

2020-2021

Annual Report

Annual Town Meeting - March 2, 2021
Annual Representative Town Meeting - March 20, 2021



Town of

Brattleboro, Vermont

Town of Brattleboro Fiscal Year Budget (7/1/21 to 6/30/22)
Town of Brattleboro Fiscal Year Audit (7/1/19 to 6/30/20)

HOW TO USE THIS BOOK

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:
- **Essential Steps to Participate in RTM on Zoom**, includes instructions for RTM Members on how to set up a Zoom account and provide notification to the Town. It also contains a list of meeting dates.
- **Warning for State-wide Town Meeting Day** (March 2, 2021) contains articles from the Town and Windham Southeast School District 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 20, 2021) 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.
- **Proposed FY22 Budget** materials contain the Town Manager's Budget Message, a Budget Summary, the entire proposed FY22 General Fund Budget, FY22 Capital Requests, the 5-year Capital Project Plan, and instructions on how to electronically access the 25-year Capital Equipment Replacement Plan.
- **Town Officers** (prior to the 3/2/21 elections)
- **Town Meeting Members** (prior to the 3/2/21 elections)
- **Town's Departments and School contact information**
- **Town's audit for FY20**
- **Minutes from Representative Town Meeting on September 12, 2020**

All meetings (except for the State-wide Town Meeting Day) will take place using Zoom (see Zoom joining information below and "Essential Steps to Participate in RTM on Zoom" above):

- **Tuesday, March 2, 2021 - 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 7:00am to 7:00pm. Items to be voted upon are contained in the Warning for Annual Town Meeting. Early/absentee voting begins on February 10 and voters may contact the Town Clerk's Office (251-8157) to request a ballot or may request one online at <https://mvp.vermont.gov>. There is no in-person early voting this year due to the pandemic. 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 10 – RTM District Caucuses and Informational Meeting (using Zoom):**
Caucus for District 1 – 5:15pm to 5:45pm
Caucus for District 2 – 6:00pm to 6:30pm
Caucus for District 3 – 6:45pm to 7:15pm
RTM Informational Meeting – starts at 7:30pm
Members of the Selectboard, the Town Manager, and other members of the Town's management staff will present the proposed FY22 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 13, 8:30am – Technical and Logistical Information Meeting.** This meeting will give participants an opportunity to familiarize themselves with how RTM will function on Zoom. This session will provide a refresher for continuing RTM members and a tutorial for first-time RTM members.

HOW TO USE THIS BOOK

- **Wednesday, March 17, 7:30pm – Representative Town Meeting (“RTM”) Informational Meeting on the Water Treatment Plant Facility Project.** This is a separate article that will be discussed at RTM and voted upon by ballot. It is a significant capital investment so a separate information meeting is scheduled to summarize the proposed replacement Water Treatment Facilities Project. Ballots will be mailed to all RTM Members by March 12. Ballots must be received at the Town Clerk’s Office by 5:00pm on Friday, March 26 (See Article 11 on the RTM Warning).
- **Saturday, March 20, 8:30am - 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. Due to the complexity of holding RTM on Zoom and the length of this year’s Warning, RTM may recess at 5:00pm on Saturday, March 20, and continue on Sunday, March 21, at a time to be determined by RTM Members.

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 2019 completes the information from the Town.

Zoom joining information for the Town’s Informational Meetings, Caucuses, and Representative Town Meeting

<https://us02web.zoom.us/j/86448680971>

Meeting ID: 864 4868 0971

Passcode: 12261753

Toll Free Call In Number:

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Find your local number: <https://us02web.zoom.us/j/kvLyGAUZU>

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), by mail at 53 Green Street, Brattleboro, VT 05301, or by telephone at (802) 254-3730.

Important dates for the Windham Southeast School District:

- **Tuesday, February 23, 6:00pm** - Public Information Meeting on the WSESD’s Proposed FY22 Budget, using Zoom (see Zoom joining information at wsesu.org)
- **WSESD Elections and FY22 Budget Vote** – Town Meeting Day (March 2) Ballot

TABLE OF CONTENTS

TOWN OF BRATTLEBORO

	<i>Page</i>
How to Use This Book.....	1
Table of Contents.....	3
RTM Schedule and Essential Steps to Participate in RTM on Zoom	4
Town Departments and Other Services.....	7
Town Personnel	8
Town Officers (prior to 3/2/2021 elections)	9
Town Meeting Members (prior to 3/2/2021 elections)	10
Warning, Annual Town Meeting March 2, 2021.....	11
Warning, Annual Representative Town Meeting, March 20, 2021.....	12
Article 10.....	15
Article 11.....	15
Article 14.....	16
Article 15	16
Article 16.....	17
Article 17.....	17
Article 18.....	18
Article 19	20
Article 21	20
Minutes, Annual Representative Town Meeting, September 12, 2010.....	22
Town Department Narratives	
Selectboard Chair's Report	27
Selectboard's Progress Reports on Town Plan Implementation.....	27
Town Manager's Report	29
Assessor's Office.....	31
Finance Department.....	32
Town Clerk.....	33
Planning Services.....	34
Brooks Memorial Library.....	36
Police Department	39
Fire Department.....	45
Chief's Report	45
Inspections & Prevention Report.....	46
Fire Alarm, Communications & Traffic Signals	47
Fire Training Report.....	48
Recreation & Parks.....	49
Public Works Department.....	51
Human Resources.....	52
Human Service Agencies' Narratives.....	55
Other Narratives	
Southeastern Vermont Watershed Alliance	60
Rescue Inc.	60
Vermont Department of Health.....	61
Windham & Windsor Housing Trust.....	61
Windham Regional Commission.....	62
Windham Solid Waste Management District.....	63
Brattleboro Housing Authority d/b/a Brattleboro Housing Partnerships.....	64
Brooks Memorial Library Board of Trustees.....	66
Community Marketing Initiative - #LoveBrattleboroVT.....	72
Downtown Brattleboro Alliance.....	75
DV Fiber	83

	<i>Page</i>
FY22 Town Budget Documents.....	84
Town Manager's Budget Message.....	84
Budget Summary by Type of Revenue & Expenditure.....	92
FY22 General Fund Budget.....	94
FY22 Capital Request	113
Capital Project Plan (2022-2026).....	114
Capital Equipment Replacement Program (2022-2046).....	115
Town's Independent Auditor's Report, June 30, 2020.....	116

March 2021 Representative Town Meeting Schedule

To Sign-in to any of these meetings

1. Open Zoom Application
 2. Click on “Join a Meeting”
 3. Enter the “Meeting ID”: 864 4868 0971 and click on “Join”
 4. Enter the “Passcode”: 12261753 and click on “Join Meeting”
-

March 10, 2021, Wednesday - Caucuses & Informational Meeting

- | | |
|-----------------------|--------------|
| • District 1 Caucus | 5:15 to 5:45 |
| • District 2 Caucus | 6:00 to 6:30 |
| • District 3 Caucus | 6:45 to 7:15 |
| • Information Meeting | 7:30 to ... |

March 13, 2021, Saturday - RTM Technical/Logistical Practice Session

- | | |
|------------|--------------|
| • Practice | 8:30 – 10:00 |
|------------|--------------|

March 17, 2021, Wednesday – Water Treatment Plant Reconstruction Project Information Meeting

- | | |
|-----------------------|-------------|
| • Information Meeting | 7:30 to ... |
|-----------------------|-------------|

March 20, 2021, Saturday (and, if necessary, Sunday March 21, 2021) – Representative Town Meeting

- | | |
|-------|-------------|
| • RTM | 8:30 – 5:00 |
|-------|-------------|
-

Please Note: The Town will be using the same “meeting” (Meeting ID 864 4868 0971, Passcode 12261753) for each of the meetings listed above.

Representative Town Meeting March 20, 2021 and (if necessary) March 21, 2021

Representative Town Meeting (RTM) is a large and complicated gathering that is managed by the Moderator using Robert's Rules of Order. With nearly 150 equal voting members, Representative Town Meeting presents a challenge for any virtual meeting platform. The Town of Brattleboro has chosen Zoom for three reasons:

1. Zoom has a "Raise Hand" feature that allows for an orderly stacking of Representative Town Meeting Members (and the public) who wish to be recognized to speak.
2. Zoom provides a polling tool that can be used to support RTM's need for secure voting on each motion.
3. Zoom allows the meeting organizer to control activation of each participant's microphone and camera. This feature will help to keep the meeting organized and running smoothly at the direction of the Moderator, as required by State Statutes and the Town Charter.

To effectively use Zoom for this meeting, all RTM Members must follow the same set of instructions, which have been chosen to ensure the integrity of every vote. All RTM members, and only RTM members, must be able to cast a vote. The challenge is that anyone who is not an RTM Member must also be allowed to participate in the meeting but in a way that prevents them from voting. To provide for public access and participation while preserving the integrity of the RTM votes, we have adopted the following plan:

- Each member of Representative Town Meeting must be logged into the meeting via a computer, tablet, or smartphone device. Only one RTM member per device will work as you cannot cast two votes from a single device.
- Members of the public who are not RTM Members will be "in the meeting" and have the same ability to raise their hands as RTM Members. The Moderator will decide whom to recognize and when. The public's access to the meeting will be by telephone, instead of by computer, because callers are unable to cast votes in a poll. By having one RTM Member per computer and having the public limited to phone-in participation, RTM can proceed with confidence that only RTM members are casting votes.

We understand that individual technical difficulties can and will arise. Often, simply leaving the meeting and then immediately rejoining can resolve many connectivity issues. Individual technical malfunctions will not invalidate the meeting.

Essential Steps to Participate in RTM on ZOOM

- Each member of Representative Town Meeting must set up a personal Zoom Account and must notify the Town, by no later than February 28, 2021, of the email address used in connection with the Zoom account. Please notify the Town by emailing pmoreland@brattleboro.org and include your name and the email address associated with the Zoom account you intend to use for these meetings. This is important because the RTM Members will be added as official Zoom users on the Town's account. Doing so will allow RTM Members (and only RTM Members) to bypass the waiting room and be granted immediate access to the meeting.

IMPORTANT - If you are already have a paid professional Zoom account, we recommend that you set up a new free account and associate that new account with the Town's account. You will need a separate email address to establish the new account. Once the new Zoom account has been established, notify the Town of that email address (by email to pmoreland@brattleboro.org) no later than February 28, 2021.

- Download the Zoom Client Software - YOU CANNOT VOTE AT RTM UNLESS YOU ARE USING THE ZOOM CLIENT SOFTWARE. Go to <https://zoom.us/> Place your mouse cursor over Resources (upper right-hand side of the page). A drop-down list will appear and click on Download Zoom Client. Install the software and sign in using your email address.
- Please do not confuse the Zoom Web Client (used for accessing Zoom through a web browser) with the Zoom Client software. You may have attended a Zoom meeting before and doing so may have required a small download, but that is not the full Zoom Client software. Please follow the instructions above.
- Please note the controls at the bottom of the Zoom meeting screen. RTM members who wish to speak must use the "Raise Hand" feature. In newer versions of Zoom this can be found under the "Reactions" button found in the lower center of the screen. Older versions of Zoom locate the "Raise Hand" button under the Participants button, also found in the lower center of the screen. RTM Members will raise their hands to indicate to the Moderator, their desire to be recognized. When the Moderator calls your name, your microphone will be unmuted, and you will be requested to activate your camera.
- If you have any questions about these procedures or encounter any difficulties in establishing your Zoom account using these procedures, please contact Assistant Town Manager Patrick Moreland at pmoreland@brattleboro.org.

TOWN DEPARTMENTS, SCHOOLS, AND OTHER SERVICES

Town Manager's Office	251-8151	Brooks Memorial Library	254-5290
Finance Department	251-8152	Monday-Wednesday, 10am-9pm	
Treasurer's Office	251-8153	Thursday-Friday, 10am-6pm	
Planning Services	251-8154	Saturday, 10am-5pm	
Assessment Office	251-8156	Sunday, closed	
Town Clerk's Office	251-8157	Web site: www.brookslibraryvt.org	
Monday-Friday, 8:30am-5pm		Email: info@brookslibraryvt.org	
Web site: www.brattleboro.org		During COVID-era, the hours may have changed. Please call for hours during the year	
Fire Department	911 EMERGENCY	Public Works Department	254-4255
24-hour service		Monday-Friday, 7am-3:30pm	
Non-Emergency	254-4831	Web site: www.brattleboro.org > Departments > Public Works	
Web site: www.brattleborofire.org		Brattleboro Restorative Justice Center	
Police Department	911 EMERGENCY	Hours vary	251-8142
24-hour service		Brattleboro Schools	
Non-Emergency	257-7946	WSESU (Business Office)	254-3730
Parking Enforcement	257-2305	Monday-Friday, 8am-4:30pm	
TIPLINE	251-8188	Academy School	254-3743
Web site: www.brattleboropolice.com		BAMS	451-3500
Recreation & Parks Department	254-5808	BUHS	451-3400
Monday-Friday, 9:00am-12pm / 1-5pm		Early Education Services	254-3742
Senior Center	257-7570	Green Street School	254-3737
Living Memorial Park	254-6700	Oak Grove School	254-3740
LMP Skating Rink	257-2311	Windham Regional Career Center	451-3900

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
www.brattleboro.org

Chartered December 26, 1753
Population 12,241 (2010 U.S. Census Department)

Reports prepared by Brattleboro Town Department Heads and Staff
Other Contributors

Compiled and edited by Jan Anderson, Executive Secretary, and Jessica Sticklor, Executive Assistant
Town Manager's Office

TOWN PERSONNEL

Department	Last Name	First Name	Position	HireDate
BCJC	Bos-Lun	Michelle	Re-Entry Coordinator	11/12/2019
BCJC	Motel	Mel	Executive Director	8/23/2017
BCJC	Trepanier	Jacqueline	Program Coordinator	11/1/2010
Facility Maintenance	Brown	Russell	Facility Maintenance Supervisor	3/4/1993
Facility Maintenance	Butynski	Jeremy	Custodian 5	11/4/2008
Facility Maintenance	Morse	Douglas	Custodian 4	5/21/2001
Finance	Bryer	Brenda	Accountant	5/26/2009
Finance	Carbonell	Calista	AP/Payroll Coordinator	7/6/2010
Finance	Desrosiers	Deborah	Assistant Treasurer	10/31/1994
Finance	Ellison	Kim	Accountant	5/28/2013
Finance	Emery	Brenda	Treasury Clerk	10/22/2001
Finance	O'Connor	John	Finance Director	7/7/2011
Finance	Stone	Leila	File Clerk	6/8/2011
Fire	Aither	Benjamin	Firefighter III	12/7/2015
Fire	Allen	George	Firefighter III	4/6/2015
Fire	Baldwin	Andrew	Firefighter III	8/29/2017
Fire	Bucossi	Michael	Chief	12/25/1977
Fire	Burke	Brody	Firefighter I	10/23/2019
Fire	Casabona	Matthew	Firefighter IV	6/24/2014
Fire	Davis	Jason	Captain I	1/22/2001
Fire	Emery Jr	David	Captain I	10/9/2000
Fire	Fellows	Christopher	Firefighter III	4/25/2016
Fire	Heiden	Michael	Firefighter V	10/2/2006
Fire	Hiner	Daniel	Lieutenant II	3/23/1998
Fire	Howard III	Leonard	Assistant Chief	6/21/1988
Fire	Hubbard	Matthew	Firefighter IV	3/31/2014
Fire	Jones	Joshua	Lieutenant I	11/22/2004
Fire	Keir III	Charles	Captain I	8/13/2001
Fire	Lambert	Kevin	Firefighter III	5/4/2015
Fire	Martel	Cynthia	Office Administrator	11/8/1999
Fire	Morin	Alexander	Firefighter III	10/17/2016
Fire	Newton	Joseph	Fire Alarm II	4/12/2004
Fire	Poulin	Eric	Lieutenant I	7/25/2012
Fire	Richardson	Alexander	Firefighter III	6/26/2017
Fire	Sage	Rusty	Lieutenant I	3/17/2003
Fire	Schmidt	Kurt	Lieutenant I	2/5/2006
Fire	Sherburne	Paul	Lieutenant I	6/25/2007
Fire	Streeter	William	Firefighter III	7/5/2017
Library	Ansart	Jennifer	Clerk II	2/26/2001
Library	Bellville	Lindsay	Youth Services Librarian	9/28/2004
Library	Bruce	Maria	Clerk II	7/6/2012
Library	Carey	Courtney	Circulation Manager	5/6/2019
Library	Carlisle	Hollis	Clerk I	1/4/2016
Library	Charlton	Klara	Clerk I	5/4/2015
Library	Fleming	MaryBeth	Clerk II	3/20/2001
Library	Johnson	Kathy	Account Clerk II	2/9/2015
Library	Kilduff	John	Clerk I	12/1/2006
Library	LaTronica	Starr	Library Director	1/16/2016
Library	Liotta-Jones	Chloe	Clerk III	5/19/2018
Library	Markey	Leslie	Technical Services Librarian	9/2/1986
Library	Martyn	Ellen	Clerk	1/24/2018
Library	Walsh	Jeanne	Reference Librarian	6/5/2003
Library	Wojcik	Matthew	Electronic Services Specialist	9/1/2016
Lists	Burnell	Jenepher	Assessor	9/22/2016
Lists	Meyer	Joseph	Assistant Assessor	3/26/2018
Parking	Coulombe	Carol	Parking Enforcement Coordinator	8/3/1992
Parking	Duggan	Cheryl	Parking Enforcement 5	7/1/1996
Parking	Phillips	Donald	Parking Enforcement 4	8/15/2016
Parking	Sommerville	Kevin	Custodian	9/17/2019
Planning Services	Bannon	Brian	Zoning Administrator	2/2/2009
Planning Services	Fillion	Susan	Planning Director	9/14/2009
Planning Services	Graminski	Andrew	Planning Technician	10/1/2019
Police	Busch	Jonathan	Training	7/21/2019
Police	Cable	Michael	Sergeant	1/20/2013
Police	Carbone	Ryder	Training	7/22/2019
Police	Cooke	Tyler	Police Officer 4	10/1/2018
Police	Cunningham	Timothy	Police Officer 1	7/15/2018
Police	Eaton	Greg	Sergeant 2 Detective	8/2/2009
Police	Emery	Chad	Police Officer 14	4/10/2000
Police	Evans	Jeremy	Patrol Supervisor 8 Detective	12/27/1998
Police	Fletcher	Amy	Police Officer 10	1/24/2010
Police	Hamilton	Jason	Sergeant I	7/21/2014
Police	Kerylow	Colby	Police Officer 6	7/22/2013
Police	Law	Tyler	Police Officer 2	1/22/2018
Police	Llewelyn	Matthew	Police Officer 1	1/21/2019
Police	Lockerby	David	Police Officer 1	7/17/2018
Police	Lynde	Joshua	Police Officer 13 Detective	12/20/2007
Police	Penniman	Bradley	Police Officer 3	7/12/2016
Police	Perkins	Robert	Patrol Supervisor 8	5/28/1998
Police	Petlock	Adam	Patrol Supervisor 6	8/3/2009
Police	Rodrigues Filho	Ostaquio	Police Officer	1/19/2020
Police	Stanley	Steven	Sergeant 3	7/24/2013
Police	Warner	Carl	Patrol Supervisor 7	7/27/2011
Police	Washburn	Ryan	Police Officer 9	6/4/2012
Police	Winkler	Craig	Police Officer 2	1/23/2018
Police - Admin	Barrows	Catherine	Animal Control Officer 4	2/10/1986
Police - Admin	Bell	Tammy	Sr Clerk 2	5/7/2018
Police - Admin	Carignan	Mark	Captain	6/16/2002
Police - Admin	Clark	Barbara	Senior Clerk 5	7/17/2006
Police - Admin	Fitzgerald	Michael	Police Chief	7/2/2000
Police - Admin	Yager	Virginia	Office Manager	11/16/1998
Police - Emgncy Srv	Dingman	Kaitlyn	Emergency Services Dispatcher 2	5/1/2018
Police - Emgncy Srv	Dunbar	Theodore	Emergency Services Dispatcher 1	7/24/2019
Police - Emgncy Srv	Hickin	Elizabeth	Emergency Services Dispatcher 1	7/15/2019
Police - Emgncy Srv	Leclaire	Kate	Emergency Services Dispatcher 7	12/5/2007
Police - Emgncy Srv	Marrero	Rebecca-Lynne	Emergency Services Dispatcher 9	4/12/2006
Police - Emgncy Srv	Scott	Henry	Emergency Services Dispatcher 4	6/6/2016
Police - Emgncy Srv	Spinner	Jennifer	Emergency Services Dispatcher 9	9/5/2006
Police - Emgncy Srv	Stires	Wayne	Communication Supervisor	10/6/1997
Public Works	Adams	David	Mechanic	1/7/2019
Public Works	Banford	Kyle	HWY Equipment Operator 2	5/14/2018
Public Works	Barrett	Stephen	Director	1/21/1980
Public Works	Barrows	Jason	Water Service Person 1	3/18/2019

Department	Last Name	First Name	Position	HireDate
Public Works	Blodgett	Scott	WWTP Operator 5	6/23/1990
Public Works	Brooks	Hunter	Water Service Person 5	5/30/2017
Public Works	Buedinger Jr	William	WTP Operator 4	9/27/2004
Public Works	Calantropio	Garrett	WTP Operator 5	4/13/2015
Public Works	Carnes	Joshua	Engineering Tech 5	6/12/2017
Public Works	Corey	Gary	WWTP Operator 5	10/28/1984
Public Works	Dix II	Harvey	WWTP Chief Operator	9/6/1983
Public Works	Dyer	Stephen	WWTP Operator 5	2/4/2008
Public Works	Earle	Michael	Utilities General Supervisor	1/7/2013
Public Works	Earp	Jonathan	HWY Equipment Operator 4	7/30/2018
Public Works	Ethier	Michael	WWTP Operator 6	10/5/2009
Public Works	Ferris	Steven	HWY Equipment Operator 11	6/13/1986
Public Works	Flood	Jeremy	Mechanic 6	12/8/2014
Public Works	Franklin Jr	Alfred	Highway General Supervisor	6/6/1986
Public Works	Frechette	Brian	HWY Equipment Operator 11	7/2/2018
Public Works	Gilbeau	Ricky	HWY Equipment Operator 10	9/23/2003
Public Works	Grover	Travis	HWY Equipment Operator 7	10/11/2016
Public Works	Howard	Frank	WTP Operator 5	3/7/1986
Public Works	Johnson	Scott	HWY Equipment Operator 4	9/28/2015
Public Works	King	Brian	HWY Equipment Operator 11	11/17/1978
Public Works	Lashway	Belinda	Office Manager	6/21/1999
Public Works	Leary	John	WTP Chief Operator	5/10/2010
Public Works	Looman	Richard	HWY Equipment Operator 10	4/15/1991
Public Works	Murray	Jeremy	Seasonal Maintenance	1/6/2020
Public Works	Ogden	Matthew	HWY Equipment Operator 11	11/26/1990
Public Works	Pacheco	Darren	Mechanic 2	10/22/2018
Public Works	Patno	Joseph	Auto Maintenance Supervisor	8/10/2009
Public Works	Penson III	Raymond	Water Service 11	7/6/2005
Public Works	Perna	Luke	HWY Equipment Operator	5/13/2019
Public Works	Tyler	Daniel	Hwy/Utilities Superintendent	4/15/2019
Public Works	Whitworth	Kyle	Water Service Person 2	9/17/2018
Recreation & Parks	Clark	Sarah	Assistant Director	12/3/2018
Recreation & Parks	Cooke	Erin	Program Coordinator	8/5/2013
Recreation & Parks	Ethier	Paul	Park Maintenance Supervisor	8/4/1996
Recreation & Parks	Haskins-Norcia	Adam	Park Maintenance 2	4/30/2018
Recreation & Parks	Isaacsen	Kimberly	Administrative Assistant	2/21/2012
Recreation & Parks	Lebron	Anthony	Park Maintenance 4	9/17/2007
Recreation & Parks	Lolatte	Carol	Director	6/24/1985
Recreation & Parks	Wells	Ronald	Senior Park Maintenance 2	4/7/2014
Town Clerk	Fletcher	Jane	Clerk II	1/15/2002
Town Clerk	Francis	Hilary	Town Clerk	11/29/2016
Town Clerk	Sak	Amanda	Assistant Clerk	8/4/2014
Town Manager	Anderson	Jan	Executive Secretary	6/1/2010
Town Manager	Elwell	Peter	Town Manager	1/20/2015
Town Manager	Moreland	Patrick	Assistant Town Manager	8/22/2011
Town Manager	Nix	Sally	Human Resources Director	6/17/2019

TOWN OFFICERS

(prior to 3/2/2021 elections)

	Term Expires
Selectboard	
Ian Goodnow	3/21
Elizabeth McLoughlin	3/23
Daniel Quipp	3/21
Brandi Starr	3/21
Timothy Wessel	3/22

Board of Civil Authority	
Jane Buckingham JP	1/23
Franklin J Chrisco JP	1/23
Diane Cooke JP	1/23
Richard H Cooke JP	1/23
Steffen Gillom JP	1/23
Ian Goodnow JP	1/23
Peter Gould JP	1/23
Scott Griswold JP	1/23
Martha Healey-	1/23
Nelson JP	
Lee Madden JP	1/23
Elizabeth McLoughlin	3/23
SB	
Beverly "Mary" Miller	1/23
JP	
Robert Oeser JP	1/23
Daniel Quipp	3/21
Gail Speno JP	1/23
Brandi Starr SB	3/21
Tim Wessel SB	3/22
Veronica Wheelock JP	1/23
Hilary Francis TC	3/21

	Term Expires
Board of Listers	
Tom Franks	3/23
Katherine Dowd	3/21
J Eric Annis	3/22

Brooks Memorial Library	
Trustees	
John R Woodward	3/23
Karen Tyler	3/23
Jennifer Rowe	3/23
Gabriel Sistare	3/21
Sirkka Kauffman	3/21
Leo Schiff	3/21
Howard Burrows	3/22
Jane Southworth	3/22
Elizabeth Ruane	3/22

First Constable	
Richard H Cooke	3/21

Second Constable	
Vacant	

Moderator	
Lawrin Crispe	3/21

	Term Expires
Trustees of Public Funds	
Katherine "Kate"	3/23
John	
Deborah Zak	3/21
Marshall Wheelock	3/22

TOWN MEETING MEMBERS

(prior to 3/2/2021 elections)

* indicates Representative attended Representative Town Meeting on September 12, 2020.

1 MICHAEL AVERILL E/19 - 22	2 MARGARET ATKINSON E/18 - 21	3 SPOON AGAVE E/20 - 23
1 ORION BARBER E/20 - 21	2 REBECCA BALINT E/18 - 20	3 LINDA BAILEY E/20 - 23
1 NANCY BARBER E/18 - 21	2 BRIAN BANNON E/20 - 23	3 DORA BOUBOULIS E/18 - 21
1 CAROL BARBER E/20 - 21	2 SUMMER BURCH E/20 - 23	3 STEVEN BROWN E/20 - 22
1 SALLY BRUNTON E/20 - 23	2 MOLLIE BURKE E/18 - 20	3 RONI BYRNE e/19 - 22
1 G. BURROWS E/18 - 21	2 ROBERT CLEMENTS E/19 - 22	3 KRISTOPHER CAIN E/20 - 23
1 RICHARD CAMPBELL E/19 - 22	2 RICHARD COOKE E/20 - 23	3 TERRY CARTER E/18 - 21
1 GEORGE CARVILL E/19 - 22	2 DIANE COOKE E/18 - 21	3 MILLICENT COOLEY E/20 - 21
1 PAMELA CASE E/20 - 23	2 KURT DAIMS E/20 - 23	3 MARY COPANS E/20 - 23
1 MARY CASEY E/19 - 22	2 ARLENE DISTLER E/18 - 21	3 STUART COPANS E/20 - 23
1 CHRISTOPHER CHAPMAN E/18 - 21	2 MERRY ELDER E/19 - 22	3 SHARON COUTURIER E/20 - 21
1 MARILYN CHIARELLO E/20 - 21	2 ALEX FISCHER E/18 - 21	3 CHARLES CURRY-SMITHSON E/19 - 22
1 LAWREN CRISPE E/20 - 21	2 CONOR FLOYD A/20 - 21	3 RICHARD DAVIDSON E/18 - 21
1 COLBY DIX E/19 - 22	2 THOMAS FRANKS E/19 - 22	3 ANDREW DAVIS E/20 - 23
1 KATHERINE DOWD E/19 - 22	2 SARAH FREEMAN E/19 - 21	3 DEBORAH DESROSIER A/20 - 21
1 TIMOTHY ELLIS E/20 - 23	2 DENISE GLOVER E/19 - 22	3 ANTHONY DUNCAN E/20 - 23
1 BOB EVERINGHAM E/18 - 21	2 VIRGINIA GOODMAN E/20 - 23	3 CORWIN ELWELL E/18 - 21
1 DOUGLAS FRANTZ E/19 - 22	2 MAYA HASEGAWA E/19 - 22	3 ELIZABETH ELWELL E/20 - 23
1 PHYLLIS GIGANTE A/20 - 21	2 TRACEY JOHN E/20 - 22	3 RICHARD EVERS E/19 - 22
1 RACHEL GLICKMAN E/20 - 23	2 JOSHUA JONES E/20 - 23	3 PETER FALION E/20 - 23
1 GEORGES HERZOG E/18 - 21	2 ELIZABETH JUDSON E/19 - 22	3 ELIZABETH FRANCESE A/20 - 21
1 MICHAEL HOFFMAN E/19 - 21	2 CLARICE KNUTSON E/18 - 21	3 HILARY FRANCIS A/20 - 21
1 JENNIFER JACOBS E/18 - 21	2 ANNE KOPLINKA-LOEHR A/20 - 21	3 IAN GOODNOW E/20 - 21
1 JOHN KENNEDY E/20 - 23	2 JUANITA LANE E/18 - 21	3 MARTA GOSSAGE A/20 - 21
1 EMILIE KORNHEISER E/18 - 20	2 SHELA LINTON E/20 - 23	3 G GREEN E/19 - 22
1 JOHN LOGGIA E/19 - 21	2 HB LOZITO E/20 - 23	3 SARAH HADDEN E/19 - 21
1 TIMOTHY MACIEL E/20 - 23	2 SYLVIA LYON E/19 - 22	3 GEORGE HARVEY E/18 - 21
1 ANN MCCLOSKEY E/19 - 22	2 MARY MCLOUGHLIN E/18 - 21	3 OSCAR HELLER E/20 - 23
1 ZACHARY MCLAUGHLIN E/20 - 23	2 ABIGAIL MNOOKIN E/20 - 23	3 CASSANDRA HOLLOWAY E/19 - 22
1 EMILY MEGAS-RUSSELL A/20 - 21	2 ANNE MOORE ODELL E/18 - 21	3 JESSE KAYAN E/19 - 21
1 PAULA MELTON E/20 - 22	2 ROBIN MORGAN E/20 - 23	3 EMMANUEL KEPPEL E/19 - 22
1 CRAIG MISKOVICH A/20 - 21	2 GEORGIA MORGAN E/19 - 22	3 F LEVENBACH E/19 - 22
1 HENRY PEREIRA E/20 - 22	2 THOMAS MOSAKOWSKI E/20 - 23	3 LEE MADDEN A/20 - 21
1 GORDON C PINE A/20 - 21	2 MARGARET PATARI E/19 - 22	3 JAMES MAXWELL E/18 - 21
1 SUMMER PRICE A/20 - 21	2 DANIEL QUIPP E/19 - 20	3 ELIZABETH MCLOUGHLIN E/20 - 23
1 BETHANY RANQUIST E/19 - 22	2 FRANZ REICHSMAN E/19 - 22	3 RALPH MEIMA E/18 - 21
1 RUSTY SAGE E/18 - 21	2 RIKKI RISATTI E/20 - 23	3 ART MIESS E/20 - 23
1 WALTER SLOWINSKI E/19 - 22	2 RONALD SCHNEIDERMAN E/20 - 22	3 KATHLEEN OCONNOR E/20 - 22
1 CHRISTINA SZPILA E/19 - 22	2 JANE SOUTHWORTH E/18 - 21	3 ROBERT OESER E/20 - 23
1 DAVID THIBAUT A/20 - 21	2 SUSAN STAFURSKY E/18 - 21	3 BRANDIE STARR E/18 - 21
1 LISSA WEINMANN E/19 - 21	2 JOSHUA STEELE E/19 - 22	3 JOHN STEELE A/20 - 21
1 ELEANOR WEISS E/20 - 23	2 JACQUELINE STROMBERG e/19 - 22	3 RICHARD SULLIVAN E/20 - 22
1 RICHARD WRASE E/19 - 22	2 GARY STROUD E/20 - 23	3 AISLIN THOMPSON A/20 - 21
1 EDWARD WRIGHT E/20 - 23	2 KIPTON TEWKSBURY E/20 - 23	3 TRISTAN D TOLENO E/18 - 20
	2 ROBERT TORTOLANI E/19 - 22	3 KATHRYN TURNAS E/20 - 23
	2 FRANCINE VALLARIO E/19 - 22	3 KATHY URFFER E/20 - 23
	2 MARSHALL WHELOCK E/19 - 22	3 JAMES VERZINO E/19 - 22
	2 VERONICA WHELOCK E/20 - 23	3 TIMOTHY WESSEL E/19 - 22
		3 KATHLEEN WHITE E/18 - 21
		3 MARY WHITE E/20 - 23
		3 LOUISE ZAK E/20 - 22

WARNING – March 2, 2021 Annual Town Meeting

The legal voters of the Town of Brattleboro, are hereby notified and warned to meet at the polling place designated for the three districts in said Brattleboro, on Tuesday, March 2, 2021, 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 #1: 16 members for three-year terms, 7 members for two-year terms, and 2 members for one-year terms; District #2: 13 members for three-year terms; District #3: 15 members for three-year terms, and 3 members for one-year terms. Voting on this Article is to be done by Australian ballot.

ARTICLE 2: To see if the Town of Brattleboro shall allow the retail sale of cannabis products in Brattleboro, as follows: "Shall the Town permit the operation of licensed cannabis retailers subject to such municipal ordinance and regulation as the Selectboard may lawfully adopt and implement?"

ARTICLE 3: To see if the Town of Brattleboro shall amend the Brattleboro Town Charter to add subsection (E) to Article VIII (Charter Amendments) as follows: "This Charter may be amended: (E) By the Selectboard upon approval by a majority vote of the voters of the Town by Australian ballot. Any Charter amendment approved pursuant to this subsection must conform to a Charter provision authorized by the State Legislature for another municipality of the State. Such amendment approved under this subsection shall be effective only upon written notice of such amendment given to the Secretary of State's Office."

ARTICLE 4: Shall the voters of the Town of Brattleboro authorize the Town to withdraw from the Windham Southeast School District?

ARTICLE 5: Shall the voters of the Town of Brattleboro conditionally approve and ratify the withdrawal of the Towns of Dummerston, Guilford, and/or Putney from the Windham Southeast School District, subject to the certification of results from the respective Town votes to withdraw on March 2, 2021?

For the above purposes, the polls will open at 7:00am and close at 7:00pm. The polling place will be at the American Legion, located at 32 Linden Street.

Dated at Brattleboro, Vermont this 26th day of January, 2021.

BRATTLEBORO SELECTBOARD

s/Tim Wessel, Chair
s/Ian Goodnow, Clerk
s/Daniel Quipp

s/Elizabeth McLoughlin, Vice Chair
Brandie Starr

Brattleboro, Vermont
January 28, 2021

Town Clerk's Office, Brattleboro, Vermont, January 28, 2021, at 11:45am, received and recorded the foregoing Warning in Volume 21, of Town Records, at Page 332

Attest: s/Hilary Francis, Town Clerk

Warning – Annual Representative Town Meeting March 20, 2021 (and MARCH 21, 2021 if necessary)

The legal voters qualified to vote in Representative Town Meeting are hereby notified and warned to meet on Zoom on Saturday, March 20, 2021, at 8:30am, to act on the Articles listed below. Articles that have not been discussed by 5:00pm will be moved to a later meeting unless the body votes to continue. If not all Articles are acted upon on March 20, then the meeting will continue on March 21, 2021.

Please join the meeting from your computer, tablet, or smartphone using this link:
<https://us02web.zoom.us/j/86448680971>

Passcode: 12261753

You also can call in using your telephone by dialing any of these toll-free numbers in the United States:
833-548-0282
877-853-5247
888-788-0099
833-548-0276

or you can access a list of non-toll-free numbers for locations around the world using this link:
<https://us02web.zoom.us/j/k2Hdbk6mA>

The “Meeting ID” for this meeting is:
864 4868 0971

The meeting will be carried live on BCTV:
On Cable TV: Channel 1085
Streaming Online: <https://www.brattleborotv.org/channel-10-stream>
Facebook Live: <https://www.facebook.com/brattleborotv/>

ARTICLE 1: To act on the Town’s Auditors’ report.

ARTICLE 2: To see if the Town will authorize its Selectboard to employ a certified public accountant or public accountants.

ARTICLE 3: 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 4: To see if the Town will ratify, approve and confirm the Selectboard’s appointment of an Interim Town Treasurer for a term of up to one year.

ARTICLE 5: 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 6: To elect two representatives to the Capital Grant Review Board for a term of one year. Members to be nominated from the floor.

ARTICLE 7: 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 8: 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 9: To elect 3 Trustees for the Brooks Memorial Library to serve three years, and 1 Trustee to fill a 1-year unexpired term. The names for consideration for the term 2021-2024 are: Jennifer Rowe, Leo Schiff, and Gabriel Sistare. The people for the 1-year term, 2021-2022 to be nominated from the floor.

ARTICLE 10: To see if the Town will ratify the Selectboard’s decisions to (a) purchase an Animal Control Officer’s vehicle in an amount not to exceed twenty-eight thousand dollars (\$28,000) and (b) replace the salt shed at the Department of Public Works in an amount not to exceed eighty thousand, seven hundred fifty dollars (\$80,750).

ARTICLE 11: To see if the Town will authorize the capital improvement known as the Water Treatment Plant Reconstruction Project, at an estimated cost of twelve million, five hundred thousand dollars (\$12,500,000) and authorize the issuance of notes and/or bonds in the aggregate principal amount not to exceed twelve million, five hundred thousand dollars (\$12,500,000) at a rate of interest not to exceed five percent (5%) per annum and for a term not to exceed thirty (30) 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 twelve million, five hundred thousand dollars (\$12,500,000) and

Warning – Annual Representative Town Meeting March 20, 2021 (and MARCH 21, 2021 if necessary)

bearing interest not to exceed five percent (5%) be issued for the capital improvement known as the Water Treatment Plant Reconstruction Project?

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

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

Ballots will be mailed to all Representative Town Meeting Members by March 12, 2021. Said ballots must be received in the signed certificate envelope at the Town Clerk's Office by 5:00pm on Friday, March 26, 2021. Ballots may be deposited in the drop box in the Municipal Center Parking Lot.

ARTICLE 12: To see if the Town will authorize its Selectboard to borrow money in anticipation of taxes, grants and other revenue.

ARTICLE 13: To see what compensation the Town will pay its Selectboard members.

ARTICLE 14: To see if the Town will transfer from the Unassigned General Fund Balance to the Capital Fund the sum of five hundred thirty thousand dollars (\$530,000) for the following Capital projects: one hundred thirty thousand dollars (\$130,000) to replace the Limited Use Limited Access Elevator (L.U.L.A.) at the Gibson-Aiken Center; one hundred thousand dollars (\$100,000) to replace sidewalks; and three hundred thousand dollars (\$300,000) for paving projects.

ARTICLE 15: To see if the Town will appropriate from the Unassigned General Fund Balance the sum of up to seventy-five thousand dollars (\$75,000) for the upgrades for the Town's website.

ARTICLE 16: To see if the Town will appropriate the sum of thirty-seven thousand, five hundred fifty-one dollars (\$37,551) for the Community Marketing Initiative promotion of Brattleboro performed jointly by the Brattleboro Area Chamber of Commerce and the Downtown Brattleboro Alliance.

ARTICLE 17: 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 18: To see if the Town will raise and appropriate the sum of \$276,400 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 - \$2,000; American Red Cross – NH and VT Region - \$5,000; Big Brothers Big Sisters - \$7,500; Boys & Girls Club of Brattleboro – \$20,000; Brattleboro Area Hospice - \$6,000; Building a Positive Community - \$17,500; Brattleboro Centre for Children - \$4,500; Brattleboro Community Justice Center - \$7,500; Brattleboro Senior Meals - \$7,000; Family Garden - \$2,500; Gathering Place - \$5,000; Green Mountain RSVP - \$900; Groundworks Collaborative - \$20,000; Health Care & Rehabilitation Services of Southeastern Vermont - \$10,000; Meeting Waters YMCA - \$7,500; Out in the Open - \$15,000; Prevent Child Abuse Vermont - \$1,000; Putney Foodshelf - \$1,500; Rich Earth Institute - \$1,000; Senior Solutions - \$3,000; Southeastern Vermont Community Action, Inc. (SEVCA) - \$14,000; The Root Social Justice Center - \$15,000; Turning Point - \$25,000; Vermont Association for the Blind and Visually Impaired - \$700; Vermont Center for Independent Living - \$1,600; Vermont Family Network - \$2,500; Visiting Nurse and Hospice for VT and NH - \$12,200; Windham County Humane Society - \$2,000; Windham County Safe Place Child Advocacy Center and Southeastern Unit for Special Investigations - \$3,000; Windham and Windsor Housing Trust - \$10,000; Winston Prouty Center for Child and Family - \$10,000; Women's Freedom Center - \$16,000; Windham Southeast Supervisory Union Summer Food Program - \$8,000; Youth Services - \$12,000.

ARTICLE 19: To see if the Town will direct the Selectboard to include a specific amount of the FY23 budget to be allocated to Human Services funding.

ARTICLE 20: 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 21: To see if the Town will authorize the expenditure of thirty-six thousand, one hundred forty-seven dollars (\$36,147) 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

Warning – Annual Representative Town Meeting March 20, 2021 (and MARCH 21, 2021 if necessary)

Vermont Economic Development Strategies (SeVEDS).

BRATTLEBORO SELECTBOARD

ARTICLE 22: To see if the Town will raise and appropriate the sum of two hundred twenty-three thousand, two hundred seventy-six dollars and forty-seven cents (\$223,276.47) 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.

s/Tim Wessel, Chair
s/Elizabeth McLoughlin, Vice Chair
s/Ian Goodnow, Clerk
Brandie Starr
s/Daniel Quipp

Brattleboro, Vermont
January 28, 2021

Town Clerk’s Office, Brattleboro, Vermont, January 28, 2021, at 11:45am, received and recorded the foregoing Warning in Volume 21, of Town Records, at Page 335.

