital assets as revenue, whereas government-wide statements report the gain or loss from the sale of capital assets as revenue or expense.

*Long-term debt* transaction differences arise because governmental funds report bond proceeds as other financing sources and principal payments as expenditures, whereas government-wide statements report those transactions as increases and decreases in liabilities.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
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**NOTE 2 - EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND STATEMENTS AND  
GOVERNMENT-WIDE STATEMENTS (continued)**

	Total Governmental Funds	Long-term Revenues/ Expenses	Capital- Related Items	Long-term Debt Transactions	Elimination of Due To/From	Statement of Net Position Total
<b>ASSETS</b>						
Cash and cash equivalents	\$ 17,234,607	\$ -	\$ -	\$ -	\$ -	\$ 17,234,607
Investments	2,270,023	-	-	-	-	2,270,023
Receivables:						
Property taxes	495,252	-	-	-	-	495,252
Grants receivables	98,185	-	-	-	-	98,185
Loans receivable, net of allowances for uncollectibles	3,190,500	-	-	-	-	3,190,500
Accounts receivable - other	1,168,531	-	-	-	-	1,168,531
Due from other funds	6,141,357	-	-	-	(13,605,680)	(7,464,323)
Prepaid expenses	89,535	-	-	-	-	89,535
Inventory	39,097	-	-	-	-	39,097
Capital assets	-	-	29,797,086	-	-	29,797,086
Total assets	<u>30,727,087</u>	<u>-</u>	<u>29,797,086</u>	<u>-</u>	<u>(13,605,680)</u>	<u>46,918,493</u>
<b>DEFERRED OUTFLOWS</b>						
VMERS	-	2,744,997	-	-	-	2,744,997
Deferred OPEB Outflows	-	116,474	-	-	-	116,474
Total Assets & Deferred Outflow	<u>\$ 30,727,087</u>	<u>\$ 2,861,471</u>	<u>\$ 29,797,086</u>	<u>\$ -</u>	<u>\$ (13,605,680)</u>	<u>\$ 49,779,964</u>
<b>LIABILITIES</b>						
Accounts payable	239,932	-	-	-	-	239,932
Accrued expenses	41,378	-	-	-	-	41,378
Accrued payroll and liabilities	472,495	502,438	-	-	-	974,933
Tax Overpayments	80,730	-	-	-	-	80,730
Due to other funds	13,605,680	-	-	-	(13,605,680)	-
Notes payable	-	-	-	-	-	-
Other current liabilities	-	-	-	-	-	-
Net pension liability	-	7,262,782	-	-	-	7,262,782
Net OPEB Liability	-	2,009,089	-	-	-	2,009,089
Non-current obligations	-	-	-	8,160,002	-	8,160,002
Total Liabilities	<u>14,440,215</u>	<u>9,774,309</u>	<u>-</u>	<u>8,160,002</u>	<u>(13,605,680)</u>	<u>18,768,846</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>						
Deferred grant revenue	6,362,938	(1)	-	-	-	6,362,937
Deferred property taxes	193,708	(193,708)	-	-	-	-
Deferred OPEB Inflows	-	1,528,162	-	-	-	1,528,162
Related to Town's Participation in VMERS	-	262,796	-	-	-	262,796
Total Deferred Inflows and resources	<u>6,556,646</u>	<u>1,597,249</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,153,895</u>
<b>FUND BALANCES</b>						
Invested in capital assets	-	-	29,797,086	(8,160,002)	-	21,637,084
Nonspendable	564,480	(564,480)	-	-	-	-
Restricted	451,105	5,541,576	-	-	-	5,992,681
Committed	2,198,258	(1,110,952)	-	-	-	1,087,306
Assigned	3,981,595	(7,566,771)	-	-	-	(3,585,176)
Unassigned	2,534,788	(4,809,460)	-	-	-	(2,274,672)
	<u>9,730,226</u>	<u>(8,510,087)</u>	<u>29,797,086</u>	<u>(8,160,002)</u>	<u>-</u>	<u>22,857,223</u>
Total Liabilities & Net Assets	<u>\$ 30,727,087</u>	<u>\$ 2,861,471</u>	<u>\$ 29,797,086</u>	<u>-</u>	<u>\$ (13,605,680)</u>	<u>\$ 49,779,964</u>

TOWN OF BRATTLEBORO, VERMONT  
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JUNE 30, 2023

**NOTE 2 - EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND STATEMENTS AND GOVERNMENT-WIDE STATEMENTS (continued)**

A detailed explanation of the differences between governmental funds statement of revenues, expenditures and changes in fund balances and government-wide statement of activities is as follows:

	Total Governmental Funds	Long-term Revenues/ Expenses	Capital- Related Items	Long-term Debt Transactions	Statement of Net Assets Total
<b>REVENUES</b>					
Property Taxes	\$ 16,085,674	\$ (25,786)	\$ -	\$ -	\$ 16,059,888
Property Tax penalties and interest	115,450	-	-	-	115,450
Grant Income	-	-	-	-	-
Intergovernmental	668,749	(42,855)	-	-	625,894
Donations	997,627	(23,164)	-	-	974,463
Charges for services	1,742,077	42,858	-	-	1,784,935
Licenses and Permits	28,058	-	-	-	28,058
Investment income	165,067	-	-	-	165,067
Miscellaneous	1,416,465	(309,004)	-	-	1,107,461
Total Revenues	<u>21,219,167</u>	<u>(357,951)</u>	<u>-</u>	<u>-</u>	<u>20,861,216</u>
<b>EXPENDITURES</b>					
General government	7,184,506	1,412,133	-	-	8,596,639
Public safety	5,536,542	-	-	-	5,536,542
Public works	3,191,017	1,266,066	-	-	4,457,083
Community and Development	1,336,577	(4)	-	-	1,336,573
Culture and recreation	857,749	-	-	-	857,749
Cemetery	20,107	-	-	-	20,107
Pension and benefits	231,744	-	-	-	231,744
Capital expenditures:					
General government	396,129	-	(396,129)	-	-
Public Safety	504,191	-	(504,191)	-	-
Public works	1,098,831	-	(1,098,831)	-	-
Culture and recreation	107,619	-	(107,619)	-	-
Debt service:					
Principal	843,333	-	-	(843,333)	-
Interest	265,817	-	-	-	265,817
Total expenditures	<u>21,574,162</u>	<u>2,678,195</u>	<u>(2,106,770)</u>	<u>(843,333)</u>	<u>21,302,254</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(354,995)</u>	<u>(3,036,146)</u>	<u>2,106,770</u>	<u>843,333</u>	<u>(441,038)</u>
<b>OTHER FINANCING SOURCES (USES)</b>					
Loan proceeds	-	-	-	-	-
Transfers in	2,141,370	-	-	-	2,141,370
Transfers out	(1,774,000)	-	-	-	(1,774,000)
Total Other Financing Sources (Uses)	<u>367,370</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>367,370</u>
Net Change in Fund Balances	<u>\$ 12,375</u>	<u>\$ (3,036,146)</u>	<u>\$ 2,106,770</u>	<u>\$ 843,333</u>	<u>\$ (73,668)</u>

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
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**NOTE 3 – CASH AND INVESTMENTS**

Cash and Investments

The Town's cash and investments as of June 30, 2023 are as follows:

	Governmental Activities	Business - Type Activities	Total
Cash:			
Cash on Hand	1,195	\$ 150	\$ 1,345
Deposits with Financial Institutions	17,233,412	225,134	17,458,546
TAN note	-	-	-
Total Cash	17,234,607	225,284	17,459,891
Investments:			
Mutual Funds and Corporate Bonds	-	-	-
Total Cash and Investments	\$ 17,234,607	\$ 225,284	\$ 17,459,891

Custodial Credit Risk

Custodial credit risk—deposits -Custodial credit risk for deposits is the risk that in the event of the failure of a depository financial institution, the Town will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The Town's policy addresses this risk by requiring the use of qualified public depositories and requiring insurance or collateralization on certificates of deposit and repurchase agreements. As of June 30, 2023, all deposits were insured by the FDIC or collateralized.

Custodial credit risk – investments - Custodial credit risk for investments is the risk that, in the event of failure of the counterparty to a transaction, a government will not be able to recover the value of its investments or collateral securities that are in the possession of another party. The Town's policy addresses this risk by requiring the use of qualified financial institutions and broker/dealers. The classification and fair value of investments as of June 30,2023, are as follows:

	Governmental Activities	Fiduciary Funds	Total
U.S Government obligations	\$ 2,270,023	\$ -	\$ 2,270,023
Cash	-	332,996	332,996
Municipal obligations	-	552,567	552,567
Corporate obligations	-	196,678	196,678
Common and preferred stock	-	1,080,632	1,080,632
Mutual funds - various	-	721,318	721,318
	\$ 2,270,023	\$ 2,884,191	\$ 5,154,214

Credit risk – Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The Town's investment in debt related securities include U.S. Government obligations with an implicit rating of AAA.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 3 – CASH AND INVESTMENTS (continued)**

Interest rate risk - Interest rate risk is the risk that changes in interest rates will affect the fair value of certain investments. The Town's policy states risk will be minimized by investing primarily in shorter term investments and limiting the average maturity of the Town's investment portfolio. Investments subject to interest rate risk and their maturities as of June 30, 2023, are as follows:

	Fair Value	Less than One Year	1 to 5 Years	6 to 10 Years	Over 10 Years
U.S Government obligations	\$ 2,270,023	\$ -	\$ 2,270,023	\$ -	\$ -
Municipal obligations	332,996	-	-	307,263	25,733
Corporate obligations	552,567	-	-	552,567	-
	<u>\$ 3,155,586</u>	<u>\$ -</u>	<u>\$ 2,270,023</u>	<u>\$ 859,830</u>	<u>\$ 25,733</u>

Foreign currency risk – Foreign currency risk is the risk that changes in foreign exchange rates will adversely affect the fair value of an investment. The Town does not have any such investments, or policies for foreign currency risk.

Concentration of credit risk - Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The Town's policy states this risk will be addressed by diversifying so that the impact of losses from any one type of investment will be minimized. As of June 30, 2023, the Town holds \$2,270,023 of its investments in a US Treasury Notes which matures July 2023. The US Treasury Notes are held at Edward Jones, and it represents 47% of the Town's total investments. No other investments exceed 5% in any one issuer.

Investment policy - The Town's investment policy allows the investment of Town funds in savings accounts, certificates of deposit, money market accounts, and repurchase agreements with qualified public depositories, banker's acceptances, and commercial paper rated in the highest tier, investment grade obligations of state and local governments and public authorities, and in obligations of the U.S. Government and its agencies. The Public Trust Funds Held by Trustees and the Library Trust Funds are managed under separate investment policies adopted by their trustees which allow investments in corporate stocks, corporate obligations, and mutual funds, as well.

**NOTE 4 - RECEIVABLES**

Receivables and the allowance for uncollectible accounts as of June 30, 2023 are as follows:

	Receivables	Allowance for Uncollectible Accounts	Net Receivables
General Fund			
Accounts receivable			
General fund	\$ -	\$ -	\$ -
Development Fund	714,646	-	714,646
Other Governmental Fund	98,526	-	98,526
Delinquent taxes receivable	882,405	-	882,405
Enterprise Funds			
Utilities Funds	2,025,546	242,170	1,783,376
Net Receivables	<u>\$ 3,721,123</u>	<u>\$ 242,170</u>	<u>\$ 3,478,953</u>

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 5 – LOANS RECEIVABLES**

The Town, through various federal programs, has received grants and advanced funds to outside agencies to encourage community development. Loans, generally secured by subordinated collateral positions, are recorded as loans receivable in the governmental funds. Until repaid, a portion of the loans of federal awards are offset by deferred revenue, which is taken into operating revenue as payments are received in a future period. Upon receipt, the repayment of these loans is placed in the Town’s Revolving Loan Fund, which is used to operate the Small Business Assistance Program (SBAP), the Rental Housing Improvement Program (RHIP) and is also available for future loans, grants or to be used as matching funds for new state or federal grants. A portion of the loans receivable is also offset by nonspendable fund balance. The Town monitors the balances of deferred revenue and nonspendable fund balance and will continue to do so in fiscal year 2024.

**NOTE 6 – INTERFUND RECEIVABLE AND PAYABLES**

Interfund receivable and payable balances, due to the pooling of cash for cash receipts and disbursements, as of June 30, 2023 are as follows:

	Interfund Receivables	Interfund Payables
Governmental funds:		
General Fund	\$ -	\$ 13,605,680
Development Fund	230,263	-
Capital Projects Fund	1,427,731	-
Other Governmental Funds	4,483,363	-
	6,141,357	13,605,680
Proprietary funds:		
Utilities Fund	6,940,000	-
Parking Fund	494,323	-
	7,434,323	-
Fiduciary Funds:	30,000	-
Total	\$ 13,605,680	\$ 13,605,680

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 7 – INTERFUND TRANSFERS:**

Interfund transfers constitute the transfer of resources from the fund that receives the resources to the fund that utilizes them. Interfund transfers for the year ended June 30, 2023 were as follows:

	Tranfers In	Transfers Out
Governmental funds:		
General fund	\$ 367,370	\$ 1,659,000
Development fund	-	-
Capital project funds	1,604,000	115,000
Other governmental funds	170,000	-
	2,141,370	1,774,000
Proprietary funds:		
Utilities fund	-	320,000
Parking fund	-	47,370
	-	367,370
	\$ 2,141,370	\$ 2,141,370

The General Fund received transfers of \$367,370 from the proprietary funds as reimbursement of expenditures for administration and other operating costs.

**NOTE 8 – CAPITAL ASSETS**

	Balances June 30, 2022	Increases	Decreases	Balances June 30, 2023
General Fund				
Capital assets, not being depreciated:				
Land	\$ 2,338,144	\$ -	\$ -	\$ 2,338,144
Construction in progress	207,791	132,613	73,359	267,044
	2,545,935	132,613	73,359	2,605,189
Capital assets being depreciated:				
Buildings and building improvements	19,101,476	-	390,550	18,710,926
Improvements, other	7,260,740	551,676	-	7,812,416
Machinery and equipment	10,754,637	974,717	486,490	11,242,864
Infrastructure	25,988,131	520,925	-	26,509,056
Total capital assets, being depreciated	63,104,984	2,047,318	877,040	64,275,262
Less Accumulated Depreciation:				
Buildings and building improvements	5,857,059	529,911	58,583	6,328,387
Improvements, other	4,705,581	271,357	-	4,976,938
Machinery and equipment	6,513,020	807,762	486,490	6,834,292
Infrastructure	18,485,443	458,305	-	18,943,748
	35,561,103	2,067,335	545,073	37,083,365
Being Depreciated, Net	27,543,881	(20,017)	331,967	27,191,897
Net Assets	\$ 30,089,816	\$ 112,595	\$ 405,326	\$ 29,797,086

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 8 - CAPITAL ASSETS (continued)**

Proprietary Funds	Balances			Balances
	<u>June 30, 2022</u>	<u>Increases</u>	<u>Decreases</u>	<u>June 30, 2023</u>
Business-type activities -				
Capital assets, not being depreciated:				
Land - Utilities	\$ 802,415	\$ -	\$ -	\$ 802,415
Land - Parking	609,974	-	-	609,974
Construction in progress	<u>6,410,442</u>	<u>4,908,940</u>	-	<u>11,319,382</u>
	<u>7,822,831</u>	<u>4,908,940</u>	-	<u>12,731,771</u>
Capital assets being depreciated:				
Water	25,644,461	185,366	46,635	25,783,192
Sewer	52,015,726	147,393	-	52,163,119
Parking	<u>11,839,744</u>	<u>22,376</u>	-	<u>11,862,120</u>
Total capital assets, being depreciated	<u>89,499,931</u>	<u>355,135</u>	<u>46,635</u>	<u>89,808,431</u>
Less Accumulated Depreciation				
Water	14,800,239	709,222	39,965	15,469,495
Sewer	26,026,696	1,822,408	-	27,849,104
Parking	<u>4,332,522</u>	<u>284,001</u>	-	<u>4,616,523</u>
	<u>45,159,457</u>	<u>2,815,631</u>	<u>39,965</u>	<u>47,935,122</u>
Being Depreciated, Net	<u>44,340,474</u>	<u>(2,460,495)</u>	<u>6,670</u>	<u>41,873,309</u>
Net Assets	<u>\$ 52,163,305</u>	<u>\$ 2,448,445</u>	<u>\$ 39,965</u>	<u>\$ 54,605,080</u>

Depreciation expense of \$2,815,631 in the business-type activities was recorded in the Utilities Fund (\$2,531,630) and the Parking Fund (\$284,001) in the proprietary fund statements. Depreciation expense of \$2,067,335 was recorded in the general fund.

**NOTE 9 – DEFERRED INFLOWS OF RESOURCES**

Deferred outflows of resources in the government-wide and business-type activities consists of \$3,236,143 due to net changes related to the Town's participation in the Vermont Municipal Employee Retirement System (\$3,119,669), as further described in Note 14 and net changes related to the Town's participation in an OPEB (\$118,474) sponsored benefit plan.

Deferred inflows of resources in the government-wide and business-type activities consists of \$8,414,899 due to net changes related to the Town's participation in the Vermont Municipal Employee Retirement System (\$298,666), as further described in Note 13, net changes related to the Town's participation in an OPEB (\$1,528,162) sponsored benefit plan and deferred revenue from grants of \$6,588,071. The governmental funds deferred inflows consist of delinquent property taxes (including penalties and interest on those taxes) that were not collected within sixty (60) days after year-end as these would not be available to liquidate current liabilities of \$193,708 and \$6,362,938 in deferred note receivable.

**NOTE 10 – SHORT-TERM LIABILITIES**

The Town was authorized to seek a tax anticipation note during the fiscal year 2023 with Article 6, however, did not apply for the note during the fiscal year end.

TOWN OF BRATTLEBORO, VERMONT  
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JUNE 30, 2023

**NOTE 11 – LONG-TERM LIABILITIES**

Outstanding long-term liabilities for the year ended June 30, 2023, consisted of:

	Balance June 30, 2022	Additions	Deletions	Balance June 30, 2023	Due Within One Year
<b>Governmental activities -</b>					
Notes payable (2.12% - 2.32%):					
Equipment Financing Note BS&L Payments through July 2029	\$ 350,000	\$ -	\$ 50,000	\$ 300,000	\$ 50,000
General obligation note, General purpose, maturities through November 2022	25,000	-	25,000	-	-
General obligation note, General purpose, maturities through November 2028	2,333,335	-	333,333	2,000,002	333,333
General obligation note, General purpose, maturities through November 2031	445,000	-	45,000	400,000	45,000
General obligation note, General purpose, maturities through November 2036	5,850,000	-	390,000	5,460,000	390,000
Total governmental activities	<u>\$ 9,003,335</u>	<u>\$ -</u>	<u>\$ 843,333</u>	<u>\$ 8,160,002</u>	<u>\$ 818,333</u>
<b>Business-type activities:</b>					
General Obligation bonds:					
Tri-Park RF1-104	\$ 1,619,960	\$ -	\$ 62,830	\$ 1,557,130	\$ 44,297
Tri-Park RF3-163	\$ 1,130,565	\$ -	\$ 36,470	\$ 1,094,095	\$ 36,470
RF1-171	\$ 693,720	\$ -	\$ 43,428	\$ 650,292	\$ 64,086
RF1-127	\$ 3,857,496	\$ -	\$ 287,613	\$ 3,569,883	\$ 293,366
RZED Bond	\$ 6,890,000	\$ -	\$ 680,000	\$ 6,210,000	\$ 700,000
AR1-024	\$ 1,434,428	\$ -	\$ 131,001	\$ 1,303,427	\$ 133,621
Note payable, Vermont Revolving Loan Fund	\$ 3,505,885	\$ 5,352,661	\$ -	\$ 8,858,546	\$ -
Total Business-type activities	<u>\$ 19,132,054</u>	<u>\$ 5,352,661</u>	<u>\$ 1,241,342</u>	<u>\$ 23,243,373</u>	<u>\$ 1,271,840</u>

Government Activities – Notes Payable

Fire Ladder Truck – A capital equipment note of \$500,000 was obtained in July 2018 to partially finance the purchase of a fire ladder truck for the fire department, with Brattleboro Savings and Loan. The note is payable over ten years with an interest rate of 2.32% and annual payments of \$50,000 plus interest.