ARTICLE 23: To see if the Town will approve exemption of the municipal tax portion of real estate taxes for Brattleboro Post 5 American Legion’s Little League Field for a period of five years.

Attest: s/Hilary Francis, Town Clerk

ARTICLE 24: To see if the Town will approve exemption of the municipal tax portion of real estate taxes for Camp Waubanong, Inc., for a period of five years.

ARTICLE 25: To see if the Town will approve exemption of the municipal tax portion of real estate taxes for Garden Path Elder Living’s Holton Home for a period of five years.

ARTICLE 26: To see if the Town will approve exemption of the municipal tax portion of real estate taxes for Garden Path Elder Living’s Bradley House for a period of five years.

ARTICLE 27: To see if the Town will approve exemption of the municipal tax portion of real estate taxes for The Family Garden, Inc., for a period of five years.

ARTICLE 28: To transact any other business that may lawfully come before the meeting.

Dated at Brattleboro, Vermont this 26th day of January, 2021.

ARTICLE 10

ARTICLE 10: To see if the Town will ratify the Selectboard's decisions to (a) purchase an Animal Control Officer's vehicle in an amount not to exceed twenty-eight thousand dollars (\$28,000) and (b) replace the salt shed at the Department of Public Works in an amount not to exceed eighty thousand, seven hundred fifty dollars (\$80,750).

RATIFICATION OF EMERGENCY PURCHASES

Most capital expenditures are made only after they have been proposed by the Selectboard and approved by Representative Town Meeting, but occasionally an emergency arises that requires urgent Selectboard action to approve a capital expense. In those instances, State Statutes and the Town Charter require that the Selectboard's action must be ratified at the next Representative Town Meeting. In 2020,

there were two such actions. Early in the year, the salt shed at the Public Works facilities became unsafe and had to be demolished. This necessitated the Selectboard's approval of a replacement salt shed to be installed prior to the onset of the current winter. Then, late in the year, the vehicle used by the Town's Animal Control Officer failed and the cost of the required repairs would have exceeded the value of the vehicle. Moreover, the vehicle was scheduled for replacement in 2021 and already had been included on the equipment replacement list for FY22. In both cases, funding for these expenditures was drawn from the unassigned Capital Fund balance. The Selectboard and staff are not proposing to replenish the funds expended on the salt shed, but we have left funding for the Animal Control Officer's vehicle in the FY22 Budget so as to replenish the Capital Fund for the cost of that purchase.

ARTICLE 11

ARTICLE 11: To see if the Town will authorize the capital improvement known as the Water Treatment Plant Reconstruction Project, at an estimated cost of twelve million, five hundred thousand dollars (\$12,500,000) and authorize the issuance of notes and/or bonds in the aggregate principal amount not to exceed twelve million, five hundred thousand dollars (\$12,500,000) at a rate of interest not to exceed five percent (5%) per annum and for a term not to exceed thirty (30) 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 twelve million, five hundred thousand dollars (\$12,500,000) and bearing interest not to exceed five percent (5%) be issued for the capital improvement known as the Water Treatment Plant Reconstruction Project?

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

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

Ballots will be mailed to all Representative Town Meeting Members by March 12, 2021. Said ballots must be received in the signed certificate envelope at the Town Clerk's Office by 5:00pm on Friday, March 26, 2021. Ballots may be deposited in the drop box in the Municipal Center Parking Lot.

WATER TREATMENT PLANT RECONSTRUCTION PROJECT SUMMARY

The existing structure at the Water Treatment Plant was constructed in 1989 and is 12 years past the end of its expected useful life. It is in poor condition and does not meet any of the current structural, electrical, or energy standards. It is an essential component of the Town's system for providing safe drinking water in Brattleboro and is in urgent need of upgrading, repair, or replacement. Engineers have studied each of those options and determined it is most practical and financially responsible to replace the current plant at its existing location. This is a large, complex, and essential project so **a separate informational meeting regarding just this one topic is scheduled on Wednesday, March 17, at 7:30pm, using the same Zoom link as for the other informational meetings and for RTM.** Town Manager Peter Elwell, Public Works Director Steve Barrett, Highway/Utilities Superintendent Dan Tyler, Project Manager Chrissy Haskins (from the engineering firm Dufresne Group), and other members of the project team will present the proposed Water Treatment Facilities Project Plans, discuss the proposed financing and its impact on utility system customers, and answer questions. Additional information will be distributed prior to the March 7 information meeting. Representative Town Meeting Members will discuss the project at RTM on March 20 and then will be asked to vote on the project by Australian ballot. Individual ballots will be mailed to all RTM Members approximately March 12. **Voted ballots must be received at the Town Clerk's Office by 5:00pm on Friday, March 26.** It is recommended that ballots be deposited in the drop box in the Municipal Center Parking Lot to ensure they are received in time.

ARTICLE 14

ARTICLE 14: To see if the Town will transfer from the Unassigned General Fund Balance to the Capital Fund the sum of five hundred thirty thousand dollars (\$530,000) for the following Capital projects: one hundred thirty thousand dollars (\$130,000) to replace the Limited Use Limited Access Elevator (L.U.L.A.) at the Gibson-Aiken Center; one hundred thousand dollars (\$100,000) to replace sidewalks; and three hundred thousand dollars (\$300,000) for paving projects.

USE OF FUND BALANCE FOR CAPITAL EXPENDITURES

Whenever possible, accumulated fund balance should be used for non-recurring expenses such as a particular capital project or a piece of equipment with a high price tag and a long useful life. By limiting the use of fund balance to these purposes, we protect the Town from becoming dependent upon non-recurring revenues to fund recurring expenses. Why does this matter? Because a town using fund balance for operating expenses is like a household using its savings account for monthly living expenses. You do it occasionally, when necessary, but it is not a sustainable ongoing practice. For FY21, the Selectboard and Town staff recommend using

\$605,000 of unassigned General Fund balance. As described elsewhere in this Town Report, Article 15 asks Representative Town Meeting to approve a General Fund expenditure of up to \$75,000 to upgrade the Town's website (which is not a capital expenditure but is a non-recurring expenditure). This Article 14 asks Representative Town Meeting to authorize the remaining \$530,000 "Use of Fund Balance" to be transferred from the General Fund to the Capital Fund to provide the \$130,000 needed to replace the Limited Use Limited Access Elevator (L.U.L.A.) at the Gibson-Aiken Center, the \$100,000 allocated to replace sidewalks, and \$300,000 (of the total of \$400,000) allocated to paving projects. The unassigned General Fund balance at June 30, 2020 (the end of FY20) was \$2,511,882. The Town has an adopted guideline that calls for an amount equivalent to 10% of the proposed operating budget (\$1,894,893 if there was no use of fund balance in FY21) to be kept available as a "rainy day fund," leaving \$616,989 of "excess fund balance" available for use in FY21. After the proposed \$605,000 "Use of Fund Balance" proposed in Articles 14 and 15, the Town will remain in compliance with our 10% fund balance guideline.

ARTICLE 15

ARTICLE 15: To see if the Town will appropriate from the Unassigned General Fund Balance the sum of up to seventy-five thousand dollars (\$75,000) for the upgrades for the Town's website.

USE OF FUND BALANCE FOR WEBSITE UPGRADE

Whenever possible, accumulated fund balance should be used for non-recurring expenses such as a particular capital project or a piece of equipment with a high price tag and a long useful life. By limiting the use of fund balance to these purposes, we protect the Town from becoming dependent upon non-recurring revenues to fund recurring expenses. Why does this matter? Because a town using fund balance for operating expenses is like a household using its savings account for monthly living expenses. You do it occasionally, when necessary, but it is not a sustainable ongoing practice. For FY21, the Selectboard and Town staff recommend using \$605,000 of unassigned General Fund balance. As described elsewhere in this Town Report, Article 14 asks Representative Town Meeting to approve the transfer of \$530,000 from the General Fund to the Capital Fund for

various FY21 capital project expenses. This Article 15 asks Representative Town Meeting to authorize a General Fund expenditure of up to \$75,000 to upgrade the Town's website. While this is not a capital expenditure, it is a non-recurring expenditure in keeping with financial management best practice for use of unassigned fund balance. The Town's website has not been upgraded in many years. There is a great wealth of useful information on the Town's website, but it has an outdated appearance and is not easy to navigate. Currently, we are missing the opportunity to use our website as a way to encourage more public engagement with Town government, rather than merely as a place to store documents and information. The unassigned General Fund balance at June 30, 2020 (the end of FY20) was \$2,511,882. The Town has an adopted guideline that calls for an amount equivalent to 10% of the proposed operating budget (\$1,894,893 if there was no use of fund balance in FY21) to be kept available as a "rainy day fund," leaving \$616,989 of "excess fund balance" available for use in FY21. After the proposed \$605,000 "Use of Fund Balance" proposed in Articles 14 and 15, the Town will remain in compliance with our 10% fund balance guideline.

ARTICLE 16

ARTICLE 16: To see if the Town will appropriate the sum of thirty-seven thousand, five hundred fifty-one dollars (\$37,551) for the Community Marketing Initiative promotion of Brattleboro performed jointly by the Brattleboro Area Chamber of Commerce and the Downtown Brattleboro Alliance.

COMMUNITY MARKETING INITIATIVE

For the past 2 years the Town has appropriated 10% of the 1% Meals and Rooms tax collected by the Town to fund a marketing campaign. The Community Marketing Initiative (CMI) is a partnership between the Downtown Brattleboro Alliance (DBA) & the Brattleboro Area Chamber of Commerce in collaboration with an advisory committee. Since January

2020 it has implemented the #loveBrattleboroVT campaign which is a love letter from the Town of Brattleboro welcoming visitors with open arms. It is an outward facing campaign to spread awareness of Brattleboro as a destination to come visit. This campaign employs many different tactics including but not limited to: paid advertising in strategically placed print and social media, securing of editorial stories, encouraging user submitted photos - all while driving people to the website www.lovebrattleborovt.com.

[Note: Excerpted from a full report, entitled "LOVE Brattleboro VT #loveBrattleboroVT" and printed under "Other Narratives" in this Annual Report.]

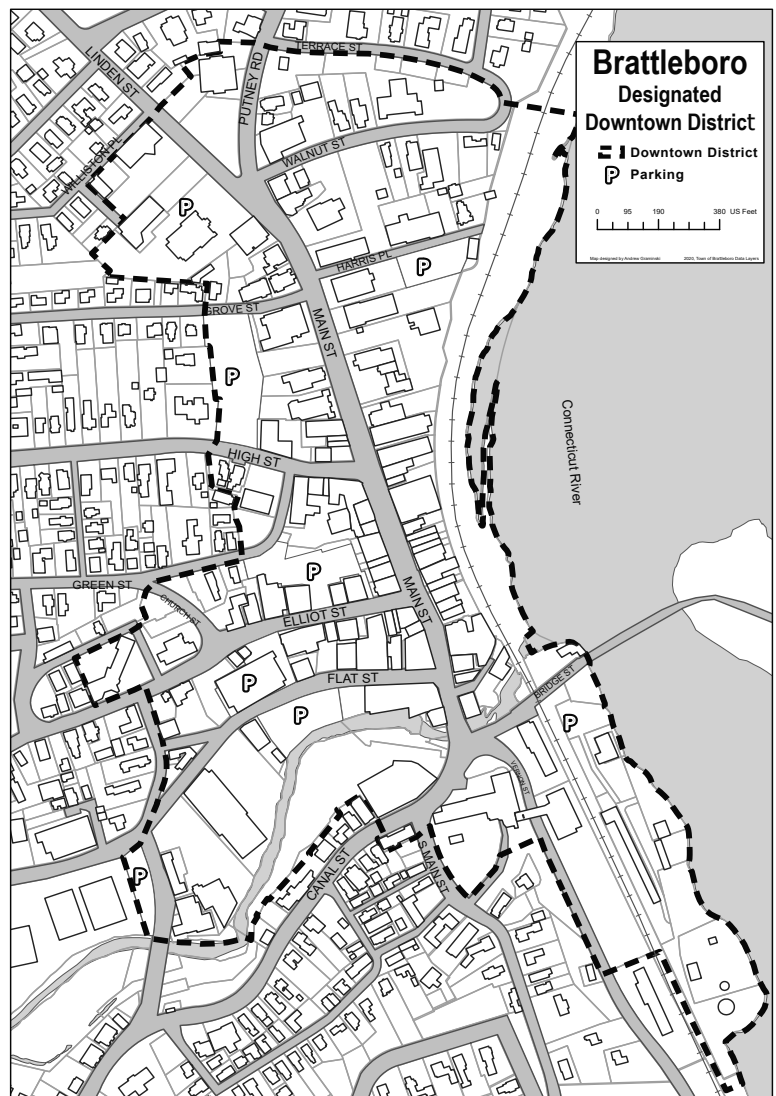
ARTICLE 17

ARTICLE 17: 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.

DOWNTOWN BRATTLEBORO ALLIANCE

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.



[Note: Excerpted from "The Downtown Brattleboro Alliance Annual Report 2020". The full report is printed under "Other Narratives" in this Annual Report.]

ARTICLE 18

ARTICLE 18: To see if the Town will raise and appropriate the sum of \$276,400 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 - \$2,000; American Red Cross – NH and VT Region - \$5,000; Big Brothers Big Sisters - \$7,500; Boys & Girls Club of Brattleboro – \$20,000; Brattleboro Area Hospice - \$6,000; Building a Positive Community - \$17,500; Brattleboro Centre for Children - \$4,500; Brattleboro Community Justice Center - \$7,500; Brattleboro Senior Meals - \$7,000; Family Garden - \$2,500; Gathering Place - \$5,000; Green Mountain RSVP - \$900; Groundworks Collaborative - \$20,000; Health Care & Rehabilitation Services of Southeastern Vermont - \$10,000; Meeting Waters YMCA - \$7,500; Out in the Open - \$15,000; Prevent Child Abuse Vermont - \$1,000; Putney Foodshelf - \$1,500; Rich Earth Institute - \$1,000; Senior Solutions - \$3,000; Southeastern Vermont Community Action, Inc. (SEVCA) - \$14,000; The Root Social Justice Center - \$15,000; Turning Point - \$25,000; Vermont Association for the Blind and Visually Impaired - \$700; Vermont Center for Independent Living - \$1,600; Vermont Family Network - \$2,500; Visiting Nurse and Hospice for VT and NH - \$12,200; Windham County Humane Society - \$2,000; Windham County Safe Place Child Advocacy Center and Southeastern Unit for Special Investigations - \$3,000; Windham and Windsor Housing Trust - \$10,000; Winston Prouty Center for Child and Family - \$10,000; Women's Freedom Center - \$16,000; Windham Southeast Supervisory Union Summer Food Program - \$8,000; Youth Services - \$12,000.

relative to their operational expenses, fundraising capacity, the flexibility and predictability of other sources of funding, and the agency's positive impact on Brattleboro residents.

Funding priorities and recommendation

The Committee prioritized agencies whose main function is to provide food, shelter or other urgent and basic needs, as well as emergency and social services. We also prioritized vulnerable populations, including but not limited to elders, children, people without stable housing, people living with HIV/AIDS, people in recovery, and people living with lower incomes.

The committee recommends \$276,400 funding. The committee used a rigorous and thorough process to review and score the applications. These scores were a starting point in the conversations about final funding recommendations.

It has been an honor to serve on this Committee. All of the current committee members would like to serve again next year. If you have any questions, please feel free to get in touch with us via Jan Anderson in the Town Manager's office at tmsecretary@brattleboro.org.

Sincerely,

December 11, 2020

Ann Fielder
John Kennedy
David Miner
Gary Stroud
Kip Tewksbury
Ain Thompson

REPORT TO BRATTLEBORO REPRESENTATIVE TOWN MEETING FROM THE HUMAN SERVICES FUNDING REVIEW COMMITTEE

Thank you to the 34 agencies that submitted requests for consideration. We appreciate the time and resources put into the applications. Your missions, accomplishments and plans for improving our community are inspiring. The agencies that we recommend for funding are vital to the well-being of many vulnerable residents and to our community as a whole. We request the support of the Town Meeting Representatives at the recommended levels.

Process

The committee met in September to review and update the application for Town funding. The application information was emailed to previous recipients and was posted on the Town website and sent to other media outlets. Prospective applicants were invited to an informational meeting on October 20 2020. We received 34 applications requesting a total of \$276,400, which was 31% more than the total amount granted last year. Committee members reviewed applicant agencies' financial documents and fiscal controls, as well as their descriptions of services provided to Brattleboro residents, anticipated programmatic changes, evaluation methods, and collaboration with other agencies.

Our goal as a Human Services Review committee is to ensure the quality of life of the people in the town so they can be successful. The Town's human services allocations are important to each agency's ability to serve the needs of local residents. To determine how Town funding would assist each agency, we considered the size of the agency's fund balance

ARTICLE 18

Human Services Review Committee FY22 Request for Funding

Applicants	FY18 Recomm endation	FY19 Requests	FY19 Recomm endation	FY20 Request	FY20 Recomm endation	Town Meeting Allocatio n	FY20 Grant Total	FY21 Requests	FY21 Recomm endation	FY21 RTM addition	FY21 Grant Total	FY22 Requests	FY22 Recomm endation
AIDS Project of Southern Vermont	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000		\$2,000	\$2,000	\$2,000	\$200.00	\$2,200.00	\$2,000	\$2,000
American Red Cross - NH and VT Region	\$ 5,000	\$ 5,000	\$ 1,000	\$5,000	\$2,000	\$1,950	\$3,950	\$2,000	\$2,000			\$5,000	\$5,000
Big Brothers Big Sisters		\$ 10,000	\$ 7,500	\$7,500	\$7,500		\$7,500	\$7,500	\$6,375	\$637.50	\$7,012.50	\$7,500	\$7,500
Boys & Girls Club		\$ 20,000	\$ 15,000	\$18,500	\$15,000	\$2,275	\$17,275	\$20,000	\$17,000	\$1,700.00	\$18,700.00	\$20,000	\$20,000
Brattleboro Area Hospice	\$ 1,200	\$ 1,200	\$ 1,200	\$2,000	\$1,500	\$325	\$1,825	\$3,000	\$2,550	\$255.00	\$2,805.00	\$6,000	\$6,000
Brattleboro Centre for Children		\$ 12,000	\$ 4,000	\$5,000	\$5,000		\$5,000	\$6,000	\$4,500	\$450.00	\$4,950.00	\$4,500	\$4,500
Brattleboro Com-Justice Center								\$7,000	\$5,950	\$595.00	\$6,545.00	\$7,500	\$7,500
Brattleboro Senior Meals	\$ 7,000	\$ 7,000	\$ 7,000	\$7,000	\$7,000		\$7,000	\$7,000	\$5,250	\$525.00	\$5,775.00	\$7,000	\$7,000
Brattleboro Time Trade								\$2,000	\$0				
Building a Positive Community					\$5,000	\$1,300	\$6,300	\$15,000	\$11,250	\$1,125.00	\$12,375.00	\$17,500	\$17,500
Family Garden	\$ 2,500	\$ 2,500	\$ 2,500	\$2,500	\$2,500		\$2,500	\$2,500	\$2,500	\$250.00	\$2,750.00	\$2,500	\$2,500
Gathering Place	\$ 4,000	\$ 4,000	\$ 4,000	\$4,000	\$4,000		\$4,000	\$5,000	\$3,750	\$375.00	\$4,125.00	\$5,000	\$5,000
Green Mountain RSVP		\$ 700	\$ 700	\$700	\$700		\$700	\$1,200	\$700	\$70.00	\$770.00	\$900	\$900
Groundworks Collaborative (formerly BADC and MorningSide)	\$ 20,000	\$ 20,000	\$ 20,000	\$20,000	\$20,000		\$20,000	\$20,000	\$19,000	\$1,900.00	\$20,900.00	\$20,000	\$20,000
Health Care & Rehabilitation Services	\$ 3,500	\$ 10,000	\$ 3,500	\$10,000	\$3,500	\$4,225	\$7,725	\$10,000	\$7,500	\$750.00	\$8,250.00	\$10,000	\$10,000
Inclusion Center									\$0				
KidsPLAYce	\$ 4,000	\$ 4,000	\$ 4,000	\$7,500	\$7,500		\$7,500	\$6,500	\$4,000	\$400.00	\$4,400.00		
Meeting Waters-YMCA	\$ 5,000	\$ 5,000	\$ 5,000	\$7,500	\$5,000		\$7,500	\$10,000	\$7,125	\$712.50	\$7,837.50	\$7,500	\$7,500
Out in the Open (fika Gm Mountain Crossroads)	\$ 5,000	\$ 5,000	\$ 3,000	\$7,500	\$5,000	\$1,625	\$6,625	\$10,000	\$8,500	\$850.00	\$9,350.00	\$15,000	\$15,000
Prevent Child Abuse Vermont													
Putney Foodshelf								\$2,000	\$0			\$1,000	\$1,000
Rich Earth Institute								\$1,000	\$0			\$1,000	\$1,000
Root Social Justice Center		\$ 5,000	\$ 5,000					\$7,000	\$5,250	\$1,750.00	\$7,000.00	\$15,000	\$15,000
Senior Solutions	\$ 3,000	\$ 3,000	\$ 3,000	\$3,000	\$3,000		\$3,000	\$3,000	\$2,700	\$270.00	\$2,970.00	\$3,000	\$3,000
SEVCA	\$ 12,000	\$ 12,000	\$ 12,000	\$12,000	\$12,000		\$12,000	\$12,000	\$11,400	\$1,140.00	\$12,540.00	\$14,000	\$14,000
Turning Point	\$ 8,500	\$ 10,000	\$ 10,000	\$20,000	\$12,500	\$4,875	\$17,375	\$20,000	\$15,000	\$1,500.00	\$16,500.00	\$25,000	\$25,000
Vermont Adult Learning	\$ 3,000												
Vermont Association for the Blind								\$700	\$700	\$70.00	\$770.00	\$700	\$700
Vermont Center for Independent Living	\$ 1,600	\$ 1,600	\$ 1,600	\$1,600	\$1,600		\$1,600	\$1,600	\$1,600	\$160.00	\$1,760.00	\$1,600	\$1,600
Vermont Family Network		\$ 2,500	\$ 1,500	\$2,500	\$1,500	\$650	\$2,150	\$2,500	\$0			\$2,500	\$2,500
Visiting Nurse and Hospice of VT and NH	\$ 12,200	\$ 12,200	\$ 10,000					\$12,200	\$10,980	\$1,098.00	\$12,078.00	\$12,200	\$12,200
Windham Child Care Association	\$ 5,500												
Windham County Humane Society				\$1,000	\$1,000		\$1,000	\$2,000	\$1,000	\$100.00	\$1,100.00	\$2,000	\$2,000
Windham County Safe Place Child Advocacy Center	\$ 1,500	\$ 2,500	\$ 1,500	\$2,500	\$2,500		\$2,500	\$3,000	\$2,700	\$270.00	\$2,970.00	\$3,000	\$3,000
and Southeastern Unit for Special Investigation													
Windham & Windsor Housing Trust													
Winston Prouty Center for Child & Family												\$10,000	\$10,000
Women's Freedom Center		\$ 10,000	\$ 5,000	\$15,000	\$7,500	\$4,870	\$12,370	\$15,000	\$14,250	\$1,425.00	\$15,675.00	\$16,000	\$16,000
Summer Food Program (WSESU)	\$ 6,000	\$ 6,000	\$ 6,000	\$7,500	\$7,500		\$7,500	\$7,500	\$6,375	\$637.50	\$7,012.50	\$8,000	\$8,000
Youth Services - Big Brothers/Big Sisters	\$ 7,500												
Youth Services		\$ 10,000	\$ 10,000	\$10,000	\$10,000		\$10,000	\$12,000	\$10,200	\$1,020.00	\$11,220.00	\$12,000	\$12,000
Total Recommended year to year	\$ 120,000	\$ 183,200	\$ 146,000	\$181,300	\$147,300	\$22,095	\$169,395	\$241,200	\$190,105	\$20,235.50	\$210,340.50	\$276,400	\$276,400
						KidsPLAYce (4,000), VNA (12,200)	\$16,200						
						approved separately by RTM	\$185,595						

ARTICLE 19

ARTICLE 19: To see if the Town will direct the Selectboard to include a specific amount of the FY23 budget to be allocated to Human Services funding.

TARGET ALLOCATION FOR HUMAN SERVICES FUNDING

Several times in recent years, Representative Town Meeting has discussed setting a target level for Human Services funding. These discussions have occurred under the final article, "To transact any other business that may lawfully come before the meeting," which allows discussion and non-binding votes but does not allow any binding action to be taken. At one time, RTM offered non-binding advice to the Selectboard to allocate approximately 1% of the Town's General Fund budget to Human Services funding. Last year, RTM took a non-binding action that asked the Selectboard to consider allocating approximately 2% of the Town's General Fund budget to Human Services funding. This year, the

Selectboard placed Article 19 on the Representative Town Meeting warning so that RTM can provide binding guidance on this matter. The wording of Article 19 intentionally uses "amount" so RTM can choose whether to establish the target as a percentage of the budget or as a specific dollar amount. Likewise, it intentionally uses "FY23 budget" so RTM will be able to provide this direction year-by-year, allowing for adjustments due to changing circumstances, as needed. If RTM chooses to establish the target amount as a percentage of the budget, we ask that the target for FY23 be expressed as a percentage of the FY22 adopted budget, since that is a calculable number that will allow the Human Services Review Committee and the Selectboard to adhere to the direction provided by RTM. Expressing the target as a percentage of the FY23 budget would make the exact amount unknowable for the Human Services Review Committee and the Selectboard throughout the entire duration of their work on that FY23 budget.

ARTICLE 21

ARTICLE 21 To see if the Town will authorize the expenditure of thirty-six thousand, one hundred forty-seven dollars (\$36,147) 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).

SeVEDS IMPACT STATEMENT FOR BRATTLEBORO TOWN REPORT 2021

SeVEDS, founded in 2007 as an affiliate of the Brattleboro Development Credit Corporation (BDCC), takes a proactive approach to long-term regional economic development. Improving wages, attracting and keeping people in the region, and fostering a healthy regional jobs base are critical and beyond the capacity of any single community to substantially affect. SeVEDS creates strategies and attracts resources to help us act together to build a vibrant regional economy. **BDCC, Southeastern Vermont's Regional Development Corporation, develops and implements these strategies.** We use municipal funding in three key ways:

- (1) To **fund implementation** of programs & projects.
- (2) For **capacity**. We use SeVEDS regional municipal funds to create programs (see below), conduct research and planning, secure and administer grants, and to help regional partners - last year we helped bring another \$2.7 Million directly to other organizations – towns, businesses and non-profits (not including COVID relief).
- (3) As **seed funding** to leverage bringing more money into the region (in FY20 we administered \$635,699 of federal and state funding for BDCC & SeVEDS programs and projects)

Background & Request

Our work is guided by the 2019 Comprehensive Economic Development Strategy (CEDS), a 5 year regional plan with simple goals: **Strengthen Business, Support**

People. The CEDS, available online at www.seveds.com, is developed by the regions people and businesses. SeVEDS requests funding at \$3.00 per person from all 27 towns we serve to support this work. In 2020, sixteen communities funded SeVEDS, representing 82% of Windham residents. **Therefore, we are asking the Town of Brattleboro to appropriate \$36,147.00 (based on a population of 12,049) to support SeVEDS.**

2020 Pandemic Response

SeVEDS history includes leading regional economic development, and recovery, with strategy and insight. We took a leading role on charting the path for economic response and recovery for both Tropical Storm Irene and the closure of the **VY Nuclear Plant**. During the **pandemic**, BDCC adapted our regular programming to the current conditions, and to emerging needs. In March, we shifted staff from full-time CEDS driven program work into the COVID-19 Impact team which provided support directly to regional communities, establishments and entrepreneurs. We remain focused on ensuring pandemic relief for small businesses and non-profits is understood and accessed locally at high levels, which has been the case thus far. Our efforts are helping direct resources to the Windham Region and Brattleboro:

- 183 Brattleboro businesses and non-profits were assigned a BDCC liaison or referred to the DBA for direct technical assistance.
- 351 Brattleboro organizations employing 1,865 people received over \$11.9 Million in Paycheck Protection Program (PPP) loans <\$150k. 47 others received PPP loans ranging \$150k to \$1 million. They employ 2,767 people. 40 loans went to non-profits.
- 8 Brattleboro Sole Proprietors received (CDBG-CV) Grants administered by BDCC totaling \$67,000
- BDCC administered Restart Vermont ReVTA which provided technical assistance to 58 Brattleboro businesses and non-profits (up to \$4k). The program employed 14 Brattleboro vendors to provide that technical assistance, with contracts generating over \$80k in revenue.
- We have provided 15 webinars (so far) specific to **COVID-19 Business Resiliency**, along with How-to-

ARTICLE 21

Zoom webinars, municipal trainings on short and long term impacts of COVID-19.

- We convene twice monthly **Business Economic Resiliency Webinars** to ensure local people can be heard and get answers directly from legislators and state and federal officials.
- We convene twice monthly **Windham Resiliency Team Webinars** so local officials have direct access and up to date information on economic recovery programs from Windham and Federal delegations.

Regular Programming

SeVEDS helps fund the following initiatives which stem from the CEDS strategies and SeVEDS research - **Please read about them in the BDCC & SeVEDS Annual Report** which is available online at www.brattleborodevelopment.com or request a copy by mail at 802-257-7731 x230.

Southeastern Vermont Economic Development Strategies
& Brattleboro Development Credit Corporation
76 Cotton Mill Hill, Brattleboro, Vermont 05301
www.brattleborodevelopment.com 802-257-7731

ANNUAL REPRESENTATIVE TOWN MEETING

SEPTEMBER 12, 2020

Pursuant to the Warning for the Annual Town Meeting recorded in the Town Records Volume 21, page 290, the legal voters qualified to vote met online through the Zoom platform on September 12, 2020, at 8:30 A.M.

At 8:42 A.M., Moderator Lawrin Crispe called the meeting to order.

Town Clerk Hilary Francis reported that more than 120 Town Meeting Members were present. Moderator Crispe announced that 75 members constitute a quorum. A total of 128 members were present at various times of the day.

The Moderator called upon Kate O'Connor to lead the meeting with an opening convocation.

Lawrin Crispe led the meeting in the Pledge of Allegiance.

The Moderator enumerated the many years of public service provided to the town by former meeting members, Martha O'Connor, William Shumway, Robert Colburn, Robert Ratti, Mary Lou Buchanan, Sherwood Lake Sr, Erich Hoyer, and Andrew Eames, who passed away in the last year and 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 10/1085, 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 Cory Brunner, Elizabeth Fox, Janet Dickinson, Karen Todd, Christine Bricault, and Kristal Hier. The Moderator asked all Town Meeting Members to take a moment and correct their names.

PRELIMINARY MOTION #1) Selectboard Chair Tim Wessel moved: To suspend the rules and adopt the Moderator's "Electronic Meeting Rules" printed in the Informational Booklet for this Representative Town Meeting, as follows:

The meeting will be conducted according to Robert's Rules of Order, the Town Charter, and Vermont State Law, modified as follows for this online meeting:

1. Quorum

The presence of a quorum shall be established by an online list of Representative Town Meeting members who have logged onto Zoom at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members.

2. Audio/Video

The meeting shall include audio and video display of all Representative Town Meeting members when recognized to speak. Non-members wishing to speak who are qualified voters of the Town of Brattleboro may connect by designated telephone number and passcode.

3. Assignment of the Floor

To seek recognition by the Moderator, a member shall use the "raised hand" tool which can be accessed by clicking the "Participants" button on the control bar at the bottom of the screen.

4. Muting of Member's Connection

Given the number of participants and in order to minimize undue background noise and interference with the meeting, all members shall be muted until recognized by the Moderator.

5. Voting

All votes shall be taken utilizing the Zoom "polling" feature which will be launched as required to record each vote. The results will be announced by the Moderator at the conclusion of each vote.

6. Technical Requirements and Malfunctions

Each RTM member is responsible for their connection to the Internet or telephone. The meeting shall not be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented their participation in the meeting.

In any instance in which there is a conflict between these 6 enumerated "Electronic Meeting Rules" and any provisions of Robert's Rules of Order, the Town Charter, or Vermont State Law, then these "Electronic Meeting Rules" shall prevail for this meeting.

The motion was seconded. After a brief discussion, on a Division Zoom poll vote, the motion passed with 111 in favor and 2 opposed.

Rikki Risatti moved to suspend the rules to activate the Zoom chat box. The Moderator explained that this would not be possible from a technical standpoint, as the meeting had already begun and this setting could not be changed mid-meeting. The Moderator is also responsible for controlling the discourse and all dialogue has to be directed to the Moderator. That would be impossible with the Zoom chat activated in a formal meeting like this.

Kurt Daims moved to amend the proposed motion regarding individual technical issues, as a number of people may have technical issues and that could be a problem. The Moderator explained that a quorum would still be needed in order to conduct the meeting.

PRELIMINARY MOTION #2) Selectboard Vice Chair Elizabeth McLoughlin moved: That

the following persons be authorized to remain in this Zoom meeting with the Selectboard and Town Meeting Members: Town Manager Peter Elwell, Town Attorney Robert Fisher, Assistant Town Manager Patrick Moreland, Executive Secretary Jan Anderson, and the ASL Interpreters.

The motion was seconded.

There being no further discussion on the motion, the motion passed on a Division Zoom poll vote, with 119 in favor and 2 opposed.

PRELIMINARY MOTION #3) Selectboard member Ian Goodnow moved: That the electronic media be permitted to remain in this Zoom meeting.

The motion was seconded and with no discussion, on a Division Zoom poll vote passed with 121 in favor and 1 opposed.

Kurt Daims moved that henceforward all elected members of RTM, including the Selectboard be seated equally. The Moderator ruled this out of order, and recommended that the motion could be brought back up under Other Business.

Spoon Agave moved that if technically possible, all motions should be written out on the Zoom polls. The Moderator indicated that this is possible, but because this is the first virtual Representative Town Meeting and there are technical issues related to doing this, it was decided that this would not happen. It would create too much of a delay. Mr. Agave withdrew the motion.

ARTICLES: Prior to any action, the Moderator read each article and asked the pleasure of the meeting.

AUDITORS' REPORT: Under **Article 1**, Selectboard member Daniel Quipp moved: That the auditor's reports be accepted as printed.

The motion was seconded and, with no discussion, on a Division Zoom poll vote the article was passed with 114 in favor and 2 opposed.

EMPLOY CPA: Under **Article 2**, Selectboard member Brandie Starr 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 Division Zoom poll vote the article was unanimously adopted.

TOWN CLERK: Under **Article 3**, Selectboard Chair Tim Wessel moved: That the appointment of Hilary Francis as Town Clerk for a term of one year until the 2021 Representative Town Meeting, be ratified,

ANNUAL REPRESENTATIVE TOWN MEETING

SEPTEMBER 12, 2020

approved and confirmed.

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

TOWN TREASURER: Under **Article 4**, Selectboard Vice Chair Elizabeth McLoughlin moved: That the appointment of Andre Jaeger as Town Treasurer for a term of one year until the 2021 Representative Town Meeting be ratified, approved and confirmed.

The motion was seconded. There was no discussion and on a Division Zoom poll vote, the appointment was approved with 111 in favor and 1 opposed.

TOWN ATTORNEY: Under **Article 5**, Selectboard member Ian Goodnow moved: That the appointment of Fisher and Fisher Law Offices, P. C., as Town Attorney for a term of one year until the 2021 Representative Town Meeting be ratified, approved, and confirmed.

The motion was seconded. After a very brief discussion, the appointment was approved on a Division Zoom poll vote, with 102 in favor and 9 opposed.

CAPITAL GRANT REVIEW BOARD: Under **Article 6**, the Moderator sought volunteers from the floor to elect two representatives to the Capital Grant Review Board.

Georges Herzog, Gary Stroud, and Lissa Weinmann were nominated. On a Division Zoom poll vote, Gary Stroud (79 votes) and Lissa Weinmann (79 votes) were nominated, and Georges Herzog (71 votes) was not.

Daniel Quipp moved: That the following people be appointed to serve on the Capital Grants Review Board for a term of one year until the 2021 Representative Town Meeting: Gary Stroud and Lissa Weinmann.

The motion was seconded. With no additional discussion, both were appointed to the Capital Grant Review Board on a Division Zoom poll vote with 116 in favor and 1 opposed.

REPRESENTATIVE TOWN MEETING FINANCE COMMITTEE: Under **Article 7** the Moderator sought volunteers from the floor for the Representative Town Meeting Finance Committee.

Franz Reichsman thanked the committee and nominated the following members: Maya Hasegawa, David Levenbach, Millicent Cooley, Oscar Heller, and Nora Dissinger.

Oscar Heller nominated Paula Melton.

The Moderator asked for objections to voting the slate. After a few questions, the poll was launched. On a Division Zoom poll vote, the

slate was nominated with 111 in favor and 5 opposed.

After a brief discussion, Brandie Starr moved: That the following people be appointed to serve on the Representative Town Meeting Finance Committee for a term of one year until the 2021 Representative Town Meeting: Maya Hasegawa, David Levenbach, Millicent Cooley, Oscar Heller, Nora Dissinger, and Paula Melton 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 Division Zoom poll vote, all were appointed to the Representative Town Meeting Finance Committee, with 113 in favor and 2 opposed.

RECESS: At 10:55 A.M. the Moderator declared a short recess.

At 11:16 A.M. the Moderator reconvened the meeting.

HUMAN SERVICES REVIEW COMMITTEE: Under **Article 8**, the Moderator sought volunteers from the floor for the Human Services Review Committee.

Kipton Tewksbury, a member of the committee, nominated the following members: Anne Fielder, Sue Graff, John Kennedy, David Minor, and Kipton Tewksbury. All were on the committee that submitted the report for this year.

Terry Carter nominated Juanita Lane. Robin Morgan nominated Ain Thompson. Emmanuel Keppel nominated himself. Gary Stroud nominated himself. Kathryn Turnas nominated herself.

After a brief discussion clarifying that the committee was not created by charter, but rather by RTM and there are no limits to the number of people that can serve, nor is there age specified, a Zoom poll was launched to approve the slate of nominations. On the Division Zoom poll vote, the slate was approved with all members receiving a majority vote.

Tim Wessel moved: That the following people be appointed to serve on the Human Services Review Committee for a term of one year until the 2021 Representative Town Meeting: Ann Fielder, Sue Graff, John Kennedy, David Minor, Kipton Tewksbury, Juanita Lane, Ain Thompson, Emmanuel Keppel, Gary Stroud, and Kathryn Turnas, 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. With no discussion, on a Division Zoom poll vote, all were appointed to the Human Services Review Committee with 117 in favor and 2 opposed.

LIBRARY TRUSTEES: Under **Article 9**, Elizabeth McLoughlin moved: That the following people be appointed to serve on the Board of Trustees for the Brooks Memorial Library: Jennifer Rowe, Karen Tyler, and John Woodward, each for a term to expire in 2023; and Gabriel Sistare for a term to expire in 2021.

The motion was seconded and on a Division Zoom poll vote the motion was adopted with 112 in favor and 1 opposed.

AUTHORIZATION TO BORROW: Under **Article 10**, 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 Division Zoom poll vote, the article was adopted with 109 in favor and 3 opposed.

SELECTBOARD SALARIES: Under **Article 11**, Daniel Quipp moved: That the salary of the Selectboard Chairperson be set at \$5,000 and that the salaries of the other members of the Selectboard be set at \$3,000 each.

The motion was seconded.

Kurt Daims moved to amend the motion, with the Chair receiving a salary of \$10,000 and other members receiving \$8,000. The motion was seconded.

Rikki Risatti then moved to amend the Daims amendment, so that all Selectboard members receive \$25 per hour. The motion was seconded.

After a moderate discussion including topics like how many hours current Selectboard members work, how long it would take to track those hours, the difference between paid meetings versus paid prep time, and the philosophy around the role of the Selectboard, Steven Brown moved to call the question.

The motion was seconded and on a Division Zoom poll vote, debate was ceased on the Risatti amendment with 98 in favor and 16 opposed.

On a Division Zoom poll vote, the Risatti amendment failed with 9 in favor and 111 opposed.

The discussion moved back to the Daims amendment, and included topics related to the benefits of increasing salary in order

ANNUAL REPRESENTATIVE TOWN MEETING

SEPTEMBER 12, 2020

to make the position more attainable to the working class and poor, versus not wanting to professionalize the position. People discussed what the term "remove money from politics means."

Arlene Distler moved to amend the Daims amendment, with the Chair receiving a salary of \$7,000 and other members receiving \$5,000. The motion was seconded.

After further conversation, Maya Hasegawa moved to call the question on the Distler secondary amendment. The motion was seconded, and on a Division Zoom poll vote, debate ceases with 91 in favor and 23 opposed.

Following some clarification regarding the voting process, on a Division Zoom poll vote, the Distler secondary amendment failed with 42 in favor and 77 opposed.

After a very brief discussion, Anne Koplinka-Loehr moved to call the question on the Daims primary amendment. The motion was seconded and debate was ceased on a Division Zoom poll vote, with 92 in favor, and 25 opposed.

The Daims motion failed on a Division Zoom poll vote with 51 in favor and 68 opposed.

Steven Brown immediately moved to call the question on the main motion. This was seconded, and on a Division Zoom poll vote, the article was approved with 108 in favor and 7 opposed.

RECESS: At 1:30 P.M. the Moderator declared a recess for lunch.

At 2:33 P.M. the Moderator reconvened the meeting and confirmed that with an excess of 96 Town Meeting Members, a quorum was present.

Following lunch, Kurt Daims stated that he did not feel Mr. Peter Elwell should be speaking unless interrogated, as he is not an elected or ex-officio member of the body. He also stated that under Robert's Rules, there is a provision for reconsideration, and would like to see the previous article reconsidered. Tom Franks inquired if it would be appropriate to amend the article to discuss the salaries for the following year.

After a brief discussion and some input from Town Attorney, Bob Fisher, it was determined that Mr. Elwell was only clarifying information and not adding additional opinions. Regarding reconsideration, Mr. Fisher agreed that reconsideration would be acceptable on the previous article, but it is not germane to look at what the pay for the Selectboard would be for the following year, as that discussion was not warned.

TRANSFER TO CAPITAL FUND FROM THE UNASSIGNED GENERAL FUND BALANCE: Under **Article 12**, Brandie Starr moved: That the Town transfer from the Unassigned General Fund Balance to the Capital Fund the sum of \$223,000 to fund a portion of the cost of a new fire engine to replace a 1994 fire engine.

The motion was seconded and Brandie Starr requested that the Moderator recognize Peter Elwell to provide further information about this article.