Government Activities – Obligation Bonds

General Purpose November 2022 – The Town issued a \$405,000 bond in July 2007 through the Vermont Municipal Bond Bank for building improvements and the purchase of land for a park. The bond is payable in thirteen annual installments ranging from \$35,000 to \$25,000 from November 2010 to November 2022.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 11 – LONG-TERM LIABILITIES (continued)**

General Purpose November 2028 - The Town has authorized bonds in an amount not to exceed \$14,130,000 for constructing renovations to fire and police facilities. In July 2013, the Town borrowed \$5,000,000 of this authorized debt through the Vermont Municipal Bond Bank. The annual debt service payments range from \$480,000 to \$334,000 from November 2014 through November 2028.

General Purpose November 2031 - The Town issued a \$1,865,000 bond in July 2010 through the Vermont Municipal Bond Bank for building, road, and bridge improvements. The bond is payable in twenty annual installments ranging from \$40,000 to \$235,000 from December 2012 to November 2031.

General Purpose November 2036 - The Town issued a \$7,800,000 bond in July 2016 through the Vermont Municipal Bond Bank for constructing renovations to fire and police facilities. The bonds have a net interest cost of 2.732%. The annual debt service payments range from \$580,000 to \$390,000 from November 2017 through November 2036.

Business Activities – Special Obligation bonds

TriPark Water and Sewer - The Town constructed water and sewer improvements in the Mountain Home Park Special Benefit Assessment District. The \$2,600,000 sewer replacement project loan (plus 2% administration fee) and the \$1,928,070 water main replacement project loan (less negative 3.0% interest) were the original values of the Town's liabilities, but repayment is to be provided from assessments against the district. The town recognized a loan forgiveness subsidy in the amount of \$246,883 in fiscal year 2022. The sewer replacement annual debt service is \$62,830 from June 2014 through June 2033. The water main annual debt service is \$36,469.86 from June 2022 to June 2043.

Business Activities – Obligation bonds

RF1-171 - The Town has received a loan of \$985,000 from the Clean Water State Revolving Loan Fund (CWSRLF) for planning, design engineering and construction of the Black Mountain Gravity Line which is part of the overall Wastewater Treatment Plant (WWTP) Upgrade. The loan has a 2% administrative fee and is payable in twenty annual installments of \$48,092 from June 2017 to June 2036. The Town recognized a loan forgiveness subsidy of \$48,019.60 in 2017

RF1-127 - The Town received a loan of \$14,064,704 from the Clean Water State Revolving Loan Fund (CWSRLF) for planning, design engineering, and a portion of construction costs of a Wastewater Treatment Plant (WWTP) Upgrade. The loan has a 2.0% administration fee in lieu of interest. The Town recognized loan forgiveness subsidies of \$1,100,000, \$2,368,442, and \$2,682,747 in fiscal years 2014, 2018 and 2022, respectively. The loan is payable in annual installments of \$792,879 from December 2014 through December 2017 and annual installments of \$618,443 from December 2018 through December 2021 and annual installments of \$364,763 from December 2022 through December 2033.

Wastewater RZED - In December 2010, the Town borrowed \$13,500,000 of Recovery Zone Economic Development Bonds through the Vermont Municipal Bond Bank to fund a major portion of the WWTP upgrade. The bonds have a net interest cost of 3.14%. The annual debt service ranges from \$890,500 to \$924,600 and is payable from December 2011 through December 2030

RF1-024 - The Town received a loan of \$3,780,900 from the CWSRLF for the replacement of the rotating biological contactors as part of the WWTP upgrade. The loan was made under the American Recovery and Reinvestment Act (ARRA). The loan has a 2.0% administration fee and is payable in annual installments of \$159,690 from September 2012 through September 2031. The Town recognized a loan forgiveness subsidy capitalized with 26% ARRA funds in the amount of \$1,000,000 in fiscal year 2014.

Note Payable: The Town received a Drinking Water State Revolving Fund loan for the replacement of the existing water treatment facility. As of June 30, 2023, \$8,858,546 has been drawn on the loan. This is a note payable until project completion and the issuance of a long-term bond.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
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**NOTE 11 – LONG-TERM LIABILITIES (continued)**

Debt service requirements to maturity are as follows:

Governmental Activities:

<u>Years ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 30, 2024	818,333	242,435	1,060,768
June 30, 2025	818,333	213,463	1,031,796
June 30, 2026	818,333	189,425	1,007,758
June 30, 2027	818,333	163,884	982,217
June 30, 2028-2032	2,936,667	482,828	3,419,495
June 30, 2033-2037	1,950,000	148,249	2,098,249
June 30, 2038-2042	-	-	-
Total	<u>\$ 8,160,000</u>	<u>\$ 1,440,284</u>	<u>\$ 9,600,283</u>

Business-Type Activities:

<u>Years ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 30, 2024	1,271,840	343,772	1,615,612
June 30, 2025	1,302,547	310,639	1,613,186
June 30, 2026	1,333,469	275,860	1,609,329
June 30, 2027	1,364,609	239,000	1,603,609
June 30, 2028-2032	6,488,100	606,964	7,095,064
June 30, 2033-2037	1,507,325	109,906	1,617,231
June 30, 2038-2042	622,406	36,088	658,494
June 30, 2043-2047	275,711	1,867	277,578
June 30, 2048-2052	182,349	-	182,349
June 30, 2053-2057	36,470	-	36,470
Total	<u>\$ 14,384,827</u>	<u>\$ 1,924,096</u>	<u>\$ 16,308,922</u>

**NOTE 12 - Capital leases:**

The Town has no active leases as of June 30, 2023.

**NOTE 13 - Compensated absences:**

Employees are granted vacation and sick leave in varying amounts. Upon retirement, termination or death, employees are compensated for unused vacation (subject to certain limitations) at their then current rates of pay. Sick leave accruals in excess of 90 days up to a maximum of 120 days will be paid to any Town employee who retires after a minimum of 20 consecutive years of service. Accrued compensated absences have been recorded in the general fund and proprietary funds and included in accrued expenses on the government-wide statement of net position.

TOWN OF BRATTLEBORO, VERMONT  
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**NOTE 14 – Other postemployment benefit (OPEB) plan:**

Retirement Health Plan for Brattleboro public safety employees -

Plan description: In addition to the pension benefits described in note 15, the Town administers a single employer defined benefit healthcare plan for retired public safety employees (“the plan”). The plan provides healthcare insurance for eligible retirees and their spouses through the Town’s group health insurance plan, which covers both active employees and retired members. As of July 1, 2022, the measurement date, the Town’s plan included Sixty-eight (68) members, with nine (9) retirees and spouses receiving benefits and Fifty-nine (59) active employees who could be eligible to receive future benefits. The plan does not issue a separate financial report.

The Town calculates and reports the cost of the healthcare benefits promised certain employees during the period of the employee’s active employment while the benefits are being earned, although the Town pays for these benefits on a pay-as-you-go basis.

Funding policy: The Town will pay 40% of the two-person health insurance premium for members of the Brattleboro public safety employees who have worked for the Town continuously for 20 years and who retire after attaining age 50. At age 55 the Town will pay 60% of the two-person health insurance premium, until the former Brattleboro public safety employee is eligible for Medicare benefits. The retiree and the Town contributions are governed by the terms of the Brattleboro Professional Firefighters Association and the New England Police Benevolent Association union contracts.

The contribution requirements of plan members and the Town are established and may be amended through Town ordinances. The required contribution is based on the projected pay-as-you-go financing requirements. For the 2023 fiscal year, the total Town premiums plus implicit costs for the retiree medical programs are \$90,646. The Town is also to contribute to an OPEB Trust of \$0 for the 2023 fiscal year for a total contribution of \$90,646.

Investment policy: The Town has not established a formal Investment Policy related to OPEB funding.

Actuarially Determined Contribution (ADC): The Town’s Actuarially Determined Contribution (ADC) is an amount actuarially determined in accordance with the parameters of GASB Statement No. 74/75 which represents the level of funding that, if paid on an ongoing basis, is projected to cover the service cost each year and amortize any unfunded actuarial liabilities (or funding excess). The components of the Town’s annual ADC for the fiscal year and the amount actually contributed to the plan are shown in Schedule 4 *Actuarially Determined OPEB Contributions Excess/(Deficit)*.

OPEB liabilities, OPEB expense, deferred outflows of resources, deferred inflows of resources:

In 2017, the Town implemented a change in governmental accounting and reporting which was mandated by the Governmental Accounting Standards Board in GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The impact on these financial statements is to include the Town’s net OPEB liability and deferred inflows and outflows of resources for OPEB expense and the related effects on government-wide net position and activities. Financial statements of the individual funds have not been affected by the change in 2017.

As of June 30, 2023, based on an actuarial valuation date of July 1, 2022, the plan was 0% funded and had a total OPEB liability of \$2,009,089. For the year ended June 30, 2023, the Town recognized OPEB expense of (\$167,720). As of June 30, 2023, the Town reported deferred outflows of resources of \$116,474, all of which arose from the recognition of the effects of differences between expected and actual experience. On June 30, 2023, the Town reported deferred inflows of resources of \$1,528,162, resulting from a change in assumptions. The deferred inflows and outflows of resources are recognized as OPEB expense over 7 years.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 14 – Other postemployment benefit (OPEB) plan (continued):**

Sensitivity of the Town's OPEB liability to changes in the healthcare trend rate and to changes in the discount rate: The following shows the OPEB liability calculated using the healthcare trend rate of 4.5% and the discount rate of 2.0% as well as the OPEB liability if it were calculated using a healthcare trend rate and a discount rate that is one percent lower or one percent higher.

<u>1% Decrease (3.5%)</u> \$1,718,055	<u>Healthcare Trend Rate</u> <u>Current Trend Rate (4.5%)</u> \$2,009,089	<u>1% Increase (5.5%)</u> \$2,361,621
<u>1% Decrease (1.0%)</u> \$2252,441	<u>Discount Rate</u> <u>Current Trend Rate (2.0%)</u> \$2,009,089	<u>1% Increase (3.0%)</u> \$1,789,927

Funded status and funding progress: An independent actuary valued the Town's OPEB liabilities as of July 1, 2022. The net OPEB liability for the postemployment healthcare benefits promised to eligible retired public safety employees was \$2,009,089 as of June 30, 2022, all of which was unfunded. The covered payroll used in the valuation (annual payroll of active employees covered by the plan) was \$2,952,398 and the ratio of the net OPEB liability to the covered payroll was 68.0%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts calculated are subject to revision as actual results are compared with past expectations and new estimates are made about the future.

Fiduciary Net Position: The Town has not established a fiduciary fund for the purpose of funding OPEB benefits. As a result, the fiduciary net position and changes in fiduciary net position are \$0 in both instances.

Recognition of OPEB Trust Assets: The Town of Brattleboro has not established an irrevocable trust for the purpose of prefunding liabilities under GASB 74/75.

Actuarial methods and assumptions: Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of cost sharing between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The 2022 actuarial valuation used the Individual Entry Age Normal Actuarial Cost Method. Current employees and retirees only are considered; no provision is made for future hires. The actuarial assumptions include a healthcare inflation rate of 2.5% and an annual compensation increase assumption of 3.0%.

Required supplementary information: Implementation of GASB Statement No. 75 requires reporting of ten years of historical OPEB information by employers. This information will be built up by year for the next ten years in the *Change in the Net OPEB Liability (Schedule 3)* and *Actuarially Determined OPEB Contributions Excess/(Deficit) (Schedule 4)*.

**NOTE 15 - PENSION PLANS: Vermont Municipal Employees' Retirement System**

*Plan Description*

The Vermont Municipal Employees' Retirement System is a cost-sharing, multiple-employer defined benefit pension plan that is administered by the State Treasurer and its Board of Trustees. It is designed for school districts and other municipal employees that work on a regular basis and also includes employees of museums and libraries if at least half of that institution's operating expenses are met by municipal funds. An employee of any employer that becomes affiliated with the system may join at that time or at any time thereafter. Any employee hired subsequent to the effective participation date of their employer who meets the minimum hourly requirements is required to join the system. During the year ended June 30, 2023, the retirement system consisted of 16,158 participating employees.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 15 - PENSION PLANS: Vermont Municipal Employees' Retirement System (continued):**

The plan was established effective July 1, 1975, and is governed by Title 24, V.S.A. Chapter 125.

The general administration and responsibility for formulating administrative policy and procedures of the retirement System for its members and their beneficiaries is vested in the Board of Trustees consisting of five members. They are the State Treasurer, two employee representatives elected by the membership of the system, and two employer representatives—one elected by the governing bodies of participating employers of the system, and one selected by the Governor from a list of four nominees. The list of four nominees is jointly submitted by the Vermont League of Cities and Towns and the Vermont School Boards Association.

Town public safety employees participating in VMERS are members of Group D. Future public safety employees hired by the Town must become members of Group D. On October 1, 2016, existing civilian full-time employees were given the option to become members of Group B or remain in the Town's defined contribution plan. Future civilian employees hired by the Town must become members of Group B.

As of June 30, 2022, the measurement date selected by the State of Vermont, VMERS was funded at 73.60% and had a plan fiduciary net position of \$845,979,471 and a total pension liability of \$1,149,351,427 resulting in a net pension liability of \$303,37,956. As of June 30, 2022, the Town's proportionate share of this was 2.72077% resulting in a liability of \$8,254,100. The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2022. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. As of June 30, 2022, the Town's proportion of 2.72077% was an decrease of 0.001932% from its proportion measured as of June 30, 2021. For the year ended June 30, 2023, the Town recognized pension expense of \$1,510,078.

As of June 30, 2023, the Town reported deferred outflows of resources and deferred inflows of resources from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 619,883	\$ -
Changes in assumptions	421,985	-
Difference between projected and actual earnings on pension plan investments	1,340,048	-
Changes in proportional share of contributions	18,555	298,666
Differences between the employer contributions and proportionate share of total contributions	-	-
Town's required employer contributions made subsequent to the measurement date	719,198	-
	\$ 3,119,669	\$ 298,666

TOWN OF BRATTLEBORO, VERMONT  
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**NOTE 15 - PENSION PLANS: Vermont Municipal Employees' Retirement System (continued):**

The deferred outflows of resources resulting from the Town's required employer contributions made subsequent to the measurement date in the amount of \$719,196 will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources will be recognized in pension expense as follows:

Year Ending June 30	
2023	668,347
2024	526,359
2025	137,190
2026	769,909
2027	-
	\$ 2,101,805

**Summary of System Provisions**

All assets are held in a single trust and are available to pay retirement benefits to all members. Benefits available to each group are based on average final compensation (AFC) and years of creditable service.

**Membership:** Full time employees of participating municipalities. The Town elected coverage under Group B and D.

**Creditable Service:** Service as a member plus purchased service.

**Average Final Compensation (AFC):**

*Group B*– Average annual compensation during highest 3 consecutive years

*Group D*– Average annual compensation during highest 2 consecutive years

**Service Retirement Allowance:**

Eligibility:

Group B – The earlier of age 62 with 5 years of service or age 55 with thirty 30 years of service.

Group D – The earlier of age 55 with 5 years of service.

Amount

Group B – 1.7% of AFC times service as a Group B member plus percentage earned as a Group A member times AFC.

Group D – 2.5% of AFC times service as a Group D member plus percentage earned as a Group A, B or C member times AFC.

Maximum benefit is 60% of AFC for Group B and 50% of AFC for Group D. The above amounts include the portion of the allowance provided by member contributions.

**Early Retirement Allowance:**

Eligibility:

Group B Age 55 with 5 years of service. Amount: Normal allowance based on service and AFC at early retirement, reduced by 6% for each year commencement precedes Normal Retirement Age for Group B members.

Group D Age 50 with 20 years of service. Amount: No reductions for Group D.

**Vested Retirement Allowance:**

Eligibility: 5 years of service for both Groups.

Amount: Allowance beginning at normal retirement age based on AFC and service at termination. The AFC is to be adjusted annually by one-half of the percentage change in the Consumer Price Index, subject to the limits on "Post-Retirement Adjustments" described below.

**Disability Retirement Allowance:**

Eligibility: 5 years of service and disability as determined by Retirement Board.

Amount: Immediate allowance based on AFC and service to date of disability; children's benefit of 10% of AFC payable to up to

TOWN OF BRATTLEBORO, VERMONT  
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**NOTE 15 - PENSION PLANS: Vermont Municipal Employees' Retirement System (continued)**

three minor children (or children up to age 23 if enrolled in full-time studies) of a disable Group D member.

**Death Benefit:**

Eligibility: Death after 5 years of service.

Amount:

Group B reduced early retirement allowance under 100% survivor option commencing immediately or, if greater, survivors benefit under disability annuity computed as of date of death.

Group D 70% of the unreduced accrued benefit plus children's benefit.

**Optional Benefit and Death after Retirement**

Group B and lifetime allowance or actuarially equivalent 50% or 100% joint and survivor allowance with refund of contribution guarantee.

Group D lifetime allowance or 70% contingent annuitant option with no reduction.

**Refund of Contribution:**

Upon termination, if the member so elects or if no other benefit is payable, the member's accumulated contributions are refunded

**Post-Retirement Adjustments:**

Allowance in payment for at least one year increased on each January 1 by one-half of the percentage increase in Consumer Price Index but not more than 3% for both Group B and Group D.

**Member Contributions:**

Group B – 5.875%

Group D – 12.35%

**Employer Contributions:**

Group B – 6.50 %

Group D – 10.85%

**Retirement Stipend:** \$25 per month payable at the option of the Board or retirees.

**Significant Actuarial Assumptions and Methods:**

*Investment rate of return:* 7.00%, net of pension plan investment expenses, including inflation

*Salary increases:* Varying service-based rates from 0-10 years of service, then a single rate of 4.50% per year.

*Pre-Retirement:*

Groups A/B/C – 40% PubG-2010 General Employee below-median and 60% of PubG-2010 General Employee, with generational projection using Scale MP-2019.

Group D – PubG-2010 General Employee above-median, with generational projection using Scale MP-2019.

*Healthy Post-retirement – Retirees:*

Groups A/B/C – 104% of 40% PubG-2010 General Employee below-median and 60% of PubG-2010 General Employee, with generational projection using Scale MP-2019.

Group D – PubG-2010 General Employee above-median, with generational projection using Scale MP-2019.

*Healthy Post-retirement – Beneficiaries:*

Groups A/B/C – 70% Pub-2010 Contingent Survivor below-median and 30% of Pub-2010 Contingent Survivor, with generational projection using Scale MP-2019.

Group D – Pub-2010 Contingent Survivor, with generational projection using Scale MP-2019.

*Disabled post-retirement:*

All Groups – PubNS-2010 Non-safety Disabled Retiree, with generational projection using Scale MP-2019.

*Spouse's Age:* Females three years younger than male.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
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**NOTE 15 - PENSION PLANS: Vermont Municipal Employees' Retirement System (continued)**

**Summary of System Provisions (continued)**

*Cost-of-Living Adjustments:* Assumed to occur on January 1 following one year of retirement at the rate of 1.20% per annum for Groups B and D members (beginning at Normal Retirement eligibility age for members who elect reduced early retirement, at age 62 for members of Groups B, and D who receive a disability retirement benefit).

*Actuarial Cost Method:* Entry Age Actuarial Cost Method. Entry Age is the age at date of employment or, if date is unknown, current age minus years of service. Normal Cost and Actuarial Accrued Liability are calculated on an individual basis and are allocated by salary, with Normal Cost determined using the plan of benefits applicable to each participant.