Peter Elwell stated that the fire engine in question is a 1994 engine, and at 26 years old it is past its expected life. Additionally, using a portion of the unassigned fund balance for this type of purchase is normal practice, as we try to fund long term capital needs this way. Finally, after using money for this purpose, there will still be more than ten percent (10%) in the unassigned fund balance, and we will still be in compliance with the Town's practice of keeping ten percent (10%) in the fund.

Following a moderate conversation regarding the Town's financial situation following COVID-19, and the impact of climate change on increased fires, Emmanuel Keppel moved to call the question. This was seconded and on a Division Zoom poll vote, debate was ceased with 100 in favor and 15 opposed.

On a Division Zoom poll vote, the article passed with 109 in favor and 7 opposed.

COMMUNITY MARKETING INITIATIVE: Under **Article 13**, Tim Wessel moved: That the Town raise and appropriate the sum of \$43,748 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 and Tim Wessel requested that the Moderator recognize Chamber of Commerce Executive Director Kate O'Connor to provide further information about this article.

Kate O'Connor expressed that this is the second year that this funding is being requested. She explained the purpose for the campaign, the struggles that they encountered due to COVID-19, and how they switched their tactics to focus on Northern Vermont visitors rather than out-of-state visitors as they were able.

Rikki Risatti moved to amend the article to change the campaign from "Love Brattleboro" to "Love Wantastegok", which is the indigenous name. The Moderator ruled

this out of order as it is not germane to the question.

After a lengthy conversation regarding the need to bring tourists to town to lift up businesses, and the lack of focus on local LGBTQ+ and BIPOC residents, Mary White called the question. This was seconded and on a Division Zoom poll vote, debate was ceased with 93 in favor and 23 opposed.

On a Division Zoom poll vote, the article was adopted with 76 in favor and 42 opposed.

DOWNTOWN IMPROVEMENT DISTRICT: Under **Article 14**, Elizabeth McLoughlin 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 and Elizabeth McLoughlin requested that the Moderator recognize DBA Executive Director Stephanie Bonin to provide further information about this article.

Stephanie Bonin outlined some of the programs that this money funded both pre-COVID-19 and after, and how they have helped both local businesses and local residents in need.

Following a moderate discussion, on a Division Zoom poll vote, Steven Brown moved to call the question. This was seconded and debate was ceased with 95 in favor and 18 opposed.

On a Division Zoom poll vote, the article passed with 98 in favor and 18 opposed.

RECESS: At 4:30 P.M. the Moderator declared a short recess.

At 4:40 P.M. the Moderator reconvened the meeting

HUMAN SERVICE PROGRAMS:

Under **Article 15**, Ian Goodnow moved: That the Town raise and appropriate the sum of \$190,105 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 - \$2,000

Big Brothers Big Sisters - \$6,375

Boys & Girls Club of Brattleboro - \$17,000

Brattleboro Area Hospice - \$2,550

ANNUAL REPRESENTATIVE TOWN MEETING

SEPTEMBER 12, 2020

Brattleboro Area Prevention Coalition (a/k/a Building a Positive Community) - \$1,250
 Brattleboro Centre for Children - \$4,500
 Brattleboro Community Justice Center - \$5,950
 Brattleboro Senior Meals - \$5,250
 Family Garden - \$2,500
 Gathering Place - \$3,750
 Green Mountain RSVP - \$700
 Groundworks Collaborative - \$19,000
 Health Care & Rehabilitation Services of Southeastern Vermont - \$7,500
 KidsPLAYce - \$4,000
 Meeting Waters-YMCA - \$7,125
 Out in the Open (f/k/a Green Mountain Crossroads) - \$8,500
 The Root Social Justice Center - \$5,250
 Senior Solutions - \$2,700
 Southeastern Vermont Community Action, Inc. (SEVCA) - \$11,400
 Turning Point - \$15,000
 Vermont Association for the Blind and Visually Impaired - \$700
 Vermont Center for Independent Living - \$1,600
 Visiting Nurse and Hospice for VT and NH - \$10,980
 Windham County Humane Society - \$1,000
 Windham County Safe Place Child Advocacy Center and Southeastern Unit for Special Investigations - \$2,700
 Women's Freedom Center - \$14,250
 Windham Southeast Supervisory Union Summer Food Program - \$6,375
 Youth Services - \$10,200

The motion was seconded and Ian Goodnow requested that the Moderator recognize Kipton Tewksbury to provide further information about this article.

Kipton Tewksbury, one of the members of the committee, stated that the committee received applications from 33 agencies. Following previous guidelines of Representative Town Meeting, they tried to stay within one percent (1%) of the Town's proposed budget.

Following discussion with the Moderator, Robin Morgan moved to amend the article to increase the funding for the organizations with an overall increase of \$20,235.50, for a total of \$210,340.50, with a non-binding recommendation that there be a 10% increase across the board and that the Root Social Justice Center get a total of \$7,000, their original request, being the only BIPOC led organization of the group.

The Morgan amendment was seconded. A moderate discussion followed regarding how

this increase would impact taxpayers, the process that the Human Services Review Committee goes through in their decision making and the role that Representative Town Meeting members play in approving that process, and the ability to adjust the line items versus voting the amendment up or down with non-binding recommendation. At the invitation of the Moderator, Kurt Daims moved to appeal the Moderator's ruling declaring binding line item amendments out of order. This was seconded, and on a Division Zoom poll vote, the Moderator's ruling was sustained with 80 in favor and 32 opposed.

After additional conversation, Ann McCloskey moved to call the question. This was seconded and debate was ceased with 87 in favor and 24 opposed.

On a Division Zoom poll vote, the Morgan amendment passed with 64 in favor and 49 opposed.

Following a brief comment regarding the role of the Root Social Justice Center during a time of Black Lives Matter uprisings, on a Division Zoom poll vote, the article as amended by Robin Morgan was adopted with 87 in favor and 25 opposed.

At this point the Moderator asked the body if they would like to conclude the meeting tonight or recess and reconvene the meeting at 8:30am the following day.

On a Division Zoom poll vote, it was decided to conclude the meeting tonight, with 87 in favor and 28 opposed.

RECESS: At 5:53 P.M. the Moderator declared a short recess.
 At 6:03 P.M. the Moderator reconvened the meeting.

ASSESSED TAX PAYMENT DUE DATES: Under **Article 16**, Daniel Quipp moved: That the Town and School District taxes assessed on the Grand List as of April 1, 2020, 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 September 15, 2020, November 16, 2020, February 16, 2021, and May 17, 2021; 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 18, 2021.

The motion was seconded and Daniel Quipp requested that the Moderator recognize Peter Elwell to provide further information about this article.

Peter Elwell explained that the language in this article is the same as is usually proposed related to taxation and paying in 4 installments rather than annually.

Rikki Risatti moved to amend the article to eliminate interest and penalty on late tax payments through June 30, 2021.

The motion was seconded. Following lengthy discussion regarding the role of the Board of Abatements in forgiving taxes due to inability to pay and other reasons, the need to assist those who are faced with hardship during the pandemic, the risks that such a proposal might bring to the Town's cash flow, and the unknowns of how this might impact tax payers in the long run, Kurt Daims moved to recess until 8:30am on September 13.

The motion was seconded and Tom Franks moved to call the question. On a Division Zoom poll vote, debate was ceased with 90 in favor and 24 opposed. With 41 in favor and 70 opposed to recessing, the meeting continued on.

Returning to the Risatti amendment, Richard Cooke moved to call the question. This was seconded and on a Division Zoom poll vote, debate was ceased with 97 in favor and 14 opposed.

On a Division Zoom poll vote, the Risatti amendment was defeated with 25 in favor and 88 opposed.

Daniel Quipp pointed out that there are a number of programs that exist that aim to help people in need during the pandemic.

Joshua Jones moved to call the question. This was seconded and on a Division Zoom poll vote, debate was ceased with 100 in favor and 10 opposed.

The original main motion was adopted on a Division Zoom poll vote with 105 in favor and 5 opposed.

SeVEDS: Under **Article 17**, Brandie Starr moved: That the Town authorize the expenditure of \$36,147 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 and Brandie Starr requested that the Moderator recognize BDCC Executive Director, Adam Grinold.

Adam Grinold thanked the body and Brattleboro residents for their long standing support, and made himself available for any questions.

ANNUAL REPRESENTATIVE TOWN MEETING

SEPTEMBER 12, 2020

With no discussion, the article passed on a Division Zoom poll vote, with 82 in favor and 25 opposed.

MOUNTAIN HOME PARK SPECIAL BENEFIT ASSESSMENT TAX DISTRICT:

Under **Article 18**, Tim Wessel moved: That the Town raise and appropriate the sum of \$223,276.47 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 and there was a brief discussion regarding clarification for what this article means and what specifically the money is spent on. Joshua Jones moved to call the question. This was seconded and on a Division Zoom poll vote, debate was ceased with 94 in favor and 10 opposed. The article passed with 100 in favor and 3 opposed.

FEDERAL ENERGY REGULATORY COMMISSION RESOLUTION:

Under **Article 19**, Elizabeth McLoughlin moved: That the Town adopt the following resolution and submit it to the Federal Energy Regulatory Commission (FERC) as comments to communicate the Towns' ongoing concerns and interests:

"Whereas, the peaking operations of Wilder, Bellows Falls and Vernon dams have been causing daily surface water elevation fluctuations of, on average 2-3 feet every day in the impoundments behind the dams for at least 70 years, resulting in loss of land for landowners in VT and NH and degradation of water quality and habitat of the river for decades;

"Whereas, in the late 1970s, during the last relicensing process, the Army Corps of Engineers (ACOE) conducted an erosion study on the project area; and FERC issued the last licenses in early 1979 just months before the ACOE completed their study in November of that year; and the ACOE study clearly states that pool level fluctuations are the *second most important causative factor* for erosion in the project areas.

"Whereas, the erosion study completed for the current relicensing by Great River Hydro, the current owner of these three projects did not look at the effect of pool level changes on erosion, instead, focusing only on potential erosion due to velocity along the bank edge

that would be typical for a natural river system; and the Connecticut River in the project area does not function as a natural river, instead functioning as a series of lakes, with water flow controlled by the dams.

"Whereas, many towns and landowners up and down the river have used millions of dollars in public and private money to attempt to stabilize and restore their streambanks to protect property and infrastructure over the past 70 years;

"Therefore, be it resolved that the Town of Brattleboro, formally requests that the Federal Energy Regulatory Commission require, via license article, the current and any subsequent owners of the Wilder, Bellows Falls and Vernon Dams to modify current dam operations to minimize peaking; provide for ongoing streambank monitoring; develop a shoreline adaptive management plan; and create a mitigation and enhancement fund to support riverbank restoration and/or property owner compensation to reimburse towns and landowners for any and all damages resulting from the deterioration of the riverbank."

The motion was seconded and Elizabeth McLoughlin requested that the Moderator recognize Connecticut River Steward Kathy Urffer to provide further information about this article.

Kathy Urffer explained the motion and the importance of it. Following praise from the members on the work that has been done, Anne Koplinka-Loehr moved to call the question. This was seconded and on a Division Zoom vote, debate was ceased with 88 in favor and 9 opposed. The article was unanimously adopted.

OTHER BUSINESS: Article 20: To transact any other business that may lawfully come before the meeting.

Praise was given to Moderator, Lawrin Crispe; to Assistant Town Manager, Patrick Moreland; to the staff involved in organizing a Zoom RTM; and to BCTV and the interpreters.

The Moderator reminded the members that only advisory action could be taken under other business.

Tim Wessel gave an informal shout-out to David Schoales who served on the Selectboard for many years

Marta Gossage moved to propose that next year's "other business" be considered directly after lunch. This was seconded and on a Division Zoom poll vote was defeated with 35% in favor and 65% opposed.

Kurt Daims moved to reconsider and debate the Gossage resolution. Following moderate

discussion about the frustrations that many are feeling with the length of these meetings and the feeling of rushing due to fatigue by the end, Roni Byrne called the question. This was seconded and on a Division Zoom poll vote, debate was ceased with 85% in favor and 15% opposed (these results were reported in percentages and not in numbers). On the second vote, the resolution failed with 19 in favor and 65 opposed.

Emily Megas-Russell proposed that the Selectboard consider increasing the Human Service Review Committee budget to a minimum of 2% of the total budget for the previous year. This was seconded. Following a moderate discussion, Georgia Morgan called the question. This was seconded and on a Division Zoom poll vote, debate was ceased with 54 in favor and 15 opposed. The non-binding resolution passed with 47 in favor and 25 opposed.

Rikki Risatti moved to recess and continue new business at 8:30am the next day, and to continue this practice in future years. This was seconded and after brief discussion regarding concerns about a quorum, Ain Thompson moved to call the question. This was seconded and on a Division Zoom poll vote, debate was ceased with 55 in favor and 10 opposed. The Risatti proposal was defeated with 10 in favor and 57 opposed.

There being no other business, Anne Koplinka-Loehr moved to adjourn. The motion was seconded and with no discussion, the motion passed on a Division Zoom poll vote, with 57 in favor and 7 opposed. The meeting adjourned at 9:19 P.M.

Attest:

Hilary Francis
Town Clerk

Tim Wessel
Selectboard Chair

Lawrin Crispe
Moderator

SELECTBOARD

This past year started out feeling pretty normal, didn't it? 2020 began like many previous years for those of us serving on the Selectboard: busy, with decisions about budget items being debated and preparing for Representative Town Meeting. In February and March, we, along with the rest of our nation, nervously watched the progress of the Coronavirus as it became increasingly apparent that the contagion would turn all of our lives, and all of our schedules, upside down.

We managed to hold our annual Town Meeting Informational meeting on March 11th, even as many of us wondered if the alarming rise in case numbers would prove to make an in-person RTM impossible. As it turned out, that was one of the last public meetings many of us would attend, and the Selectboard only had two more in-person meetings in 2020, the last of which installed Ian Goodnow as a new member and Clerk, and myself and Liz McLoughlin as Chair and Vice-Chair.

From there we were off into the brave new world of remote meetings, which preserved the methods and traditions of Selectboard governance, but changed the way we interacted with our constituents tremendously. As long as the challenges of obtaining and learning the new technology were overcome, constituents could now watch and participate easily from their own homes. In that way access and participation has increased, a positive result for local democracy. On the negative side, it's often the case that virtual meetings encourage over talking some subjects (with board members as guilty as anyone else!), and our meeting lengths have increased dramatically from the previous year.

After the board helped navigate the new challenges of remote governance, assisted staff in keeping our employees safe by working from home when possible, and approved our Town Manager's new protocols

for COVID-19 Town wide communications, we got to work on many important issues including but of course not limited to:

- Becoming one of the first municipalities with a mask mandate, well ahead of state edicts.
- Encouraging businesses to move seating and public interaction outdoors by providing "parklets" when appropriate.
- Took several approval steps supporting the upcoming construction of a new water treatment plant, while balancing the interests of public health and controlling costs for ratepayers.
- Deliberated how to successfully hold Representative Town Meeting, and ultimately held a well-orchestrated RTM, thanks to so much capable staff effort and coordination.
- Addressed pedestrian safety concerns and partnered with the state to provide new Putney Road crosswalks and more.
- Committed to examining the role of policing and community safety within Brattleboro in light of the murder of George Floyd, renewed national conversations on race, and the need for hearing the voices of our more marginalized residents.
- Enacted a myriad of steps designed to protect residents from COVID-19, eliminating in-person interactions for most needs, including safe voting methods.
- Addressed the subject of Brattleboro housing difficulties with many actions aimed at lifting restrictions on the creation of new housing, and enacted a new ordinance with the intent to lift barriers to entry for tenants.
- Held site visits and took steps to move the new Hinsdale-Brattleboro bridge project forward.
- Supported staff work on communications around our upcoming Amtrak Train Station project.
- Moved forward with approval of an upcoming Town-wide vote on retail cannabis sales.

- Pushed for more Town control of Town affairs by continuing to promote municipal independence in Montpelier, and added a Town-wide vote on local self-governance.

These are just a few of the many positive steps that your Selectboard took this year, while also performing our important duty to wisely spend the funds that our residents contribute to Town operations. Throughout it all, each of your board members were dealing with their own COVID-19 related struggles and life adjustments, whether it be the collapse of childcare options locally, work loss or changes, financial difficulties, or increased stress overall. To be an elected public servant during the time of a pandemic has proven challenging to us all, and I will forever appreciate the repeated thanks that have been directed to your Selectboard and to me personally.

I want to also say that the physical distance that was necessary, and painful in many ways, by no means has diminished my gratitude and admiration for a Town staff who has risen to the challenges laid before them, time and time again. I will be forever grateful as we (someday) look back upon these hard times, and will always remember the patience and kindness shown to this entire board by our staff.

On a final personal note, through a quirk of the pandemic, I believe I recently became the only Brattleboro Selectboard Chair in history to be elected twice as chair in one year. For those votes of confidence from my fellow board members I will also be eternally grateful, and I feel honored to have been leading this board through what will arguably be seen as the most challenging year for Brattleboro in quite some time. Thank you.

Tim Wessel
Brattleboro Selectboard Chair

SELECTBOARD'S PROGRESS REPORT ON TOWN PLAN IMPLEMENTATION

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

- **Continue to participate in the National Flood Insurance program and, when feasible, take advantage of preferential rates that will lower costs to policy owners.** Brattleboro maintains a Class 8 rating in the National Flood Insurance Program Community Rating System, allowing flood insurance policy holders to receive a 10% discount on their premium.
- **Support land conservation efforts that restore floodplain access along the Whetstone Brook.** The Town continued to provide brownfield assessment and permitting assistance to the Vermont River Conservancy for their floodplain restoration

project at 250 Birge Street.

- **Create a downtown master plan to articulate the many improvements that need to be envisioned, designed, prioritized, and implemented to maintain and grow Downtown.** Work on the Downtown Design Plan concluded in 2020. The Planning Commission took time to review the recommendations in light of COVID-19. Public presentations and feedback on the draft plan will be conducted in 2021.
- **Encourage the improved energy efficiency of municipal and school district buildings and operations.** The Sustainability Coordinator conducted a walkthrough of major municipal buildings in November with the assistance of Efficiency Vermont. This walkthrough identified some minor opportunities related to further

automation of lighting and heating systems, as well as some air-sealing and insulating opportunities in specific buildings. Work will be pursued in 2021.

- **Disseminate information on energy efficient resources and programs.** The Planning Services Department promotes available design technical support and rebates for energy efficiency. Standard permit conditions refer property owners to Efficiency Vermont, the SEVCA weatherization program, and GMP's eHome program.
- **Support 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**

SELECTBOARD'S PROGRESS REPORT ON TOWN PLAN IMPLEMENTATION

- gardens.** The Sustainability Coordinator and ECO AmeriCorps service member worked with an array of food/farm organizations to maximize the community's ability to garden during COVID-19, a period of heightened food insecurity. "The Growing Resilience" effort included channeling donations of seeds, thousands of vegetable starts, and other materials to public-help-yourself gardens, school gardens and other community gardens that supported the charitable food system.
- **Encourage the use of the passenger train service through the continued efforts to enhance the town's rail station and better connect it to downtown and other local attractions.** Though passenger train service was halted for the majority of the year due to COVID-19, the Town actively worked with Amtrak to support their efforts to build a new train station to be constructed across the tracks from the existing station. Site plan approval was granted by the Development Review Board.
 - **Maintain and develop library programs and services that contribute to the education of children, including stimulating early childhood learning.** The Children's Room created a giant Candy Land game that addressed multiple intelligences for the participants and spurred to best kind of learning, that which occurs during play. All in-person programming ceased in March and has yet to resume. The staff has been proactive in promoting enriching family learning activities online via the website and Facebook. The summer reading program was revamped, and weekly take-home kits were delivered to distribution points around town. Activity kits have been available at the library throughout the fall and winter and the popular Design-A-Plate program was converted into a take-home activity.
 - **Maintain and develop library programs and services that contribute to the personal education of adults (of all ages) pursuing lifelong learning opportunities.** The Library began with a robust slate of program including Humanities lectures, poetry readings, discussions on Amendments to the Constitution, lunchtime yoga, creative writing classes and more. In-person programming ceased in March and has yet to resume, so the Library pivoted to expand virtual resources that could be accessed remotely, such as access to Universal Class for acquisition or honing of a broad range of skills, Mango for online instruction and support to learn languages, and Kanopy and Acorn TV for streaming video to enhance one's cultural and recreational pursuits. Brooks Memorial provided outdoor wi-fi even when the building was closed and personalized reference service and readers' advisory via phone and email.
 - **Direct any new residential development to areas where services are readily available and efficient, and cost-effective development is most likely. Avoid adding residential development in areas vulnerable to natural hazards such as flooding and/or with limited access.** The Town applied for and received Neighborhood Development Area designation from the State of Vermont which provide exemptions from Act 250 review and discounts on other state permitting fees, for qualifying "mixed income" projects in the designated area. The designated encompasses an approximate ½ mile radius around the designated downtown and extends up Canal Street to Exit 1. The Selectboard adopted an Interim Zoning Bylaw to ease density restrictions in several zoning districts in the more settled parts of town. These reforms also included making 3, 4 and 5 units permitted by right in the Residential Neighborhood zoning district. The direct effect of the Interim Zoning Bylaw was the creation of 19 units of new housing that would not have been allowed before the Interim Zoning went into effect.
 - **Continue to support the efforts to develop new homeownership and rental opportunities that are affordable to very low, low- and moderate-income households.** The Selectboard authorized a \$150,000 loan from the Revolving Loan Fund for a loan contingent on the execution of a grant agreement with the Vermont Community Development Program for a project at 47 Flat Street that will add 19 affordable housing units.
 - **Work 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.** The Town advocated for and worked with the Vermont Agency of Transportation for bicycle and pedestrian improvements on Putney Road and Marlboro Road. Improvements to Putney Road include a crosswalk and a rectangular rapid flashing beacon (RRFB) at Town Crier Drive and a light-activated crosswalk at the Hannaford's intersection. Green pavement markings will also be used along some segments of the bike lane. The Town also reviewed plans for the State's Route 9 paving project between Wilmington and Brattleboro and advocate for bicycling lanes, speed limit changes. Town staff participated in VTrans Corridor Planning meetings for Route 9 (Brattleboro to Bennington) and Route 30 (Brattleboro to Winhall). The Town advocated for inclusion of bicycle lanes and crosswalks on. With assistance from a Vermont Agency of Transportation Bicycle and Pedestrian Scoping Grant, began to study the creation of a bicycle lane from the Exit 2 interchange east along Western Avenue and High Street to the intersection of Main Street.
 - **Support the temporary re-use of vacant and/or underutilized spaces for art production, exhibitions, and murals. Consider developing a set of pilot projects and guidelines that support pop-up installations and events in the public realm.** In response to indoor dining restrictions enacted by the Governor in response to COVID-19, the Selectboard authorized the purchase of concrete jersey barriers to be used by businesses for outdoor dining in existing parking spaces. The Selectboard voted to provide funding for Handy Stations, locally produced hand sanitizing stations for the downtown that incorporate local art and music. The Town supported the efforts of Downtown Brattleboro Alliance and several community partners to continue to improve the Transportation Center. A pop-up exhibit was held in the elevator in December. New signage was unveiled in the Transportation Center.
 - **Evaluate ways to fund public art.** 2020 was the inaugural year of the Brattleboro Town Arts Fund, a \$15,000 fund authorized by Representative Town Meeting that is administered by the Arts Council of Windham County. The first round of applications funded 6 projects. As a result of the pandemic, lockdown, and social distancing requirements, each of the grantees had to re-think their project in some way, both to ensure safe practices and to respond to changing needs and conditions in the community. In some cases, this has meant adjusting timelines, shifting in-person activities to virtual spaces, or allowing projects to be re-conceived to be more relevant and actionable during this time. Representative Town Meeting members voted to approve \$15,000 in funding again in 2021. A second application round was held in December 2020.
 - **Promote tax incentives, loans, and grant programs to encourage the adaptive reuse of historic structures to meet community and market needs.** The Selectboard authorized the submission of a Vermont Community Development Program implementation grant in the amount of \$492,920 to support the redevelopment of 47 Flat Street with affordable housing.
 - **Educate 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. Using a grant, they produced lawn signs that educate the public on the invasive plant. The Conservation Commission also aided on the identification of Japanese stiltgrass in Brattleboro and began planning an educational video on phototoxic invasive plants.

SELECTBOARD'S PROGRESS REPORT ON TOWN PLAN IMPLEMENTATION

- **Promote, sponsor, and organize events that connect residents to the natural environment.** The Commission was awarded funding from the Association of Vermont Conservation Commissions for the creation of a series of interpretive signs to be posted on the Riverstone Preserve, located along the West River Trail.
- **Coordinate trail alignments to provide linkages to parks, schools, the downtown, regional trail systems, and other amenities.** With the support of a technical assistance grant from the National Park Service, the Town worked on plans to further develop and improve trails at the Winston-Prouty/Delta business campuses, the Retreat Farm, Living Memorial Park, and the lower section of the West River Trail.
- **Work with nonprofit and volunteer organization and private landowners to improve recreational opportunities and enhance existing open space areas.** The Sustainability Coordinator worked on expanding trail access and establishing more outdoor gathering spaces, especially spaces that could be used as classrooms.
- **Utilize EPA and State of Vermont assessment and clean up grants to help**

reduce hazards to human health and the environment. The Brattleboro Brownfields Program continued to support assessment and corrective action planning of two properties in Brattleboro. The Planning Department applied for additional EPA Brownfields funding.

Progress Report on All Hazard Mitigation Plan

The Select Board adopted the 2015 All Hazard Mitigation Plan on December 15, 2015; it was formally approved by the Federal Emergency Management Agency on February 2, 2016 and expired on February 1, 2021. The Plan adopted hazard mitigation actions classified as engineering projects, third party projects, regulations, buyouts, policies, and training & equipment.

The Hazard Mitigation Committee worked towards a plan update, reviewing future projects and the community values that inform project selection. Focus group interviews were held to gather community feedback. An online survey and website explained the project and sought information on hazards and potential projects to address them. It is anticipated that FEMA will approve the new plan in early spring. The plan increased the focus on equity and community resilience,

critical to respond to anticipated hazards like floods, and to unanticipated hazards like COVID 19.

In the past year, the Town has: supported brownfield mitigation work for the 250 Birge Street floodplain restoration project; supported the Brattleboro Housing Partnerships efforts to relocate residents from Melrose Terrace by providing grant and permitting support for Red Clover Commons II; worked with the Army Corp of Engineers on a dam inundation models and emergency response plans; worked with the Army Corp of Engineers to improve flood plain mapping along the Whetstone Brook and to identify sites for hazard mitigation projects; provided data for State hazard mitigation applications to stabilize segments of Route 9 in West Brattleboro as well as advocated for upgrades to the Melrose Bridge to allow free passage of floodwaters; and, worked with the Tri-Park Cooperative Housing Cooperative and Dubois & King to produce a master plan to remove homes at greatest risk of flood damage from Mountain Home Park. The Planning Commission has reviewed potential changes to the Land Use Regulations to improve flood resilience.

TOWN MANAGER'S REPORT

There was no precedent for 2020. For all of us who are alive today, there has never been anything like the combined public health, economic, and political upheavals of this past year.

The COVID-19 pandemic changed everything. It posed a terrifying threat to everyone's health and safety. It required all of us to adapt how we work and live to a degree that most of us had not experienced ever before and it required that we all do that at the same time. For people over 80 years old, this may have evoked memories of the Great Depression or World War II, but with the added stress of this being an invisible worldwide virus that is less subject to human control.

Here in the United States, we also experienced extreme political conflict and uncertainty during and after the Presidential election, and deeply polarized and often hostile political dialogue all year long. And the murder of George Floyd by Minneapolis police officers in May launched many protests and demanded a long overdue reckoning with systemic racism in virtually all aspects of American life.

I don't normally begin this annual summary of Town government's top priority work with a description of what was going on in the world around us, but 2020 requires that introduction to understand our actions and their impacts here in Brattleboro. How did we cope? What did we do to address the emergencies? What did we do to continue forward movement on

important non-emergency Town projects and programs?

Here are a few highlights:

COVID-19

January brought word of a virus on the other side of the world that could spread across the entire globe. We had heard similar concerns about other viruses over the years and we geared up emergency management readiness for this one in a manner similar to past warnings. The difference is that this time the warnings led not just to preparedness but to real action as the virus did indeed spread quickly across the world. At a public meeting on February 29, I provided my first update to the community about the Town's COVID-19 preparedness activities. On March 13, Governor Scott declared a COVID-19 State of Emergency in Vermont. By March 17, we were transitioning to performing most Town administrative work from our homes and curtailing all but the most essential Town field services. Town buildings were closed to the public. Almost all administrative interaction between Town staff and the community moved online, onto the telephone, or to "contactless transfer" of papers. We have developed ways of accomplishing almost everything in these alternative ways, so the public has seen very little reduction in levels of service from the Town. One exception is Parking Enforcement, which we shut down completely from April through June. Our Library and Recre-

ation programs have required literally week-by-week assessments of what is possible and what is safe – increasing online programming and adjusting in-person activities to adhere to the best and latest public health protocols. In May, the Selectboard adopted a Townwide mask mandate, reinforcing the necessity of that best practice that had already become second nature to most of us. As I write this, almost a whole year after we began adapting to the impacts of COVID-19, we all have grown accustomed to wearing masks and staying socially distanced, and we all are trying to remain positive, creative, and adaptable as there is no certainty as to when the need for such isolating practices will recede. Vaccination has begun, but it will be months before enough people have been immunized to substantially reduce the spread of the virus. In the meantime, "together separately" we persevere.

Town Finances

Given the magnitude of COVID-19's impacts on Town operations and the significant financial impacts we have witnessed in other municipalities both inside and outside Vermont, I am grateful to my teammates on the Town staff for their attention to detail, conservative spending, and keen eye for grant funding that has kept our Town finances stable throughout this extended emergency situation. Other than in the Parking Fund, our Town financial condition is as good or better than what we had projected pre-COVID. The Parking Fund

TOWN MANAGER'S REPORT

ran an operating deficit in FY20 (due to the 3 months of complete shutdown) and will again in FY21 (due to a significant reduction in the use of our parking systems and reduced rent at the Transportation Center), but we expect the Parking Fund balance to be sufficient to cover the FY21 operating deficit so that it will not cause a drawdown from the General Fund.

Community Safety

Following George Floyd's murder, there were protests here and across the country calling for police reform. In Brattleboro, there also were several long discussions at Selectboard meetings regarding the request by some community members for the Town to undertake an intense review of community safety – both the existing conditions and ways to make our town feel safer and be safer. Those discussions concluded with the Selectboard authorizing the requested review, hiring a pair of facilitators, and appointing a Community Safety Review Committee to oversee this work. The Community Safety Review Team (as the facilitators and committee came to be called) delivered their report and recommendations to the Selectboard and the community on December 31, 2020. Preliminary discussions of the report and recommendations occurred at three Selectboard meetings in January 2021. On January 19, the Selectboard adopted a motion stating that “the Selectboard gratefully accepts the Community Safety Report and directs Town staff to provide additional information regarding the recommendations in that report to help the Selectboard make decisions on Town actions to move forward with this work.” Staff will report back to the Selectboard on this in February or March and we expect that moving forward with the work will be a major emphasis of Town government (for both the Selectboard and staff) during the remainder of 2021 and beyond.

Traffic Safety

Making Brattleboro's streets and sidewalks safer for all users continued to be a high priority during 2020, paying off with actions on several matters the Town had been working toward in recent years. At the Town's request, VTrans lowered the speed limits on Putney Road (Route 5) and Marlboro Road (Route 9) from 40mph to 35 mph, installed a new crosswalk with a rectangular rapid flashing beacon (RRFB) across Putney Road at Town Crier Drive, and began the installation of a crosswalk with a dedicated walk signal across Putney Road at the Hannaford Plaza (to be completed in the Spring of 2021). We also obtained a commitment from VTrans to add 2 crosswalks with RRFBs across Marlboro Road when that section of road is reconstructed in 2021 or 2022. Continuing to work closely on these matters with the community and the Town's Traffic Safety Committee, Town staff also installed an RRFB at the crosswalk across Putney Road at North Street, began planning for future RRFBs at crosswalks across Western Avenue at Greenleaf Street and across Canal Street at Washington Street, and initiated a scoping study for the addition of bike lanes on Western

Avenue and High Street between I-91 and Main Street. As one of its final decisions on the proposed FY22 Budget, the Selectboard increased the amount of funding recommended for roadway paving so that more miles of streets and roads can be made smoother and safer during the upcoming year.

Infrastructure: Water Treatment Plant + Municipal Center

As we continue to make progress on addressing deficiencies in Town infrastructure, significant progress in planning for two major improvements stands out as a 2020 highlight. Several years of planning, design, and permitting work is being finalized as we progress toward construction of a replacement Water Treatment Plant. The original plant was built in 1989 and was intended to last until 2009. It is structurally deficient and functionally obsolete. The 2021 Representative Town Meeting will be asked to approve the financing of the replacement project which is planned to be constructed between June 2021 and November 2022. We also proceeded in late 2020 with feasibility work related to the potential renovation of the Municipal Center in partnership with the Windham and Windsor Housing Trust (WWHT). The conceptual framework for this partnership has WWHT taking the lead on project management for the renovation and then managing housing units on the top two floors, while we consolidate the Town's administrative offices on the first floor and relocate the Town's public meeting rooms, Brattleboro Community Television (BCTV), and Brattleboro Community Justice Center (BCJC) to the basement.

If the project is feasible and proceeds, it will upgrade our municipal facilities, add downtown housing with on-site parking, increase the Grand List, and restore an historic local landmark in a manner that is cost effective for Brattleboro taxpayers.

Management Team Changes

Michael Fitzgerald retired on December 31, 2020, after 6+ years of service as Police Chief and 20+ years of service with the Town. “Gunny” became a Brattleboro Police Officer in 2000 and rose quickly through the ranks, serving as Captain from 2008 to 2014 and Chief from 2014 to 2020. His tenure as Chief was noteworthy for his personal commitment to building relations in and with the community and for the ways in which that commitment permeated the department's culture and field work. Captain Mark Carignan is serving as Interim Police Chief. We will commence a nationwide search for this position in the next couple of months and I hope to have appointed the new Chief by mid-summer.

The Finance Director position is vacant again. John O'Connor retired in February 2020 after 8+ years in that position. For several months in 2020 we had a new Finance Director but that appointment did not work out. We are contracting with the accounting and auditing firm of Melanson, PA, for Interim Finance Director services and will soon begin a new recruitment. We hope to announce the hiring of a new full-time Finance Director in the spring. It is important to note that our outstanding

Finance Department staff has continued to function effectively during the unfortunately bumpy transition in the Finance Director position. Our FY20 audit was clean (no findings or material weaknesses) and no significant issues have arisen during FY21.

Stephen Dotson became the Town's first Sustainability Coordinator in February 2020. He had a productive first year despite having his work assignments and expectations change dramatically due to COVID-19. His coordination with many community organizations was essential to broad successes in the distribution of food and other supplies to people in our community. He is now building on those successes and moving forward on other projects with the community, several Town committees, and the Town staff.

Finally, thank you and farewell to Executive Secretary Jan Anderson as she retires after more than 10 years as the rock-solid center of the Town administration. Jan has served 3 Town Managers and 18 Selectboard members, making all of us more effective through her support of our work and through her friendly, responsive, informative service to countless Town residents, employees, and partners. Jessica Sticklor has joined the Town team and is assisting Jan during this year's Town Meeting preparations. Jessica will steadily assume more and more of the responsibilities of this position and Jan will officially retire on March 31.

Please Let Us Know What You're Thinking

I always appreciate hearing from anyone who has questions, concerns, or suggestions about Brattleboro and about how we in Town government are serving the community. If you ever want to contact me about any Town matter, please email me at pelwell@brattleboro.org or call me at 802-251-8151.

Peter B. Elwell
Town Manager

TOWN ASSESSOR

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 2020-2021, before reductions for various tax exemptions was \$1,407,906,421. A large number of properties in Brattleboro are entirely exempt from taxation in accordance with state statutes. 207 properties fell in this category in 2020, reducing the Grand List by \$189,544,710. Several of these properties make annual contributions to the cost of running the Town through negotiated fee payments or voluntary agreements. The taxable municipal Grand List was further reduced by exemptions voted by Town Meeting, veterans' exemptions, tax stabilization agreements, and the exemptions granted holders of Business Licenses. The resulting net taxable Grand List value in 2020-2021 was \$1,171,510,273 up 0.15% from the 2019-2020 Grand List's total of taxable property of \$1,169,776,708, as lodged with the Town Clerk. The final net taxable 2020-2021 Grand List value after adjustments for any Errors and Omissions approved and signed by the Selectboard on or before December 31 was \$1,180,585,900 up 0.85% from the 2019-2020 final Grand List of \$1,170,596,953.

The composition of the taxable municipal 2020 Grand List, before the deductions totaling \$37,775,811 for non-statutory exemptions, stabilization agreements, veterans' exemptions, and the current use program was as follows:

Residential	\$620,435,480	50.92 %
Mobile Homes	16,033,310	1.32
Vacation Homes	1,262,570	0.10
Commercial	264,726,770	21.73
Commercial Apts.	40,529,320	3.33
Industrial	92,019,070	7.55
Utilities	49,115,400	4.03
Farm	7,086,590	0.58
Other (Condos)	36,849,770	3.02
Woodland	2,977,620	0.24
Miscellaneous (Land)	13,388,640	1.10
Personal Property	73,937,171	6.07

The programs and functions administered by the Assessment Office either directly or in cooperation with the state Department of Taxes or other departments within the town's government are:

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

The Assessment Office was staffed by 3 employees; the Town Assessor, the Office Administrator, both full-time at 37.5 hours per week and the Assistant Assessor part-time at 30 hours per week.

Information Available in the Assessment Office:

1. Property Record Cards
2. Tax Maps
3. Ownership information
4. Sales Transfer information (deed book

and page, sale date and price paid)

5. Property assessment information as of the most recent April 1st Grand List

Information Available Online at www.brattleboro.org from the Department of Assessment page:

1. Grand List information
2. Tax Maps
3. Summary Property Cards

Town-wide Reappraisal Status:

The Assessment Office completed its most recent town-wide reappraisal in 2010. Based on the results of the 2020 sales study conducted by the State, the accuracy of the property valuations remains reasonably good. The most recent sales report, which was effective on 1/1/2021, sets our Common Level of Appraisal at 98.81%, of market value. Our Coefficient of Dispersion, a statistical measure of variability, was set at 13.25%, where a ratio under 10% is considered excellent. Our current COD is still considered acceptable, particularly in conjunction with a CLA of essentially 100%. A need for a town-wide reappraisal will not be mandated by the State. In the interim, routine inspections are performed on properties whose owners have been issued zoning permits, or where substantial change to a property has been observed.

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.

FINANCE DEPARTMENT

The Finance Department is responsible for the financial management of the Town's revenues and expenditures. The Treasurer's office prepares and collects the utility and property tax bills and maintains all of the Town's bank, investment and loan accounts. The Finance Office prepares payroll, pays all the bills and prepares monthly 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 as well as six development funds, eleven special revenue funds, four capital funds and three fiduciary funds. Each fund has its own balance sheet, revenues and expenses which are reported separately from the General Fund.

A copy of the Independent Auditors Report and the Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2020 is included in the Town Report. This report provides important financial information for all of the funds, including balance sheets, statements of revenues, expenditures and changes in fund balances for all 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 which 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 and Grand List information is provided below:

RECONCILIATION OF TAXES Taxes, Interest & Penalty – Billed & Collected As of 12/31/20				
<u>Tax Year</u>	<u>Taxes Billed</u>	<u>Interest & Penalty</u>	<u>Collections</u>	<u>Balance 12/31/20</u>
2017	31,008,242	101,658	31,105,722	4,178
2018	31,980,999	130,198	32,097,808	13,389
2019	<u>32,484,127</u>	<u>136,830</u>	<u>32,585,676</u>	<u>35,281</u>
Totals	95,473,368	368,686	95,789,206	52,848

COMPARATIVE STATEMENT OF TAXES GRAND LIST

	2017	2018	2019
Real Estate	1,100,247,527	1,102,104,888	1,107,273,801
Personal Property	<u>61,639,210</u>	<u>58,064,325</u>	<u>63,323,152</u>
	1,161,886,737	1,160,169,213	1,170,596,953

TAX RATES

2017

		Non Residential	Non Residential
	Residential	Residential	Residential
Town	1.2214	1.2214	43.327%
School	1.5976	1.4557	56.673%
	2.8190	2.6771	100.000%

2018

		Non Residential	Non Residential
	Residential	Residential	Residential
Town	1.2762	1.2762	44.643%
School	1.5825	1.5144	55.357%
	2.8587	2.7906	100.000%

2019

		Non Residential	Non Residential
	Residential	Residential	Residential
Town	1.2594	1.2594	43.335%
School	1.6467	1.5368	56.665%
	2.9061	2.7962	100.000%

TOWN CLERK

The Town Clerk's department is responsible for maintaining all land documents, vital records and town records as required by Vermont Statutes and the Brattleboro Town Charter. Other varied duties include election preparations and results, checklist maintenance, voter registration, clerk of the Board of Civil Authority, tax appeal and tax abatement proceedings, issuing marriage licenses, liquor and entertainment licenses, dog licenses, oaths and appointments.

Due to the COVID-19 pandemic, along with the rest of the world, our staff began working remotely in March and adjusting to serve the public in different ways. In late spring we came back into the office but our doors remained locked to the public. And in November, we went mostly remote again for the remainder of the year. While working from home we were able to catch up on some data entry, cemetery mapping, and indexing projects.

In addition to COVID, as is customary in even numbered years, the Town Clerk's office was exceptionally busy, predominantly with election related issues.

Town elections and the Presidential Primary in March brought 4,175 voters (43.6%) to the polls. Of those, 34.5% were early voters. Brattleboro overwhelmingly voted Democratic. In local elections, both Selectboard seats were contested resulting in Elizabeth McLoughlin being elected to the three-year seat, and Ian Goodnow and Daniel Quipp being elected to the one-year seats. District 3 had a contested race for Town Meeting Members, with 15 available three-year seats, and 16 candidates. By petition, the following advisory article was also on the ballot and failed:

- Shall the voters of the Town of Brattleboro advise the Selectboard to amend the Brattleboro Town Charter to replace the Selectboard form of governance with that of a mayoral form of governance?

The WSESD held a special meeting on March 3 to elect their School Board members.

Representative Town Meeting was scheduled to be held on March 21, but due to the pandemic was put off until September 12, when the meeting was held virtually through the Zoom online meeting platform. Due to the pandemic, the Vermont Legislature allowed the Selectboard to pass the budget prior to Representative Town Meeting.

All elections for the remainder of the year had an emphasis on promoting absentee voting and prioritizing public health and sanitation practices during in-person voting.

There was no in-person early voting for any of the elections, as the doors to the Municipal Center were locked. A drop box was installed in the Municipal Center parking lot for ballot returns.