*Actuarial Value of Assets:* A smoothing method is used, under which the value of assets for actuarial purposes equals market value less a five-year phase-in of the differences between actual and assumed investment return. The value of assets for actuarial purposes may not differ from market value of assets by more than 20%.

*Inflation:* 2.30%

*Long-term expected rate of return:* The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return weighting the expected future real rates of return by the target asset allocation percentage and adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2022, is summarized in the following table:

<u>Asset Class</u>	<u>Target Asset Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Passive Global Equities	24.00%	4.30%
Active Global Equities	5.00%	4.30%
Large Cap US Equities	4.00%	3.25%
Small/Mid Cap US Equities	3.00%	3.75%
Non-US Developed Market Equities	7.00%	5.00%
Private Equity	10.00%	6.50%
Emerging Market Debt	4.00%	3.50%
Private & Alternative Credit	10.00%	4.75%
Non-Core Real Estate	4.00%	6.00%
Core Fixed Income	19.00%	0.00%
Core Real Estate	3.00%	3.50%
US TIPS	3.00%	-0.50%
Infrastructure/Farmland	4.00%	4.25%
	<u>100.00%</u>	

*Discount Rate:* The discount rate used to measure the total pension liability was 7.00%. In accordance with paragraph 29 of GASB 68, professional judgement was applied to determine that the System's projected fiduciary net position exceeds projected benefit payments for current active and inactive members for all years. The analysis was based on the expectation that employers will continue to contribute at the rates set by the Board, which exceed the actuarially determined contribution, which is comprised on an employer normal cost payment and a payment to reduce the unfunded liability to zero by June 30, 2038. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

TOWN OF BRATTLEBORO, VERMONT  
 NOTES TO THE FINANCIAL STATEMENTS  
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**NOTE 15 - PENSION PLANS: Vermont Municipal Employees' Retirement System (continued)**

The following presents the net pension liability, calculated using the discount rate of 7.00%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower (6.00%) or one percent higher (8.00%) than the current rate:

<u>1% Decrease (6.00%)</u>	<u>Discount Rate (7.00%)</u>	<u>1% Increase (8.00%)</u>
\$12,368,335	\$8,254,100	\$4,869,884

Effective October 1, 2016, employees covered under the following plan became eligible to elect to participate in the Vermont Municipal Employees' Retirement System (VMERS) Plan B. New employees will not be able to participate in this plan. Twenty (20) employees elected to remain in this plan.

Plan description: The Town maintains a single employer defined contribution pension plan. The plan was established on January 1, 1988. It is a "qualified" plan under Section 401(a) of the Internal Revenue Code. The Town contributes 6% of the gross earnings for each eligible employee each pay period. In addition, the Town makes a matching contribution equal to each employee's contribution to the plan for that pay period up to a maximum of 3% of the employee's gross earnings. Participants become 60% vested after three years, 80% vested after four years and 100% vested after five years in the plan. They are always 100% vested in their own contributions.

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
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**NOTE 16 - FUND BALANCE/NET POSITION CATEGORIES**

The fund balances/net position of the Town are categorized as follows:

	Individual Funds Statements		Government-Wide Statements (Exhibit A)	
	Governmental Funds (Exh. C)	Proprietary Funds (Exhibit H)	Governmental Activities	Business-type Activities
<b>Nonspendable</b>				
Development Fund	\$ 529,546	\$ -	\$ -	\$ -
General Fund	34,935	-	-	-
	<u>564,481</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Restricted:</b>				
General Fund	43,600	-	-	-
Development Fund	45,708	-	3,029,832	-
Capital Project Fund	-	-	1,414,757	-
Other Governmental Fund	361,798	-	1,585,009	-
	<u>451,106</u>	<u>-</u>	<u>6,029,598</u>	<u>-</u>
<b>Committed:</b>				
General fund	1,087,306	-	-	-
Development fund	184,555	-	-	-
Other Governmental Fund	926,397	-	-	-
	<u>2,198,258</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Assigned:</b>				
General Fund	-	-	-	-
Development Fund	2,270,023	-	-	-
Capital Project Fund	1,414,757	-	-	-
Other Governmental Fund	296,814	-	-	-
	<u>3,981,594</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Unassigned (governmental funds)/Unrestricted (business-type funds)</b>	<u>2,534,788</u>	<u>535,103</u>	<u>(4,809,459)</u>	<u>535,103</u>
<b>Invested in Capital Assets, Net of Related Debt</b>	<u>-</u>	<u>38,978,910</u>	<u>21,637,084</u>	<u>38,978,910</u>
<b>Total Fund Balances/Net Position</b>	<u>\$ 9,730,226</u>	<u>\$ 39,514,013</u>	<u>\$ 22,857,223</u>	<u>\$ 39,514,013</u>

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
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**NOTE 17 – CONTINGENT LIABILITIES**

The Town participates in a number of federally assisted and state grant programs that are subject to audits by the grantors or their representatives. The audits of these programs for or including the year ended June 30, 2023 have not yet been reviewed by the grantor agencies. Accordingly, compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

**NOTE 18 – JOINT VENTURE**

Pursuant to a charter from the State of Vermont, the Town participates with several other municipalities in the Windham Solid Waste Management District (the district). Members of the District’s Board of Supervisors are appointed by each town. The District has the power to levy assessments on the member municipalities based on the amount of waste generated by or within each of the member municipalities.

The District has primary liability for its future obligations, including debt service and costs associated with landfill post closure maintenance and monitoring, and has investments with an estimated maturity value sufficient to provide for these estimated future liabilities. The towns have contingent liability for these obligations through their membership in the District.

Summary financial information for the District as of and for the fiscal year ended June 30, 2023 is provided below

Assets	<u>\$ 3,419,574</u>	Operating revenues	\$ 1,079,021
		Operating expenses	<u>1,448,446</u>
Liabilities	\$ 146,452	Operating gain (loss)	(369,425)
		Nonoperating revenue, net	<u>380,054</u>
Deferred inflows of resources	1,780,634		
Net position	1,492,488		
	<u>\$ 3,419,574</u>	Change in net position	<u>\$ 10,629</u>

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 19 – TAX ABATEMENT DISCLOSURES:**

In 2017, the Town implemented a change in governmental reporting which was mandated by the Governmental Accounting Standards Board in GASB statement No. 77, *Tax Abatement Disclosures*. The financial statements of the individual funds and the government-wide net position and activities were not affected by the change in 2017. The Town enters into municipal property tax abatement agreements with local businesses and farmers under Vermont state statute. Under the statute, municipalities may grant property tax abatements up to 100% of the municipal property tax bill for a period not to exceed ten years for the purpose of attracting or retaining businesses or preserving farmland, within their jurisdictions. The abatements may be granted to any business or farmer located within or promising to relocate to the Town. For the fiscal year ended June 30, 2023, the Town abated \$13,736 under these programs, including the following tax abatement agreements that exceeded 10% of the total amount abated:

	Percentage of Taxes Abated During the Fiscal Year	Amount of Taxes Abated During the Fiscal Year
Constructed New Factory		
Real Estate	0%	\$ -
Equipment	0%	-
Expanded Manufacturing Facility		
Real Estate	65%	14,433
Equipment	75%	50,787
Farmland Preservation (8)	100%	22,336
Total		\$ 87,556

A 65% property tax abatement on expanded real estate and a 75% property tax abatement on new equipment at a manufacturing facility. The abatement amounted to \$87,556.

The Town negotiates property tax abatements on an individual basis. The Town has tax abatement agreements with eight entities as of June 30, 2023

**NOTE 20 - PROPERTY TAXES**

Property taxes are assessed based on valuations as of April 1, annually. Property taxes were due in two installments on the last business days of October and March. Overdue payments are subject to an 8% penalty and interest is calculated at 1% per month, for the 1st three months and then 1 1/2% after that.

Town property tax revenue is recognized in the General Fund for the period for which the tax is levied to the extent they result in current receivables, which will be collected within 60 days of the fiscal year end. The tax rates for fiscal year 2023 were as follows:

	Homestead	Non- Residential
Municipal Tax	\$ 1.3320	\$ 1.3320
Education Tax	1.7432	1.5801
Total	\$ 3.0752	\$ 2.9121

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2023

**NOTE 21 - RISK MANAGEMENT**

The Town of Brattleboro, Vermont is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town maintains insurance coverage through the Vermont League of Cities and Towns Property and Casualty Intermunicipal Fund, Inc. covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town. Settled claims have not exceeded this coverage in any of the past three fiscal years.

The Town must remain a member for a minimum of one year and may withdraw from the Fund after that time by giving sixty days' notice. Fund underwriting and rate-setting policies have been established after consultation with actuaries. Fund members are subject to a supplemental assessment in the event of deficiencies. If the assets of the Fund were to be exhausted, members would be responsible for the Fund's liabilities.

**NOTE 22 – RELATED PARTY TRANSACTIONS**

Some of the Town's Selectboard members own businesses that do business with the Town or are employed by such businesses. Due to the small population of the Town, and the number of residents actively involved in Town government, some related party transactions exist. The Town has a policy regarding conflict of interest.

**NOTE 23 – SUBSEQUENT EVENTS**

We have examined subsequent events from the end of the fiscal year to the date of this report, and there are no events that would significantly impact the presentation of these financial statements.