The WSESD annual meeting was scheduled to be held on March 17 but was also canceled due to COVID-19. The vote was held by Australian ballot on June 30 with a record turnout of 957 Brattleboro voters (10%). Of those, 77% voted absentee. All articles passed.

August Primary turnout was 3,233 (33.4%) and 83% of those voted absentee.

Voters again went to the polls for the November 3, General Election. The Secretary of State's office mailed ballots to all active registered voters, resulting in unprecedented mail-in voting. A total of 6,719 (68%) voters cast ballots with 84.4% of those voting by mail.

Preparations for 2021 elections are underway. Town Meeting will be held on March 2 at the American Legion, with continued emphasis on public health practices.

The Board for the Abatement of Taxes met in July and October to consider requests for tax relief. The Board heard eleven requests, denied five requests and granted six. Total abatements - \$95,747.22.

The Board of Civil Authority met July and August to hear tax assessment appeals of two properties. It was the decision of the Board to sustain the assessments of the Listers for one property, and decrease the value of the other property by \$50,000. Due to the pandemic, there were no in-person site-inspections for either property.

The Board of Civil Authority said good-bye to long time members Elliott Greenblott and MaryAnn Holt, who both retired from the Board. Their service is greatly appreciated, and they will be missed.

As a result of the pandemic, the annual rabies clinic was canceled. Dog license sales decreased by 15.6% due to difficulty with making veterinary appointments. All late fees were waived for the year.

The Brattleboro Cemetery Committee met in August at Morningside Cemetery. Three members attended. The only business was the reappointment of the currently serving Chair and Secretary.

Records maintenance and restoration projects continue to be an ongoing priority as well as progress in digitizing records. A project has been underway and is almost complete to digitize land records dating back to 1939. Currently our computer records date back to

1945. Funds for this project came from the special restoration fund for municipal records authorized by the Vermont legislature. Soon, an inventory of the vault's contents will be completed and a directory of its contents will be available to assist in searching for specific records.

As we continue in 2021, the staff in the Town Clerk's office looks forward to another year of serving the public and we are eager to be able to do so in person. We would like to thank the community for its continued support, and we hope everyone stays healthy and safe.

ANNUAL STATISTICS	2019	2020
Land Records	2,001	1,918
(real property transfers, mortgages, discharges, leases, etc.)		

Miscellaneous		
Dog Licenses	1,278	1,324
Liquor Licenses	72	69
Additions to Voter Checklist	975	593
Deletions from Voter Checklist	190	291
Challenge Letters Sent	50	289

Vital Records	2019 Total	2020 Total
Births	262	251
Marriages	150 (licenses)	128 (licenses)
Deaths	146	160
	2019 Resident	2020 Resident
Births	78	66
Marriages	80 (people)	77 (people)
Deaths	117	118
	2019 Non-Resident	2020 Non-Resident
Births	184	185
Marriages	220 (people)	179 (people)
Deaths	29	42

A Bit of History....

Things did not always move slower in the past. In March of 1920, the bridges connecting Brattleboro to Hinsdale washed away in a flood. On May 28, 1920, a special town meeting was held to discuss working with Hinsdale to replace the bridges with the iron bridges that are in use today. On September 11, 1921, the Reformer reported over 200 cars crossed the new bridges. The current Brattleboro-Hinsdale Bridge Replacement Project has been under discussion since 2016. Land transfers and rights of way agreements were recorded in the Brattleboro Land Records in 2020. At this time, we do not know when the new bridge will be open for travel.

PLANNING SERVICES DEPARTMENT

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
- Brownfields assistance
- E911 address assignment

2020 was a busy year for the Planning Services Department. Stephen Dotson joined the team in February 2020 as the Town's first Sustainability Coordinator. Just as we were all getting to know one another, we transitioned to working remotely with the Governor's initial "Stay Home, Stay Safe" order in March. We all became adept using multiple virtual meeting platforms. We adapted office operations to insure continued permitting and public access to department records. We developed new zoning permit applications so that it would be easier for applicants to email the forms and we began accepting payments online. To adapt to COVID-19 health orders, the Zoning Administrator conducted expedited categorical permitting for private projects. When we were able, we enjoyed the socially distanced contact in the office and during outdoor meetings. We welcomed Kevin O'Brien to the team in September. Kevin is an ECO AmeriCorps service member who is working with the Sustainability Coordinator.

The Planning Director, Sue Fillion, was actively involved in several master planning projects. The Tri Park Master Plan, a guide for the relocation/removal of mobile home homes located high-risk sections of the floodplain, was completed in early 2020. The Route 9 Bicycle Lane Scoping Study (from Exit 2 to Main Street) began. Dufresne Group was hired to provide consultant services for the project. Work on the Downtown Design Plan slowed during the year due to the pandemic. It was completed and will be discussed with the public in 2021.

Another important planning project that was initiated was an update to the Hazard Mitigation Plan. The Zoning Administrator, Brian Bannon, is managing this project and he worked with a committee comprised of members of the public, representatives from town boards and commissions, and staff from several town departments to review the goals and objectives of the plan and provide feedback on the hazard mitigation actions and projects. With assistance from the Planning Technician,

Andrew Graminski, they conducted public outreach which included an online survey and targeted interviews.

The state of the housing market contributed to a sense of urgency around adding new housing supply. In the first part of the year, the department worked to obtain Neighborhood Development Area designation. This is a state designation that is aimed at making housing creation easier by reducing the time and costs of state permitting in areas that are within easy walking distance of the downtown. To better understand the housing conditions in town, the department secured a Vermont Municipal Planning Grant to create a comprehensive housing plan that addresses the town's needs, identifies opportunities, and develops strategies to meet the housing needs. This work will begin in 2021. The Planning Director provided research assistance to the Selectboard as they considered the Rental Housing Deposit Ordinance throughout the fall of 2020.

COVID-19 brought with it an increase in land transactions. The Zoning Administrator could often be found researching and scanning permits for attorneys and title researchers. As Floodplain manager, he recertified the Town's participation in the National Flood Insurance Program's (NFIP) Community Rating System (CRS), supported the State and Army Corps Silver Jackets flood hazard map modernization for the Whetstone Brook, and continued to support Brattleboro Housing Partnership's Melrose Terrace Phase II housing relocation and floodplain restoration project. He also provided interdepartmental support for MapsOnline and the Rental Housing Inspection Program.

The Planning Technician continues to provide mapping support for town projects. He provided mapping support to the Brattleboro Area Mutual Aid group, the Hazard Mitigation Plan update, and is working on an interactive map to share traffic speed data. In an effort to learn and better understand Abenaki perspectives and how to connect them with town-wide planning efforts, the Planning Technician worked with a local indigenous-cultural historian. Through this relationship, he was able to bring this perspective to several projects including the grant work of the Conservation Commission and the Hazard Mitigation Plan.

Planning Department staff continue to support the work of organizations throughout town. The Planning Director continues to serve on the board of the Downtown Brattleboro as the Town's ex-officio member and is one of two town representatives to the Windham Regional Commission. She continued to serve as a member of the Hinsdale Brattleboro Bridge Advisory Committee and worked on developing an interpretive sign that will be installed on the new bridge. The Planning Technician serves on a steering committee facilitated by Building a Positive Community that has the goal of obtaining Quality Youth Development (QYD) status for Brattleboro. QYD is a framework designed to make communities more welcoming, supportive, and appreciative of youth.

Sustainability Report

This new position started on February 4th, 2020 with some loosely defined initial priorities and much assessment and data-collection to

perform in order to pursue core projects related to energy, carbon, climate, and further defining "sustainability" in Brattleboro. With the arrival of COVID-19 these priorities shifted more onto the backburner, and immediate responses to the emergent crisis took priority in this position's work.

The shift in priorities of this position reflected the unique challenges that the pandemic created for all communities: food insecurity, PPE shortages, mental health degradation, local business/Main St. survival, and a new need to utilize "the commons" more broadly and dynamically to ensure school, business, and basic functions of government and civil society could continue to operate.

To that end, this position supported the organizing of a collective of sewers from across the region who sewed over 16,000 masks for front-line workers over the course of 6 months. In this case, the organizing support took the form of helping build a website, newsletter, social media outreach, soliciting donations of materials, and distributing materials in a systematic way across a network of 12 community supply depots that this position established in various town centers.

To support mental health resiliency and provide people a small sense of control over their food during a time of food insecurity, this position worked with an array of food/farm organizations to maximize the community's ability to garden during the lockdown. This support took the form of channeling donations of seeds, thousands of veggie starts, and other materials to public-help-yourself gardens, school gardens and other community gardens that supported the charitable food system. This effort was dubbed "The Growing Resilience" initiative and included yard signs with land acknowledgement language referring to the Abenaki history and ongoing relationship with this land, and the food and agricultural traditions that exist here.

Additionally, this position led the creation of a regional resource document, hosted by the Windham Regional Commission, which cataloged a wide array of resources that individuals and families could rely on during the pandemic. Best practices and other resources to support this document were gleaned through participation in networks of Mutual Aid organizers and other circles that the Vermont Council on Rural Development assembled. At times, this position was responding directly to crisis situations that arose through the local mutual aid network and assisted in developing the tools and outreach for successful mutual aid in the region.

In support of maximizing access to "the Commons", this position focused on expanding trail access and establishing more outdoor gathering spaces, especially spaces that could be used as classrooms. This support took the form of meeting with principals, school board members, parents, and others who had ideas for how to expand the classroom further into the community. These ideas often involved leveraging gardens and Brattleboro's unique natural resources as educational assets.

Relatedly, work continues in a systematic way to strengthen and interconnect all the major trail systems in Brattleboro, with the support of a technical assistance grant from the National Park Service, which was successfully extended

PLANNING SERVICES DEPARTMENT

for another year, into 2021. This work has resulted in plans to further develop and improve trails at the Winston-Prouty/Delta business campuses, the Retreat Farm, Living Memorial Park, and the lower section of the West River Trail.

In September, this position began supervising Kevin O'Brien, an ECO AmeriCorps service member. We are grateful for Kevin's energy and willingness to jump whole-heartedly into this work during a pandemic, both his skills and presence on the team are a wonderful addition to our team at this time.

Most recently, with the second wave of COVID-19 slowing down the economy during a time when federal supports and the safety net are disappearing, this position has become more and more focused on local economic tools and creative solutions to the economic crunch. Primarily this has meant organizing around charitable food and developing new economic tools to keep profits and impact local, such as a local currency.

Within Town Government, the work of seeking out new efficiencies continues. A walkthrough of all major buildings was performed in November with the assistance of Efficiency Vermont. Much of what is cost-effective to pursue has already been done by the Town, in accordance with the most recent energy audit. This walkthrough was successful in identifying some minor low-hanging opportunities related to further automation of lighting and heating systems, as well as some air-sealing and insulating opportunities in specific buildings. The next steps and detailed recommendations for moving forward are currently being developed by the Town's liaison at Efficiency Vermont. Additionally, this position has met with Parks & Recreation and the Department of Public Works to discuss future capital improvements/projects, and the possible consideration of various technologies to include in the design, which would strengthen their sustainability and efficiency.

Boards and Committee Reports

Planning Commission

The Planning Commission worked in 2020 to finalize a public draft of the Downtown Design Plan. Work on this project was interrupted by COVID-19 but the Plan will be rolled out for public comment in early 2021. The Plan focuses on improving public spaces and connectivity in the downtown.

Planners plan for the future, but it is safe to say that at the beginning of the COVID-19 pandemic there was never so much uncertainty. The Planning Commission was eager to support the community response to the COVID-19 pandemic. They spoke with the Downtown Brattleboro Alliance and Brattleboro Development Credit Corporation to get a better feel for the economic conditions of the local businesses. They brainstormed and researched tools that would help the response and recovery. They were a vocal supporter of the parklets and relaxing outdoor dining regulations to help support businesses.

Inspired by the social justice issues of 2020 and recognizing that planning and zoning has historically led to injustice, the Planning Commission spent time focused on defining the values that would guide their work. Using the Just City framework, they identified values that they felt would help lead to a creating and sustaining a more healthy, vibrant community

with positive economic, health, civic, cultural, and environmental conditions.

As the summer progressed, the State began announcing a series of grants utilizing CARES Act funding to improve the overall quality, availability, and affordability of rental housing throughout the state. The Planning Commission felt it necessary to act quickly and propose some zoning reforms so that Brattleboro could maximize the use of these funds. Working with Planning Services staff, the Planning Commission proposed a set of interim zoning reforms to ease density restrictions in several zoning districts in the more settled parts of town. These reforms also included making 3, 4 and 5 units permitted by right in the Residential Neighborhood zoning district. The Selectboard adopted these interim zoning bylaws on September 1. The direct effect of the Interim Zoning Bylaw was the creation of 19 units of new housing that would not have been allowed before the Interim Zoning went into effect.

Conservation Commission

The Conservation Commission continued to work on educating the public about how to annually control Japanese Knotweed and completed a third year of cutting Japanese knotweed along the streambank in the West River Park. The commission used a \$600 grant from the Association of Vermont Conservation Commission to purchase supplies for this project along with the creation of awareness signs posted at the park and other locations in town. The Commission was also awarded funding from the Association of Vermont Conservation Commissions for the creation of a series of interpretive signs to be posted on the Riverstone Preserve, located along the West River Trail.

Design Review Committee

The 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. In 2020, the Design Review Committee made recommendations on 5 projects: 1 addition, 3 exterior modifications, and 1 demolition.

Energy Committee

For the Brattleboro Energy Committee, 2020 was a year of planning and preparation. We began our collaboration with the Sustainability Coordinator and created a number of working groups to explore different projects. One notable one was to streamline and standardize municipal energy data for yearly energy reports. We participated in Button Up Vermont by sharing and promoting the group's resources. We also set up a Facebook page to improve engagement, and pruned and improved our page on the town website. We were involved with Window Dressers until the pandemic shut it down, but plan to participate enthusiastically in 2021 if circumstances permit. We also continued our standard role of providing feedback and information to the Town and the Selectboard when requested, notably regarding GMP's Cow Power program, solar-siting, and a possible SolSmart designation.

A major success was the unanimous passage by the Selectboard of new town goals regarding emissions reduction and eventual carbon neutrality by 2050. These goals provide clarity to town discussions around energy.

Advancing them will be our primary focus going forward, with an initial focus on transitioning heating systems in 2021.

Development Review Board

The Board hears applications for Site Plan, Historic Resource, Conditional Use, Flood Hazard, Local Act 250, Waiver of Dimensional Standards, Riparian Area, Wetland and Subdivision approvals. The Board hears appeals of Zoning Administrator determinations and requests for Variances.

Development Permits:

The number of Zoning Applications received, and Zoning Permits issued declined sharply from past years. A total of 189 applications were received; 142 permits were issued; permits were denied and 1 was withdrawn. Several applications are still in process at year's-end. Temporary site plan changes adopted to conform to COVID health orders were exempted from permitting requirements as allowed for emergency actions, Section 111.A(1) of the Land Use Regulations.

Table 1: Zoning Permits

Years	2015	2016	2017	2018	2019	2020
Permits Sought	249	201	199	200	189	155
Permits Issued	239	178	194	192	182	142

The Development Review Board heard approval requests for 10 applications with 4 Site Plan, 2 Conditional Use, 2 Flood Hazard, 1 Local Act 250, 1 Riparian Buffer, and 1 Historic Resource District Design Review applications. Some applications had more than one request for approval.

The Board heard one appeal of a Zoning Administrator's determination that was granted with conditions; an application for a variance was withdrawn.

Subdivisions:

Two new lots were approved.

Table 2: New Lots Created by Subdivision

	2015	2016	2017	2018	2019	2020
Residential	3	0	5	7	3	2
Commercial	0	1	1	4	0	0
Industrial	3	3	1	0	0	0
Total	6	4	8	11	3	2

Dwellings:

Permits for 45 dwelling units were issued, an increase over last year's 34 units. Most units were added in existing structures; 19 were units in existing structure allowed under interim zoning that removed dwelling units per acre limits in some districts in the built-up areas of town; 15 units are in a converted commercial block in the town center; 1 is an accessory dwelling built in a new structure; 5 are new single-family homes.

Violations:

The Zoning Administrator initiated 25 formal zoning and health and sanitation violations for: construction without a permit, structure improvements in a floodplain without a permit, change of use without a permit, unpermitted uses, unpermitted outdoor storage, unpermitted signs, unpermitted livestock, unsanitary use of property, stormwater runoff, improper waste disposal, use of a property without a certificate of occupancy, and rental housing code violations. Four Municipal Tickets were issued. Additional violations were resolved without formal enforcement or ticketing.

BROOKS MEMORIAL LIBRARY

Library in the Time of Corona

"It was inevitable."

But we didn't know it last January. In spite of worrisome reports of a quickly spreading virus, the staff and Trustees began 2020 focused on their vision that "all members of the community engage with the library to spark curiosity, enrich lives, and achieve aspirations". The year began with the usual bustle of patrons loading up with reading material for long, cold evenings and we did a brisk business loaning out snowshoes. Beginning readers practiced their budding skill on their buddy, Kelso, the patient puppy. We continued our robust roster of programs: an invigorating and inspiring teach-in in honor of Dr. Martin Luther King Jr. led by local teens; discussions on the Bill of Rights; poetry readings; lectures from the Vermont Humanities Council (including a live demonstration of building a stone fence to a crowd that filled the Main Reading Room and the mezzanine); Democracy Forums; Scrabble games twice a week; lunchtime yoga; creative writing classes and big plans for the coming year. At times, there might be as many as three concurrent events in an evening. Orders were placed for new materials, which were received, cataloged and circulated to an eager public. We began work on a new website to convey our offerings in a more welcoming format.

February saw our Community Meeting room transformed into a delicious life-sized game of Candyland, an event months in the making, which delighted both kids and adults and was covered sweetly by *The Reformer* <https://www.reformer.com/stories/living-the-sweet-life-in-a-full-sized-candy-land.597847>. Folks of all ages filled the Main Reading Room during Winter Carnival, to soak up the warmth and good vibes at the fun and frolicking annual Annies concert. The Chamber window was filled with love letters from patrons to the library in celebration of Love Your Library Month. Bill Forchion presented a moving program on his perspective of Black History. We celebrated the wonderful images of Brattleboro captured by local photographer (and librarian) Mary White and reveled in a glorious evening community sing along, which fittingly proved to be the final in-person program of the year.



Candyland!

And then, in mid-March the inevitable and the unthinkable happened—we closed our doors.

We said goodbye to the wonderful volunteers who had shelved returned materials and contributed so much for years. We loaned laptops to local agencies to help them serve their clientele and donated boxes

of books to several sites. Wi-fi would still be available near both entrances of the building for those with their own devices. We asked people to hold on to the materials they had borrowed by the bunch and the bagful until we could accept them again. Then we went to our homes to figure out how to provide the service this wonderful library-loving community recognizes as essential from afar. How could we adapt our service model, which is dedicated to personally reaching out and bringing people in if personal contact was prohibited and there is no place to go?

Being in a field that is devoted to lifelong learning was a tremendous help, as we all had to learn new ways to deliver service and engage with the public. But we recognize that the library is not just a place in the community, but a presence. We forwarded our phones so that Jeanne Walsh could take reference calls from people who had questions and Matthew Wojcik could help troubleshoot technology issues, including those from staff who were adjusting to laptops and new platforms for meeting. We reapportioned our materials budget and added new resources including magazines that could be read online and we increased our Kanopy allotment and our downloadable audio and ebook offerings, which the public embraced enthusiastically. We bolstered our presence on Facebook and Courtney Carey maintained the newsletter to promote our electronic resources and provide information compiled by members of the staff. Staff also came together to contribute to an inventory of community service and cultural agencies to which patrons can be referred. Lindsay Bellville and Chloe Liotta-Jones read stories on Facebook for their young fans during virtual spring break. We started looking at our processes and practices to determine how we could adapt them to remote service and to a time when we could reopen, under a variety of scenarios. We continued to place orders for physical materials, though all deliveries were on hold. We read online articles about the best ways that libraries could adapt and aid their constituents. The Friends of Brooks Memorial Library (FOBML) purchased big banners that read "Take care. We miss you" and offered a giant to-do list with plenty of reminders to read for the front windows. And we worried; about people without access to technology, our town, our patrons, one another and the future.

That future became the present in early May when we were able to offer curbside service, but all of our efficient and time-tested systems had to be completely redesigned. Patrons could not place holds through our online catalog, as most libraries within our 20-member consortium remained closed, and that function could not be enabled. There was no courier service, so our widely read patrons were limited to the books on the shelves at the moment and requesting them via phone or email. And then there was quarantine. We were deluged with returned materials which must be sequestered for a week to ensure their safe return to circulation. Despite of all these cumbersome processes, both staff and patrons were delighted the library was back in the business of loaning out our shared community resources. Bright yellow tables and chairs could be placed outside, within social distancing guidelines, for those accessing wifi. New books and materials began arriving, which were quickly processed and put into

circulation by our Technical Services staff who also pitched in to get books out the door at curbside. Thanks to John Kilduff, a delivery service was developed for people who could not come to the library. The Children's Room staff began plans to carry forth the summer reading program, an essential function of the public library and critical for maintaining year-round learning for kids, which required a substantial overhaul to meet this year's challenges. Our usual summer reading program relies heavily on in-person programming including movie matinees, storytimes, craft tables and workshops. To provide a fun and engaging summer reading program, we pivoted our efforts and created a seven-week program featuring four activities per week corresponding to each week's theme. Each week we offered a take and make craft bag and a STEM based Discovery kit that could be picked up at the library or various meal distribution sites around town. We also offered virtual at-home activities on our website and posted daily Virtual Variety activities on our Facebook page. Children earned points for prizes by reading and completing weekly activities. Technology troubleshooting and reference service continued and readers' advisory increased as people requested "some good books to read". Children's Room staff assembled hand-picked collections tailored to age and interest much to the delight families, as evidenced by the photo and message below.



"The kids haven't moved from this spot since the library books arrived. Pretty exciting to have some new ones here!! Thank you so much librarians."

As national events unfolded around the murder of George Floyd, the need for information, on both current events and the history that has led us here, was apparent. The staff came together to create lists of resources on racial justice for kids, teens and adults. An artist/activist in the community invited the library to partner on a storefront exhibit. We covered windows with color images of books on racial justice and looped the new PBS production on Juneteenth (featuring Dr. Carla Hayden, Librarian of Congress), on a giant monitor with captions.

And we worried; about the health and safety of the staff and public, people who desperately needed access to public computers to apply for jobs or assistance, our community, and the future.

As restrictions were relaxed, that future became the new present in July. Staff worked collectively to design creative, safe ways to welcome browsers and computer users back into the building on a limited basis. Trustees were on hand to explain the new procedures to

BROOKS MEMORIAL LIBRARY

the public. We obtained Plexiglass shields for the public desks and removed most furniture and all the periodicals to avoid contamination through browsing. Sparkly silver stars were painted along the entrance walkway to guide visitors and indicate appropriate social distance. Visits were reduced to 20 minutes and surfaces were disinfected between open intervals. Browsers were ecstatic to access the collection once again, though curbside service continued to grow. Among the very first and certainly the most enthusiastically appreciative to return were teen patrons who missed their collection in the Spicy Lime and Chloe, their teen services librarian. Patrons literally teared up and broke down when able to come back into their beloved building, wander the stacks and engage in the satisfying serendipity and self-determination of browsing. The brief encounters in public spaces play an important role in mental health by providing opportunities for incidental but important interactions that enrich our daily lives and add such variety to the experiences, information and connections we require in order to thrive.



Photo by Kris Radder

In the fall, we were honored to provide space, devices and tech support for the first ever virtual Representative Town Meeting. Representatives were provided with laptops in distant spots around the building while Matt and other staff stood by to assist with any issues for the thirteen hour event.

Small groups of elementary school students resumed their regular library class visits. Chloe teamed up with Mikaela Simms, Diversity Officer for WSESU and Vermont Humanities Council to kick off a community read of *The Hate U Give*, the award-winning book by Angie Thomas. Over 40 books were distributed within two hours at the outdoor event. The teen advisory board was reconstituted and enjoyed a socially distant outdoor movie evening.

The FOBML continued their support of the community through their support of the library by financing assets that are not within our regular budget. They partnered with Brattleboro Coalition for Active Transportation to purchase an outdoor bike repair station, which BDPW graciously installed. Their continued sponsorship of the Foundation Center Network maintains the only Vermont site for non-profit organizations to seek funding to continue or expand their good work. A spiffy new telescope was purchased and cataloged by the Technical Services department in time to borrow it to catch the summer meteor showers. The gift of Ancestry.com allowed people to explore their family history when they weren't able to visit with family members far away.

Partnering has always been crucial in expanding our reach and enhancing our offerings to the community and it became even more important this year. We were able to continue as a summer lunch site, by providing meals to go for anyone under 18. Courtney partnered with Stephen Dotson, Town Sustainability Coordinator, on a community gardens group and worked with Building a Positive Community on *Growing Hope*, to distribute over 700 packets of sunflower seeds to "sow the seeds of hope" all over town. BPC also supplied us herb growing kits and sponsored a plant giveaway in front of the library. A patron volunteered to assist with outdoor voter registration in advance of the election and put together a window display on the history of voting and suffrage. BML joined with a group of community agencies which received a United Way grant to create and distribute "care packages" to those impacted by COVID-19. Edible Brattleboro erected an arch over our back walkway and planted peas so that the library could do their part for peas on earth. Unfortunately, most were eaten by squirrels, which was not good for our peas of mind, but some were harvested for seed, so our hopes for peas in the future persist. We were thrilled to be one of twenty libraries participating in a summer-long movie series at the Northfield Drive-In coordinated by the Cushman Library in Bernardston MA, and look forward to participating again next year. Partnership with the Downtown Brattleboro Alliance brought us the opportunity to host the Postcards of Hope art installation and occupy a space on the final Brattleship board.

We are also grateful for our partnerships with other Town Departments. BFD kept us informed of the latest developments with the continuing crisis and best practices to keep everyone safe. DPW managed to get us a beautiful new surface for the area outside our main entrance to welcome our curbside customers. We were delighted to team up with Rec and Parks on their Halloween extravaganza, which was fabulous fun as only they know how to do it! A patron set up a photo booth in the library lobby to capture costumed characters as they left the event and send them home with a souvenir portrait. The sustainability coordinator, through the planning department, included us in the Growing Sustainability initiative and finding contacts for a fertile discussion towards a future "seed library." The Town Clerk's office provided expert guidance for our voter registration drive, and we in turn publicized their election information in our newsletter and by handing out flyers curbside.

Two of our most noteworthy and beneficial collaborations were the result of Town initiatives. We were the recipients of a Handy Station featuring gorgeous art and recordings celebrating the good work of the Susu Healing Collective, designed and coordinated by the Human Connection Project. The Work Today program, administered through Youth Services, provided a tremendous opportunity to spiff up the area around the library and the Municipal Center. We also were able to connect with some of our regular patrons who participated in the program and form relationships with folks who had not used the library before. It was truly a benefit to all involved, including the community, which continues to appreciate the

shiny green railings and fences that have made a terrific difference in our overall appearance.

We had a good summer and fall, under the circumstances. With the option to browse, our October circulation had reached 73% of that same month the previous year, and we looked forward to the future with tenacious optimism and some amount of realistic caution. We planned for virtual 1st Wednesday lectures in the fall, with the hope that they could resume in person in January.

Then just as our volunteers put the garden to bed in the fall and we look began to look forward to a new year, we needed to reassess in light of increased new cases of the virus and we returned to curbside service only. Both patrons and staff were disappointed, but we all acknowledge the need to maintain restrictive practices for a safe future for everyone.

The staff has carried on with developing procedures to accommodate the public and provide services. The Children's Room staff continues to put together take-home activity kits on a regular basis. They were able to continue the 39-year tradition of offering our Design-A-Plate workshop, by creating kits containing the instructions and materials families needed to participate. The new format resulted in our highest participation in over twenty years. Due to the circumstances of this year, the Board of Trustees voted to subsidize the cost to make the program accessible to all families. The discussions of The Hate U Give continue via Zoom, as do the 1st Wednesday lectures. We have purchased several Zoom licenses that individuals and groups may "borrow" for programs and meetings, as they used to reserve our meeting rooms. We are providing the essential service of printing, copying and scanning at curbside. While even the simplest transaction has become complicated, requiring multiple steps, interchange and much more time, we continue to evaluate and streamline procedures. We have honed our ability to recognize and convey a beaming smile behind a masked countenance at curbside and to greet one another with genuine pleasure within social distancing requirements. We keep in touch and share news and book recommendations via phone and email. We continue to develop and maintain our collections, both physical and electronic, and are conducting a long overdue inventory.

And, of course, we are thinking about the future. We eagerly anticipate using the meeting room that is currently filled with quarantined materials for programs and a reprise of the spectacularly sugary Candyland scene. We look forward to catching up with our patrons and seeing how the younger ones have grown. In the meantime, the stalwart staff is planning for even more innovative ways to fulfill our mission to "connect people and resources to inspire, inform, and empower our diverse community" through our seven service priorities:

- Stimulate the imagination of library users and support lifelong learning.
- Engage the Community through outreach, awareness and collaboration.
- Support young learners from early literacy on.
- Empower teens with resources for education, entertainment and engagement.

BROOKS MEMORIAL LIBRARY

- Provide welcoming physical and virtual spaces for library users.
- Foster technological understanding and participation in an interconnected world.
- Develop information literacy in library users of all ages.

Finally, we are indebted to the support of the public, the Board of Trustees and Town staff and leadership, which together is a consummate combination of compassion, collegiality and commitment to community and public service. BML staff was honored to be recognized as "Unsung Heroes of the COVID era" by Compassionate Brattleboro.

We have had to adapt, but we have risen to the occasion. A lot has changed, but the basics remain our bedrock. We continue to be responsive to our community and our clientele and say "yes" to opportunities for collaborations that extend our service. Our commitment

to personal service and our dedication to disseminating reliable information is stronger and more resilient than ever.

We are grateful to embrace and exercise our essential role in the community

And when we can all come together again, we will be here.

"Forever."

Prepared by Starr LaTronica, Lindsay Bellville, Courtney Carey, Leslie Markey and Jeanne Walsh.

"It was inevitable." and *"Forever."* Are the opening and closing lines of *Love in the Time of Cholera*, by Gabriel García Márquez.

Brooks Memorial Library

Circulation—Reference – Technology – Interlibrary Loan – Digital Services

Statistical snapshot, Jan-Dec 2020

Library materials, circulation, and interlibrary loan	2019	2020	% change
Materials cataloged (Books, DVDs, etc.)	2264	2824	+ 12%
Loans of Brooks Memorial Library materials (Books, DVDs, etc.)	153,566	84,827	- 45%
Loans of Catamount Library Consortium materials (total borrowed and sent)	13,200	11,340	-14%
Interlibrary loans via Clover (wider VT and out of state), borrowed and sent	2122	969	- 54%
<p>The numbers above reflect the many ways the library acquires and circulates books, sound recordings, DVDs, and more. In addition to The numbers above show the three layers of materials available to our community: 1. items cataloged and added to our collection at Brooks Memorial, 2. items from our partner libraries in the Catamount Library Consortium, and 3. items available in the wider world through Interlibrary Loan (ILL).</p> <p>No numbers can fully express the value of curbside service, when patrons and library staffers were able to recognize each other over their masks and smile. At curbside, we handed out books, DVDs, sound recordings, Craft Bags, packets of sunflower seeds, snowshoes, sound recording equipment, the telescope, and much more.</p> <p>ILL was completely shut down in VT for a few months during COVID, and it was further delayed when our colleague Jennifer Ansart retired and we welcomed Jeni Clary as our new ILL Clerk. Through all that, we processed about half our usual ILLs, with gratitude for the patience of our patrons. Now we're making up for lost time!</p>			
Reference and technology services	2109	2020	% change
Reference transactions	2006	940	-53%
Electronic Services tutorial appointments	1801	770	-57%
<p>All library staff help with reference and technology services, but the Reference Librarian and Electronic Services Specialist offer research assistance and individual technology assistance beyond what's available at our busy circulation desks. Both of these services saw about half their usual usage during the COVID year simply because we had limited opportunities for in-person assistance.</p> <p>Both the Reference Librarian and ESS stepped up work behind the scenes with IT support, staff training, and work on special projects, including the library's new website. Both also fielded questions remotely, many related to use of the library's digital resources, accessing community services, and funding nonprofit ventures to respond to COVID in the community. The library continued to offer printing and copying services, even when closed, and we were proud to assist with the Town of Brattleboro's first-ever digital Representative Town Meeting.</p>			
Digital/online services	2019	2020	% change
Reference database searches and online learning sessions	51,611	57,487	+ 11%
E-books, audiobooks, and magazines	14,769	19,006	+27%
Video	14,686	15,590	+6%
<p>2020 saw an explosion of interest in downloadable e-books and audiobooks, another clear indicator that the Brattleboro community loves books—in many formats. The library also added digital magazines to its online collection, thanks to generous support from the Friends of Brooks Memorial Library.</p> <p>News sources are the most popular reference databases, including the Brattleboro Reformer Newsbank archive, Vermont Newspaper Collection, Consumer Reports, and the Vermont Online Library, a suite of databases free to communities through the VT Department of Libraries. It's also worth noting that family history researchers made heavy use of Ancestry.com even though they had to tap in to the library's wifi from their cars!</p>			

POLICE DEPARTMENT

Brattleboro Police Department



Table of Contents

Mission Statement
Chief's Message
Organizational Chart and Retirements / Promotions / New Hires
Community Policing
Grants
CID (Criminal Investigative Division)
Motor Vehicle Data (Accidents / Stops / Tickets)
Crime Analysis / Operations
Citizen Police Communication Committee (CPCC)
Special Reaction Team (SRT)
Central Dispatch

2020 Annual Report

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 treat others the way you want to be treated*
- *Always do the right thing*
- *Always remember why*

INTERIM CHIEF'S MESSAGE

Following is the 2020 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, the fear of crime, increased safety, and treating 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.

This year carried with it a broad and comprehensive call for improvements in policing across our nation. I am proud of the place from which our organization starts this work. Many of the desired reforms have existed within BPD for years, including a ban on chokeholds, mandatory intervention by officers who witness misconduct, and the public release of all complaints made against officers. More change will come. Having served as a police officer for over twenty years, I know that change, development, and improvement is constant and ongoing. This is your police department, and we will continue to engage with and listen to the entire community's needs.

As your interim chief of police, it is my humble duty to try and fill the immense shoes left by Chief Michael Fitzgerald, an award-winning innovator in the field of police leadership. It was my pleasure to work with Chief Fitzgerald for nineteen years, and an honor to serve under him for the past six. Please join me in wishing him well in retirement.

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, Head Dispatcher Wayne Stires, Lt. Jeremy Evans, Lt. Adam Petlock, Sgt. Chase Stanley, and Sgt. Jason Hamilton for their work contributing to this report.

Respectfully,

Mark Carignan, Interim Chief
Brattleboro Police Department

ORGANIZATIONAL CHART (See chart on page 40)

Our authorized sworn staffing level is 27 officers, and we currently have seven openings. Two applicants are in the final stages of our rigorous hiring process. Despite this meaningful shortage, we are able to meet the requirements and high level of service that the community demands of us by working mandatory overtime to cover shifts.

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. If they are successful, one candidate will attend the VPA in March and be trained for patrol by September, 2021. The second will attend the VPA in August and be trained for patrol by March 2022.

2020 was a challenging year with regard to staffing. Four sworn personnel resigned from the department. Two additional officers were hired, but both failed to complete the rigorous training at the police academy. Detective Colby Kerylow was transferred to the Criminal Investigative Division. We continue our recruitment efforts at job fairs, community colleges, four-year universities, community groups, and the Community Equity Collaborative's Workforce Development Committee. Unfortunately, our recruitment efforts have been significantly hampered by COVID-19. We have taken advantage of technology to facilitate remote interviews and testing.



After 21 years of service, Chief Michael Fitzgerald has elected to take his well-earned retirement.

COMMUNITY POLICING

Working in partnership with the community to support a safe environment is a component of our mission. In order to accomplish this, I encourage every officer to seek out opportunities to connect with the community. This in turn allows the community to feel a deeper connection and 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.

POLICE DEPARTMENT

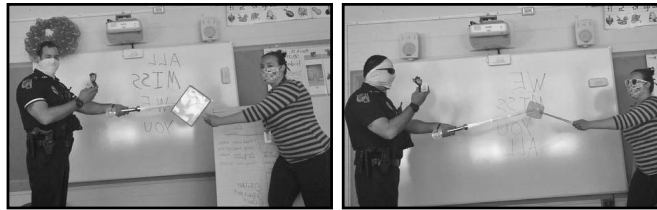
ORGANIZATIONAL CHART

Chief of Police (Open)
Captain Mark Carignan (Interim Chief)

Dispatch	CID	1st Shift	2nd Shift	3rd Shift	Admin / Support
Chief Dispatcher Stires	Lt. Evans	Lt Perkins	Lt Petlock	Lt. Warner	Office Manager Yager
Dispatcher Dingman	Sgt Eaton	Sgt Stanley	Sgt. Hamilton	Sgt. Cable	Clerk Bell
Dispatcher Marrero	Det. Lynde	Ofc. Fletcher	Ofc. Penniman	Ofc. Law	Clerk Clark
Dispatcher Spinner	Det. Kerylow	Ofc. Washburn	Ofc. Lockerby	Ofc. Llewlyn	ACO Barrows
Dispatcher Leclair		Ofc. Cunningham	Ofc. Cook	Ofc Carbone	PSW – Neuf
Dispatcher Dunbar		Open	Open	Open	
Dispatcher Hickin		Open	Open	Open	
Dispatcher Scott					

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
- Coffee with a Cop
- Turning Point
- Building a Positive Community (BAPC)
- Groundworks Collaborative
- Community Equity Collaborative
- Southeast Regional DUI Docket
- Project C.A.R.E.
- Inclusion Center
- The Inspire School for Autism
- Child Advocacy Center (CAC)
- Various civic and religious groups
- Each school in the community



Sgt. Stanley and Academy School Principal Kelly Dias make playful photos to engage with students online during the pandemic. Young students were challenged to find the differences in the photos.

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.

Overdose response:

2020 has presented unprecedented challenges for every aspect of life, and the opioid epidemic has been no different. 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 2020, Brattleboro Police responded to approximately 85 overdose incidents, 9 of which were fatal.

Fentanyl played a role in each fatal overdose. This does not represent the total number of overdoses that occurred, only the number to which police responded.

As part of this initiative, BPD Officers (with the assistance of Groundworks employees and Recovery Coaches from Turning Point) make contact with all victims of drug overdoses, if possible within 24-48 hours of the incident. Recovery Coaches provide resources and support, and provide Narcan and Fentanyl test strips.

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, Officers have administered Narcan on approximately 25 occasions during overdose response. These are instances where Officers arrive on scene prior to medical personnel.

The 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. The 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 organization 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 out-



Left - Officers Lockerby and Llewelyn meet with a young man at the Inspire School
Right - Detective Lynde and Sergeant Stanley participate in the CAC fundraiser "Can Cops Cook?" (pre-COVID)

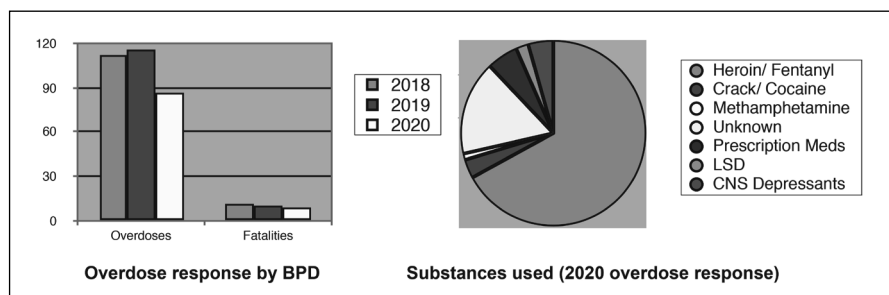


The COVID-19 pandemic made our community policing efforts particularly challenging this year. Many organizations contacted us to collaborate and create new and innovative ways to engage with them. We used remote video meetings, social media, and plain-old phone calls to maintain the relationships you have all worked so hard to develop with us. We truly appreciate the cooperative effort and look forward to engaging in person with you again soon.

PROJECT C.A.R.E.

Our mission/ partners:

Project C.A.R.E. is a community partnership, developed in 2018 in response to the public health emergency we face as a result



POLICE DEPARTMENT

reach 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 that call 911 for help from being arrested or prosecuted for drug possession and other offenses.

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 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. This is done at the expense of the police department, and we are proud to be part of this important work.

FY2021 is the first budget year in which the Town elected to add a Project CARE budget line within the police budget. This money is used to pay recovery coaches and cover expenses related to them helping people access treatment.



Left - Lieutenant Petlock and Officer Washburn with Recovery Coaches Vanessa Santana and Justin Johnston



Right - Officer Washburn and Justin Johnston engage with a resident.

GRANTS

BPD continues to take advantage of grant opportunities to provide services to our community. The grants include funding from state and federal sources. Some grants pool the funding for regional collaboration while others go directly to the department.

Management of the department's Governor's Highway Safety Grant Program is handled by Sergeant Jason Hamilton. In 2018 BPD joined a regional traffic enforcement task force, allowing us to pool these state resources with those of nearby agencies to increase the effectiveness of enforcement efforts. Due to the COVID-19 pandemic this funding has yet to be made available by the state. We continue to provide traffic safety services based on our operating budget.

As part of COVID-19 recovery funds, BPD received a federal grant to support the purchase of personal protective equipment,

cleaning supplies, and items to support remote working.

Traffic Enforcement and Collisions

As part of our commitment to keeping the motoring public safe, BPD conducted just over 3000 vehicle enforcement stops in 2020. This represents a significant decrease from the prior year. This was caused by the COVID-19 pandemic, which resulted in lockdowns and traffic restrictions. BPD also restricted the services we provided for a portion of the year, resulting in fewer proactive vehicle stops.

There was an across the board reduction in vehicle collisions this year due to the same reasons indicated above. The one exception was that we had no fatal collisions in 2019, but suffered one such crash in 2020. See below for additional statistical information.

Criminal Investigation Division

Mission

The mission of the Criminal Investigation Division (CID) is to support the accomplishment of the overall 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 and Joshua Lynde, Detective Sergeant Gregory Eaton, and commanded by Detective Lieutenant Jeremy Evans. Detective Kerylow is the newest member of the unit, transferring in from the patrol division in July of this year.

Investigatory Capabilities

The BPD has worked extensively to ensure that CID investigators are extensively trained in multiple disciplines, to include:

- 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 is trained in crime scene investigation, with one investigator having reached an advanced level of training in this area.
- Two investigators are trained in fire investigation.

Investigations

The CID conducted approximately 275 investigations in 2020. Some investigations take a few days, others last many months. The average time length for each investigation was 82 days. The types of investigations conducted included the following:

- 34 deaths, including 1 homicide
- 29 sexual assaults on children
- 16 sexual assaults on adults
- 13 financial crimes (primarily embezzlement)
- 8 child abuse (not sexual)
- 4 background investigations of applicants for police officer positions
- 3 robberies
- 3 missing persons, to include 1 juvenile (all were located)

- 1 kidnapping
- 1 shooting/attempted murder

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 34 deaths in 2020. The breakdown of those investigations is as follows:

- 18 deaths were determined to be of natural causes
- 10 deaths were determined to be accidental
 - 9 overdoses
 - 1 fall
- 5 deaths were determined to be suicide
 - 3 hanging
 - 2 overdose
- 1 death was determined to be a homicide

Three of the overdose deaths along with the homicide death 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 juvenile victims of sexual crimes in Brattleboro and throughout Windham County. 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 CID in over 60 cases this year.

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 throughout the year.

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 physical contact with each registered sex offender and confirming that the offender is complying with all registry requirements and outstanding court or probation conditions. Of the 116 checks conducted this year, 3 arrests were made for registry violations committed by convicted sex offenders. Additionally, CID coordinated with the VT SOR to successfully locate and arrest a sex offender who had been avoiding his registry requirements for over a year.

POLICE DEPARTMENT

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 technology involved in criminal activity continues to rise at an astonishing pace. In 2020, CID completed forensic evaluations on dozens of electronic 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 2020 the BPD destroyed over 300 pounds of medications through this program.

Statistical Information and Data

Total calls for service in 2020 = 8805. This represents a significant decrease from 2019. The previous trend was for CFS to increase 1-5% each year. 2020's COVID-19 pandemic resulted in fewer incidents being reported to the police, and less proactive activity by officers during restricted service periods.

2020 LAW TOTAL INCIDENT REPORT, TOP TEN BY NATURE OF INCIDENT

This report shows what was called in by the public. There can be multiple offense codes per incident. This identification may not be what the incident was found to be after investigation.

- #1 Suspicious Person/Circumstance = 948
- #2 Animal Problem = 523
- #3 Public Speaking Engagement = 502
- #4 Welfare Check = 495
- #5 Citizen Dispute = 451
- #6 Agency Assist = 439
- #7 Trespassing Violation = 389
- #8 Accident-Damage = 362
- #9 Citizen Assist = 349
- #10 Ambulance/Medical Assist = 257

2020 LAW INCIDENT TOTAL REPORT, TOP TEN BY OFFENSE OBSERVED

This report shows what the officer reported the incident to be. There are often multiple offense codes per incident. Not all offenses result in arrest.

- #1 Suspicious Person/Circumstance = 1296
- #2 Agency Assist = 544
- #3 Public Speaking Engagement = 504
- #4 Animal Problem = 503
- #5 Welfare Check = 486
- #6 Citizen Dispute = 406
- #7 Trespass Violation = 398
- #8 Citizen Assist = 391
- #9 Accident-Damage = 344
- #10 Ambulance/Medical Assist = 273

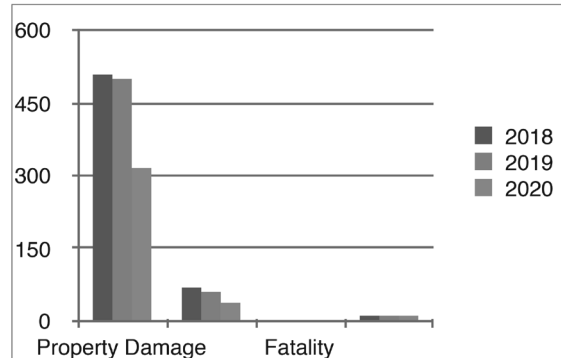
Total 2020 Arrests = 673

TOP 10 ARRESTED OFFENSES 2020

- #1 Disorderly Conduct = 135
- #2 Regulated Drugs, Possession = 118
- #3 Conditions of Release Violation = 112
- #4 Simple Assault = 96
- #5 Trespassing = 85
- #6 Driving License Suspended = 58
- #7 Aggravated Assault = 55
- #8 DUI = 39
- #9 Impeding a Police Officer = 38
- #10 Vandalism = 32

Total 2020 Crashes = 352

- 1 Fatal
- 36 With Injury
- 315 Property Damage Only
- 3 Crashes involving Pedestrians
- 2 Crashes involving bicycles

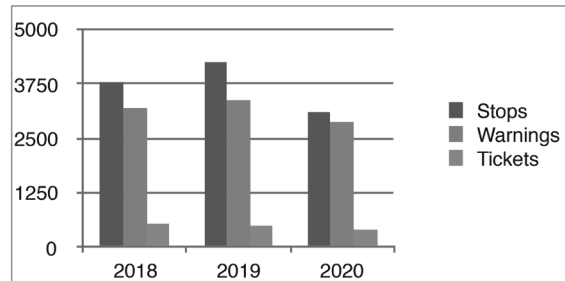


Total 2020 Motor Vehicle Stops = 3097

2020 Warnings Given = 2896
2020 Tickets Given = 387

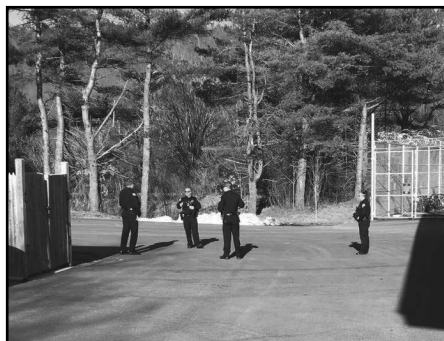
White Male = 213
Black Male = 14
Hispanic Male = 5

White Female = 143
Black Female = 3
Hispanic Female = 1



2020 Highest numbers of tickets, by violation

Driving License Suspended = 102
Operating without Insurance = 69
Operating without a License = 48
State Speed Zones = 37
No Inspection = 25



A socially distanced shift roll call held outdoors early in the pandemic



A search warrant results in the seizure of over 700 bags of heroin and a half-ounce of cocaine

POLICE DEPARTMENT

3-YEAR INCIDENT COMPARISON, BY CRIMINAL OFFENSE CODE*

(There can be more than 1 offense code per incident. These are total times each code was used)

Offense	2018	2019	2020	3 yr avg	Offense	2018	2019	2020	3 yr avg
Consent Search	4	22	86	37	Controlled Substance/Drug Equipment	0	1	0	0
Suicide	1	0	4	2	Drugs—Civil	5	4	2	3
Accidental Death	4	14	9	9	Child Offense	12	14	15	13
Natural Death	15	17	18	16	Mistreatment of Elderly	0	0	1	0
Sex Offense-Forcible Rape	2	3	7	4	Runaway Juvenile	3	1	4	2
Sex Offense-Attempted Forcible Rape	0	0	0	0	Domestic Abuse Order Violation	25	23	16	21
Sex Offense-Forcible Fondling	0	0	1	0	Driving under the Influence	80	54	39	57
Sex Offense, Statutory Rape	0	0	1	0	Liquor Violation	2	9	4	5
Sex Offense, Child Molestation	0	0	2	0	Disturbing the Peace	0	1	5	2
Attempted Sex Offense	0	0	0	0	Family Disturbance	103	137	108	116
Sex Offense, Forcible, Other	0	0	0	0	Disorderly Conduct—Other	160	203	174	179
Robbery	9	4	6	6	Blackmail	0	1	1	0
Aggravated Assault	30	28	36	22	Conditions of Release Violation	126	122	141	129
Assault, Simple, Not Aggravated	83	117	121	107	Impeding Police Officer	27	27	33	29
Assault, Intimidation	6	4	8	6	Phone Offenses	1	1	4	2
Stalking	6	3	7	5	False Information to Police	17	12	14	14
Stalking, Aggravated	2	1	0	1	Kidnapping	6	5	9	6
Burglary/B&E—Force	59	40	36	45	Escaping from Custody	3	1	0	1
Burglary/B&E—No Force	17	15	5	37	Probation/Parole Violation	0	0	1	0
Larceny—Pocket Picking	2	1	2	1	Trespassing Violation	499	574	424	499
Larceny—Purse Snatching	8	4	1	4	Bomb Threat	1	0	1	0
Larceny—Shoplifting	129	147	56	110	Fireworks	27	40	64	43
Larceny—From Motor Vehicle	83	174	211	156	Obstructing Justice	0	0	3	1
Larceny—Auto Parts/Accessories	1	39	16	18	Cruelty to Animals	1	1	1	1
Larceny—Bicycles	8	31	9	16	Vagrancy	27	33	0	20
Larceny—From Building	94	101	47	77	Fugitive	13	13	13	13
Larceny—From Coin-Op Machine	0	2	1	0	Arrest on Warrant-Federal Check	0	4	1	2
Larceny—All Other	84	67	63	71	Arrest on Warrant-Police Check	242	218	153	204
Theft of Motor Vehicle	23	11	15	16	Accident-Fatal	0	0	1	0
Arson	1	4	0	1	Accident-Injury	69	63	45	59
Forgery/Counterfeit	6	4	1	3	Accident-Damage	509	501	355	455
Fraud, Bad Checks	5	5	4	4	Motor Vehicle Disturbance	206	220	160	195
Fraud	95	62	43	66	Careless/Negligent Operation	11	16	21	16
Fraud, Cred Card, ATM	68	8	13	29	Attempting to Elude Police	3	7	8	6
Fraud-Impersonation	0	2	1	1	Driving License Suspended-Criminal	69	61	65	65
Embezzlement	4	5	3	4	Leaving Scene of MV Accident	21	11	20	17
Stolen Property	17	7	12	12	Littering	19	25	22	22
Vandalism	143	90	122	118	Fire Investigation	2	2	1	2
Weapon Law Violation	2	3	7	4	Fire Alarms	1	1	2	1
Lewd-Adultery	51	40	40	43	Assist Fire Investigation	0	0	1	0
Peeping Tom	0	0	1	0					
Pornography/Obscene Material	4	2	3	3					
Sex Offender-Failure to Register	1	0	6	3					
Regulated Drugs—Sale of	11	10	10	10					
Regulated Drugs—Possession of	55	76	72	67					
Regulated Drugs—Cultivation of	0	0	0	0					
Prescription Fraud	1	0	1	1					

CPCC (CITIZEN POLICE COMMUNICATIONS COMMITTEE)

BPD continues to maintain a positive and productive relationship with the Citizen Police Communication Committee (CPCC). The board is currently made up of Leesette Bengar (chair), Karen Tyler, Gary Stroud, Jason Schmotzer, and Bruce Sweetwater.

As established by the selectboard, "The mission of the Citizen Police Communications Committee (CPCC) is to facilitate mutually respectful communication between citizens and the Brattleboro Police Department regarding complaints, compliments or information concerning police procedures." To find out more about CPCC, visit Brattleboro.org or contact the Town Manager's office at 251-8151 or townmanager@brattleboro.org.

BPD had 6 citizen complaints filed in 2020 that resulted in investigation. 3 additional internal investigations were conducted for internally generated matters. This occurs

when a fellow officer, supervisor, or other employee takes note of mistakes or possible misconduct and reports it. In some instances, officers self-report. I am proud to lead a department where our staff insists on holding itself to a high standard, and works to address instances where that standard is not met. In four of these cases the complaint was sustained and additional training, policy updates, or corrective employment action was taken to improve the work we do.

CENTRAL DISPATCH

Central dispatch is staffed by seven full time emergency service dispatches and is supervised by Chief Dispatcher Wayne Stires.

Calls for service in 2020 were as follows:

Brattleboro Police Department: 8,805
Brattleboro Fire Department: 2,527
Rescue Inc.: 5,531

The call reduction in 2020 was due to the COVID-19 pandemic.

Dispatch answered approximately 125,000 telephone calls this year. Dispatch answer three business phone lines for the Police department and five emergency lines for police, fire, and rescue.

After business hours, they also answer phone lines for the Department of public works and Rescue Inc.

Additional COVID-19 screening protocols were added during this pandemic. All medical calls coming into the dispatch center were screened for symptoms or exposure. Dispatch also implemented a new cleaning protocol and complies with workplace safety requirements to help prevent the spread of COVID-19.

Training is an on-going and integral part of Dispatch. The supervisor, who is the NCIC

POLICE DEPARTMENT

Terminal agency coordinator, along with the Alternate TAC went to yearly NCIC TAC training. Much training was done on-line this year due to COVID. All dispatchers are current in their NCIC certification. Dispatch completes a monthly worksheet that outlines several performance and policy areas. The following is a non-exclusive list of training.

- VTAlert 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

A new mobile alerting software was added. The software is called Spotted Dog and is integrated with the existing computer aided dispatch system. The program alerts first responders via cell phone and allows additional staff to be contacted more easily.

Respectfully Submitted,
Wayne R Stires
Chief Dispatcher

FIRE DEPARTMENT



CHIEF'S REPORT

Mission Statement

Our essential mission and number one priority as members of the Brattleboro Fire Department is to deliver the best possible services to the citizens of Brattleboro. We will strive to effectively protect life and property from the effects of fire and all other emergencies and will continually look for better ways to improve our services to the people we serve.

The public relies on first responders during emergencies, and the more substantial the incident or the disaster, the greater the need for assistance delivered by the fire department and others with public safety missions. In every incident we respond to, the men & women of the Brattleboro Fire Department are seeing citizens in crisis and we are always striving to make a positive difference in the situation..

Organizational Structure – The Brattleboro Fire Department consists of a career staff of 25 which is broken out into 21 shift firefighters, the Chief, Assistant Chief, Fire Alarm Superintendent, and an Office Administrator. The career staff is supplemented by 5 Call Staff members and we respond out of 2 stations which are staffed 24/7/365.

Stations – Central Station (103 Elliot St) houses 2 engines, our aerial ladder, the medical response vehicle, two support vehicles, a technical rescue equipment trailer and an all-terrain vehicle (ATV) / trailer. Station 2, located at 16 South St in "West Brattleboro Village" is the home to two engines, a communications/incident command trailer, and a decontamination equipment trailer.

Fleet – BFD operates 4 engines (2 at each station), a ladder truck, Car 1 (Chief's vehicle), Car 2 (Asst Chief's vehicle) and several other small vehicles and four trailers. With the delivery of our new Engine projected for late May or early June our fleet is something to be very proud of as we can boast the replacement of all our large trucks since 2008. That is a true testament to the support we receive from the taxpayers.

2020

- BFD responded to 2517 calls for assistance in 2020, down from 2735 in 2019. It is believed that sheltering due to COVID is the main reason for the decrease.
- BFD responded to 101 overdoses that resulted in 8 deaths as compared to 102/9 in 2019.
- In late September, the Vernon Selectboard suspended the operations of the Vernon

Volunteer Fire Department due to safety complaints. An advisory committee was appointed by the Selectboard consisting of the Brattleboro Fire Chief, Guilford Fire Chief and 5 residents from Vernon to review the issues and oversee the reorganization of the department. As of this writing a fire chief and assistant chief have been appointed, the medical first response division has been reorganized and is responding to calls and the department has been re-staffed with firefighters after an interview process. Moving into 2021 there is still a lot to accomplish but the goal of getting fire trucks back on the road in Vernon is getting closer. During the suspension of services Brattleboro Fire Department has shared the fire protection responsibilities with Guilford and Bernardston.

- In December firefighters were again afforded some near real-life training experiences due to the generosity of the Brattleboro Housing Authority. As parts of Melrose Terrace were being torn down, we were allowed access to vacant apartments to train on ventilation, firefighter self-rescue, search and rescue for victims as well as other much needed skills. We were provided this opportunity last October when the 1st set of buildings were demolished. With opportunities like this to be far and few between, we are very grateful for the chance to enhance our skills in this manner.

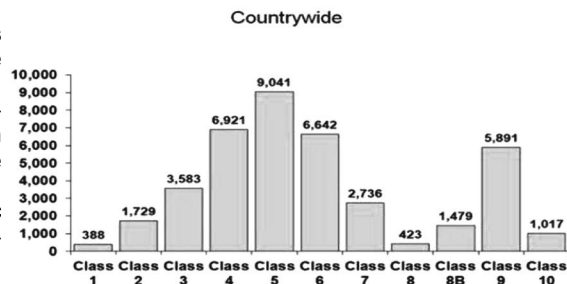
COVID - This past year has been very challenging for all of us. In February, when it became evident that the Coronavirus would affect the United States, BFD began planning and taking steps to prepare for its arrival. Every piece of our day-to-day operations was reviewed and new policies and everyday ways of doing things were developed in an effort to keep staff, families and the community healthy. We've all had to consider how we might spread a virus, resulting in the serious illness or death of ourselves, those we love, neighbors, and strangers. Those same decisions determine the stress placed upon our healthcare system, and the people who provide healthcare. The pandemic and pandemic response have had a direct impact on all of the community, one that will not be soon forgotten. We continue to work with many partners across all sectors, including state and federal partners to mitigate the consequences of this pandemic. I would like to thank residents, local groups and businesses for all of the donations of masks, hand sanitizer and other items to help keep the staff healthy and safe. A special thanks to Brattleboro Memorial Hospital for their training and guidance, and School for International Training, who so willingly stepped up to provide housing in one of their dorms for firefighters who may need to be quarantined or contract the virus and may have a situation at home that caused the need for alternative housing.

Vaccine – All firefighters that have opted to take the COVID vaccination have now re-

ceived both doses during the phase 1A roll-out of the state's vaccination plan. We are grateful for the early vaccine access as I feel it is critical to ensuring the health and safety of the essential workforce. If a lot of the staff gets sick with COVID-19, they are not able to work which obviously creates a staffing issue and effects our ability to provide service to the community.

ISO - In April the Insurance Services Office (ISO) began an audit of Brattleboro's fire protection. ISO's Fire Suppression Rating Schedule (FSRS) evaluates four primary categories of fire suppression — the fire department, emergency communications, water supply, and community risk reduction. The FSRS includes standards set by the National Fire Protection Association (NFPA). The community is then given a "grade" or "score" from 1 – 10 (1 being the best) according to the outcome of the audit, this is called the Public Protection Classification. The Public Protection Classification (PPC®) program recognizes the efforts of communities to provide fire protection services for citizens and property owners. A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Insurance companies use PPC information to help establish fair premiums for fire insurance — generally offering lower premiums in communities with better protection. By offering economic benefits for communities that invest in their firefighting services, the program provides an additional incentive for improving and maintaining public fire protection. Brattleboro currently holds a Class 3 rating, which we are very proud of. We are in reach of a Class 2 rating, certainly the goal we set for our next audit.

The 2020 published countrywide distribution of communities by the PPC grade is as follows:



The matter of mental wellness continues to be a concern for me within the staff. The nature of the work of firefighters, including repeated exposure to painful and provocative experiences and erratic sleep schedules, can pose significant risk to firefighters' mental health, and the threat is very real. Now as COVID has entered the picture there are worries about being exposed through repeated contacts with patients and the public at work and bringing it home to family members. First responders are usually the first on the scene to face challenging, dangerous, and draining situations. These duties, although essential to the entire community, are strenuous to first responders and with time put them at an increased risk of trauma. The challenges en-

FIRE DEPARTMENT

countered during regular duty as well as following big incidents tend to behavioral health consequences such as PTSD, stress, and depression of the employee, and measures need to be in place to reduce these risks either on the individual or institutional levels. The constant drain on mental wellness also effects the immune system, making employees more susceptible to illness. Unfortunately, a "casualty" of COVID was the Uniform Services Program at the Brattleboro Retreat. Luckily, some of the counselors from the USP have started their own business, Frontline Foundations. We have already had three employees attend trainings and sessions with them and these employees are sharing their experiences and coping techniques they learned through training and will be developing an in-house program. Along with Frontline Foundations and the Employee Assistance Program fire department employees have resources available to them. We will also continue to develop training programs and learn relaxation techniques to help safeguard everyone's mental wellness.

Staff News

Cindy Martel, the fire department Administrative Assistant and a 21-year employee, retired at the end of 2020. Cindy was a very

dedicated employee, almost always the first person to get in the office in the morning. She often helped at the Command Post at emergency scenes and often filled the role of a liaison between Brattleboro Fire or the Town of Brattleboro and partnering agencies at the scene of an emergency and the days to follow. She always filled the role of lining up food donations from different agencies for the annual Employee Breakfast and picnic and was also willing to help in any way she could. After being employed here for 21 years you can imagine the institutional knowledge she possessed! We wish Cindy the absolute best in everything she does in the future, she will be missed.

With Cindy's retirement I am glad to say we have hired Kristen Martin as our new Administrative Assistant. Kristen comes to us from Shelburne Falls, MA where she lives with her husband and two young children. Her latest experience includes being the supervisor in the call center at Berkshire East Resort. She has also been a volunteer firefighter and animal control officer so as you can see she brings along a great background to us. Welcome Kristen!

In October we hired Mesa Kennedy to our full-time staff. Mesa is from Marlboro, VT and

now lives in Brattleboro. She was a member of the BFD Call Staff for several years before applying for the career staff. Mesa is the 2nd female to be hired as a full-time firefighter, the 1st being in 2003. Welcome Mesa!

We have also hired Charles (Huey) Huget from Avon, Conn. to fill a vacancy on the career staff. Charles holds a FFII certification and is an EMT. Welcome Charles!

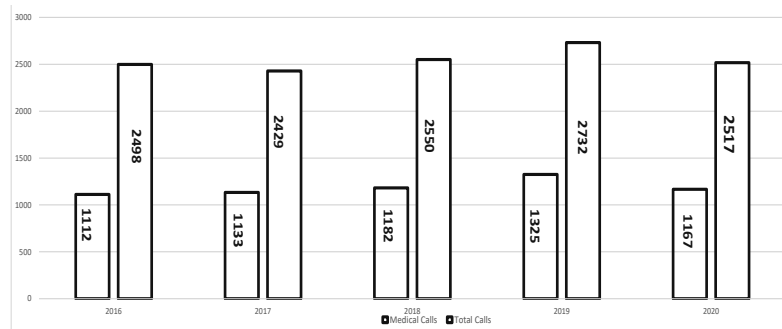
On average, a home fire occurs every 87 seconds, there is a civilian fire death every 2 hours and 24 minutes and a civilian fire injury every 35 minutes in the United States. Cooking fires are the number one cause of home fires and home injuries, followed by heating equipment and smoking. With proper preparedness, you can help keep your family safe from fire. Two easy steps you can take are testing the smoke & carbon monoxide alarms in your house and creating and practicing a fire escape plan.

Almost three of every five home fire deaths resulted from fires in homes with no smoke alarms or no smoke alarms that were working. Don't let this be you!

Michael Bucossi
Brattleboro Fire Chief

Brattleboro Fire Department

Emergency Response 5 Year Trend					
Year	2016	2017	2018	2019	2020
Medical Calls	1112	1133	1182	1325	1167
Total Calls	2498	2429	2550	2732	2517



INSPECTIONS & PREVENTION

The inspections program started inspecting Zone 1 in October 2019. This zone consists of 716 units. Great progress from October to March was made, then with COVID-19, inspections had to be slowed up and currently have stopped, unless it is an emergency circumstance.

Staff has inspected 402 units at least once, with 262 of those units (40 buildings) receiving its certificate of habitability. We have 52 units in Zone 1 that we have not performed an initial inspection in. The other remaining units are ones that we need to go back to perform a re-inspection to see that corrections have been made.

When rental properties are sold, we perform pre-sale inspections, these are generally requested by the buyer. To date we have done 20 pre-sale inspections, the fee for this service is \$75.00 a building.

Part of our duties is to enforce the Vt Health codes that pertain to rental properties. Examples of the type of health complaints we receive; no heat, rodent problems, bedbugs,

lead paint, mold, hoarding and uninhabitable living conditions. To date, we have had 40 complaints and issued 3 emergency health orders, requiring immediate action, and relocating the occupants.

The biggest violation that we continually find on inspections is the occupants taking down the smoke and carbon monoxide detectors to disable them. Staff continues to stress to them how important of a lifeline these detectors serve not only them, but to the other occupants that live in the building. As I write this report, Vermont has had 8 deaths resulting from fire in 2020. The United States continues to have on average 3,900 deaths from fires a year and 82% of them are from fires in homes.

It is required that every rental property in Brattleboro must be registered with the town and it must be updated annually. Landlords and property managers can go to the town's website or the fire departments website to do so.

The Division of Fire Safety issues construction permits to rental properties and

commercial properties for new construction or renovations, they follow the projects through to granting occupancy. The fire department has an inspector on the inspections through these projects as well. The following are some larger projects we saw through to completion and some we are still inspecting; Drop In Center, Red Clover II, Linden Lodge, Dalem's Chalet, 2-6 Elliot Street, Brattleboro Memorial Hospital, 70 Landmark Hill, Outlet Center.

In closing, I want to thank all the rental property owners for the continued cooperation in making rental properties in Brattleboro safe. I also want to thank all the town staff that helps make these buildings safe. Remember every level of a home should have a working smoke/carbon monoxide detector. Stay healthy and safe,

Respectfully,
Leonard Howard III, Assistant Fire Chief
Fire Prevention Officer/Health Officer

FIRE ALARM, COMMUNICATIONS, AND TRAFFIC SIGNALS

Municipal Fire Alarm

2020 was an average year for the municipal alarm system. The department responded to 2517 requests for service, and of those requests 152 of those calls were box alarm activations. Work continues on refurbishing master and street boxes as well as upgrading sections of cable as needed. As the power company continues replacing poles in town time is spent transferring the fire alarm wire to the new poles, transfer work will continue as needed.

Effective in August of 2019 all new fire alarm and sprinkler systems installed where required to directly report to the Brattleboro Fire via a municipal radio box. This includes all buildings undergoing renovation that are upgrading and or expanding existing systems are required to upgrade to a radio box.

With the addition of this in town we have expanded our alarm receiving capabilities. We currently have 10 radio boxes in-service.

Phase 2 of this project will come in a 2020-

2021 Capitol expense for the second redundant receiver that is required by NFPA 72. This project is in process and should be complete early in 2021

Anyone with questions on how they can have a property connected to the Municipal system or to learn more about our Knox Box program should contact Joe Newton at the Brattleboro Fire Dept. 802-254-4831 jnewton@brattleboro.org

Fire/Police/DPW-Communications

We continue to work on the plans to upgrade the fire department's 16-year-old communications system. If all goes well, we should be on track to upgrade the system in the summer/winter of 2021

We are also working on pricing an upgrade for the Public Works Radio system as it is outdated and lacks town wide coverage.

Preventive maintenance is performed on all communications infrastructure on a monthly schedule. Annually, a more thorough process

is conducted to include testing of antennas and tuning of transmitters to ensure years of reliable operation. This is a very important step in caring for our communications system. We are able to identify problems when they are small and repair them to keep the systems reliable for the safety of firefighters, police officers and public works employees.

Traffic Signal

2020 was an average year for the signals. We have made significant upgrades to the way our visually impaired residents interact with the signals. The downtown pedestrian buttons have been reprogrammed to emit a louder locator tone during the day so visually impaired pedestrians can navigate to the buttons with ease.

Early in 2021 we will be installing new buttons at the canal and fairground intersection that will give that intersection the same features as the buttons in the downtown area.

Brattleboro Fire Department

Brattleboro, VT

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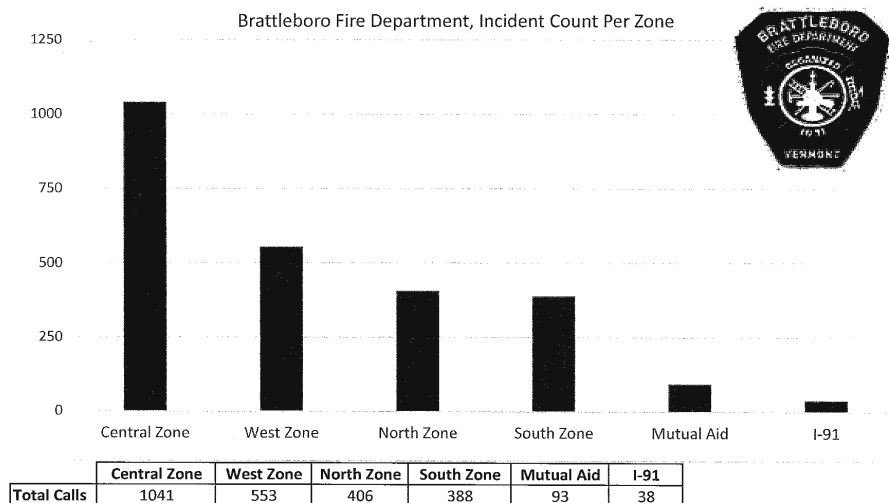
Incident Count by Weekday and Hour for Zone for Shift for Date Range

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 01/01/2020 | End Date: 12/31/2020

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hour	Total per Hour	Percent
00:00	9	17	12	10	9	14	12	00:00	83	3.30%
01:00	8	7	9	9	7	6	10	01:00	56	2.22%
02:00	7	9	2	1	3	11	10	02:00	43	1.71%
03:00	5	5	5	9	5	4	11	03:00	44	1.75%
04:00	6	4	8	9	4	6	7	04:00	44	1.75%
05:00	6	6	4	9	6	4	2	05:00	37	1.47%
06:00	8	15	14	8	5	6	3	06:00	59	2.34%
07:00	10	15	11	14	9	13	12	07:00	84	3.34%
08:00	16	16	13	11	23	16	5	08:00	100	3.97%
09:00	14	25	14	11	17	22	9	09:00	112	4.45%
10:00	16	23	17	23	23	18	16	10:00	136	5.40%
11:00	11	15	35	26	26	19	30	11:00	162	6.44%
12:00	18	21	21	18	21	12	20	12:00	131	5.20%
13:00	26	18	22	28	22	19	17	13:00	152	6.04%
14:00	18	14	27	21	33	26	20	14:00	159	6.32%
15:00	15	24	21	23	27	20	15	15:00	145	5.76%
16:00	18	15	30	26	17	29	23	16:00	158	6.28%
17:00	17	17	22	22	19	16	19	17:00	132	5.24%
18:00	22	20	18	23	21	19	14	18:00	137	5.44%
19:00	18	31	27	12	28	19	17	19:00	152	6.04%
20:00	11	19	16	17	13	15	18	20:00	109	4.33%
21:00	22	16	9	10	11	13	14	21:00	95	3.77%
22:00	17	14	16	17	15	20	12	22:00	111	4.41%
23:00	15	12	9	6	9	19	6	23:00	76	3.02%
Total Responses for Day	333	378	382	363	373	366	322	Total	2517	100.00%
% of Responses for Day	7.81%	8.20%	9.16%	7.71%	8.85%	7.92%	9.32%			
% of Responses for Week	13.23%	15.02%	15.18%	14.42%	14.82%	14.54%	12.79%			

Brattleboro Fire Department

Incident Count Per Zone in 2020



FIRE TRAINING REPORT

2020 definitely brought one of the most challenging years that most of us have experienced, with practically every person on the planet drastically changing their lifestyles, at home and at work. These difficult times brought with them an opportunity for all of us to develop new ways to achieve existing goals and set new ones. Brattleboro Fire Department did this very effectively in regard to education and growth during these trying times, accumulating approximately 2,500 hours of training.

When faced with local, national, (and now global) challenges, our Department's training is tailored to the needs of the community we serve and our members. Beginning in February 2020, we started our education and preparation for SARS-CoV-2 (COVID) that was capturing the world's attention. Since that time, our Department has spent some part of everyday educating ourselves on the constant new information regarding COVID,

its transmission, and how to operate safely in a new and fluid environment.

While many regional training opportunities were cancelled, postponed, or presented via video due to the pandemic, our daily shift training continued. We became very proficient with the use of Zoom, Microsoft Teams, and other online media platforms. Going forward, these tools will undoubtedly be used more routinely, including post-pandemic.

Social distancing practices complicated some of our fire and EMS training. For instance, it is difficult to practice some medical procedures or advance a hose line into a building while keeping six feet between you and your team members. We overcame this by simulating our team's actions and the use of training manikins.

Three members obtained Fire Inspector certification after a lengthy course and numerous field assignments. These newly certified inspectors will augment the five existing in-

spectors and will begin performing life safety inspections when the program resumes after COVID restrictions lessen.

After two resignations, two new firefighters were hired. These newly appointed firefighters undergo rigorous and nearly non-stop training for their first twelve months. This training is primarily provided by the shift they are assigned to. This provides a great opportunity for our existing members to display their knowledge and passion for a career that is second to none!

Like everyone else, we hope that 2021 brings a certain level of resolution for COVID. Our jobs are physical and never done in a team of less than two firefighters. We look forward to training and working shoulder to shoulder with our team again.

David J. Emery Jr.
Captain / Training Officer

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. 2020 was a difficult year for all of us and the Recreation and Parks Department worked hard on staying on top of the ever-changing COVID guidelines, so facilities, programs, green space, and services were available to the citizens of Brattleboro and great Brattleboro area.

PROJECTS

West River Park

In Fall of 2019 West River Park was in full bloom with activities – Men's Softball, Youth Field Hockey, Youth Soccer, Adult Ultimate Frisbee. Due to COVID we were unable to offer out Spring and Summer Activities. However, many families were able to enjoy the open green space and having access the West River to swim, kayak, and canoe.

Perseverance Skate Park

On June 15TH in the middle of the Coro-

navirus Pandemic we had a groundbreaking ceremony for Perseverance Skatepark located in the upper portion of Living Memorial Park. Parker Construction of Hardwick, Vermont along with DMI Paving and Excavation of Brattleboro started construction with the oversite of Steve Horton Construction Consulting on the 4,900 sq. ft skatepark. A special thanks and acknowledgement goes to all of those who served on The BASIC Skateboard Committee over the 15 plus years of planning and raising over \$300,000.00. Additionally, please let it be recognized that over 130 individuals, business, organizations, and grant foundations donated to this project. Without the support of the Committee Members and those who contributed this long-term dream would not have come to fruition. This project was a team effort between the contractors and the Town of Brattleboro Staff from the Department of Public Works and the Recreation and Parks Staff. Perseverance Skatepark opened to the public on October 3, 2020.

Facility Improvements

In the fall of 2019 Bernie LaRock and Son

General Contractors replaced the Pool Deck and Associated Equipment (approximately 5,000 sq. ft.) at the Living Memorial Park Pool.

In June of 2020, the Park Maintenance Staff built a 20 x 20 Gaga Ball Pit at Living Memorial Park for day campers and citizens to enjoy. The Gaga Pit is located behind the playground at Living Memorial Park. Gaga Ball is combination of old playground favorites such as dodgeball and four squares.

Fundraising Efforts

A Special thanks goes to Rob Szpila and members of the Brattleboro Rotary Club and Sunrise Rotary Club for improvements that were made to the Rotary Disc Golf Course at Living Memorial Park. Nine additional holes were added to the existing 9 and improvements were made to the T-Boxes and several benches were added throughout the course. The improvements were made possible through a grant from the State of Vermont Building Communities Grants Program - Recreational Facilities Grants

An overview of the programs and approxi-

RECREATION & PARKS DEPARTMENT

mate number of participants as well as a comparison to last year are listed below. In addition to the traditional programs, I have also indicated the new programs with an asterisk (*). We offer over 55 programs and special events for citizens to enjoy. Please note you will notice several of our numbers in 2020 are much lower due to COVID 19 and restrictions on running programs.

PROGRAMS		
SPRING	2020	2019
Girls Youth Softball	-0- COVID	19
Pitch & Run	-0- COVID	3
Small Fry Baseball	-0- COVID	86
T-Ball	-0- COVID	59
Youth Lacrosse	-0- COVID	53
SUMMER	2020	2019
Afternoon Fun	10	10
Arts in the Park (weekly)	50-60 (weekly)	40-50 (weekly)
Baseball Camp	27	21
Softball Camp	7	0
Basketball Camp	36	45
Day Camp	513	328
Gymnastics Camp	86	172
Lacrosse Camp	10	14
Little People	13	10
Men's Softball	248	473
Co-ed Softball	0	69
Pilates/Yoga	50	61
Soccer Camp	29	74
Swim Lessons	158	134
T.G.I.F. Morning Matinees (Weekly)	100-120	80-100
Track & Field	51	23
Women's Softball	0	118
Adult Ultimate Frisbee	38	46
Magical Earth Retreats Camp	9	11
Mad Science	21	17
Camp Out	-	-
FALL	2020	2019
Girls Field Hockey	25	17
Pre-K Soccer	30	31
Kindergarten Soccer	36	38
Youth Soccer League	138	121
Flag Football	41	48
WINTER	2020	2019
Adult Volleyball	69	138
Badminton	85	114
Basketball Clinic	15	24
Boys Youth Basketball	60	70
Chess Class	39	34
Coed 1st & 2nd Grade Basketball	33	40
Girls Youth Basketball	37	37
Gymnastics (Includes Team)	581	587
Indoor Soccer – Grades k-6	33	40
Kindergarten Basketball	17	15
Kung Fu	12	14
Men's Basketball	179	166
Movie Matinee	40	30
Open Gym/Game Room (daily)	25	26
Open Tot Gym (2 x a week)	10	15
Kickboxing	7	29
Pickleball	130	89
Speed Skating	19	8
Women's Basketball	32	26
Winter Little People	0	0
Zumba	88	32
Table Tennis	114	94
Winter Mini Camp	8	7
*Tabletop Games	16	-
*Youth Fencing	6	-
SPECIAL EVENTS	2020	2019
4th of July	Several Thousand	Several Thousand
Bowling (Vacation Weeks)	300	258
Duck Derby	275	262
Easter Egg Hunt	150	178
Family Pool Party	330	171
Horrible Parade	150	143
Santa's Visit	125	119
Ski Skate Snowboard Sale	Several Hundred	Several Hundred
Super Bike Day	100	127
Winter Carnival Week	Several Hundred	Several Hundred

Facility	Total Daily Attendance		Total Season Passes	
	2020	2019	2020	2019
Skating Rink	17,081	18,817	90	113
Swimming Pool	9,585	10,606	171	172

Special Activities:

The Annual Fourth of July Family Day attracted several thousand people to take part in activities that included special softball games, the Small Fry All Star Game, swim races at the pool, a penny carnival, children's shows, bands, food booths, bungee run, giant slide, moon bounce, a fabulous fireworks display, and wonderful concerts were that were performed by "T-Bone", 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 2020 was a popular activity for citizens of the Brattleboro area to enjoy. This substance free special evening included a Family Concert, a Children's Concert, a Youth Celebration & Concert, skating, sliding, sleigh rides, bowling, and a luncheon for Senior Citizens. The evening ended with a wonderful Fireworks Display over the Retreat Meadows.

Winter Carnival activities included a special bowling day at the Brattleboro Bowl, and Family Day at the Brattleboro Area Middle School. At Living Memorial Park there were skating races, a snow sculpture contest, a scavenger hunt, snowmobile rides, sugar on snow organized by the Rotary Club, the Annual Figure Skating Show, and the Withington Cup Ice Hockey Game.

Other special events that were offered over the course of the year included: The Annual Horribles Parade, an Easter Egg Hunt, and Santa's Visit. All events were very well attended. These events are a highlight in many children's eyes as they approach the various holidays and special occasions during the year.

The Annual Phil & Mary Dunham Ski/Skate/Snowboard Sale, which is co-sponsored with the Brattleboro Outing Club is valuable services that we offer to the community. It is an opportunity for families to sell as well as purchase good used winter sports equipment.

In addition to our regular programs, we are very excited about the variety of activities we have to offer Senior Citizens that include:

Community Education

AARP Smart Driving Course
Advanced Directive
AARP Taxes
Book Talks/Presentations
Cell phone/Tablet Workshops
Fire Safety Talk with Fire Department
Police Department Talk
Free Legal Help – VT Legal Aid
Nutrition with Chris Ellis
Great Courses
Travel Talks with Jean Zebb
Ticks & Tickborne disease with Brattleboro Dept. of Health

Health Screening

Monthly Blood Pressure with Rescue Inc.
Flu Shoot Clinic
Medicare Minute
VT/NH Foot Care Clinic

Recreation

Country Line Dancing
Bowling
Ice skating
Pickleball
Swimming

Social Events

AARP Programs
Annual Cookie Swap
Bingo with Nina sponsored by Pine Heights
Birthday Celebrations
Bridge
Game Day
Greenery Arrangement Class
Holiday Luncheon Meal
Last Night Potluck Lunch Celebration
Mixed Fiber Arts
Monday Movie
Nickel Bingo with Sarah
Oil Painting

RECREATION & PARKS DEPARTMENT

Ornament Making
Picnics
Socializing
T.E.L.L.
Thanksgiving Lunch Event
Valentines Lunch Event
Volunteer Appreciation
Watercolor Painting
Writing Group

Trips

Tour of Brattleboro Art Museum
Hildene
Train Foliage Ride

My thanks and appreciation go to the Recreation and Parks Staff, Sarah Clark (Assistant Director), Erin Cooke (Program Coordinator), Kim Isaacsen (Administrative Assistant) Doug Morse (Maintenance), Paul Ethier (Park Supervisor), Adam Haskins-Norcio, Tony Lebron and Ron Wells, (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, Ricky Davidson (Chairman), Bill Willson (Vice Chairman), Bethany Ranquist, Jessica Gould, Gary Stroud, Becky Day, and Allegra Carignan. 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



Perseverance Skatepark Construction



Day campers and staff enjoying the new Gaga Pit built by the Park Maintenance Staff.



Perseverance Skatepark Ribbon Cutting



Program Coordinator Erin Cooke drove the Easter Bunny (Sarah Clark Assistant Director) around to all the neighborhoods so residents could give him a big wave. Special thank you to Auto Mall.



New Skatepark Bowl



Special Thanks To the Brattleboro Fire Dept for helping keep us safe during our COVID friendly Halloween Drive-Thru

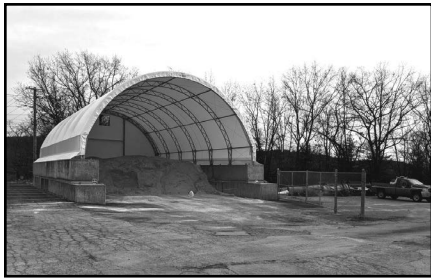


Kim Ellison of the Finance Department helping out with our COVID Friendly Halloween Event, ensuring that everyone has had their COVID test.

DEPARTMENT OF PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is responsible for the planning, maintenance, repair, and upgrade of our roads, bridges, drainage, sidewalks, parking lots, equipment, water supply, wastewater treatment and the distribution and storage of those utilities. Public Works is organized into six divisions. The Administration oversees long term planning, capital project oversight, procurement, billing, permitting, and general management of the other divisions within Public Works. The Highway Division is responsible for approximately 85 miles of roads, 30 bridges/large diameter culverts, the drainage and stormwater system, pedestrian facilities, 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.