TOWN OF BRATTLEBORO, VERMONT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND  
FOR YEAR ENDED JUNE 30, 2023

	Original and Final Budget	Actual (Budgetary basis)	Variance Favorable (Unfavorable)
<b>REVENUES:</b>			
Taxes	\$ 17,404,331	\$ 17,614,068	\$ 209,737
Interest income	175,000	123,184	(51,816)
Departmental revenue -			
Town Manager	222,500	335,720	113,220
Finance	50,000	49,197	(803)
Attorney	-	-	-
Town Clerk	181,600	150,397	(31,203)
Listers	1,800	3,095	1,295
General services	-	-	-
Risk management	-	150	150
Planning	30,000	29,625	(375)
Benefits	120,000	-	(120,000)
Library	24,000	25,365	1,365
Fire	83,495	40,157	(43,338)
Solid Waste/recycling	307,000	284,353	(22,647)
Municipal Center	4,800	12,998	8,198
Police	102,280	34,463	(67,817)
Public works	-	77,940	77,940
Parks and recreation	263,100	273,347	10,247
Intergovernmental - regional	440,000	444,301	4,301
Total revenues	<u>\$ 19,409,906</u>	<u>\$ 19,498,361</u>	<u>\$ 88,455</u>
<b>EXPENDITURES:</b>			
Administration -			
Town Manager	\$ 282,310	\$ 238,796	\$ 43,514
Finance	352,575	371,097	(18,522)
Human Resources	159,798	252,725	(92,927)
Town Attorney	115,822	116,900	(1,078)
Town Clerk	209,725	196,316	13,409
Listers	193,535	184,184	9,351
General services	303,775	419,436	(115,661)
Risk management	738,000	534,982	203,018
Planning	283,265	273,705	9,560
Employee benefits	3,612,986	3,431,183	181,803
Debt service - bonds, notes, lease	1,109,300	1,104,427	4,873
Human services	275,575	275,575	-
Auxiliary services	543,059	367,641	175,418
Library	715,325	739,244	(23,919)
Fire Department	2,164,975	2,550,422	(385,447)
Solid Waste/Recycling	896,701	901,803	(5,102)
Facilities Maintenance	151,525	160,139	(8,614)

TOWN OF BRATTLEBORO, VERMONT  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND  
FOR YEAR ENDED JUNE 30, 2023

Municipal center	78,585	100,226	(21,641)
Police Department	2,471,068	2,121,767	349,301
Police dispatch	565,710	506,145	59,566
Public works	2,077,195	2,118,420	(41,225)
Regional	133,438	126,853	6,585
Recreation and parks	890,395	900,686	(10,291)
Downtown Alliance	80,000	80,000	-
Total expenditures	<u>\$ 18,404,642</u>	<u>\$ 18,072,674</u>	<u>\$ 331,968</u>
EXCESS OF REVENUES OR (EXPENDITURES)	<u>1,005,264</u>	<u>1,425,688</u>	<u>420,424</u>
OTHER FINANCING SOURCES (USES):			
Operating transfers in	353,736	367,370	13,634
Operating transfers out	<u>(1,659,000)</u>	<u>(1,659,000)</u>	<u>-</u>
Total other financing sources (uses)	<u>(1,305,264)</u>	<u>(1,291,630)</u>	<u>13,634</u>
NET CHANGE IN FUND BALANCES	<u><u>\$ (300,000)</u></u>	<u><u>\$ 134,058</u></u>	<u><u>\$ 434,058</u></u>

THE TOWN OF BRATTLEBOO, VERMONT  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY  
 VMERS DEFINED BENEFIT PLAN  
 FOR THE YEAR ENDED JUNE 30, 2023

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Total Plan Net Pension Liability	\$ 303,371,956	\$ 147,784,198	\$ 252,974,064	\$ 173,491,807	\$ 140,875,892	\$ 121,155,552	\$ 128,696,167	\$ 77,095,810	\$ 9,126,613
Town's Proportion of the Net Pension Liability	2.7207%	2.91397%	2.89923%	2.89317%	2.97110%	2.82094%	1.98470%	1.97556%	2.06554%
Town's Proportionate Share of the Net Pension Liability	\$ 8,254,103	\$ 4,288,903	\$ 7,334,295	\$ 5,019,410	\$ 4,179,625	\$ 3,417,726	\$ 2,554,228	\$ 1,523,072	\$ 188,514
Town's Covered Employee Payroll	\$ 8,731,921	\$ 8,552,541	\$ 8,337,426	\$ 7,950,667	\$ 7,399,233	\$ 6,999,447	\$ 5,905,014	\$ 3,062,370	\$ 2,832,336
Town's Proportionate Share of the Net Pension Liability as a Percentage of Town's Covered Employee Payroll	94.53%	50.15%	87.97%	63.13%	56.49%	48.83%	43.26%	49.74%	6.66%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	73.60%	86.29%	74.52%	80.35%	82.60%	83.64%	80.85%	87.42%	98.32%

Notes to Schedule

Benefit Changes: None  
 Changes in Assumptions: The discount rate used to measure the net pension liability decreased from 7.50% to 7.00%.  
 Fiscal year 2015 was the first year of implementation, therefore only nine years are shown.

TOWN OF BRATTLEBORO, VERMONT  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULE OF CONTRIBUTIONS  
 VMERS DEFINED BENEFIT PLAN  
 FOR YEAR ENDED JUNE 30, 2023

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Contractually Required Contribution (Actuarially Determined)	\$ 719,198	\$ 680,680	\$ 766,968	\$ 560,189	\$ 908,329	\$ 559,032	\$ 337,749	\$ 301,643	\$ 276,153
Contributions in Relation to Actuarially Determined Contribution	\$ 680,731	\$ 680,680	\$ 647,875	\$ 600,877	\$ 555,878	\$ 520,410	\$ 460,685	\$ 301,643	\$ 246,153
Contribution Excess/(Deficiency)	\$ 38,467	\$ -	\$ 119,093	\$ (40,688)	\$ 352,451	\$ 38,622	\$ (122,936)	\$ -	\$ 30,000
Town's Covered Employee Payroll	\$ 8,731,921	\$ 8,552,541	\$ 8,337,426	\$ 7,960,667	\$ 7,399,233	\$ 6,999,447	\$ 5,905,014	\$ 3,062,370	\$ 2,832,336
Contributions as a Percentage of Town's Covered Employee Payroll	7.80%	7.96%	7.77%	7.56%	7.51%	7.44%	7.80%	9.85%	8.69%

Notes to Schedule

Valuation Dates: June 30, 2022, 2021, 2020, 2019, 2018, 2017, 2016, 2015 and 2014  
 Fiscal year 2015 was the first year of implementation, therefore only nine years are shown.

TOWN OF BRATTLEBORO, VERMONT  
REQUIRED SUPPLEMENTARY INFORMATION  
CHANGE IN THE NET OPEB LIABILITY  
FOR YEAR ENDED JUNE 30, 2023

	2023	2022	2021	2020	2019	2018	2017
Total OPEB Liability							
Service Cost	\$ 223,172	\$ 230,215	\$ 225,701	\$ 237,261	\$ 229,238	\$ 178,623	\$ 236,902
Interest on Net OPEB Liability and Service Cost	57,346	53,678	109,153	100,791	125,557	98,283	89,700
Benefit Payments	(90,646)	(96,257)	(92,112)	(83,147)	(79,188)	(86,542)	(77,247)
Changes in Assumptions	(561,018)	-	90,811	(81,928)	(981,928)	-	(1,520,135)
Changes in Benefit Terms	-	-	104,070	-	-	-	-
Difference between Expected and Actual	(308,975)	-	(874,664)	-	(7,327)	-	204,533
Net Change in Total OPEB Liability	(680,121)	187,636	(437,041)	254,905	(713,648)	190,364	(1,066,247)
Total OPEB Liability July 1, 2022	2,689,210	2,501,574	2,938,615	2,683,710	3,397,358	3,206,994	4,273,241
Total OPEB Liability June 30, 2023	\$ 2,009,089	\$ 2,689,210	\$ 2,501,574	\$ 2,938,615	\$ 2,683,710	\$ 3,397,358	\$ 3,206,994
Plan Fiduciary Net Position	-	-	-	-	-	-	-
Plan Fiduciary Net Position July 1, 2022	-	-	-	-	-	-	-
Plan Fiduciary Net Position June 30, 2023	-	-	-	-	-	-	-
Net OPEB Liability June 30, 2023	\$ 2,009,089	\$ 2,689,210	\$ 2,501,574	\$ 2,938,615	\$ 2,683,710	\$ 3,397,358	\$ 3,206,994
Fiduciary Net Position as a Percentage of the Total OPEB Liability	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Covered Employee Payroll	\$ 2,952,398	\$ 3,514,894	\$ 3,412,518	\$ 2,816,178	\$ 2,734,153	\$ 3,051,620	\$ 2,962,738
Net OPEB Liability as a Percentage of Covered Employee Payroll	68.05%	76.51%	73.31%	104.35%	98.16%	111.33%	108.24%

Valuation Dates: July 1, 2022, July 1, 2020, June 30, 2018 and June 30, 2016

TOWN OF BRATTLEBORO, VERMONT  
 REQUIRED SUPPLEMENTARY INFORMATION  
 ACTUARIALLY DETERMINED OPEB CONTRIBUTIONS EXCESS/(DEFICIT)  
 FOR YEAR ENDED JUNE 30, 2023

	2023	2022	2021	2020	2019	2018	2017
Actuarially Determined Contributions	\$ 300,556	\$ 307,754	\$ 297,830	\$ 376,243	\$ 370,220	\$ 346,905	\$ 337,476
Contributions in Relation to the Actuarially Determined Contribution	\$ 90,646	\$ 96,257	\$ 92,112	\$ 83,147	\$ 79,188	\$ 86,542	\$ 86,542
Contribution Deficiency (Excess)	\$ 209,910	\$ 211,497	\$ 205,718	\$ 295,096	\$ 291,032	\$ 260,363	\$ 250,934
Covered Employee Payroll	\$ 2,952,398	\$ 3,514,894	\$ 3,412,518	\$ 2,816,178	\$ 2,734,153	\$ 3,051,620	\$ 2,962,738
Contribution as a Percentage of Covered Employee Payroll	3.07%	2.74%	2.70%	2.95%	2.90%	2.84%	2.92%

Valuation Dates: July 1, 2022, July 1, 2020, June 30, 2018 and June 30, 2016  
 Fiscal year 2017 was the first year of implementation, therefore only six years are shown

TOWN OF BRATTLEBORO  
 COMBINING BALANCE SHEET - DEVELOPMENT FUND  
 JUNE 30, 2023

	Disaster Relief	Rental Housing	SBAP	UDAG Holstein	VCDP 1st Generation Active	Generation Deferred	Total
<b>ASSETS</b>							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investments	-	-	-	2,270,023	-	-	2,270,023
Due from other funds	49,488	71,655	63,412	-	45,708	-	230,263
Other Receivables	-	-	-	-	-	3,190,500	3,190,500
Accounts Receivables, net	-	-	714,646	-	-	-	714,646
<b>Total assets</b>	<b>\$ 49,488</b>	<b>\$ 71,655</b>	<b>\$ 778,058</b>	<b>\$ 2,270,023</b>	<b>\$ 45,708</b>	<b>\$ 3,190,500</b>	<b>\$ 6,405,432</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>							
<b>LIABILITIES:</b>							
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due to other funds	-	-	-	-	-	-	-
Total Liabilities	-	-	-	-	-	-	-
<b>DEFERRED INFLOWS OF RESOURCES:</b>							
Deferred revenue	-	-	185,100	-	-	3,190,500	3,375,600
<b>FUND EQUITY:</b>							
Fund balances -							
Nonspendable	-	-	529,546	-	-	-	529,546
Restricted	-	-	-	-	45,708	-	45,708
Committed	49,488	71,655	63,412	-	-	-	184,555
Assigned	-	-	-	2,270,023	-	-	2,270,023
Unassigned	-	-	-	-	-	-	-
Total fund balances	49,488	71,655	592,958	2,270,023	45,708	-	3,029,832
Total liabilities, deferred inflows of resources and fund equity	\$ 49,488	\$ 71,655	\$ 778,058	\$ 2,270,023	\$ 45,708	\$ 3,190,500	\$ 6,405,432

TOWN OF BRATTLEBORO, VERMONT  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCES - DEVELOPMENT FUND  
 JUNE 30, 2023

	Disaster Relief	Rental Housing	SBAP	UDAG Holstein	VCDP 1st Generation Active	VCDP 1st Generation Deferred	Total
<b>REVENUES:</b>							
Investment income/change in value	\$ 354	\$ 512	\$ 6,054	\$ 49,284	\$ 999	\$ -	\$ 57,203
Intergovernmental	-	-	-	-	-	-	-
Departmental and other revenue	-	-	26,156	-	-	-	26,156
Total revenues	<u>354</u>	<u>512</u>	<u>32,210</u>	<u>49,284</u>	<u>999</u>	<u>-</u>	<u>83,360</u>
<b>EXPENDITURES:</b>							
Community and development	-	-	42,552	-	53,950	-	96,502
Public safety	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>42,552</u>	<u>-</u>	<u>53,950</u>	<u>-</u>	<u>96,502</u>
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	<u>354</u>	<u>512</u>	<u>(10,342)</u>	<u>49,284</u>	<u>(52,951)</u>	<u>-</u>	<u>(13,142)</u>
<b>OTHER FINANCING SOURCES (USES):</b>							
Operating transfers in (out)	-	-	106,177	-	(106,177)	-	-
<b>EXCESS OF REVENUES OR (EXPENDITURES)/NET CHANGE IN FUND BALANCES</b>	<u>354</u>	<u>512</u>	<u>95,835</u>	<u>49,284</u>	<u>(159,128)</u>	<u>-</u>	<u>(13,143)</u>
FUND BALANCES, June 30, 2022	<u>49,134</u>	<u>71,143</u>	<u>497,123</u>	<u>2,220,739</u>	<u>204,836</u>	<u>-</u>	<u>3,042,975</u>
FUND BALANCES, June 30, 2023	<u>\$ 49,488</u>	<u>\$ 71,655</u>	<u>\$ 592,958</u>	<u>\$ 2,270,023</u>	<u>\$ 45,708</u>	<u>\$ -</u>	<u>\$ 3,029,832</u>

TOWN OF BRATTLEBORO, VERMONT  
 COMBINING BALANCE SHEET - CAPITAL PROJECTS FUND  
 JUNE 30, 2023

Schedule 8

	Capital Project Funds	Fire Truck Reserve funds	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ -	\$ -	\$ -
Accounts receivable	-	-	-
Due from other funds	1,202,120	225,611	1,427,731
Loans receivable, net	-	-	-
	<u>1,202,120</u>	<u>225,611</u>	<u>1,427,731</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>			
<b>LIABILITIES:</b>			
Accounts payable	12,974	-	12,974
Due to other funds	-	-	-
Total liabilities	<u>12,974</u>	<u>-</u>	<u>12,974</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Deferred revenue	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND EQUITY:</b>			
Fund balances:			
Restricted	-	-	-
Committed	-	-	-
Assigned	1,189,146	225,611	1,414,757
Unassigned	-	-	-
Total fund balances	<u>1,189,146</u>	<u>225,611</u>	<u>1,414,757</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,202,120</u>	<u>\$ 225,611</u>	<u>\$ 1,427,731</u>

TOWN OF BRATTLEBORO, VERMONT  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND  
 BALANCES - CAPITAL PROJECTS FUND  
 FOR THE YEAR ENDED JUNE 30, 2023

	Capital Projects Funds	Fire Truck Reserve Funds	Total
<b>REVENUES:</b>			
Investment income/change in value	\$ 11,188	\$ 513	\$ 11,701
Intergovernmental	-	-	-
Charges for Services	249,771	-	249,771
Donations and grants	155,130	-	155,130
Departmental and other revenues	116,500	-	116,500
Total revenues	<u>532,590</u>	<u>513</u>	<u>533,103</u>
<b>EXPENDITURES:</b>			
General government	-	-	-
Public safety	242,198	-	242,198
Culture and recreation	-	-	-
Public works	(200)	-	(200)
Capital Expenditures			
General government	396,129	-	396,129
Public safety	504,191	-	504,191
Public works	1,098,831	-	1,098,831
Culture and recreation	107,621	-	107,621
Total expenditures	<u>2,348,770</u>	<u>-</u>	<u>2,348,770</u>
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	<u>(1,816,180)</u>	<u>513</u>	<u>(1,815,667)</u>
<b>OTHER FINANCING SOURCES (USES):</b>			
Proceeds from borrowing	-	-	-
Operating transfers in	1,489,000	115,000	1,604,000
Operating transfers (out)	(115,000)	-	(115,000)
Total other financing sources (uses)	<u>1,374,000</u>	<u>115,000</u>	<u>1,489,000</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>(442,180)</u>	<u>115,513</u>	<u>(326,667)</u>
<b>FUND BALANCES, July 1, 2022</b>	1,631,326	110,098	1,741,424
<b>FUND BALANCES, June 30, 2023</b>	<u>\$ 1,189,146</u>	<u>\$ 225,611</u>	<u>\$ 1,414,757</u>

TOWN OF BRATTLEBORO, VERMONT  
COMBINING BALANCE SHEET - OTHER GOVERNMENTAL FUNDS  
JUNE 30, 2023

	Grants Funds	Community Safety Funds	Recreation Programs	Energy Efficiency Funds	Agricultural Land Trust Preservation Fund	Reappraisal Reserve	Town Clerk Restoration	Skating Rink improvements	Trees Program	Police Equitable Sharing	Total
<b>ASSETS</b>											
Cash and cash equivalents	\$ 132	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132
Accounts receivable	341	-	-	-	-	-	-	-	-	-	341
Grant receivable	98,185	-	-	-	-	-	-	-	-	-	98,185
Prepaid expenditures	-	-	-	-	-	-	-	-	-	-	-
Due from other funds	2,889,978	300,422	308,435	206,284	52,819	513,860	109,218	64,635	23,377	14,334	4,483,363
Total assets	<u>2,988,636</u>	<u>300,422</u>	<u>308,435</u>	<u>206,284</u>	<u>52,819</u>	<u>513,860</u>	<u>109,218</u>	<u>64,635</u>	<u>23,377</u>	<u>14,334</u>	<u>4,582,020</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>											
<b>LIABILITIES:</b>											
Accounts payable	20,651	-	1,722	-	-	-	-	6,300	-	-	28,673
Accrued liabilities	-	-	-	-	-	-	-	-	-	-	-
Due to other funds	-	-	-	-	-	-	-	-	-	-	-
Total liabilities	<u>20,651</u>	<u>-</u>	<u>1,722</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,300</u>	<u>-</u>	<u>-</u>	<u>28,673</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>											
Deferred revenue	2,967,985	-	-	-	-	353	-	-	-	-	2,968,338
<b>FUND EQUITY:</b>											
Fund balances -											
Nonspendable	-	-	-	-	-	-	-	-	-	-	-
Restricted	-	300,422	3,041	-	-	-	-	58,335	-	-	361,798
Committed	-	-	303,672	-	-	513,507	109,218	-	-	-	926,397
Assigned	-	-	-	206,284	52,819	-	-	-	23,377	14,334	296,814
Unassigned	-	300,422	306,713	206,284	52,819	513,507	109,218	58,335	23,377	14,334	1,585,009
Total fund balances	<u>-</u>	<u>300,422</u>	<u>308,435</u>	<u>206,284</u>	<u>52,819</u>	<u>513,860</u>	<u>109,218</u>	<u>64,635</u>	<u>23,377</u>	<u>14,334</u>	<u>4,582,020</u>
Total liabilities, deferred inflows of resources and fund equity	<u>\$ 2,988,636</u>	<u>\$ 300,422</u>	<u>\$ 308,435</u>	<u>\$ 206,284</u>	<u>\$ 52,819</u>	<u>\$ 513,860</u>	<u>\$ 109,218</u>	<u>\$ 64,635</u>	<u>\$ 23,377</u>	<u>\$ 14,334</u>	<u>\$ 4,582,020</u>

TOWN OF BRATTLEBORO, VERMONT  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCES - OTHER GOVERNMENTAL FUNDS  
 JUNE 30, 2023