ADMINISTRATION

On a day-to-day basis, administrative staff managed operations, oversaw multiple capital projects, responded as needed to support emergency services, oversaw departmental finances (including grants and budget planning), supported division staff as needed and coordinated closely with other Town departments as needed.

ENGINEERING DEPARTMENT

The DPW engineering technician conducted monthly traffic studies (speed surveys) in various locations. He regularly assists with layout and grade management for both the highway and distribution and storage crew projects. Working in conjunction with a consulting engineer, an inventory of all the towns gravel roads and stormwater outfalls is maintained, to comply with the state MRGP program. The technician continues to digitize records for use in the field. Efforts are underway to update the GIS database. Using the DPW drone aerial imaging was provided for the many DPW projects. The engineering technician plays a integral role in planning for future projects.

DISTRIBUTION AND STORAGE

Routine annual operations for the Utilities Division include sewer line maintenance, quarterly meter reading, quarterly backflow testing, right-of-way maintenance, flushing water mains twice per year and assisting other



departments as needed. Crew members must also attend training to maintain their certifications on an annual basis.

Utilities personnel was on hand to upgrade the manholes and valve boxes ahead of the paving performed this year. They responded to and repaired three water main leaks, maintained approximately 10,310 linear feet of sewer lines and many other projects, including several larger projects.

The final phase of the Chestnut Hill Reservoir stabilization project was a large retaining wall. That project is now complete. Crews assisted a contractor with rehabilitation of manholes on Old Guilford Rd. Installation of a process waste pipe between Mountain Home Park and the Pleasant Valley Treatment Plant began. The project began with crews assisted a contractor with relocating two 16" water mains and installing a box culvert. Once the culvert was installed, installation of the 8" sewer began. Approximately 1200 feet of pipe was installed before winter set in.



HIGHWAY DIVISION

Routine seasonal maintenance included street sweeping, line striping, sign repair/replacement, drainage cleaning and repair, pothole patching and roadside mowing. All gravel roads were graded in the spring and fall, and chloride was applied for dust control. Additional scraping and shaping was done as necessary. The crew also performed maintenance and repairs to the parking lots and sidewalks as needed.

The Highway Division capital improvement plan included the resurfacing a portion of Hinesburg Road, Meadowbrook Road, New England Drive, Chestnut Hill, Acorn Lane, and the Preston parking lot. Better Roads

grant funding was used to continue drainage improvements to Bonnyvale Road. This included new culverts and approximately 1000 feet of stone lined ditches. Several sections of sidewalk were repaired or replaced in various locations. A retaining wall was replaced in front of 431 South Main Street. The failing salt shed at the DPW facility was replaced.

MAINTENANCE DIVISION

The Maintenance Division staff does all the maintenance and repairs of vehicles and equipment for all divisions of the Department of Public Works, which includes the Highway Division, the Distribution and Storage Division, Water Treatment Plant, and Wastewater Treatment Plant. The mechanics work on large and small trucks, tractors, loaders, graders, backhoes, and other specialty equipment such as the sewer flusher and the rodding machine. They also work on all the small equipment such as pumps, chainsaws, pipe saws, mowers, and string trimmers. Maintenance staff does metal fabricating for the maintenance and repair of snowplows, wings, trucks, and trailers as well as any small items that require attention.

The Maintenance Division is also responsible for maintaining an inventory of needed replacement parts, including tires, oils, filters and hardware such as nuts, bolts, hoses, etc. They also perform the annual Vermont safety inspections on all Public Works vehicles. Maintenance personnel are on call and available for storms, fires and other situations where they may be needed.

The Maintenance Division also assists all of the Public Works Department Divisions and other departments as needed. This specially trained crew can operate and repair any equipment at Public Works.

PLEASANT VALLEY WATER TREATMENT PLANT AND RETREAT WELL

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.

Planning for an upgrade of the Water Treatment Facility at Pleasant Valley continued. Planning funding was secured, and the design and permitting is nearing completion. We are working closely with a consultant to produce a cost and energy

DEPARTMENT OF PUBLIC WORKS

efficient plant upgrade that will meet all our treatment needs. The watershed continues to be managed by a forestry contractor in accordance with current methods.

Each year, the Department sends out a Water Quality Report to all the Utilities customers, which are also available at the Town Treasurer's Office and the Department of Public Works on Fairground Road.

WASTEWATER TREATMENT PLANT

This year, our Wastewater Treatment Plant and staff received and treated over 460 million gallons of raw sewage from our collection system. This equates to approximately 1.26 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. Daily, staff at the Wastewater Treatment Plant performed routine 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 continues to operate in compliance with all permitting requirements.

As with the other utilities' division crews, the wastewater crew regularly attends training and classes to maintain certifications.

RETIREMENTS

Stephen Dyer retired from DPW in June. Stephen first worked for the Town of Brattleboro from 1987 to 1999 as a Firefighter. Stephen returned to the DPW in 2008 as a wastewater treatment plant operator/lab technician. Stephen's attention to detail, organization, and dedication to his work made him an asset to Department of Public Works for the last 12 years.

For more information about the Brattleboro Department of Public Works, please visit the Town of Brattleboro Website at www.brattleboro.org or by phone at 254-4255.

HUMAN RESOURCES DEPARTMENT

Human Resources (HR) works closely with Town departments to support and respond to their needs. HR has primary responsibilities for managing, assisting, and dealing with all employee related matters including, recruitment, benefits, employment and labor laws, new employee orientation, training and development, personnel records retention as well as wage and salary administration. The HR department assists Department Heads and Supervisors with employment related issues, including, hiring, termination, disciplining, and other personnel related matters.

We are committed to maintaining and cultivating a work environment in which employees recognize their vital role in the functioning of the Town. HR is currently updating the Employee Handbook in collaboration with the Town Manager to ensure up to date policies and practices. As a living document the handbook provides employees an understanding of their responsibilities as an employee and what they can expect from the Town, forming a basis for what we hope is a work environment that is conducive to teamwork, mutual respect, and professional growth. Due to the COVID-19 pandemic, the Town initiated a new Telecommuting policy for our remote workers.

HR implemented a Human Resources Information System (HRIS) utilizing modules available in the Town's current time-keeping web-based platform, KRONOS (Ultimate Kronos Group). An HRIS provides the Town a centralized database that stores applicant tracking, onboarding, compensation, employee demographics and time-tracking.

HRs on-going task of confirming employee's annual performance evaluations has improved with an HRIS. The system provides automated 60, 30 and 15-day notifications of an employee's pending anniversary to Department Heads and Supervisors offering them advanced notice to schedule and develop their employee's performance review. The employee's performance evaluation is stored in their HR file as well as in the HRIS, granting easier and quicker access for the employee and supervisors to their current or historical performance evaluations.

The Town has transferred from their paper triplicate forms for Personnel Action Notice (PAN) through the HRIS, KRONOS (UKG), implementing, Electronic Personnel Action Notices (EPAN) for all employee hires, terminations, job changes and salary advancements. KRONOS provides employee 24/7 self-serve for updating their personal information, tax forms, direct deposit, review their base compensation, request time-off, and accrual information.

Since KRONOS (UKG) was implemented as the Town's HRIS platform in April 2020, recruitment data is available immediately for Department Head and/or Supervisor to screen their applicants. We have posted 19 job requisitions for Full-Time, Part-Time, Seasonal and Temporary positions since executing our career site with KRONOS, with a total of 192 applicants. Job seekers interested in employment with the Town need to apply online or contact HR if they require an alternate application, for the open vacancy, this process applies to current Town

employees wishing to change positions.

TOB Career site: <https://secure4.saashr.com/ta/6155296.careers?CareersSearch>

When a job vacancy occurs, the applicable department reviews the job description with HR for updating as needed and HR activates the Job Requisition on KRONOS. HR posts the vacancy on various job boards, networking email group, print and distributes internally. HR is involved in the screening of applicants with the Department Heads and Supervisors and the selected participants of an interview committee. Due to the COVID-19 pandemic, we have altered our interviews from in person to virtual interviews as allowed. The selected candidates and the interview committee meet on the Go to Meeting platform or in person with safety requirements and social distancing, the candidates are provided the option of in person or virtual interviews.

Once a candidate is selected, and has successfully completed their pre-employment requisites, they are scheduled for an HR New Employee Orientation, generally on their first day of employment.

New hires are provided access to begin their on-boarding forms through their KRONOS account (a web-based platform) and Employee Navigator for health benefit enrollment. During their orientation, HR verifies completion of paperwork, benefits, and provides the employee required Town-Wide training, including Respectful Workplace for All (anti-harassment and discrimination) for annual compliance. HR also ensures that all necessary paperwork is obtained from part-time, seasonal, and temporary employees are processed accordingly with Finance.

HUMAN RESOURCES DEPARTMENT

Town Employee Data 2020

Full-Time		Part-Time		On-Call	
134 (87.58 %)		15 (9.81 %)		04 (2.61 %)	
Total: 153 employees					
Total Employees by Department	03 - Assessors Dept.	22 - Library		08 - Rec & Park	
	03 - BCJC	04 - Maintenance		03 - Town Clerk	
	35 - Dept. Public Works	03 – Parking		04 - Town Manager	
	06 - Finance Dept	04 - Planning			
	24 - Fire Dept	24 - Police Dept.			
	01 – Human Resources	01 - Animal Control Officer			
		08 - Dispatchers			
Generation information					
Silent Generation 1925-1945	Baby Boomers 1946-1964	Generation X 1965-1980		Millennials 1981-1996	Generation Z 1997- Today
01 (0.65 %)	47 (30.72 %)	46 (30.07 %)		57 (37.25 %)	2 (1.31 %)

Years of Service Town-Wide

0 – 9 yrs.	10 – 19 yrs.	20 – 29 yrs.	30 – 39 yrs.	40+ yrs.
56.21 %	24.84%	9.80%	7.19132%	1.96%
86 employees	38 employees	15 employees	11 employees	3 employees
70 - FT 13 - PT 03 - On-Call	35 - FT 02 - PT 01 - On-Call	15 - FT 00 - PT 00 - On-Call	11 - FT 00 - PT 00 - On-Call	03 - FT 00 - PT 00 - On-Call
By Department				
0 – 9 yrs.	10 – 19 yrs.	20 – 29 yrs.	30 – 39 yrs.	40+ yrs.
03 - Assessors 02 - BCJC 04 - Dispatch 18 - DPW 03 - Finance 11 - Fire 01 - HR 16 - Library 01 - Maintenance 01 - Parking 02 - Planning 14 - Police 05 - Rec & Park 02 - Town Clerk 03 - Town Mgr	01 - BCJC 03 - Dispatch 06 - DPW 02 - Finance 08 - Fire 05 - Library 02 - Maintenance 02 - Planning 06 - Police 01 - Rec & Park 01 - Town Clerk 01 - Town Mgr	01 - Dispatch 02 - DPW 01 - Finance 03 - Fire 01 - Maintenance 02 - Parking 04 - Police 01 - Rec & Park	01 - ACO 07 - DPW 01 - Fire 01 - Library 01 - Rec & Park	02 - DPW 01 - Fire

New Hires

Full-Time		Part-Time		On-Call	
10		05		00	
New Staff Turn-Over longevity					
Successful Probation		Unsuccessful Probation		Voluntary Resignations	
06 FT – 60% 02 PT – 40%		01 FT – 10% 00 PT – 0%		03 FT - 30% 01 PT – 20%	
				Lay-Off (COVID)	
				00 FT – 0% 02 PT – 40%	

Exit Data

Full-Time		Part-Time	
70 %		30%	
14 employees		06 employees	
Total: 20			
Reason for Exit			
Retirement	Lay-Off *COVID-19	Unsuccessful Probation	Voluntary Resignation
25% 5 employees	10% 2 employees *	5% 1 employee	60% 12 employees

HUMAN RESOURCES DEPARTMENT

The Town's health insurance coverage was renewed with Blue Cross Blue Shield of VT (BCBS). HR with Finance coordinated the Town's Annual Employee Open Enrollment and successfully registered 159 eligible employees; the enrollment period was November 12 – November 20, 2020.

Full Time (30+ hours)	Part Time (20 – 29 hours)	Retired
145	8	6

HR and Finance together assist Town employees and/or retirees concerning changes or other requests on their benefit plans on an on-going basis throughout the year. Employees have access to an on-line benefit portal <http://townofbrattleboro.trgportal.com/> and are able to review the Town plans details and employees may also utilize our Employee Navigator portal <https://www.employee navigator.com/benefits/Account/Login?ReturnUrl=%2fbenefits%2fCompany%2f> with 24/7 self-serve access for updating their Life Changing Events (marriage, birth, etc.) and the platform notifies HR and Finance of changes for processing.

This year's employee appreciation days, due to COVID-19, were altered. In place of the Employee Picnic, held each August, the Town provided the employee's a catered lunch, over the course of three consecutive days. In place of the Employee Breakfast, held each Decem-

ber, the Town mailed each employee appreciation gifts, which included a Town logo mask and gift card to local grocery stores.

The Town's Safety & Wellness Committee meet every 3rd Monday of the month, with the HR Director as the committee facilitator. There are nine (9) Town employee members representing our departments, with an alternate employee from the same department for each member, including a Sr. Loss Control Consultant from VLCT (Vermont League of Cities and Towns). This year the committee began the creation of a Town-Wide training compliance calendar, held a blood drive with Red Cross and flu vaccine clinic with Clear Choice. Due to the COVID-19 pandemic, we modified our staff training opportunities, training was offered with limited capacity for any employee who wanted to attend an instructor lead session (all safety requirements were adhered) or the employees were able to watch a recorded session. All town staff were trained in bloodborne pathogens, workplace safety, fire extinguisher, Respectful Workplace for All (Anti-Harassment) and each department developed a quarterly evacuation drill for each town building. Upcoming training will include CPR/AED, Stop the Bleed and "What to do in an Emergency."

The Safety & Wellness committee created a Town Near-Miss reporting form, employees are encouraged to report hazards or conditions that have the potential to cause an accident, injury, or illness in the workplace.

Our 2020 First Report of Injuries by department: (all claims are reported to VLCT/PACIF)

Department	# of Incidents	1 st Aide	Notice Only	PACIF	Medical sought	Work Time loss
Fire	9	6	3	0	0	0
Library	1	0	0	1	0	0
Rec & Park	2	0	0	1	1	0
Police	17	12	1	0	4	0
Maintenance	3	1	0	0	2	0
DPW	20	1	2	12	5	10 days
Municipal Center	0	0	0	0	0	0
Total	52	20	6	14	12	10 days

The Town's Workers' Comp Claims comparisons were reported as:

2019: 120 claims ~ incurred cost \$160,000

2020: 44 claims ~ incurred cost \$24,000

NOTE: COVID factors into our current claims this year, or a combination of factors that includes our commitment to workplace safety.

Our Workers Comp **MOD** Comparison: *The experience modification factor is a multiplier used to calculate your workers' compensation premium. It shows how your organization's workers' compensation claims experience compares to other businesses similar in size and types of jobs.* (a MOD of 1.00 is average; 0.80 is minimum)

2020: 0.94

2021: 0.99

All Town staff participated in Diversity training in January 2020 and the Town's Diversity, Equity, and Inclusion (DEI) Committee was formed in November 2020. The committee consist of eight (8) employee members representing our departments with an alternate for each member from the same department, with the HR Director as the committee facilitator. The committee will meet the second Wednesday of each month starting, January 13, 2021. The HR Director is a member of the Diverse Workforce Development and the Community Equity Collaborative of the Brattleboro Area, these committees meet monthly.

Currently 153 Employees represent the total staff reported, an HR review of EEO record keeping has demonstrated a lack of documentation on optional staff survey of race and ethnicity. HR will review the information with the DEI Committee and develop a staff survey for updated information.

Town's current EEO by Race & Ethnicity 2020

	Full-Time	Part-Time	On-Call	Total:
White (not Hispanic or Latino)	131 (85.62 %)	13 (8.50 %)	4 (2.6 %)	96.73 %
Hispanic or Latino	1 (0.65 %)	1 (0.65 %)	0 (0.00 %)	1.31 %
Black or African American (not Hispanic or Latino)	1 (0.65 %)	0 (0.00 %)	0 (0.00 %)	0.65 %
Unidentified/Opt Out	1 (0.65 %)	1 (0.65 %)	0 (0.00 %)	1.31 %

By Gender

Female	Male
55	98
35.95 %	64.05 %

Submitted by Sally Nix, Director

HUMAN SERVICE AGENCIES

AIDS PROJECT OF SOUTHERN VERMONT (APSV)

The AIDS Project of Southern Vermont (APSV) located at 15 Grove Street, provides case management services to people living with HIV/AIDS, their partners and family members including a nutritious food program and limited financial assistance. Prevention services include HIV and Hep C testing, syringe services program, referrals, HIV and Hep C presentations, safer sex supplies and information and a website with links to additional resources.

During the period of July 1, 2019 – June 30, 2020, we served 450 Brattleboro residents through our Direct Services and Prevention Programs.

• HIV/AIDS = human immunodeficiency virus / acquired immune deficiency syndrome •

AMERICAN RED CROSS

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 10 Brattleboro residents received disaster response services provided by the American Red Cross and we installed 10 free smoke detectors in homes in Brattleboro.

BIG BROTHERS AND BIG SISTERS OF VERMONT

Big Brothers Big Sisters of Vermont is a Vermont-based 501(c)3 charitable organization headquartered in Brattleboro. We provide high quality community and site-based one-to-one mentoring for children age 6-18+. Developing healthy relationships, improving self confidence and self-esteem, and achieving academic success are benchmarks of our program. 36 Brattleboro youth were served by Big Brothers Big Sisters between 7/1/2019 and 6/30/2020.

BOYS AND GIRLS CLUB OF BRATTLEBORO

The Boys and Girl's Club of Brattleboro is an integral part of our town. We have a community partnership with Retreat Farm to serve youth ages 5-11, providing a wonderful outdoor experience. Our downtown facility on Flat Street serves young people ages 12-18. Teens who utilize our facility participate in age-appropriate activities and are provided a welcomed break from being online.

BRATTLEBORO AREA HOSPICE

Brattleboro Area Hospice (BAH) provides non-medical programs for dying and grieving community members. We develop, train, place and support volunteers. We provide education and outreach to increase our community's understanding of and ability to cope with the issues of death and dying including our advance care planning (ACP) program, Taking Steps Brattleboro. All of our services are offered free of charge. In the past year, Brattleboro Area Hospice directly served 257 Brattleboro residents: 31 individuals and their families were served by the hospice care program. 88 residents were served by our Bereavement Program. 138 residents worked with Advance Care Planning (ACP) facilitators. Three of our 5 current board members are Brattleboro residents. 45 Brattleboro residents serve actively (unduplicated count) as Hospice Care, ACP and /or Bereavement volunteers. Please call us at 257-0775 with any questions on death or dying or visit us at www.brattleborohospice.org.

BRATTLEBORO COMMUNITY JUSTICE CENTER

The Brattleboro Community Justice Center is a restorative justice-based organization that engages with community members to repair harm caused by conflict and crime. We run programs in schools and neighborhoods; provide mediation around community conflicts; facilitate interventions with individuals involved in the criminal legal system; work with individuals returning to our community after incarceration; and train people in schools, neighborhoods, and community organizations to use restorative justice skills. The BCJC operates in coordination and coalition with State agencies, community organizations, and restorative justice groups at the local, county, and state levels to both serve our clients effectively and transform relationships, communities, and institutions. In the period July 1, 2019 - June 30, 2020, we served 230 unduplicated Brattleboro residents.

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). Our four 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. This year, BCC remained open throughout the pandemic to care for children of essential workers, as part of our ongoing commitment to working families.

BRATTLEBORO SENIOR MEALS, INC.

Brattleboro Senior Meals, Inc. (BSM) is a non-profit food service organization that assumes the responsibility of meals preparation and distribution for the over 60 and disabled population of the greater Brattleboro Area in accordance with the guidelines of the Older Americans' Act. 25% of our meals are prepared and served at The Brattleboro Senior Center for the Congregate Dining program; over 75% for The Meals on Wheels Program. The remaining 6% of our meals are prepared at Vernon Green Nursing Home for residents in Vernon. Brattleboro Senior Meals is requesting funding for assistance with the cost of preparing meals at the Brattleboro Senior Center. The mission of Brattleboro Senior Meals is to maintain the quality of life for the senior citizens in the community by providing high quality congregate and home delivered meals to accommodate nutritional needs in an atmosphere that promotes healthy lifestyles and independent living through pleasant social interaction and meaningful contribution through volunteering. A Board of Directors that are volunteers meet regularly to establish policy, hire an executive director, monitor finances, adopt a budget, participate in securing financing and long range planning.

BUILDING A POSITIVE COMMUNITY

Building a Positive Community (formerly Brattleboro Area Prevention Coalition) is composed of people throughout our community who are deeply committed to promoting our young people's wellbeing, supporting their families and working to prevent the harms of substance misuse. Building a Positive Community (BAPC) has served those who live, work, and play in the Windham Southeast area since 1995. Among other services, Building a Positive Community (BAPC) provides education and direct service to the five schools in Brattleboro. These services include the School leadership Teams (also titled Asset Councils), as well as co-leading the Youth to Youth group and Queer-Straight Alliance at Brattleboro Union High School. BAPC has begun overseeing the 10+ year old Social Competency Development Curriculum for the Windham Southeast School District; and is responsible for components of the School-Based Tobacco Prevention Grant (Curriculum, Teen Smoking Cessation, Youth Asset Development, and Community Engagement). As a result of the pandemic, BAPC created CopeandConnect.org resource guide for teens and their parents/caregivers. Also, BAPC responded with the Growing Hope and Growing Together projects that brought sunflower seeds and windowsill herb gardens to families and community members. It was well-received and BAPC is seeking funding to continue next summer. BAPC staff are trained facilitators for Keep Connected which is a family engagement series through The Search Institute and Askable Adult (Vermont Network) both focusing on developmental relationships between adults and youth and plans to use town funding to facilitate these

HUMAN SERVICE AGENCIES

in the Brattleboro area. In particular, we hope to offer the training to any town groups or committees who wish to begin working to include youth voice or participation in their work. We want to prioritize making the Askable Adult training available to them to increase their. Lastly, another program that town funding is being sought for is the following youth-focused community effort. BAPC has made Brattleboro and surrounding towns a pilot Quality Youth Development (QYD) Community which is an effort to strengthen a community's commitment and ability to support and empower youth by meeting 7 to 10 benchmarks. This QYD project was chosen to be one of 12 Vital Projects (out of 59 submissions) of Brattleboro Development Credit Corporation's comprehensive economic development strategy (CEDS). BAPC served approx. 955 Brattleboro residents including 95 middle school and high school youth. It is BAPC's goal and vision is to foster a community that is free from the pressures and harms of substance use where youth are informed, supported, and assisted in making positive choices to live to their fullest potential.

FAMILY GARDEN

The Family Garden provides high-quality childcare to 41 of Windham County's youngest children (ages six weeks to five years) at 861 Western Avenue in Brattleboro, 29 of whom are Brattleboro residents. We deliver high-quality, family-style care to these children on a tight organizational 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. Sixty 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.

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 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 affording alternative to nursing facility placement. The center is open Monday through Friday from 8:00 AM to 5:00 PM, and 55% of those we served in the last fiscal year were Brattleboro residents. The Gathering Place's myriad of services and activities are 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

Green Mountain Retired Senior Volunteer Program (GMRSPV), an Americorps Seniors program sponsored by The Southwestern Vermont Council on Aging (SVCOA) continued its work this year in recruiting and placing older Vermonters into volunteer opportunities where they used their skills and experience to address community needs. Across Windham County, 116 GMRSPV volunteers provided 11,459 hours. Key outcomes for the GMRSPV fiscal year (4/1/2019 – 3/31/2020) in Brattleboro include more than 300 tax returns submitted on behalf of those needing assistance; more than 800 households served at food pantries; 82 Bone Builder participants served; 101 Meals on Wheels recipients served; and 12 companionship clients served. Additionally, nonprofit organizations in the GMRSPV service area received support from volunteers, and include activities at museums, schools, hospitals, blood drives, senior centers and meal sites, libraries, and more. There are many benefits to volunteering, not only for the community, but for the volunteer as well. In the coming year, we are excited about piloting the Arthritis Foundation Walk With Ease Walking Groups in Brattleboro in the coming months.

GROUNDWORKS COLLABORATIVE

Groundworks Collaborative has a long history of serving the greater Brattleboro area—providing ongoing support to our neighbors facing housing and/or food insecurities. Groundworks is the single point-of-entry in our community for those struggling to meet their basic needs—offering a safe and welcoming place where people can come to receive the support they need and connection to the resources they need to improve the conditions in their lives. Groundworks is requesting support from the Town of Brattleboro to further our basic human needs programming—providing food, shelter and supportive services to members of our community. This programming includes Housing Case Management, Brattleboro's Day Shelter (reopening in the Spring of 2021 in our new building), and our region's most heavily utilized food shelf program: Foodworks. Altogether, Groundworks served an estimated 3,589 Brattleboro residents last year.

HEALTH CARE & REHABILITATION SERVICES OF SOUTHEASTERN VERMONT, INC. (HCRS)

Health Care and Rehabilitation Services of Southeastern Vermont, Inc. (HCRS) is a comprehensive community mental health provider serving residents of Windsor and Windham counties. HCRS assists and advocates for individuals, families, and children who are living with mental illness, developmental disabilities, and substance use disorders. HCRS provides these through its outpatient mental health services, alcohol and drug treatment services, community rehabilitation and treatment services, developmental disability services, and emergency service programs.

During FY20, HCRS provided 59,658 hours of services to 769 residents of the Town of Brattleboro. The services provided included all of HCRS' programs resulting in a wide array of supports for the residents of Brattleboro. Anyone with questions about HCRS services should contact George Karabakakis, Chief Operating Officer, at (802) 886-4500.

MEETING WATERS YMCA

Resilient. Responsive. These two words certainly describe the community and people of Brattleboro. We feel they also describe Meeting Waters YMCA and its service to the people and community of Brattleboro. In our 125th year of service, we were able to adapt to the threats posed by COVID-19 to continue to serve the youth and parents of Brattleboro from the very beginning of the pandemic through the writing of this report and beyond. When schools first closed down in mid-March, so too did our Y-ASPIRE programs which, since 1999, are based in the three schools of the BSD. But, our support for our Y-ASPIRE families did not stop there. For the first month, we kept all Y-ASPIRE staff employed. We sent typical Y-ASPIRE activity packets to children's homes. Our staff checked in with families by phone and email. In our role as national models for HEPA (Healthy Eating and Physical Activity policies and practices), we posted videos to our Facebook page demonstrating ways to keep physically active during the "lockdown" and encouraged children and families to post their own. In short, we continued to ensure that our Y-ASPIRE children were engaged with our staff in activities they appreciate and enjoy in our program.

After spending hundreds of hours on calls with health and education officials in both Vermont and New Hampshire—as well as the CDC, YMCA of the USA, the American Camping Association and our risk management company, The Redwoods Group—we redesigned our summer day camp program to provide a program that met the current health and safety guidelines, while maintaining the integrity of the summer camp experience. We opened for our 56th consecutive summer on June 29th, as promised. Instead of our traditional eight weeks of camp, we added an additional two weeks... ending just prior

HUMAN SERVICE AGENCIES

to the re-opening of schools. As has been the case since we first provided bussing to/from Camp from Brattleboro in 2000, we once again had more campers from Brattleboro than any other town, including Springfield where the camp is located.

Your \$7,837 investment was part of a total of more than \$79,000 in financial assistance to Brattleboro parents for participation in MWYMCA's youth development programs and \$24,000 in bus services to transport children to our summer program. By supporting parents'/guardians' 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 parents contribute to—and participate in—the local economy while at the same time building 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/guardians and youth reach their full potential—to learn, grow and thrive.

OUT IN THE OPEN

Out in the Open (OITO) connects rural LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Queer) people to build community, visibility, knowledge and power through peer support groups, one-to-one crisis support, support to allied organizations, community mutual aid, movement building and organizing, and educational multimedia projects. OITO lifts up the voices and centers the experiences of Brattleboro LGBTQ people, our families, and allies. We are seeking funding for our Rural LGBTQ Community Building Program and Community Care Network, through which we worked with approximately 650 (unduplicated count) Brattleboro residents in the previous fiscal year. Funds granted will provide direct support to Brattleboro community members impacted by the COVID-19 crisis through our Rural LGBTQ Community Care Network, and virtual peer support spaces.

PREVENT CHILD ABUSE VERMONT

Prevent Child Abuse Vermont (PCAVT) is a private, statewide, nonprofit organization. The mission of PCAVT is to promote and support healthy relationships within families, schools and communities to eliminate child abuse. Our goals are to empower children to be heard; train all who interact with children on proven methods to prevent child abuse and neglect; and end the generational cycle of abuse. PCAVT has been serving children and families at risk of child abuse and neglect for 43 years by creating, adopting and carrying out innovative, highly effective prevention programs. PCAVT serves children, parents, caregivers and educators through the implementation of a variety of family support, sexual abuse prevention, and shaken baby syndrome prevention programs. PCAVT provided services to 386 Brattleboro residents in 2019.

PUTNEY FOODSHELF

Since 2012, the mission of the Putney Foodshelf has been "to provide supplemental healthy food to area people in need." Anyone in need of food is welcome. We serve people not only from Putney, but also from Brattleboro, Dummerston, Marlboro, and Westminster. We were tracking our shoppers by zip code, but since January 2020, we have tracked by town. Because of COVID-19, we have changed our procedures to drive-up service only although we deliver in the Putney, Dummerston, Westminster areas to those unable to get to the Foodshelf. We are open on Saturdays from 9 – 11 a.m. Each week we provide each household with at least a bag of shelf-stable groceries, a bag of fresh produce, and a bag of meat, milk, butter, and eggs. The milk and eggs we buy weekly. Before the pandemic, we served about 45 households per week. As the pandemic continues, we are now serving 90+ households weekly (60+ drive-up households and 31 home deliveries), and 100 families weekly in our Food4Kids program through Putney Central School. We are requesting \$1,500 from Brattleboro.

RICH EARTH INSTITUTE

The Rich Earth Institute is a nonprofit research and demonstration organization based in Brattleboro and serving Windham County residents in urine diversion and nutrient recovery work. Since 2012, our grassroots organization has been providing urine nutrient recovery as an environmental service to the community. Funded by the EPA, USDA, Water Environment and Reuse Foundation, National Fish and Wildlife Foundation, and National Science Foundation, Rich Earth conducts scientific research that supports the vision of a world with clean water and fertile soil achieved by reclaiming the nutrients from our bodies as elements in a life sustaining cycle. Our mission is to engage in research, education, and technological innovation to advance the use of human waste as a resource. We are requesting funding to support our Urine Nutrient Reclamation Program (UNRP). Currently, this program provides for the urine collection needs of over 200 people, including approximately 70 Brattleboro residents. Rich Earth then pasteurizes the urine to create an affordable fertilizer on four local farms, two of which are within Brattleboro; Whetstone Valley Farm and Fair Winds Farm. Brattleboro residents benefit from the opportunity to participate in the creation of sustainable fertilizer as well as the larger environmental service of diverting nitrogen and phosphorous out of the Connecticut River and conserving potable water for use within Brattleboro.

ROOT SOCIAL JUSTICE CENTER

The Root Social Justice Center was founded in 2013 by four organizers with a vision to provide a financially- and physically-accessible organizing space for social justice groups, and everyone who wants to be in community with us which includes over 1,600 Brattleboro residents (over 200 of whom identified as people of color; POC), and over

2,000 people when taking our statewide interfacing into account. The Root currently administers 5 programs, provide stewardship for the Black, Indigenous, People of Color Mutual Aid Support Network (BIPOC, MASN), which we created and launched in response to the impacts of the pandemic and recent racial uprising, and provide support to a grant-funded community building initiative for communities throughout the state. Last year we achieved our long-term goal of establishing a paid leadership team, led entirely by POC. To diversify power and amplify skill-sets and strengths, the traditional role of an executive director was divided across three positions; Program Director, Communications Director, and Development Director.

SENIOR SOLUTIONS

Senior Solutions (Council on Aging for Southeastern Vermont, Inc.) is the most established and comprehensive non-profit agency serving older adults and family caregivers in Southeastern Vermont. We have served Brattleboro and other communities in Windham and Windsor Counties since 1973 as Area Agency on Aging under the Older Americans Act. We provide basic critical services for the health and safety of older adults and caregivers. Services include information and assistance, case management, Medicare and health insurance counseling, health and wellness programs, application assistance, nutrition services, grants for caregiver respite, volunteer visitors and flexible funding for unusual special needs not covered by other programs. Our Helpline took 830 calls from Brattleboro and provided information, assistance and referral services to 438 people from Brattleboro in the last year. 207 calls were received from 140 people for Medicare assistance. We provided case management (care coordination and home-bases social services and assistance) to 242 Brattleboro elders last year, totaling 2006.25 hours of service. 40 received services from volunteers and 17 received special assistance to purchase items and services not covered by insurance or other funding sources.

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

HUMAN SERVICE AGENCIES

services to meet the diverse needs of low-income Brattleboro residents experiencing financial hardships. In the past year, SEVCA provided 1,267 services to 618 Brattleboro households consisting of 1,238 individuals. Our Family Services / Crisis Resolution Program, whose Brattleboro Outreach office is supported by this funding, provided a total of 720 services to 551 Brattleboro residents. We provided 155 crisis fuel / utility assists to 150 residents, and 292 emergency housing assists to 354 residents.

TURNING POINT

Turning Point is a community of recovery and in recovery, living our greatest purpose. We connect in compassion, dignity, and recovery. Little in life is as debilitating as addiction, but few things are as powerful, true, and redemptive as recovery. Turning Point is about helping people tap into the mind-changing, game-changing, and life-changing positivity of coming back to their best self. We provide means and methods; they provide the grit and desire. Together, we create energy, hope, and family. Our volunteer-led Center has been thriving since taking residence in our permanent home at 39 Elm Street in downtown Brattleboro. Some guests attend treatment programs; some have histories with the correctional system; others may find recovery through 12-step and other supportive programs, some spiritual and some cognitive or behavioral in nature. We support people in a diverse and ever-growing assortment of recovery paths. Drop-in guests seek peer support or a substance-free social environment; others attend educational and mutual-support groups. After moving to our permanent downtown site in January 2015, guest visits increased by over 40% the first full year and have remained strong—5,000 to 7,000 additional visits per year compared to our previous location! Participation by guests and group participants increases steadily each year, and our family of collaborative partners continues to grow as well. This past year, volunteers and coaches at the center invested about 12,000 hours in supporting guests and providing peer-recovery support services. Our Center offers meeting space, recovery resources (including recovery coaching), peer support, and networking opportunities for people to learn, socialize, grow, and serve our community, free from addictions. We also added a grant-funded Recovery Coaching in the Emergency Department program that allows Turning Point coaches to work out of the ED at the Brattleboro Memorial Hospital (in partnership with HCRS and the Brattleboro Retreat), providing 24/7 supports for people in recovery from substance-use disorders. And we've started a New Mothers in Recovery suite of supports.

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 45 adult clients and 13 students in Brattleboro in FY20 and a total of 103 adult clients and 22 students in Windham County. These numbers have continued to increase annually.

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 FY'2021 VCIL responded to 71 requests from individuals, agencies and community groups in Brattleboro for information, referral and assistance and program services for individuals living with a disability. 29 residents called our Information, Referral and Assistance Specialists and VCIL Peer Advocate Counselors (PAC's) provided one-on-one peer counseling to 6 individuals to help increase their independent living skills. Our Home Access Program (HAP) assisted 4 households with assistance to make their bathroom and/or entrance accessible (\$19098.00) (an additional resident's project is set for completion in next FY). 2 residents received assistive technology from our Sue Williams Freedom Fund, (assistive technology can include hearing aids, scooters, flashing alarms etc. at a cost of \$1,238.00), and our Meals on Wheels Program (MOW) delivered over 3000 meals (\$19,623.50) to 27 residents. Our VT Telecommunications Equipment Distribution Program (VTEDP) provided equipment to 2 residents which helps Deaf, Deaf-Blind or Hard of Hearing residents to communicate by telephone (\$759.00).

VERMONT FAMILY NETWORK

The Vermont Family Network is a statewide organization whose mission is to empower and support all Vermont families of children with special needs. Through our Family Support Program we offer families a variety of services such as trainings, parent matches, school meeting support and a help-line. 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 41 families in Windham County, 23 families of which specifically live in Brattleboro.

VISITING NURSE AND HOSPICE FOR VERMONT AND NEW HAMPSHIRE

Visiting Nurse and Hospice for Vermont and New Hampshire (VNH) is one of the oldest and largest non-profit providers of in-home healthcare services in the region. VNH is committed to providing the highest quality care throughout all stages of life, from maternal childcare to end of life hospice care, and everything in between. Providing individuals and families with the care they need within the comfort of their own home allows them to maintain comfort and dignity through their time of care. Between July 1, 2019 and June 30, 2020, VNH made 8,384 homecare visits to 352 Brattleboro residents. This included approximately \$231,264 in unreimbursed, charity care to Brattleboro residents

WINDHAM COUNTY HUMANE SOCIETY

The Windham County Humane Society (WCHS) is requesting an appropriation of \$2,000 to provide essential veterinary care and pet food to low-income residents of Brattleboro, Vermont through our Pet Care Assistance program. In FY 20, 214 Brattleboro residents participated in the program. WCHS provided 132 cat spay/neuter surgeries, 39 dog spay/neuter surgeries, 3 rabbit spay/neuter surgeries, 154 distemper vaccines, 168 rabies vaccines, 94 diagnostic blood tests, 19 pet euthanasias, 4 microchips, 39 nail trims, 52 medications, 162 doses of parasite prevention and 13 bags of prescription pet food.

WINDHAM COUNTY SAFE PLACE CHILD ADVOCACY CENTER / SOUTHEASTERN UNIT FOR SPECIAL INVESTIGATIONS

Windham County Safe Place Child Advocacy Center/Southeastern Unit for Special Investigations is a multi-disciplinary task force comprised of law enforcement, a forensic interviewer, medical staff, mental health, social workers, victim advocates and states attorneys. Each member receives/has training, experience, and education in specialized interviewing techniques, child development and trauma-informed approaches. Interviews are provided to child and adult victims of sexual abuse and severe physical injury to children as well. This integrated approach allows us to streamline the services and support of our families and community members effected by these crimes. We are able to reduce trauma for our victims and promote prevention of future sex crimes with the actions of this team. In fiscal year 2020, Safe Place CAC/SUSI served 33 Brattleboro residents (plus their families) and a total of 107 families and individuals throughout the county.

WINDHAM AND WINDSOR HOUSING TRUST

Windham & Windsor Housing Trust'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. We are inspired

HUMAN SERVICE AGENCIES

by the vision that all people in Southeastern Vermont have a home they can afford. These homes are safe, are environmentally and economically sustainable, and enhance our neighborhoods, building a community that is diverse, vibrant, and respectful – a place where all residents feel a sense of well-being, belonging and connection. The Chalet: Permanent Housing with Supportive Services for Vermonters Experiencing Homelessness project is a partnership effort between the Windham & Windsor Housing Trust and Groundworks Collaborative to provide these safe and decent homes for our neighbors experiencing homelessness. The project will provide 27 new permanent and supportive homes in Brattleboro.

WINSTON PROUTY CENTER FOR CHILD AND FAMILY DEVELOPMENT

Founded in 1969, the Winston Prouty Center for Child and Family Development (WPC) is the early childhood system regional hub assisting over 360 Brattleboro families per year through two primary programs: Community-Based Services (CBS) and the Early Learning Center (ELC). CBS comprises Early Intervention, Early Childhood Family Mental Health, Nursing, Specialized Child Care, Family Supportive Housing, and Referral and Eligibility Services. We supply resources to over 40 early education programs and community partners via CIS Consultation & Education, the Early Learning Express bookmobile and the USDA Child and Adult Care Food Program. Our inclusive Early Learning Center serves 60 families and integrates typically developing children with those with special needs. Our 184-acre campus is home to 30 mission-driven business and non-profits and hosts many community meetings. Our woodland trails are open to the public and provide an important oasis of green space.

WINDHAM SOUTHEAST SUPERVISORY UNION

Windham Southeast Supervisory Union requests \$8,000 in funding for the operation of the Summer Food Service Program. The Summer Food Service Program (SFSP) is a program of the Food and Nutrition Services, an agency of the United States Department of Agriculture. In the Brattleboro public schools 944 youth qualify for free or reduced meals at school during the school year (these numbers were collected prior to Covid-19 and we expect that they are currently much higher). In the summer many of these children would lose access to their most reliable source of nutrition if it weren't for the Summer Food Service Program. The USDA, through the State of Vermont, provides reimbursement for meals and snacks served to any child 18 years of age and younger. We are looking for funding assistance to offset the cost of implementation that isn't covered through the USDA, which includes operational costs such as program coordination and monitoring to make sure the SFSP sites and food service company are in compliance with state and federal regulations and the cost of

transporting meals to each site. From July 1, 2019-June 30, 2020 this program served 122,840 meals to area youth in Brattleboro. Due to Brattleboro having such a high rate of youth who qualify for free and reduced price school meals (as well as USDA waivers due to the pandemic), we are not required to track participant information and instead can serve meals to any child 18 years of age and younger who shows up to eat. This makes it difficult to know how many Brattleboro residents we served, but all sites used to determine the number of meals served were located in Brattleboro. Although our current program financials are in better shape than in years past due to temporary changes the USDA made as a result of the pandemic, we expect that these exceptions will no longer be in effect for next fiscal year and this funding would easily be well utilized to support this crucial program that helps ensure that no child goes hungry.

WOMEN'S FREEDOM CENTER

The Women's Freedom Center (WFC) is the domestic and sexual violence organization working to end physical, sexual and emotional violence against residents of Windham and southern Windsor Counties. Our services are available 24 hours a day, 365 days a year and are free and confidential. During the fiscal year July 1, 2019 through June 30, 2020, the Women's Freedom Center responded to over 1,900 crisis telephone calls, sheltered 125 people and provided thousands of hours of individual and group support, advocacy, emergency financial and housing assistance, access to legal representation, transportation and childcare to 1,163 people (711 women, 34 men, and 418 children) who had been abused. These figures include 284 survivors and their 139 children from Brattleboro. In addition, we provided 24 community outreach activities including school presentations and workshops to over 650 people throughout Windham and southern Windsor County. Since our beginning in 1974, the WFC has worked to fulfill its mission by educating the community regarding the root causes of violence against women, challenging the systems that help keep it in place and by providing support and services, including shelter and safe housing, to survivors and their children who have experienced domestic violence, sexual assault, stalking, and dating violence. We hope you will consider our contribution request as an investment in creating a future free from violence, something we all deserve.

YOUTH SERVICES

For over 48 years, Youth Services has served the needs of youth, young adults and families in and around Windham County. We envision equitable communities where all people are thriving, working together to build resilience and be a catalyst for change with programs in prevention, intervention and development for young people and families. We believe in helping people learn how to grow, both as individuals and as a family, so they can learn to rely on themselves and their own networks

to face future issues. Youth Services currently offers many programs that focus on youth development, restorative justice, workforce development and substance use prevention, treatment and recovery. The services focus on case management for youths and young adults, career-based mentoring, 24/7 emergency housing and youth crisis line, transitional living programs, pre-trial services, court diversion for youth and adults and the youth substance abuse safety program, and a youth-led business. This past year, 402 residents were served from Brattleboro. 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.

Russell Bradbury-Carlin, Executive Director

www.youthservicesinc.org

Youth Services

Relationships are the intervention.

SOUTHEASTERN VERMONT WATERSHED ALLIANCE

Southeastern Vermont Watershed Alliance (SeVWA), formerly known as West River Watershed Alliance) faced a challenging year. Water quality monitoring was curtailed because of Covid-19, not so much because of volunteer hesitation, but because Vermont's LaRosa lab that traditionally does all the analysis of the water samples (normally for 5 parameters) was unable to do this vital work as it was involved in Covid-19 response. SeVWA has had a partnership with the Connecticut River Conservancy (CRC) for many years. Fortunately, CRC was able to process our E-coli samples.. It is from the E-coli samples that SeVWA shares with

the communities the health of the water for recreational purposes. This year the e-coli samples were more expensive for us to get processed. We are hopeful that things will return to business as usual in the near future. The dry conditions and above average use of the rivers has provided a new series of tests results to be studied.

In addition, SeVWA applied for and received grant money from the New England Grassroots Foundation for a Japanese knotweed control project. Again, because of Covid-19, we were unable to roll out the full program which would have needed to have public gatherings. Knotweed is a real

problem and we will continue to look for ways to address it through grants, partnerships and community involvement.

The support of the communities is vital to our ability to organize the program, train the 40 or so volunteers, analyze samples and share the results. Our program benefits every citizen in the community.

Information and testing results can be found on both Southeastern Vermont Watershed Alliance and Connecticut River Conservancy facebook pages.

RESCUE INC.



As we continue to address the ongoing and evolving pandemic, we are grateful for community support. This has been a trying time for everyone, and we cannot overstate the pain suffered by COVID-19 patients and family members. We share in the stress of isolation, canceled events, and daily challenges.

Our amazing staff has adjusted to changing recommendations and new working conditions, all while managing online learning for children at home and enhanced restrictions. Our providers have been called upon to provide COVID testing and specialized transport of COVID patients. Our daily activities focus on use of protective equipment and decontamination of our ambulances and buildings. These activities help to minimize the spread of the disease. We

know that keeping ourselves healthy will let us better serve the community.

As front-line health care workers, our staff has been receiving vaccinations that will likely bring an end to the pandemic. We are hopeful and stand ready to assist the health department in vaccinating all those that wish to receive the vaccine in our communities.

I am pleased to report that even with the immense challenges of 2020, Rescue has been able to provide consistent quality EMS services to all our member towns. In fact, we have been able to respond to every request for emergency response in our area and have been able to help our neighbors from time to time. Rescue was awarded the 2020 Advanced Life-Support Service of the Year award as well as an award from the American Heart Association for outstanding cardiac care. We also started a first of

its kind ultrasound program in Vermont. We are extremely proud of our accomplishments as an organization and the amazing EMTs and Paramedics that provide exceptional care.

We know that the year to come will continue to be difficult for our staff and communities we serve. As we enter our 55th year as the regions' ambulance service provider we remain committed to providing the service you have come to expect. We stand ready to respond with skill and expertise to your medical or traumatic emergency, to flooding or lost persons, to test for COVID or vaccinate the community. Please follow us on Facebook for pandemic response updates.

Drew Hazelton, Chief of Operations
Rescue Inc.

VERMONT DEPARTMENT OF HEALTH

At the Vermont Department of Health our twelve Local Health District Offices around the state provide health services and promote wellness for all Vermonters. More info on your local health office can be found here: <https://www.healthvermont.gov/local>

COVID-19

2020 has been a challenging year for Vermonters. However, the Vermont Department of Health has been recognized as a national leader in managing the virus. This is what the Health Department has done in your community:

COVID-19 Testing:

- Since May 2020, the Health Department has provided no-cost Covid-19 testing. Through November 17, 2020, the Vermont Department of Health has held 509 testing clinics, testing 40,796 Vermonters. This important work helps to identify the spread of Covid-19 and is just one of the many ways your Health Department is promoting and protecting the health of Vermonters.
- Statewide, 224,284 people have been tested as of November 30, 2020

COVID-19 Cases:

- As of November 25, 2020, Vermont had the fewest cases of COVID-19 and the lowest rate of cases per 100,000 population of all 50 states.
- Statewide, as of November 30, 2020, there have been 4,172 cases of COVID-19

Even more up-to-date information can be found on the Health Department's website:

<https://www.healthvermont.gov/currentactivity>

Additional Programs

In addition to the COVID-19 response, the Health Department has programs such as influenza vaccinations and WIC.

- Flu Vaccinations: Protecting people from influenza is particularly important in 2020, as the flu may complicate recovery from COVID-19. (Data is as of November 17, 2020)
- Approximately 213,000* Vermonters have been vaccinated against the flu this season *(Due to technology outages, flu vaccinations given are underreported by approximately 25%-33%.)
- WIC: The Women, Infants, and Children Nutrition Education and Food Supplementation Program remains in full effect, though much of the work that was done in person is now being done remotely through TeleWIC. (Data is as of October 20, 2020)
- 11,308 infants, children, and pregnant, postpartum, and breastfeeding people were served by WIC in Vermont, either in traditional format or TeleWIC

Learn more at <https://healthvermont.gov/local>

Brattleboro Local Health Office
232 Main St., Brattleboro, VT
Phone: 802-257-2880

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 of 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. In 2020, the **Homeownership's** Home Repair Program assisted 43 homeowners by providing low cost loans to make critical repairs. The one-to-one counseling assisted 54 clients by navigating them through the purchase process to closing on their new home. The Shared Equity program has 135 homes currently and provides grants to income-eligible homebuyers to subsidize the purchase of single-family homes which lowers the cost to

the homebuyer. Beyond these standard programs, the Homeownership department has acted quickly to administer the State's COVID Relief Funded Rehousing Recovery Program. This program granted funding for the rehab of 60 privately owned apartments which were formerly offline to bring them back on the market before the close of the year to provide safe and affordable housing. The newly rentable apartments are spread across the whole of Windham and Windsor Counties.

Housing Development: In order to meet the diverse housing needs of a community, WWHT develops affordable rental housing opportunities. This takes the form of both rehabilitation of existing housing and the construction of new apartments. 2020 brought progress towards the planned development in downtown Bellows Falls. This project, the Bellows Falls Garage, will introduce 27 new apartments to Downtown Bellows Falls, and contribute to the revitalization of this historic Vermont village. In 2021, WWHT is planning the rehabilitation of 26 apartments in Brattleboro and Windsor, comprising some of the oldest buildings in our portfolio. Breathing new life into these apartments will allow us to serve our residents into the coming decades. Alongside these projects, with the help of COVID Relief Funds, the Housing Trust has purchased the former Dalem's Chalet in West Brattleboro. In partnership with Groundworks Collaborative, the Chalet will provide perma-

nent supportive housing to people in our community experiencing chronic homelessness.

Property Management: WWHT owns 867 residential properties and 16 commercial properties with rental apartments housing over 1500 tenants. We manage the rental properties in and near Brattleboro and contract with Stewart Property Management Services 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 long-term health and safety for our residents as well as preservation of property values. This includes helping tenants access rent relief funding through the State. This year, over \$107,000 of rental relief was accessed. 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

Windham & Windsor Housing Trust
68 Birge Street
Brattleboro, Vermont 05301

Windham & Windsor Housing Trust
56 Main Street, Ste 210
Springfield, Vermont 05150
www.HomeMattersHere.org

THE WINDHAM REGIONAL COMMISSION



**WINDHAM
REGIONAL
COMMISSION**

mont 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 is a political subdivision of the state composed of and governed by town-appointed Commissioners. After Town Meeting each Selectboard appoints up to two representatives to serve on the Commission for one-year terms. Brattleboro is currently represented by Sue Fillion and Tom Mosakowski. Each Commissioner represents their town's interests within a regional context before the Commission, brings information back and forth between the Commission and their town, and serves on at least one of a number of WRC committees that address regional and municipal issues and concerns. Committees and meeting schedules can be found on our website www.windhamregional.org. All WRC meetings are open to the public and subject to open meeting law.

We assist towns with a wide variety of activities, including developing and implementing town plans and bylaws; community and economic development planning and implementation; local emergency and hazard mitigation planning, including flood hazard and river corridor bylaw assistance; natural resources, including assisting towns with watershed restoration projects and implementation of the

state's new clean water law; enhanced town energy planning enabled by Act 174; transportation, including traffic counts (vehicle, bicycle, pedestrian), inventories (bridges, culverts, signs, road erosion), road foremen training, and serving as a liaison with VTTrans to report damage to town road infrastructure as a result of flooding to the state; redevelopment of "Brownfields" (sites that are or may be contaminated by hazardous substances); review of projects applying for permits through state Act 250 (land use) and 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 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 projects that are 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 plans reviewed by the Commission; town plan review and approval by the WRC is not mandatory, but is a requirement of some state programs (Designated Downtowns and Village Centers) and municipal grant programs. The regional plan, which was updated in 2014 following a two-year process, is developed in consultation with member towns, reflects town plan policies, and is ultimately approved by our towns.

In 2020 we were able to continue to function with minimal disruption, and transition to remote operations, to serve the towns and

people of the Windham Region. As the realities of the pandemic became evident, we organized training for towns on continuity of operations planning. We worked with the legislature, state agencies, and the Vermont League of Cities and Towns to make changes to statute to enable towns to continue with their operations while still conducting business in a publicly transparent manner. We arranged for a regular conference call for town emergency management directors and Selectboard chairs with local Vermont Emergency Management, Department of Health, and Agency of Human Services staff. Our website hosts a comprehensive COVID-19 resource guide for individuals, which was developed and maintained by local service organizations and other volunteers. Municipal applications to the Local Government Expense Reimbursement program were and continue to be supported by the WRC. Performance of our normal responsibilities and projects never ceased. Among these was the development of a regional broadband feasibility study and subsequent business plan to provide broadband internet access to the unserved and underserved in the region. The Deerfield Valley Communications Union District organized itself to implement this plan. We are here to support the towns of the region to meet the needs of their residents, conduct their business, and engage in looking forward through and beyond the pandemic.

Funding for the WRC is provided through contracts with state agencies, federal grants, and town assessments. Town assessments make up approximately 5 percent of our total budget for FY 2021, and is the only funding we receive that has no conditions placed upon it by entities beyond the WRC's borders. 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 \$27,776.48. To see our detailed Work Program and Budget for FY 2021, visit our website and click on the heading "About Us."

WINDHAM SOLID WASTE MANAGEMENT DISTRICT

History and Current Status: The Windham Solid Waste Management District (WSWMD) was formed in 1988 with eight member towns. These towns cooperatively managed a 30-acre landfill on Old Ferry Road, Brattleboro, which closed in 1995. A regional materials recycling facility (MRF) was constructed adjacent to the closed landfill, and processed dual-stream recyclable materials for 20 years until it stopped operating in 2017. The recycling roll-off containers that WSWMD had provided to all of its member towns were no longer hauled and processed by WSWMD, and the towns assumed responsibility for complying with state recycling mandates. The roll-off containers are currently on loan to member towns at no charge. Besides the WSWMD transfer station, there are 7 towns that operate their own transfer station, three towns that provide residential curbside trash and recycling, three towns with 24-7 recycling drop-off areas, and five towns with no municipal trash or recycling services.

Financial Report: WSWMD finished fiscal year 2020 with a budget surplus of \$52,596, with total revenues of \$1,125,679 off-setting total expenses of \$1,025,025.

Transfer Station: The COVID-19 pandemic has demonstrated that WSWMD provides "essential services," and has continued full-scale operation. A comparison of the six-months from January - June in 2019 versus 2020 documented \$49,000 more revenue in 2020.

The staff stepped up to keep the transfer station operating with significant new safety protocols. Only the ever-popular Swap Shop suspended operation. The transfer station is a regional drop-off center for landfill materials, recyclables, organics/food scraps, construction & demolition debris, scrap metal, and appliances. The transfer station diverts 76% of all materials to recycling and composting, including electronics, fluorescent tubes, ballasts, lead-acid and household batteries, waste oil and oil filters, oil-based paint and other paint products, sharps, textiles, books, and tires. Use of the transfer station is limited to residents and businesses from member communities and requires the purchase of an access sticker for \$40/year. The cost for trash disposal is \$3.00 per 33-gallon bag, or \$155/ton.

Materials Recovery Facility (MRF): The WSWMD MRF closed in July 2017 but continues to accept cardboard from commercial sources. Cardboard is baled (no sorting required) and sold. Eight towns continue to utilize the District's recycling roll-off containers and offer drop-off recycling services in their com-

munities. Towns contract with private haulers to provide recycling services.

Trucking: Since closure of the MRF in 2017, WSWMD no longer collects recyclable materials from member towns, but retained a driver with a Class A CDL license that allows WSWMD to self-haul recyclables from our transfer station, scrap metal, and wood chips for the composting operation.

Composting Facility: Of all recyclable materials handled by the District, the only ones that are kept local are food scraps and yard debris. The food scrap composting facility is in its 7th year of operation and is the 2nd largest food scrap composting facility in Vermont. As the food scrap composting mandates of Act 148 have been phased in, the total quantity of food scraps processed at the site in 2020 approached 2,000 cubic yards per year, the maximum allowed by the state permit. The District is evaluating options to process additional quantities of organics. About 50% of the food waste is from the Town of Brattleboro curbside collection program, and the balance from commercial and institutional sources brought to the compost site by private trash haulers. The District sold more than 3,000 cubic yards of "Brattlegrow" compost in 2020 through retail distributors, as well as for construction projects. WSWMD donates compost for town projects, school, and community gardens.

Solid Waste Implementation Plan (SWIP): Household hazardous waste collection, education and outreach, as well as numerous other requirements, are mandated by State Law and contained in the District's SWIP. Membership in WSWMD makes towns compliant with state recycling mandates. On behalf of member towns, WSWMD submitted an amended SWIP this fall, and once approved by VT Agency of Natural Resources, it will be valid for 5 years.

Solar Array: WSWMD leases its closed and capped landfill to Greenbacker Capital who operate a 5 mega-watt solar array on the landfill. It is the largest group net-metered project in the state, and has contracted for 20 years with the towns of Brattleboro, Wilmington, Readsboro, Vernon, Wardsboro, Dummerston, Halifax, and Newfane; schools in Brattleboro, Vernon, Putney, and Marlboro; 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 Collections: Due to the pandemic, WSWMD held just two household hazardous waste collection events, as mandated by VT ANR Materials Management Plan. Collections were held in Brattleboro and in Wilmington on October 24th, with 230 households from 17 District towns participating.

New HHW Depot: Due to the high costs of HHW event collections, WSWMD applied for a state grant to construct a permanent HHW collection facility at Old Ferry Road, and following approval of a state permit, it will open in Spring of 2021 for certain hours each week to serve all District residents. Small businesses will also be able to use the site by appointment.

Backyard Composting Demonstration Area: A new teaching area has been installed at the District demonstrating five different systems for composting food scraps at homes, schools, and community gardens. The District held an open house in October and will be offering workshops starting in the spring of 2021. The facility will be available for use by schools and community organizations as well. The District also conducts composting workshops in District towns as we did in Vernon this fall.

Business Outreach & Technical Assistance: The District continues to promote its business resources and free technical assistance, including food scrap diversion.

School Outreach & Technical Assistance: The District continues to promote its school resources and free technical assistance, including food scrap diversion.

Special Event "Zero Waste" Outreach and Technical Assistance: WSWMD owns 20 event-sorting stations that are available to towns, businesses, residents, and institutions for use at fairs, festival, etc. In addition, WSWMD offers free technical assistance to help make events "Zero Waste."

Bob Spencer, Executive Director

BRATTLEBORO HOUSING AUTHORITY D/B/A BRATTLEBORO HOUSING PARTNERSHIPS

Dear Town Meeting Members:

Despite unprecedented obstacles you will see, the Brattleboro Housing Partnerships had yet another very productive year.

When I became the Executive Director on January 1, I felt incredibly honored, excited, and nervous. I knew that there would be many challenges and that I would learn an incredible amount. However, 2020 has been a remarkable year, and Brattleboro Housing Partnerships (BHP) has faced extraordinary challenges.

Early in the year, BHP began several large undertakings. This included preparations for Red Clover Commons 2, continued projects at Melrose Terrace to remove residents from the floodway, reorganizing our finance department, reexamining the maintenance department for efficiency, improve communication between residents and staff, and updating two large community rooms. By mid-February, we were already devoting time and energy to completing these tasks and had finished the community rooms at the Samuel Elliot Apartments and Hayes Court.

In March, we needed to close our beloved community spaces and begin to implement an emergency plan. Our staff started the enormous undertaking of keeping our properties, staff, and residents safe at a time when new information was emerging hourly. The small yet mighty team was up for the challenge. They broke up to focus on three main areas: safety for residents, employees, and properties, keeping the administrative departments running, and continuing to meet resident needs. Each group focused on these different organizational areas, and I am proud to say that we kept operations going without interruption. **BHP, while doing business differently, never stopped doing business.**

The Maintenance Team have been front line heroes at BHP for the entire year. They remain dedicated to serving our residents and properties throughout this challenging time with professionalism and care.

Lastly, I would like to recognize our residents. This year has been incredibly hard for them, and they have made considerable sacrifices to keep themselves, neighbors, and their communities safe.

Christine Hazzard
January 15, 2021

2020 Annual Report of the Brattleboro Housing Authority d/b/a



Brattleboro Housing PARTNERSHIPS

Low income housing supporting independence, creating opportunities



The Brattleboro Housing Partnerships Maintenance Team
Dedicated to serving our residents and properties throughout this challenging time with professionalism and care.

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.

Moving forward and completing goals

Brattleboro Housing Partnerships (BHP) accomplished many goals in 2020, including two significant developments for Melrose Terrace. The first was the start of construction on an 18 unit, three-story building on what was the outside parking area at Red Clover Commons at 30 Fairground Road. Red Clover Commons 2 is well underway as the year ends. It will house 18 of the remaining 25 residents at Melrose Terrace in West Brattleboro. Residents may choose to go to the new building, other BHP housing, or take a Tenant-Based Voucher and move within the community. The relocation occurs this summer, beginning in July when the new building is open. The second development was at Melrose Terrace itself. Abatement and demolition of buildings was completed to begin the flood mitigation project in the spring of 2021. This project will turn 5 acres of Melrose Terrace into a park, which will serve as much needed water storage if there is a flood event in the upper Whetstone. A total of 11 buildings have been removed. BHP is beginning to think expansively and creatively on the use of the remaining five buildings after December 2021.

BHP completed the extensive and detailed application process to become a Moving To Work (MTW) Agency. MTW is not a "work" program but a program that allows Public Housing Authorities to be much more flexible with their funds and to design programs that more closely meet the needs of its residents, participants, and the larger local community. There have only been 39 of these agencies in the country – Keene Housing being the closest. There are none in Vermont. The application process required staff, community, and resident involvement in creating an initial two-year plan. The application also needed support from the Town of Brattleboro, State and Federal Legislators, community partners, and the BHP Board of Commissioners. On January 8, 2021, BHP received notification that the

BRATTLEBORO HOUSING AUTHORITY D/B/A BRATTLEBORO HOUSING PARTNERSHIPS

application was accepted. BHP will become the first Moving to Work agency in Vermont. The first initiative will be to create a name for the program to encompass better what BHP hopes to accomplish.

Connecting to residents throughout the pandemic

The Wellness and Supportive Services Group (WSSG) is comprised of property managers and four support program coordinators. The WSSG developed a system to support and maintain communication with all BHP residents and agencies related to personal needs and services. The support staff and two office members took on the enormous undertaking of calling over 300 residents regularly (often daily) to identify needs and support those in isolation for the first few months of the pandemic. The personalized calls and a new robocall system kept residents informed about state mandates and community health updates. The group supplied donated masks to both adults and children and made connections with local agencies to offer delivery and curbside services. Of the thousands of calls made, it was identified that isolation and mental health were the residents' biggest concerns.

The support staff offered virtual meetings and programming like virtual activities and tours to residents and connected online with telehealth, appointments, and even family and friends..

Supporting independence and creating opportunity

BHP's Wellness and Supportive Services Team offered programs in 2020 to residents that encourage wellness, self-sufficiency, and personal responsibility.

The Support And Services at Home (SASH) program connects residents and community participants to services in the area, offers Wellness programs, and assists with transitions in and out of hospitalization. Isolation affects many seniors and adults with disabilities living in BHP neighborhoods. The SASH program looked very different this past year. The usual programming and social activities did not take place due to COVID-19. Early on, an Individualized COVID Plan was made for every SASH participant that specified barriers with mental and physical health needs, food insecurities, their support system, and their level of risk for facing challenges during COVID. Tele-Health became a widely used resource for many participants. SASH staff spent many months contacting participants by phone until early summer, where they met participants outside, following strict guidelines within the SASH re-entry plan. SASH's connections with partner agencies became stronger, and the partnership between SASH and the Vermont Foodbank proved to be a valuable food resource for SASH participants and BHP residents.

The Family Self-Sufficiency (FSS) program is a five year, goal-oriented employment and savings program offered to all BHP residents and section 8 voucher holders. FSS

assisted residents in addressing barriers to employment and education by collaborating with community partners. Despite the current economic circumstances, FSS participants were able to find jobs and work towards self-sufficiency goals.

Strengthening relationships with residents

The Resident Advisory and Communication Committee (RACC) is a group of residents from different BHP housing neighborhoods that meet monthly to discuss topics relevant to their communities. The Wellness and Supportive Services Manager, assists in facilitating the monthly meeting. In 2020, RACC was unable to meet as frequently and attended most meetings virtually. The group's two goals were improving traffic safety at Ledgewood Heights and presenting a no tolerance of all forms of discrimination campaign on each property. In 2020, crosswalks and curb cuts were created at Ledgewood Heights to improve pedestrian safety, and "Hate Has No Home Here" banners created by RACC were hung at each of the BHP neighborhoods.

Expanding housing opportunities for our community: Section 8 Program, Shelter Plus Care and Transitions to Housing

BHP remains strongly connected to the private and non-profit rental housing market in the Brattleboro area through our Section 8 Voucher, Shelter Plus Care, and Transitions to Housing programs. The Federally funded Section 8 program has provided approximately 135 subsidies to low-income individuals and families this past year and began funding over 200 project-based vouchers in our RAD units, once our Public Housing program. Shelter Plus Care, which provides rental subsidies and case management support to the homeless/disabled population, continued to serve over an average of 30 once-homeless individuals and families. The State of Vermont funded Transitions to Housing program (which is now in its 16th year) provided rental assistance to an average of 11 once homeless families throughout our community. We remain incredibly grateful to our community service providers for providing supportive services to both our Shelter Plus Care and Transitions participants.

BHP hopes to add several more Section 8 vouchers to our portfolio in 2021. BHP has made an application for the "Mainstream Voucher," which will provide rental assistance specifically to the non-elderly/disabled in our community. BHP anticipates opening the Section 8 waitlist in 2021, after being closed for several years.

Working to maintain our properties and make them available for rental

BHP owns and operates 228 units of federally subsidized housing for low-income families, the elderly and persons with disabilities.

These properties are found throughout Brattleboro and consist of:

One Public Housing property Melrose

Terrace: 25 apartments for the elderly and persons with disabilities

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. This year we had 20 households move into these properties.

BHP also owns and operates 76 units of affordable (income restricted) housing. The newest property is Red Clover Commons which opened in 2017 as replacement housing for the flood prone Melrose Terrace. This highly efficient resident centered property continued to provide a warm and welcoming home for 57 elderly and non-elderly disabled residents. The Ann Wilder Richards Building provides 21 units of modern housing to 22 residents and two commercial business tenants. In 2020, 5 households moved into these Tax Credit properties.

Our current waitlist times for RAD and Public Housing Properties:

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

The waiting list times for Red Clover Common and The Ann Wilder Richards Building is undetermined as each unit has different restrictions and income limits that are determined when a unit becomes available.

Collaborating with our community and partners

The community collaborations that BHP has cultivated over the years paid off tremendously in 2020. The Vermont Department of Health and the Town of Brattleboro, specifically the Brattleboro Fire Department, supported and advised BHP throughout the most challenging months of the year. Windham Southeast Supervisory District, the Vermont Foodbank, Groundworks/ Foodworks, Art in the Neighborhood, Windham and Windsor Housing Trust, Health Care and Rehabilitative Services, Senior Solutions, Brattleboro Memorial Hospital, the Hunger Council, The United Way, Brattleboro Area Mutual Aid, the Brattleboro Retreat, Grace Cottage, the Winston Prouty Center, Everyone Eats and many other organizations supported our residents throughout the year.

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. Most residents have a yearly income of less than 30% of the Town of Brattleboro's median income. BHP houses 42% of the Brattleboro population living at or below the poverty line.

Christine Hazzard, Executive Director



BROOKS MEMORIAL LIBRARY

brookslibraryvt.org

224 Main Street, Brattleboro, VT 05301

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES ANNUAL REPORT

Activities

The following report has been prepared at the request of Brooks Memorial Library's Board of Trustees.

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

Leo Schiff 2021, President

Jane Southworth 2022, Vice President

Jennifer Rowe 2023, Treasurer

John Woodward 2020, Secretary

Gabriel Sistare 2021

Karen Tyler 2023

Sirkka A. Kauffman 2021

Howard Burrows 2022

Elizabeth Ruane 2022

Leo Schiff, President
Board of Trustees, Brooks Memorial Library

Starr LaTronica, Director
Brooks Memorial Library

Date: January 10, 2021

Summary:

The Brooks Memorial Library Board of Trustees primarily supported the library in making needed adaptations related to continued operations regarding COVID-19 during the past year. These included supporting the closing and phased re-opening of the library based on safety concerns, and pivoting to strong virtual library services so that many of the community roles of

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

the library could continue without interruption. The Trustees support of a new website for the library should result in a more vivid and user-friendly digital interface with the library in early 2021. The Trustees switched to virtual public monthly meetings as part of continued operation, including the Committee structure, whose work is summarized below:

2020 standing committees

The *Technology Committee* supported the development of the forthcoming library website. It engaged public input and promoted enhanced accessibility within the site. The committee also supported the creation of virtual meeting rooms, to allow the continuation of First Wednesday programming, as well as public use of additional virtual meeting rooms.

The *Planning Committee* assisted in developing a plan for continued operation and phased re-opening during the pandemic. It also prepared to begin work on a new strategic plan slated for 2022.

The *Buildings and Grounds Committee* supported minor adaptations and renovations to allow for open patron usage during the pandemic, including sanitizing stations, plexiglass barriers, and enhanced air filtration. It also supported purchase of new library furniture and replacement carpeting.

The *Finance Committee* continued stewardship of library endowment funds and review of annual budget priorities.

The *Nominations Committee* solicited and interviewed candidates for the Board of Trustees, and welcomed the nomination and approval of Karen Tyler and Gabriel Sistare at Representative Town Meeting.

Nine library trustees are elected at representative town meeting in March. They may serve three 3-year terms. The trustees' authority derives from the Town Charter and the Vermont Statutes Annotated, Title 22, and Chapter 3. They meet a minimum of ten times per year, on the second Tuesday of the month. They are charged with many tasks including: revising library policy; providing guidance for planning activities; overseeing the fine arts collection; and managing and preparing the budget for the endowment fund.

The Trustees continue to be guided in their work by the vision and mission of Brooks Memorial Library and the seven Service Priorities cited below:

Our Vision:

The Vision of Brooks Memorial Library is that all members of the community engage with the library to spark curiosity, enrich lives, and achieve aspirations

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

Our Mission:

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.
-

Service Priorities

1. Stimulate the imagination of library users, and support life-long learning through assistance, resources, and programming for reading, contemplating, viewing, listening, and conversing.
2. Engage the community through outreach, awareness, and collaboration.
3. Support young learners from early literacy on.
4. Empower teens by providing materials, resources, and programming for education, entertainment, and engagement.
5. Provide welcoming physical and virtual spaces for library users.
6. Foster technological understanding and confident, creative participation in an interconnected world.
7. Develop information literacy in library users of all ages, so that they may find and evaluate information, think critically, and make decisions based on reliable information.

These goals and the accompanying action plan will be evaluated regularly to document progress.

The full plan may be found at <http://www.brookslibraryvt.org/about/mission-and-plans> or at Brooks Memorial Library.

The *Finance Committee* continues its stewardship of our funds after a very challenging pandemic year, including significant market volatility and abrupt reconfiguring of the Library's services to the community. Over the summer, the committee supported the Director's office in moving to QuickBooks Online for all of the Board's accounts, allowing remote access. In the fall we joined the Friends of the Library to conduct our annual appeal for contributions to the Friends. We anticipate further changes in 2021 as the Library continues to adapt to changing conditions.

ENDOWMENT AND OTHER FUNDS ANNUAL FINANCIAL REPORT

The institutional funds of the Library experienced the same volatility as investments everywhere during 2020, and ended the year with a gain. The endowment recovered after a dip in

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

the first quarter and has, along with stocks generally, gained back its value and moderately increased over the remainder of the year. The Trustees expect to continue using approximately \$90,000 (4% of the market value at the close of the previous year) annually to improve library services.

In terms of organization and management of our accounts, 2020 was a relatively steady year. We continue to use the account structure the Board approved two years ago to make clear what funds are available for what purpose.

Using our present account structure, new donations under \$1,000 are placed in the Money Market account (#2 in the table) 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 summary table) and then allocated by vote of the Trustees to a particular purpose, such as renovation or capital expenses, or to the Permanent Endowment (#1 in the table) for investment. A portion of the current Board Projects fund is slated to be used for the Library's new website.

The Money Market account holds the annual allocation from the Permanent Endowment, which is used throughout the year to fund a variety of routine work of the library (buying books, reference materials, programming, etc.) The allocation of all of these funds and their budget lines is attached.

The Library's remaining accounts (## 3, 4, and 5 in the table) hold invested, donor-restricted funds that we are only allowed to use 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 place in the Money Market account for use in the appropriate budget line throughout the year.

These protocols and practices keep the available funds and their uses 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 make the library a nicer space to visit (and, this year especially, easier to use remotely).

Jennifer Rowe, Treasurer
Board of Trustees, Brooks Memorial Library
Date: January 6, 2020

Starr LaTronica,
Director Brooks Memorial Library

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

LIBRARY ENDOWMENT 2020 ASSETS AND ACTIVITIES

LIBRARY ENDOWMENT 2020 ASSETS AND ACTIVITIES SUMMARY REPORT	Start of Calendar Year	1/1-3/31/20 FY Quarter 3	4/1-6/30/20 FY Quarter 4	7/1-9/30/20 FY Quarter 1	10/1- 12/31/20 FY Quarter 2	Calendar Year Summary
1. Permanent Endowment						
Beginning Market Value of Assets	\$2,178,995.61	\$2,178,995.61	\$2,036,474.37	\$2,197,208.66	\$2,277,264.59	\$2,178,995.61
Gifts, Bequests and other Contributions						
Net Income		\$8,214.09	\$10,233.37	\$5,775.09	\$9,409.46	\$33,632.01
Disbursements						
Quarterly Transfer to Money Mkt Acct		-\$19,820.00	-\$19,820.00	-\$21,790.00	-\$21,790.00	-\$83,220.00
Quarterly Mgmt Fee to Prentiss Smith		-\$2,726.35	-\$2,551.27	-\$2,749.64	-\$2,848.78	-\$10,876.04
Foreign Taxes and Other Fees Withheld		-\$459.67	-\$381.30	-\$45.18	-\$164.22	-\$1,050.37
Gain or Loss in Market Value		-\$127,729.31	\$173,253.49	\$98,865.66	\$159,897.60	\$304,287.44
Ending Market Value of Assets		\$2,036,474.37	\$2,197,208.66	\$2,277,264.59	\$2,421,768.65	\$2,421,768.65
1(a). Allocation of Assets						
\$ Allocation						
Cash and Equivalent	\$68,005.65	\$132,437.65	\$317,985.16	\$217,993.86	\$299,672.92	\$299,672.92
Fixed Income	\$1,126,338.63	\$926,835.89	\$850,563.25	\$849,866.75	\$728,309.03	\$728,309.03
Equities	\$984,651.33	\$977,200.83	\$1,028,660.25	\$1,209,403.98	\$1,393,786.70	\$1,393,786.70
Total Ending Market Value of Assets	\$2,178,995.61	\$2,036,474.37	\$2,197,208.66	\$2,277,264.59	\$2,421,768.65	\$2,421,768.65
% Allocation						
Cash and Equivalent	3.12%	6.50%	14.47%	9.57%	12.37%	12.37%
Fixed Income	51.69%	45.51%	38.71%	37.32%	30.07%	30.07%
Equities	45.19%	47.98%	46.82%	53.11%	57.55%	57.55%
Total Market Value of Assets	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
1(b). Performance Measures						
Total Return = Net Income + Gain in Value		-\$119,515.22	\$183,486.86	\$104,640.75	\$169,307.06	\$337,919.45
Rate of Return = Total Return / BMV		-5.87%	9.01%	4.76%	7.43%	15.51%
2. Money Market	\$124,912.63	\$116,412.44	\$97,532.40	\$106,986.97	\$105,234.61	\$105,234.61
3. Calista Fund	\$22,627.10	\$19,315.01	\$20,955.86	\$21,075.27	\$22,761.87	\$22,761.87
4. Loud Fund	\$24,418.42	\$20,786.11	\$22,581.69	\$22,659.42	\$24,494.68	\$24,494.68
5. Legacy Funds	\$45,543.11	\$38,730.96	\$42,098.40	\$42,160.67	\$45,602.58	\$45,602.58
6. Board Projects	\$61,405.52	\$60,328.90	\$63,124.51	\$63,563.05	\$64,203.84	\$64,203.84

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

Trustee Budget for Endowment Funds

Description	Code	2020-2021 Budget	2019-2020 Budget
BUFFER ACCOUNT			\$10,000.00
STAFF LEAVE BUDGET	BR22	\$4,000.00	\$4,000.00
CONFERENCES AND WORKSHOPS (Staff)	BR03	\$4,000.00	\$5,280.00
CONTRACTUAL SERVICES	BR04	\$5,000.00	\$5,000.00
BOOKS ADULT	BR05	\$20,000.00	\$20,000.00
JUVENILE PROGRAMS	BR06	\$6,000.00	\$6,000.00
REFERENCE SOURCES	BR07	\$4,160.00	\$4,000.00
LOCAL HISTORY SOURCES	BR08	\$4,500.00	\$2,500.00
YOUNG ADULT SOURCES	BR09	\$1,500.00	\$1,000.00
NON-PRINT	BR10	\$10,000.00	\$6,500.00
PERIODICALS	BR11	\$4,500.00	\$4,000.00
CONFERENCES AND WORKSHOPS (trustees)	BR12	\$1,000.00	\$1,000.00
ADULT PROGRAMS	BR13	\$2,000.00	\$2,000.00
FINE ARTS	BR14	\$1,000.00	\$1,000.00
BOARD APPROVED PROJECTS	BR15	\$10,000.00	\$10,000.00
BOOKS CHILDREN	BR16	\$4,000.00	\$4,000.00
OUTREACH	BR17	\$5,000.00	\$2,500.00
CONSERVATION	BR18	\$500.00	\$500.00
TOTAL		87,160.00	79, 280.00

COMMUNITY MARKETING INITIATIVE



In this moment, despite enduring a worldwide health pandemic and an enormous economic crisis, it's critical that Brattleboro maintains a high profile to future visitors. Marketing initiatives such as the #lovebrattleborovt are designed to remind folks that we are here and when travel is safe we welcome them to visit us! Marketing is not a light switch to be turned on only when you need light. A proper campaign must maintain and nurture the image and idea of who we are and what we have to offer; and it needs to be out there for the world to see - constantly. The impact of these future visitors will play a vital role in the town's post-pandemic economic rebound.

For the past 2 years the town has appropriated 10% of the 1% Meals and Rooms tax collected by the town to fund a marketing campaign. The Community Marketing Initiative (CMI) is a partnership between the Downtown Brattleboro Alliance (DBA) & the Brattleboro Area Chamber of Commerce in collaboration with an advisory committee. Since January 2020 it has implemented the #loveBrattleboroVT campaign which is a love letter from the Town of Brattleboro welcoming visitors with open arms. It is an outward facing campaign to spread awareness of Brattleboro as a destination to come visit. This campaign employs many different tactics including but not limited to: paid advertising in strategically placed print and social media, securing of editorial stories, encouraging user submitted photos - all while driving people to our website: www.lovebrattleborovt.com.

Where we have been: Phase 1 of #lovebrattleborovt

Jan 1 - Mar 4, 2020: Roll-out

Mar 5 - June 24, 2020: Campaign Pause (social media only)

June 25 - Oct 1, 2020: Revised Covid-Conscious Plan

Where we are going: Phase 2 of #lovebrattleborovt

January-March 2021: RFP, interviews and hiring of marketing team

April 2021: Launch of Phase #2

The initial campaign, Phase 1 rolled out mid-January 2020, in time to support events during Valentine's Day week, driving home the "love" connection. The ongoing effort, crafted to run through June, was abruptly halted the first week of March due to COVID. During the ensuing months, the campaign paused with only the slightest touch on social media.

During phase 1 our success was measured in areas of public relations, advertising reach and interactions, social media engagement, and facilitated direct sales through campaign tools. **Ultimately, we exceeded goals in every category by 46% to 576%.** We attribute this success to a multi-touchpoint plan with compelling content placed in the

COMMUNITY MARKETING INITIATIVE

right outlets and in front of the right audiences. By showcasing the beauty and surprisingly cosmopolitan aspects of the town, Brattleboro captured attention as a new and exciting destination for folks outside of the area.

Advertising

Goal 1: Achieve 2 million impressions via print, online, and email content.

Actual: 2,915,646 = **146% of goal.**

Bonus: *Yankee Magazine* “New England Focus” 10-Days to Love Brattleboro created a total of 2,256 clicks directly to Brattleboro businesses and events.

Goal 2: Targeted advertising impressions via LGBTQIA publications: Included in overall impressions.

Actual: Impressions through *Rainbow Times* alone totalled 2.2 million (**120% of overall goal**) with 27,870 clicks to the website for an extremely high click-through rate (CTR) of 1.12%.

Bonus: Overall CTR was 1.12% = **2140% higher than the sector average** CTR of 0.05%.

Partnering

Goal: Partner with VT State Tourism to feature 2 Love Brattleboro VT pieces of content on the website, emails, or other communications efforts.

Actual: 12 Instagram photo posts = 600% of goal: Love Brattleboro takeover of “ThisisVT” Vermont Tourism Instagram account via Stephanie Bonin.

Note: Additional plans to partner with VT Tourism were placed on hold due to Covid.

Print

Goal: Distribute 2500 rack cards to 3 welcome centers, Brattleboro Area Chamber, and key properties outside of Brattleboro.

Actual: Due to Covid, the rack cards portion of the campaign was dropped.

Bonus: Love Brattleboro branded stickers, door clings, masks, postcards, created and have been spotted frequently in social media and in real life around Brattleboro.

Social Media

Goal 1: 20 #lovebrattleborovt photo contest entries per month.

Actual: 118 average photos posted per month with #lovebrattleborovt tag = 947 total or 676% of goal.

Bonus: 10 photo winners were chosen bringing \$1000 worth of gift card purchases to local businesses.

Goal 2: 1000 social media engagement interactions for the duration of the campaign.

Actual: 6,439 engagements on social media (Facebook & Instagram) = **644% of goal.**

Web Activity & Direct Sales

Goal: Provide the medium for 20 verifiable sales or registrations for special offers and featured content.

Actual: 40 Deals purchased during “10-Days of Deals to Love” = **200% of Goal.**

Bonus: Day & Stay Itineraries promotion brought over 200 clicks through the site directly to business websites.

The Advisory Committee for Phase 2 of the campaign (April 2021- March 2022) comprises key members of the community:

COMMUNITY MARKETING INITIATIVE

- Zon Eastes, *Juno Orchestra*;
- Lindsay Fahey, *Retreat Farm*;
- Casey Haynes, *BDCC/Southern Vermont Young Professionals*;
- Curtiss Reed, *Vermont Partnership for Fairness and Diversity*;
- Lissa Weinmann, *118 Elliot*
- Anne Latchis, *Brattleboro community member*
- Francesca Bourgault, *Windham Movement Apparel*
- Tracey John, *Vermont Country Deli*
- Leda Scheintaub, *Dosa Kitchen*

While phase 1 was designed to reinforce the fundamental values of diversity, inclusion, and Brattleboro's quirky, artsy, welcoming spirit, #lovebrattleborovt is a charge, a challenge, a statement, and ultimately a love letter from the Town of Brattleboro itself to visitors, inviting them to fall in love again and again.

Maintaining the spirit and energy of phase 1, phase 2 will focus on attracting BIPOC visitors to Brattleboro to shop, dine, stay and enjoy our town. We are looking for marketing professional(s) who demonstrate expertise to design and deliver a campaign to appeal to this untapped market.

The advisory committee with Stephanie Bonin & Greg Lesch has updated the RFP, will interview and recommend the next team of marketing professionals to be approved and hired by the Boards of Directors of the Chamber and DBA. We are excited to move forward with the next phase of this campaign and look forward to seeing this work in action to its full fruition.

-THE DOWNTOWN BRATTLEBORO ALLIANCE-

-ANNUAL REPORT 2020-

Who are we?

The Downtown Brattleboro Alliance (DBA) is a non-profit 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.

Our strategy focuses on building community and resilience through innovating 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.

How are we funded?

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 our funding comes from memberships, individual donations, grants and program fees.

What have we achieved this year?

The COVID-19 pandemic presented profound challenges nationwide, and downtown Brattleboro was no exception. The constantly changing landscape of shutdowns and reopenings, evolving safety mandates, reduced revenue, and shared trauma has made for an unthinkable difficult time. *However, we are proud to report that we met the challenges head-on and succeeded in supporting our community in ways we never imagined possible.* We focused our strategy around three prongs: keeping our community safe, responding to urgent needs, and uplifting our community through programming that emphasized joy and connection in this difficult and isolating time.