	Grants Funds	Community Safety Funds	Recreation Programs	Energy Efficiency Funds	Agricultural Land Trust Preservation Fund	Reappraisal Reserve	Town Clerk Restoration	Skating Rink Improvements	Trees Program	Police Equitable Sharing	Total
<b>REVENUES:</b>											
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,855	\$ -	\$ -	\$ -	\$ -	\$ 42,855
Charge for Service	-	-	198,876	-	-	12,863	-	-	-	-	211,739
Investment income/change in value	-	354	2,042	1,541	378	-	-	-	-	-	4,315
Donations and grants	814,250	-	937	-	-	-	22,227	-	-	-	837,414
Departmental and other revenues	-	-	-	-	-	-	-	-	-	8,022	8,022
Total revenues	814,250	354	201,856	1,541	378	42,855	22,227	-	-	8,022	1,104,344
<b>EXPENDITURES:</b>											
General government	682,143	-	-	19,268	-	17	1,265	-	-	-	702,693
Public safety	3,510	-	-	-	-	-	-	-	-	-	3,510
Public works	10,855	-	-	-	-	-	-	-	-	-	10,855
Community development	116,122	-	-	-	-	-	-	-	-	-	116,122
Culture and recreation	1,621	-	185,382	-	-	-	29,066	6,968	-	-	223,037
Recycling and Solid Waste	-	-	-	-	-	-	-	-	-	-	-
Total expenditures	814,250	-	185,382	19,268	-	17	1,265	6,968	-	-	1,056,216
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	-	354	16,473	(17,727)	378	42,837	11,598	(6,839)	(6,968)	8,022	48,128
<b>OTHER FINANCING SOURCES (USES):</b>											
Operating transfers in (out)	-	100,000	-	70,000	-	-	-	-	-	-	170,000
<b>NET CHANGE IN FUND BALANCES</b>	-	100,354	16,473	52,273	378	42,837	11,598	(6,839)	(6,968)	8,022	218,128
<b>FUND BALANCES, June 30, 2022</b>	-	200,068	290,240	154,011	52,441	470,670	97,620	65,174	30,345	6,312	1,366,881
<b>FUND BALANCES, June 30, 2023</b>	\$ -	\$ 300,422	\$ 306,713	\$ 206,284	\$ 52,819	\$ 513,507	\$ 109,218	\$ 58,335	\$ 23,377	\$ 14,334	\$ 1,585,009



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Brattleboro Selectboard  
Town of Brattleboro, Vermont

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Town of Brattleboro, Vermont as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Town of Brattleboro, Vermont's basic financial statements, and have issued our report thereon dated November 30, 2023.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Town of Brattleboro, Vermont's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Brattleboro, Vermont's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Brattleboro, Vermont's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Town of Brattleboro, Vermont's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Batchelder Associates PC*

Batchelder Associates, P.C.  
Barre, Vermont 05641  
License #945  
November 30, 2023



# Batchelder Associates, PC

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Brattleboro Selectboard  
Town of Brattleboro, Vermont

### **Report on Compliance for Each Major Federal Program**

#### ***Opinion on Each Major Federal Program***

We have audited Town of Brattleboro, Vermont's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Town of Brattleboro, Vermont's major federal programs for the year ended June 30, 2023. Town of Brattleboro, Vermont's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Town of Brattleboro, Vermont complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

#### ***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Town of Brattleboro, Vermont and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Town of Brattleboro, Vermont's compliance with the compliance requirements referred to above.

#### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Town of Brattleboro, Vermont's federal programs.

#### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Town of Brattleboro, Vermont's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Town of Brattleboro, Vermont's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Town of Brattleboro, Vermont's

compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of Town of Brattleboro, Vermont's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Town of Brattleboro, Vermont's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

#### **Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Batchelder Associates PC*

Batchelder Associates, PC  
Barre, Vermont 05641  
License #945  
November 30, 2023

**TOWN OF BRATTLEBORO, VERMONT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2023**

<u>Federal Grantor/Pass-through Grantor/ Program Title</u>	<u>Federal Program</u>	<u>Federal CFDA Number</u>	<u>Award Number</u>	<u>Award Amount</u>	<u>From Pass- Through Awards</u>	<u>From Direct Awards</u>	<u>Total</u>	<u>Passed through to Subrecipients</u>
<b>U.S. Department of Commerce</b>								
Economic Development Administration	PW & EDF	11.300	01-01-14858: URI: 112944	\$ 440,000	\$ -	\$ 182,685	\$ 182,685	\$ -
				<b>\$ 440,000</b>	<b>\$ -</b>	<b>\$ 182,685</b>	<b>\$ 182,685</b>	
<b>U.S. Department of Housing &amp; Urban Development</b>								
Passed through Vermont Agency of Commerce and Community Development Block Grants/State's Program (subgranted to Groundworks Collaborative (subgranted to Windham Windsor Housing Trust) (subgranted to Windham Windsor Housing Trust)	Community Develop- ment Block Grant  CDBG  CDBG  CDBG	14.228  14.228  14.228	IG-2018- Brattleboro-00011  SS-2019- Brattleboro-00001  IG-2020- Brattleboro-50	\$ 500,000	\$ 84,381	\$ -	\$ 84,381	\$ 84,381
				\$ 1,523,000	\$ 275,369	\$ -	\$ 275,369	\$ 275,369
				\$ 774,646	\$ 190,128	\$ -	\$ 190,128	\$ 190,128
				<b>\$ 2,797,646</b>	<b>\$ 549,878</b>	<b>\$ -</b>	<b>\$ 549,878</b>	<b>\$ 549,878</b>
<b>Federal Highway Administration</b>								
Passed through Vermont Agency of Transportation Vernon Street Sidewalk Project	HPC	20.205	CA0617	\$ 402,000	\$ 2,717	\$ -	\$ 2,717	\$ -
				<b>\$ 402,000</b>	<b>\$ 2,717</b>	<b>\$ -</b>	<b>\$ 2,717</b>	<b>\$ -</b>
<b>U.S. Institute of Museums and Library Services</b>								
Passed through Vermont Department of Libraries ARPA Collections & Equipment ARPA Equipment & Supplies Grant	IMLS ARPA  IMLS ARPA	45.310  45.310	LS-250241-OLS-21  LS-250241-OLS-21	\$ 5,911	\$ 5,911	\$ -	\$ 5,911	\$ -
				\$ 17,734	\$ 367	\$ -	\$ 367	\$ -
				<b>\$ 23,645</b>	<b>\$ 6,278</b>	<b>\$ -</b>	<b>\$ 6,278</b>	<b>\$ -</b>
<b>U.S. Environmental Protection Agency</b>								
Passed through VT Dept of Environmental Conservation Federal Drinking Water State Revolving Fund	EPA	66.468	RF3-403-3.0	\$ 12,500,000	\$ 5,352,661	\$ -	\$ 5,352,661	\$ -
				<b>\$ 12,500,000</b>	<b>\$ 5,352,661</b>	<b>\$ -</b>	<b>\$ 5,352,661</b>	<b>\$ -</b>
<b>FEMA</b>								
Passed through VT Dept of Public Safety	HMGP	97.039	02140-34330-009	\$ 896,216	\$ 42,024	\$ -	\$ 42,024	\$ -
				<b>\$ 896,216</b>	<b>\$ 42,024</b>	<b>\$ -</b>	<b>\$ 42,024</b>	<b>\$ -</b>
			<b>TOTAL AWARDS &amp; EXPENDITURES:</b>	<b>\$ 17,059,507</b>	<b>\$ 5,953,558</b>	<b>\$ 182,685</b>	<b>\$ 6,136,243</b>	<b>\$ 549,878</b>

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Organization- The Town of Brattleboro, Vermont operates under a Selectboard/Representative form of government and provides the following services as authorized by its charter: public safety-police and fire, highways and streets, water, health and social services, culture-recreation, public improvements, planning and zoning and general administrative services.

A. Uniform Guidance Reporting Entity – For purposes of complying with the audit requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, the Town includes all funds and programs that are considered part of the primary governmental unit, as described in the basic financial statements as of and for the year ended June 30, 2023.

B. Basis of presentation – The information in the accompanying schedule is presented in accordance with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

1. Federal award – Pursuant to the Uniform Guidance, federal award means federal financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. The Town receives direct federal awards, of which some are direct, and some are passed through the State of Vermont.

2. Federal financial assistance – Under the Uniform Guidance, federal financial assistance is defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loan guarantees, property, interest subsidies, insurance, or direct appropriations. Federal financial assistance does not include direct federal cash payments to individuals.

3. Major and nonmajor programs – The Uniform Guidance establishes risk-based criteria for determining those major programs to be tested for compliance with program requirements. Nonmajor federal programs are included on the Schedule of Expenditures of Federal Awards but are subject to lower levels of testing.

C. Basis of accounting – The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Town and is presented on the accrual basis of accounting. The information in the schedule is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts presented in this schedule may differ from amounts presented in or used in the preparation of the basic financial statements.

2. SUB RECIPIENTS:

The Town sub granted federal awards totaling \$549,878 under CFDA #14.228, U.S. Department of Housing and Urban Development.

3. LOANS

The Town had no loans of federal awards during fiscal year ended June 30, 2023.

TOWN OF BRATTLEBORO, VERMONT  
SCHEDULE OF FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2023

**A: SUMMARY OF AUDITOR'S RESULTS:**

**Financial Statements**

Type of auditor's report issued: *Unmodified – all reporting units*

Internal control over financial reporting:

- Material weakness(es) identified? *No*
- Significant deficiency(ies) identified? *No, None Reported*

Noncompliance material to financial statements noted? *No*

**Federal Awards**

Internal control over major programs:

- Material weakness(es) identified? *No*
- Significant deficiency(ies) identified? *No, None Reported*

Type of auditor's report issued on compliance for major programs: *Unmodified*

Any audit findings disclosed that are required by 2 CFR section 200.516(a) are reported: *No*

Identification of major programs:

- *U. S. Environmental Protection Agency - #66.468, Federal Drinking Water State Revolving Fund*

Dollar threshold used to distinguish between Type A and Type B programs: *\$750,000*

Auditee qualified as low-risk auditee: *No*

**B: AUDIT FINDINGS – FINANCIAL STATEMENTS:**

The audit disclosed no findings required to be reported.

**C: AUDIT FINDINGS – FEDERAL AWARDS:**

The audit disclosed no findings required to be reported.

**PRIOR YEAR FINDING:**

None – No corrective action needed