This year, we are proud to report that DBA:

- ★ supported over 100 local businesses,
- ★ invested more than one million dollars locally,
- ★ worked in coalition with more than 35 local organizations
- ★ received more 300 individual donations
- ★ hired 2 interns from the BDCC internship program

THE DOWNTOWN BRATTLEBORO ALLIANCE

- ★ employed 2 new staff members through the Everyone Eats program
- ★ and actively engaged over 120 volunteers

2020 PROGRAMS & ACCOMPLISHMENTS

EVERYONE EATS

Everyone Eats! (EE!) is a program that leveraged CARES Act funds as well as state funds to buy to-go meals from local restaurants and distribute them to families in need. There are three pillars of the program:

- feeding our community,
- saving our restaurants,
- and supporting our local farmers and food producers.

DBA recognized the opportunity to create a virtuous cycle that reduces food insecurity, invests in local farmers and restaurants, supports employment opportunities in hard-hit sectors, and brings positive publicity to our businesses and our town. Our marketing focused on this program being for “everyone” who just needed a break from cooking or a change in routine; this approach created community feeling and reduced stigma around food insecurity, inviting community members to access this resource with a sense of excitement and dignity.

Feeding our Community

From August -December 2020, we distributed an average of **3,904 meals per week for a total of 80,387 meals.** We did this by partnering with **20 organizations** and working with **85 volunteers.** **50% of our eaters were community members who were accessing food assistance for the first time.** The majority accessed Everyone Eats! meals **2-3 times a week.**

Saving Our Restaurants

As a result of the pandemic, restaurants were down an average of 40% in revenue for the year. Restaurant owners are reporting anywhere between **12% - 80% of their sales as coming from Everyone Eats!.** Our partners averaged **37% of their total sales** from Everyone Eats!.

"The program has been a business savior. Without it, I would have had to close. [We would have been] one less restaurant to help provide much needed meals for the community, putting people in the unemployment line, and creating less income for our local businesses that supply me with the ingredients to create my meals. -Laura Sage, Delightfully Delicious Cafe

THE DOWNTOWN BRATTLEBORO ALLIANCE

Supporting Farmers and Food Producers

With lowered demand from restaurants and farmer's markets, Everyone Eats! provided direct support through ingredient purchasing and connecting restaurants and growers. **\$41,818.54** was spent on high-quality ingredients sourced from local farms and growers.

"This program did open me up to using more locally grown ingredients. The best part is, I found out that Dutton Farm grows the peppers that I use for harissa. For years we've only been able to get them from Hannaford's, which is very limiting to have only one option, plus the peppers from Dutton made amazing harissa. I've also been in contact on and off with Wild Carrot for greens. This program has definitely opened me up to being in touch with more local growers and making me feel more comfortable contacting them." - Donnalie Corey, Elliot St. Fish & Chips

Connecting with Our Neighbors

An unexpected benefit of Everyone Eats! has been its support of the mental health and well-being of our neighbors. Everyone Eats! has become a way of safely being together at the distribution sites, while experiencing the connection of either preparing food for someone, or having a meal prepared for you. Our site became a community town square: a spot where the national census was able to be completed, information was distributed, or a simple connection was formed while waiting in line and having a chat.

"I've been lonely. This program is social and makes me so proud of our community." -A community member and Everyone Eats! Participant

-THE ONE-2-ONE PROJECT-

COVID-19 not only impacted revenue and foot traffic for downtown business, it also created an overwhelming amount of new processes that businesses had to understand and implement. While webinars from the state, Brattleboro Development Credit Corporation and VBSR, as well as summary emails of all the new regulations played a critical role in getting information across, we discovered that the most effective tool for supporting downtown's community was peer-to-peer conversations. For our downtown to continue to thrive, we need our local business owners and non-profit organizations to work *together* to ensure each other's survival and the health of the whole.

The one2one Project is a grant-funded program that allowed us to focus two DBA employees on providing personalized support for downtown business. We picked up the phone and talked with each business owner, helping them through these processes, with the goal of seeing 80% of our businesses remain open. We expanded a private Facebook group where business owners could share resources, ideas, and access our counsel efficiently. Our repeated and ongoing personal contact through one2one has enabled us to understand and respond quickly to business

THE DOWNTOWN BRATTLEBORO ALLIANCE

owners' needs, maximize federal and state funding opportunities, and support the nimble adaptation of business practices. For example, through a one2one conversation, we realized a stressor point for our retail stores was around dressing rooms and we helped downtown businesses strategize together about how to make those COVID-compliant.

The one2one Project was originally thought to be a solution to a short-term problem - navigating the pandemic - but it has become clear that this approach is at the core of what DBA does: supporting a holistic ecosystem around the shared goal of a thriving downtown.

Sent 4/21, 6:41 AM via Facebook Messenger:

"As of yesterday, I can no longer see downtown merchants post [private Facebook page]. I sent in a request to "join the group", but haven't heard back. I feel like I have lost my lifeline! Can you look into this, and fix it please? Thank you!"

Sent 4/21, 1:24 PM via Facebook messenger:

"All set. Membership approved. I can see the posts. Thank you! We have never had anyone helping us in this town like you are doing, during my tenure of having my shop open. You rock!"

~ Linda Fagan, Distinctive Decor

-A SENSE OF PLACE: REVIVING THE BTC-

The Brattleboro Transportation Center (BTC) is a critical transport hub and is essential to the revitalization of downtown and its connection to the wider community. Our research revealed that visitors perceived the BTC as plain, uneventful, scary, dark, dismal, and dingy. Our goal was to reinvent the BTC as a comfortable, artful, accessible, inviting place to park and move through. Working in coalition with the [Ask the River](#) team of artists, we accomplished three place-based, interconnected initiatives that integrated this space into the beauty, joy, and pleasures of downtown.

Initiative #1: Signage that Speaks to This Place

With Kathy Urff of Connecticut River Conservancy and Rich Holschuh of the Vermont Commission on Native American Affairs, DBA supported the design of **21 colorful signs on 4 levels of the parking garage, and a large informational panel on the ground floor.** Each level is designated a different animal of significance to the Abenaki and to the Connecticut River ecosystem: osprey, river otter, American shad, and sea lamprey. The signage is thematically and visually consistent with the [Ask the River](#) signage elsewhere in the area and improves BTC functionality. On the day they were installed, a frequent visitor commented: "They should've thought of this years ago! Now I'll know what floor I'm on!"

Initiative #2: The Great Art Elevator

THE DOWNTOWN BRATTLEBORO ALLIANCE

This pop-up event in the BTC elevator on December 4, 2020 brought attention, art, and fun to this critically important (and often disparaged) means of access to the BTC and highlights Brattleboro's commitment to making downtown accessible for all. **The event reimaged the elevator as a place of whimsy and fun** with an elevator-sized version of the full Ask the River sculpture to be installed in 2021. We asked each visitor to give us the first word that came to mind when they saw The Great Art Elevator, and created a word cloud. The most common response? "Cool" (17 times). The Pop-Up exhibit is currently "on tour" at the library and in storefronts along Main Street until the summer—another way for the community to feel connected to the sculpture before it is installed permanently in Summer 2021.

Initiative #3: Ask the River Kinetic Sculpture @ BTC

The Ask the River artists completed design and plans for the **permanent Ask the River kinetic sculpture** to be installed in Summer 2021. The sculpture will be located across the full east side of the BTC. The kinetic sculpture is fabricated from durable aluminum bars which provide an underlying visual geometry as well as structural support for over 4,000 2" and 3" mirrored and brilliant blue shimmering stainless steel and aluminum disks. **This permanent installation will help integrate the BTC into the visual and historical landscape of downtown and make it a destination in its own right.**

-THE 48-HOUR GIFT CARD CHALLENGE-

On Friday, April 3rd at 10AM, we launched a 48-hour gift card challenge: every online gift card purchased from a Downtown Brattleboro business was matched dollar-for-dollar up to \$5,000 by a generous local donor. Matching gift cards were distributed to families in need and doubled the contribution made to the purchaser's favorite downtown business. By the time we were done with the 48-hour challenge, 4 other donors had stepped up to extend the match. **In the end, \$13,000 of angel donor money had been leveraged for a total impact of \$57,503.** The \$13,000 worth of matching gift cards were distributed via The Retreat Farm's Pick-Up-A-Pantry Program, which provides weekly groceries to 50 local families. Trust, hope, love, and financial support fed this 48-hour challenge which gave urgently needed support to businesses suddenly facing an unexpected loss of revenue.

-NOURISHING ARTISTS-

In May, DBA, New Chapter, and BAMA Tech teamed up to create the Nourishing Artists program. Community members purchased gift certificates to any business in downtown Brattleboro and donors matched the amount spent in gift cards with funds to purchase meals at local restaurants. **In 24 hours, we funded 300 meals to feed our vibrant artist community and provide much needed economic support for our restaurants and our downtown shops.** The Nourishing Artists program catapulted us to play a key role in visioning and creating Vermont Everyone Eats!.

THE DOWNTOWN BRATTLEBORO ALLIANCE

-ADDITIONAL PROGRAMS OF NOTE-

Downtown Dining Parklets

In response to the pandemic, restaurants downtown had an immediate need to expand their outdoor dining options. DBA spearheaded a program to develop “parklets” that created outdoor seating on downtown streets. Like other “temporary” programs established during COVID, these parklets were a huge hit and have increased the sense of vibrancy downtown.

The Gallery Walk Program

This monthly program has been under the purview of the Arts Council of Windham County but because they no longer have the capacity DBA has adopted the program. We tested out a virtual Gallery Walk program in August-December but ultimately decided to hibernate the beloved walk until we can safely gather in crowds.

Brattleboro’s own Battleship

This year, we launched “Battleship”, an interactive experience inspired by the game “Battleship,” that guides participants around downtown and invites them to do activities and post about them on social media. The game incentivized consumer spending, highlighted local business and arts, and spreads the word about downtown through authentic social media engagement.

COVID Safety Signs

DBA created content and design of a coordinated COVID safe practices sign to ensure our community was clear on the expectations when entering a business.

Community Marketing Initiative

This campaign has been funded by town meeting representatives each year. It is a collaboration between DBA & the Chamber of Commerce with an advisory committee. It has implemented the #loveBrattleboroVT campaign which is a love letter from the Town of Brattleboro welcoming visitors with open arms. It is an outward facing campaign to spread awareness of Brattleboro as a destination to come visit.

Pandemic Response and Sustainable Development Outreach in Vermont

Our Executive Director, Stephanie Bonin, has presented around the state on the topic of rural economic development and COVID relief work.

-ONGOING PROGRAMS-

THE DOWNTOWN BRATTLEBORO ALLIANCE

-THE DOWNTOWN FLOWER PROGRAM-

The flower program is the oldest program of the DBA and one of the most beloved. Flower arrangements are strategically placed in the public pedestrian areas during Spring, Summer, and Fall, and in the winter months, those areas host a community tree and 5,000 holiday lights. Dick DeGray, chairperson of the DBA Design committee, oversees and implements the program and its success is due to his vision and hard work. The flower program provides an opportunity to support the town's Work Today program, which provides daily employment to the unemployed, and supplied additional staff to support Dick's work. This past year we planted and maintained 88 flower planters, 24 hanging planters, 9 window boxes, and 20 hayracks.

-DIGITAL OUTREACH-

DBA continues to expand our digital outreach, making DBA services and information more accessible. We expanded our private facebook page for merchants and organizations to include any business or property owner or director in the area. The page is a primary source of connection, interaction, and idea sharing. We have updated our website site and continue to see our social media posts and e-newsletters outperform national non-profit averages for views, likes, open rates and sharing.

-THE FACADE IMPROVEMENT GRANT-

Businesses can apply for a \$500 matching grant to make improvements to their storefront. These funds have been used for painting, signs, awnings and other street front improvements for businesses such as Dosa Kitchen, Pamela Moore Bridal, and George J. Brooks Florists.

-LOOKING FORWARD-

-CONCLUSION AND NEXT STEPS-

This year, following state guidance around COVID-19, we were unable to host our annual events such as Bratt LUV Crawl, BrattleBOO and Elliot St. Block Parties. We look forward to the return of these events and more when we can safely gather again.

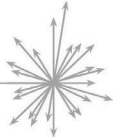
We continue to work boldly towards our goal of **retaining 80% of our current businesses**, even while we continue to adapt to the challenging conditions of the ongoing pandemic. We know our small businesses, our organizations, and our downtown community need continued, urgent economic relief and emotional and logistical support. **The work of the DBA has never been more critical in providing a web of connection for all the resources, energy, and creative problem-solving**

THE DOWNTOWN BRATTLEBORO ALLIANCE

that already exist in our community. We are humbled by each donor, volunteer, coalition partner, business owner, artist, leader, and team member for their commitment to making Brattleboro the best possible place. The pandemic has made clear that a **holistic, community-based development is not just important, but critical to the survival and continued growth of downtown.** We continue to work toward a vision of Brattleboro in which our rich tapestry of creators -- artists, business owners, restaurateurs, farmers, food producers, non-profits, and educators -- work together to create joyful opportunities for all.

DVFiber

empowering our connection to the future



What is DVFiber?

DVFiber exists because of advocacy. For years, Vermonters around the state have decried the lack of reliable internet mixed with disinterested corporate provider response. Because Vermont is largely rural, financial incentives to serve every home and business simply do not exist for large or small corporate providers.

Communications Union Districts (CUDs) were first authorized under Vermont law in 2015. ECFiber became the first CUD in 2016, after operating as an association of towns since 2008. In June 2019, Gov. Scott signed H.513, which significantly expanded state support for CUDs, including planning grants, loan guarantees, and technical assistance from the Public Service Department. At Town Meeting 2020, the Deerfield Valley Communications Union District (DVCUD) sprang to life after strong ye a votes in Halifax, Marlboro, Stratton, Whitingham, and Wilmington. Work began immediately. Since March, fourteen more towns have expanded the district. Across the State, eight other CUDs are functioning at this point.

Each town sends one representative and one or more alternates to the governing board, which meets monthly. The governing board oversees all development, plans, and operations. Three committees, comprised of board members and community residents, move the work forward. They are our Vendor, Finance, and Communications Committees. Everyone involved volunteers time and energy.

DVFiber is the name of the service organization that DVCUD is creating. DVFiber is a municipality that functions like a not-for-profit business that is rapidly transforming into a regional service organization to secure reliable, affordable high speed access to the Internet. To date, DVFiber is powered by grants received from the Vermont Public Service Department, the federal government, Vermont Community Foundation, the Brattleboro Development Credit Corporation, and a number of private funders. We are guided by a business plan produced by the Windham Regional Commission. This plan includes an engineering plan, market analysis, sequence and schedule of work, finance models, and estimated construction costs, which will be considerable. Many who read this report may become disheartened when they understand the likely time it will take to bring broadband to their homes and businesses. But for the first time we have a path to the possible when there was none before.

Because DV Fiber cannot use tax money, we will undertake a continuous effort to fundraise, write grants, and advocate with State and Federal Legislatures for continued build-out financing until we are delivering high speed internet service to all home and business customers and our revenue streams are sufficient to offer municipal bonds.

Please visit our web site at dvfiber.net for a more complete description of our work. We are actively looking for volunteers to add to our already talented pool. If you have even a few hours per month and like to write, have a technology background, financial or organizational support experience, we would welcome you to join with your town representative Patrick Moreland and alternates Ian Goodnow and Sue Fillion to continue our work.

Thanks to everyone as we construct this increasingly essential service.

Ann Manwaring, Chair
Wilmington Representative
dvfiber.net

TOWN MANAGER'S BUDGET MESSAGE

TOWN MANAGER'S BUDGET MESSAGE

This "Budget Message" provides an overview of the FY22 Proposed Budget for the Town of Brattleboro. Both this document and the attached detailed budget address the Town's General Fund and Capital Fund. Staff will provide separate documents to the Selectboard in the spring of 2021 regarding the proposed budgets for the Town's fee-based enterprise funds (the Utility Fund and the Parking Fund).

The development of this proposed budget was a collaborative process in which every member of the Town's management team and some other Town staff actively participated and substantively contributed. On November 3, 2020, I transmitted to the Selectboard (and made available to the public) staff's proposed FY22 Budget. The Selectboard reviewed the budget in 10 subsequent meetings and directed that certain changes be made. On January 26, the Selectboard approved the budget that is included in this Town Report and is recommended for approval at the annual Representative Town Meeting on March 20, 2021.

THE BROADER CONTEXT

Annual budget decisions should always be made in a longer term financial management context. Each year, we update the Comprehensive Review of Town Operations (CRTO) and set goals in the spring (this step in our annual cycle was omitted in 2020 as we addressed the early impacts of the COVID-19 pandemic), update the Long Term Financial Plan (LTFP) in the summer, and do our budget preparation, review, and approval in the fall and winter. This allows plenty of time for each step in the annual cycle as we make plans, check those plans against our updated financial forecast, and then solidify those plans (as originally intended or modified, as necessary) in our annual budget.

The Selectboard's recommended FY22 Budget contains a slightly lower property tax increase (3.6 cents or 2.7%) than in the 2020 LTFP (3.7 cents or 2.8%). The Town's risk management insurance premiums and health insurance premiums will be unchanged for next year, which is \$129,635 lower than the cost we predicted in the LTFP. The Selectboard recommends that \$116,061 of that savings be reinvested in increased funding for Human Services (\$66,061) and Street Paving (\$50,000). The net impact of all other line items in the proposed FY22 Budget is essentially equal (reduced by \$13,574 in a \$19,658,991 budget) to the overall forecast in the LTFP.

In the past two budget messages, I advised that we had achieved the Town's goal of increasing annual "real time" cash funding for capital projects and equipment to \$1 million (up from \$357,000 in FY16) and cautioned that additional increases would be needed in the future. Last year, I specifically recommended that the Town's annual "real time" cash commitment to capital be increased to \$1.5 million through a series of small incremental increases over several years. This will enable the Town to adhere to our 25-year equipment replacement plan and to fund recurring annual capital expenses through the budget, while occasionally issuing bonds for generational improvements to major infrastructure. This is addressed in greater detail below in the section regarding the FY22 transfer from the General Fund to the Capital Fund.

Stormwater management costs are expected to increase by \$21,100 from FY21 to FY22 (after historically being a total of approximately \$20,000 per year and then increasing by \$60,000 from FY20 to FY21) due to State-mandated changes in the specifications for stormwater-related roadway maintenance and infrastructure. Other Vermont municipalities have created stormwater utilities to fund these costs more equitably, based on each property owner's amount of impervious surfaces rather than on the value of their property. The State of Vermont (which, of course, pays no property taxes) would be a substantial ratepayer to a stormwater utility in Brattleboro, due to the large amount

TOWN MANAGER'S BUDGET MESSAGE

of impervious surfaces on I-91 and other State-maintained sections of highway. It takes months (or even a few years) to establish a stormwater utility. Staff will bring forward additional information in the months ahead and will propose that we begin the process of forming a stormwater utility for future fiscal years, but the near-term increase in stormwater related costs is again proposed to be absorbed in the General Fund for FY22.

In the proposed FY22 Budget, property taxes amount to 82.1% of total “real time” revenues (which is the total of all revenue sources other than “use of fund balance”). This is down from 86.5% in FY19, primarily because of Representative Town Meeting’s approval of the Selectboard’s 2019 recommendation to create a 1% sales tax for FY20.

THE BOTTOM LINE FOR FY22

The proposed FY22 General Fund Budget includes total revenues and expenditures of \$19,658,991, which is an increase of \$1,214,359 (or 6.6%) over the adopted FY21 General Fund Budget of \$18,444,632. This figure is artificially large. It includes \$307,000 for the incorporation of all solid waste revenues and expenditures (rather than just the net deficit of the Solid Waste program) into the Town’s General Fund operating budget to make those revenues and expenditures more transparent to the public. It also includes a \$382,000 increase in the use of unassigned general fund balance for non-recurring expenditures, \$75,000 of which is proposed for a website upgrade with the other \$307,000 allocated to capital project expenses. Finally, it includes a one-time \$45,900 transfer from the General Fund to the Parking Fund in recognition of the COVID-related reduction in parking downtown and the expectation that we will need to allow the Parking Fund a one-year hiatus from its obligation to cover its own costs in the support services provided by the Town’s General Fund. The net impact of all other expenditure line items (i.e. the increase in the cost of Town operations) is an increase of \$479,459 (or 2.6%).

Overall, funding the FY22 Budget as proposed would require property taxes to increase from \$15,234,841 to \$15,649,281 (or 2.7%). Assuming no change in the Grand List, this would require a municipal tax rate increase of \$0.0360 (or “3.6 cents”). Actual taxes paid for FY22 would increase by \$36.00 over FY21 for each \$100,000 of property value.

REVENUES

Total General Fund Revenues are proposed to increase by \$1,214,359 (or 6.6%) from \$18,444,632 in FY21 to \$19,658,991 in FY22. The summary of broad revenue categories is as follows:

REVENUES	FY20	FY20	FY22	\$ Change	% Change
Property Taxes	\$ 14,801,497	\$ 15,234,841	\$ 15,649,281	\$ 414,440	2.7%
Rooms & Meals Taxes	\$ 420,000	\$ 440,000	\$ 385,000	\$ (55,000)	-12.5%
Sales Taxes	\$ 630,000	\$ 630,000	\$ 825,000	\$ 195,000	31.0%
Solid Waste	\$ -	\$ -	\$ 307,000	\$ 307,000	100.0%
Transfer from Other Funds	\$ 330,000	\$ 340,000	\$ 346,800	\$ 6,800	2.0%
Use of Fund Balance	\$ 337,119	\$ 223,000	\$ 605,000	\$ 382,000	171.3%
Other Revenue	\$ 1,549,576	\$ 1,576,791	\$ 1,540,910	\$ (35,881)	-2.3%
TOTAL REVENUES	\$ 18,068,192	\$ 18,444,632	\$ 19,658,991	\$ 1,214,359	6.6%

Property Taxes

This category represents the Town’s portion of local property taxes collected from all sources. As described above, the proposed 2.7% property tax increase would cost each individual taxpayer

TOWN MANAGER'S BUDGET MESSAGE

an additional \$36 for the year (or \$9 per quarter) per \$100,000 of property value. The “average” Brattleboro homeowner (at an approximate average home value of \$190,000) would pay an additional \$68.40 for the year (or \$17.10 per quarter). The total overall increase in property taxes collected by the Town for municipal services would be \$414,440 from \$15,234,841 in FY21 to \$15,649,281 in FY22.

Rooms & Meals Taxes

This category represents the Town's portion of taxes collected by the State of Vermont on overnight stays and on food and beverages purchased from establishments providing such services in Brattleboro. This revenue source had increased significantly for several years before declining sharply this past year due to the impacts of COVID-19. For FY22, we predict collections will be \$385,000, which is a decrease of \$55,000 (or 12.5%) compared to the FY21 Budget.

Sales Tax

This category represents the Town's portion of taxes collected by the State of Vermont on retail sales in Brattleboro and online purchases shipped to Brattleboro. This “local option” revenue source was recommended by the Selectboard and approved by Representative Town Meeting in 2019. For the first two budgets that included this new revenue source (FY20 and FY21) we estimated conservatively while we monitored actual performance of this line item to determine an appropriate budget level for future years. For FY22, we predict an increase of \$195,000 (or 31%) in sales tax revenue from \$630,000 in the FY21 Budget to \$825,000 in the FY22 Budget.

Solid Waste

This category includes the proceeds from the sales of pay-as-you-throw garbage bags and containers for compost and recycling. It is being shown separately for the first time this year to make those revenues and the expenditures of the Town's solid waste program more transparent, rather than simply showing the net transfer required to cover the annual excess of expenditures over revenues for this service. The total amount of anticipated Solid Waste revenue for FY22 is \$307,000.

Transfer from Other Funds

This category represents transfers from the Utility Fund and the Parking Fund in recognition of services (e.g. accounting, dispatch, administrative oversight, legal services) that are provided by General Fund operations in support of those enterprises. Using the same formula as in prior years, the total amount of these transfers is proposed to increase by \$6,800 (or 2.0%) from \$340,000 in FY21 to \$346,800 in FY22.

Use of Fund Balance

Whenever possible, accumulated fund balance should be used for non-recurring expenses such as a particular capital project or an operational study, program, or project that will not continue from year-to-year. By limiting the use of fund balance to these purposes, we protect the Town from becoming dependent upon non-recurring revenues to fund recurring expenses. Why does this matter? Because a town using fund balance for operating expenses is comparable to a household using its savings account for monthly living expenses. You do it occasionally, when necessary, but it is not a sustainable ongoing practice. For FY22, staff proposes using \$605,000 of fund balance to pay up to \$75,000 for a long-awaited upgrade of the Town's website and \$530,000 for street paving, sidewalk replacement, paving at Living Memorial Park, and design of safety improvements at the intersection of High Street and Green Street.

TOWN MANAGER'S BUDGET MESSAGE

Other Revenue

This category includes all General Fund revenue sources that are not included in any other categories. It is expected to decrease by \$35,881 (or 2.3%) from \$1,576,791 in FY21 to \$1,540,910, primarily due to a \$70,000 decline in the amount of earnings projected on the Town's invested funds.

EXPENDITURES

Total General Fund Expenditures are proposed to increase by \$1,214,359 (or 6.6%) from \$18,444,632 in FY21 to \$19,658,991 in FY22. The summary of broad expenditure categories is as follows:

EXPENDITURES	FY20	FY21	FY22	\$ Change	% Change
Staffing	\$ 7,285,432	\$ 7,713,200	\$ 7,934,393	\$ 221,193	2.9%
Employee Benefits	\$ 3,286,711	\$ 3,399,025	\$ 3,421,860	\$ 22,835	0.7%
Risk Management	\$ 845,000	\$ 845,000	\$ 845,000	\$ -	0.0%
Department Expenses	\$ 1,924,900	\$ 2,041,915	\$ 2,128,930	\$ 87,015	4.3%
Legal	\$ 114,200	\$ 116,364	\$ 118,571	\$ 2,207	1.9%
Human Services	\$ 185,595	\$ 190,105	\$ 276,400	\$ 86,295	45.4%
Solid Waste	\$ -	\$ -	\$ 897,825	\$ 897,825	100.0%
Transfer to Solid Waste	\$ 510,000	\$ 555,385	\$ -	\$ (555,385)	-100.0%
Transfer to Capital Projects	\$ 800,000	\$ 460,000	\$ 785,000	\$ 325,000	70.7%
Transfer to Capital Equipment	\$ 495,000	\$ 763,000	\$ 795,000	\$ 32,000	4.2%
Transfer to Parking	\$ -	\$ -	\$ 45,900	\$ 45,900	100.0%
Debt/Debt Service	\$ 1,471,325	\$ 1,285,375	\$ 1,259,075	\$ (26,300)	-2.0%
Other	\$ 1,150,029	\$ 1,075,263	\$ 1,151,037	\$ 75,774	7.0%
TOTAL EXPENDITURES	\$ 18,068,192	\$ 18,444,632	\$ 19,658,991	\$ 1,214,359	6.6%

Staffing

This category includes the cost of all employee salaries (including pay increases) and incentives (such as shift differentials or stipends for educational achievements or certifications) to be paid in compliance with four collective bargaining agreements and to the Town's non-union employees. These costs are proposed to increase by \$221,143 (or 2.9%) from \$7,713,200 in FY21 to \$7,934,343 in FY22. No new positions are proposed. The part-time (30-hours-per-week) Assistant Assessor position is proposed to be increased to full-time (37.5-hours-per-week) both in response to the ongoing workload in the office and, especially, in preparation for a Townwide reappraisal that will be happening in the next few years.

Employee Benefits

This category reflects the total cost of employee benefits. That cost is proposed to increase by \$22,835 (or 0.7%) from \$3,399,025 in FY21 to \$3,421,860 in FY22. Incremental annual increases in Social Security and retirement system costs account for all of this increase, with the Town's health insurance program and all other employee benefits being level funded. This is a substantial achievement in an area of the Town's budget (as in the budgets of all labor-intensive organizations) that routinely increases faster than the overall rate of inflation. Nevertheless, the health insurance program remains a significant cost for the Town as it amounts to 11.2% of the total proposed FY22 General Fund Budget (down from 11.9% in FY21).

Risk Management

The Town's budget for property, liability, and workers' compensation insurance costs is proposed to remain flat for FY22 at \$845,000.

TOWN MANAGER'S BUDGET MESSAGE

Department Expenses

This category is the total of all non-staffing expenses that are included in the departments' operating budgets. The departments' aggregated non-staff expenses are proposed to increase by \$87,015 (or 4.3%) from \$2,041,915 in FY21 to \$2,128,930 in FY22. This is primarily due to a \$21,100 increase in the cost of stormwater management to comply with State mandated changes in stormwater regulations and to the shift of \$41,500 of expenses from General Services (part of "Other Expenses") to Human Resources (part of "Department Expenses").

Legal

This category includes the fees for the Town Attorney's legal services and some small related costs. The category is proposed to increase by \$2,207 (or 1.9%) from \$116,364 in FY21 to \$118,571 in FY22.

Human Services

The Selectboard included \$276,400 in this category to fully fund the recommendations of Representative Town Meeting's Human Services Review Committee. This is 1.4% of the total proposed FY22 Budget and is an increase of \$86,295 (or 45.4%) over FY21, when the total Human Services funding of \$190,105 was 1.0% of the adopted FY21 Budget.

Solid Waste

This category includes all costs related to collection and disposal of garbage, compost, and recycling, along with the annual assessment for membership in the Windham Solid Waste Management District and the cost of purchasing solid waste containers that are later sold to residents. These costs are being shown in the General Fund budget for the first time this year. This is to make those expenditures and the revenues of the Town's solid waste program more transparent, rather than simply showing the net transfer required to cover the annual excess of expenditures over revenues for this service. The total amount of proposed Solid Waste expenditures for FY22 is \$897,825.

Transfer to Solid Waste

This category has been eliminated for FY22 and replaced by the separate revenue and expenditure categories for solid waste. In prior years, this category was shown as a transfer in the net amount of the General Fund's solid waste subsidy, calculated by subtracting anticipated revenue generated by the sale of pay-as-you-throw garbage bags and containers for compost and recycling from the total cost incurred for solid waste services.

Transfer to Capital Equipment

This category identifies the transfer from the General Fund to the Capital Fund for the purchase of vehicles and other large equipment. That transfer is proposed to increase by \$32,000 (or 4.2%) from \$763,000 in FY21 to \$795,000 in FY22. We have stabilized these costs by implementing a 25-year Capital Equipment Replacement Program (CERP). Here are the actual changes in this transfer for the final 4 years prior to implementing the CERP and for the next 25 years:

FY18 = increased by 395.5%

FY19 = increased by 5.5%

FY20 = *decreased* by 58.4%

FY21 = increased by 54.1%

FY22 = proposed to increase by 4.2%

FY23 = projected to increase by 4.2%

FY24 = projected to increase by 4.0%

FY25 = projected to increase by 3.0%

FY26 through FY46 = projecting an average annual increase of 1.7% for this 21-year period

TOWN MANAGER'S BUDGET MESSAGE

Long term planning and stable funding will provide greater certainty and transparency to Town taxpayers, maintain an up-to-date Town fleet of vehicles and other capital equipment, reduce maintenance costs, increase trade-in values, and facilitate more realistic planning of capital infrastructure projects. For FY22, the following capital equipment expenditures are proposed:

Vehicles/Equipment

\$110,000 as a contribution to the Future Fire Trucks Reserve Fund

\$ 55,000 for the first year of a 4-year lease/purchase of an upgraded radio system for the Fire Department

\$ 37,000 to Replace a 2012 Fire Department Utility Truck

\$ 45,000 for Computer Hardware (Townwide)

\$ 36,000 to Replace the 2010 vehicle operated by the Animal Control Officer

\$ 57,000 to Replace a 2017 Police Patrol Vehicle

\$ 57,000 to Replace another 2017 Police Patrol Vehicle

\$180,000 to Replace a 2012 Dump Truck for Public Works

\$ 41,000 to Replace a 2013 Chevrolet Silverado Pickup Truck for Public Works

\$139,000 to Replace a 2012 Sidewalk Tractor (sidewalk snow plow) for Public Works

\$ 38,000 to Replace a 2011 Dodge 3500 Pickup Truck for Parks

\$795,000 total transfer from the General Fund (100% from "real time" revenue)

Transfer to Capital Projects

This category identifies the transfer from the General Fund to the Capital Fund for infrastructure projects.

That transfer is proposed to increase by \$325,000 (or 70.7%) from \$460,000 in FY21 to \$785,000 in FY22.

This significant increase is made possible by the increased amount of fund balance available for FY22.

Looking to the future, staff believes the Town can keep up with our infrastructure repair and replacement needs if we focus on funding recurring needs (paving, sidewalks, and smaller projects) with "real time" cash, increase our annual "real time" cash commitment to capital (incrementally over the next several years) from \$1 million to \$1.5 million, continue to utilize excess fund balance to augment "real time" revenues, and issue bonds at strategic intervals to fund larger scale projects that occur only once in several decades and provide "generational improvements." An example of such generational improvements that warrant borrowing are modernization of Public Works facilities and upgrades to the skating rink at Living Memorial Park. Planning has begun for both projects and we will bring forward specific information and proposals as they develop. For FY22, the following capital project expenditures are proposed:

Projects

\$400,000 for Street Paving

\$100,000 for Sidewalk Replacement

\$ 20,000 for Redesign of the Intersection of High Street and Green Street

\$130,000 to Replace the LULA ("Limited Use, Limited Access" Elevator) at the Gibson Aiken Center

\$ 35,000 to Upgrade the Fire Alarm Panel and Smoke Alarm System at the Gibson Aiken Center

\$ 30,000 for a Utility/Sewer Upgrade at Living Memorial Park

\$ 60,000 for Paving at Living Memorial Park

\$ 10,000 for Swimming Pool Improvements at Living Memorial Park

\$785,000 total transfer from the General Fund

(\$530,000 use of fund balance and \$255,000 from "real time" revenue)

Transfer to Parking

This category anticipates a transfer from the General Fund to the Parking Fund to offset an expected one-year operating deficit in the Parking Fund due to reduced downtown parking during COVID-19.

Since we cannot accurately predict the amount of such a deficit, the amount of the proposed budget line item for this transfer is \$45,900, exactly equal to the transfer from the Parking Fund

TOWN MANAGER'S BUDGET MESSAGE

to the General Fund that pays for the services provided by General Fund employees in support of Parking Fund operations.

Debt Service

This category of expenditure reflects payments the Town must make on debt that was previously incurred and is not yet completely repaid. The Town's debt service costs are expected to decrease by \$26,300 (or 2.0%) from \$1,285,375 in FY21 to \$1,259,075 in FY22.

Other Expenses

This category includes all General Fund expenses that are not included in any of the other categories. These costs are expected to increase by \$75,774 (or 7.0%) from \$1,075,263 in FY21 to \$1,151,037 in FY22, primarily due to a proposed expenditure of up to \$75,000 to upgrade the Town's website.

One Final Note About Expenditures: The Human Resources Department

In the FY22 Budget, we show Human Resources as its own separate department. The Human Resources Director position was created in FY19 and the expenses for that position have been in the Town Manager's Office budget and General Services budget for FY19, FY20, and FY21. We believe that showing the Human Resources budget separately and in one place will more transparently document the investment the Town makes in maintaining a safe and welcoming work environment, ensuring compliance with State + Federal employment regulations, increasing employee training, improving employee recruitment, and advancing the Town's work in fulfillment of our commitment to diversity, equity, and inclusion. Of the \$110,230 that is proposed for Human Resources in FY22, \$97,730 (or 88.7%) was moved there from other departments and \$12,500 (or 11.3%) is proposed new expense (primarily for improved HR software).

FUND BALANCE

The unassigned General Fund balance at June 30, 2020 (the end of FY20) was \$2,511,882 (unaudited). The Town's guideline calls for an amount equivalent to 10% of the proposed operating budget (\$1,894,893 if there was no use of fund balance) to be reserved as a "rainy day fund," leaving \$616,989 of "excess fund balance" available for use in FY22. The proposed FY22 Budget includes \$605,000 as a "Use of Fund Balance" revenue item (to be used, as described above, for a website upgrade and part of the transfer to capital).

PERSONNEL COMPLEMENT

The proposed FY22 personnel complement includes 118 full-time employees and the equivalent of approximately 7 full-time positions occupied by approximately 20 part-time employees, supplemented in some departments by on-call or seasonal staff. (In addition, the pay and benefits of 21 full-time employees and some seasonal staff are funded through the Town's enterprise funds.) As previously mentioned, the only proposed change in the personnel complement from FY21 to FY22 is to increase the Assistant Assessor position from 30-hours-per-week to 37.5-hours-per-week.

CONCLUSION

Having worked diligently to prepare and refine this budget with substantial public input during the past four months, the Selectboard and Town staff are pleased to recommend it for approval by Representative Town Meeting on March 20, 2021.

Peter B. Elwell
Town Manager
January 29, 2021

FY22 BUDGET DOCUMENTS

Following are the Town of Brattleboro

FY22 Budget Documents

Budget Summary by Type of Revenue and Expenditure.	92
FY22 General Fund Budget	94
FY22 Capital Request.	113
Capital Project Plan (2022-2026)	114
Capital Equipment Replacment Plan (2022-2046)	115

BUDGET SUMMARY General Fund Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SUMMARY BY TYPE OF REVENUE AND EXPENDITURE

	BUDGET		BUDGET	\$	%
	FY: 2021		FY: 2022	CHANGE	CHANGE
Revenue					
Taxes					
Property Taxes	\$ 15,234,841		\$ 15,649,281	\$ 414,440	2.7%
Meals/Rooms	\$ 440,000		\$ 385,000	\$ (55,000)	-12.5%
Sales Tax	\$ 630,000		\$ 825,000	\$ 195,000	31.0%
In Lieu of Taxes	\$ 180,000		\$ 180,000	\$ -	0.0%
Total	\$ 16,484,841		\$ 17,039,281	\$ 554,440	3.4%
Penalties/Interest					
Finance	\$ 135,000		\$ 135,000	\$ -	0.0%
Listers	\$ 1,800		\$ 1,800	\$ -	0.0%
Police	\$ 23,000		\$ 18,000	\$ (5,000)	-21.7%
Total	\$ 159,800		\$ 154,800	\$ (5,000)	-3.1%
Fees for Service					
Town Clerk	\$ 105,000		\$ 105,000	\$ -	0.0%
Library	\$ 22,500		\$ 21,500	\$ (1,000)	-4.4%
Fire	\$ 83,250		\$ 83,370	\$ 120	0.1%
Solid Waste	\$ -		\$ 307,000	\$ 307,000	100.0%
Municipal Center	\$ 18,000		\$ 18,000	\$ -	0.0%
Police	\$ 87,786		\$ 78,020	\$ (9,766)	-11.1%
Rec & Parks	\$ 238,200		\$ 239,600	\$ 1,400	0.6%
Total	\$ 554,736		\$ 852,490	\$ 297,754	53.7%
License/Permits					
Finance	\$ 50,000		\$ 50,000	\$ -	0.0%
Town Clerk	\$ 31,600		\$ 31,600	\$ -	0.0%
Planning	\$ 40,000		\$ 30,000	\$ (10,000)	-25.0%
Police	\$ 20		\$ 20	\$ -	0.0%
Total	\$ 121,620		\$ 111,620	\$ (10,000)	-8.2%
Other					
Governmental	\$ 405,000		\$ 420,000	\$ 15,000	3.7%
Employee Contributions	\$ 20,000		\$ 65,000	\$ 45,000	225.0%
Fund Balance	\$ 223,000		\$ 605,000	\$ 382,000	0.0%
Transfers	\$ 340,000		\$ 346,800	\$ 6,800	2.0%
Misc	\$ 135,635		\$ 64,000	\$ (71,635)	-52.8%
Total	\$ 1,123,635		\$ 1,500,800	\$ 377,165	33.6%
Total Revenue	\$ 18,444,632		\$ 19,658,991	\$ 1,214,359	6.6%
Expenses					
Salaries					
Town Manager	\$ 311,670		\$ 251,785	\$ (59,885)	-19.2%
Finance	\$ 330,280		\$ 327,965	\$ (2,315)	-0.7%
Human Resources	\$ -		\$ 69,080	\$ 69,080	100.0%
Town Clerk	\$ 138,375		\$ 141,325	\$ 2,950	2.1%
Assessor	\$ 141,405		\$ 160,015	\$ 18,610	13.2%
Planning	\$ 235,515		\$ 242,035	\$ 6,520	2.8%
Library	\$ 504,665		\$ 515,400	\$ 10,735	2.1%
Fire	\$ 1,802,190		\$ 1,850,793	\$ 48,603	2.7%
Facility Maintenance	\$ 142,020		\$ 145,175	\$ 3,155	2.2%
Police	\$ 1,958,855		\$ 2,021,090	\$ 62,235	3.2%
Dispatch	\$ 543,125		\$ 558,275	\$ 15,150	2.8%
DPW	\$ 1,086,695		\$ 1,113,590	\$ 26,895	2.5%
Rec & Parks	\$ 518,405		\$ 537,865	\$ 19,460	3.8%
Total	\$ 7,713,200		\$ 7,934,393	\$ 221,193	2.9%

BUDGET SUMMARY General Fund Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SUMMARY BY TYPE OF REVENUE AND EXPENDITURE

	BUDGET		BUDGET	\$	%
	FY: 2021		FY: 2022	CHANGE	CHANGE
Employee Benefits					
Vacation Accrual	\$ 30,000	\$	30,000	\$ -	0.0%
Social Security	\$ 566,500	\$	577,830	\$ 11,330	2.0%
Employee Retirement	\$ 575,255	\$	586,760	\$ 11,505	2.0%
Health Insurance	\$ 1,777,695	\$	1,777,695	\$ -	0.0%
Opt Out / HSA	\$ 180,000	\$	180,000	\$ -	0.0%
HRA Expense	\$ 215,000	\$	215,000	\$ -	0.0%
HRA Administration	\$ 10,000	\$	10,000	\$ -	0.0%
Unemployment	\$ 10,000	\$	10,000	\$ -	0.0%
Life Insurance	\$ 33,075	\$	33,075	\$ -	0.0%
Dependant Care	\$ 1,500	\$	1,500	\$ -	0.0%
Total	\$ 3,399,025	\$	3,421,860	\$ 22,835	0.7%
Department Expense					
Town Manager	\$ 9,300	\$	8,650	\$ (650)	-7.0%
Finance	\$ 34,300	\$	32,050	\$ (2,250)	-6.6%
Human Resources	\$ -	\$	41,150	\$ 41,150	100.0%
Town Clerk	\$ 54,200	\$	47,700	\$ (6,500)	-12.0%
Assessor	\$ 21,500	\$	20,200	\$ (1,300)	-6.0%
Planning	\$ 34,400	\$	32,500	\$ (1,900)	-5.5%
Library	\$ 151,680	\$	159,810	\$ 8,130	5.4%
Fire	\$ 255,450	\$	264,110	\$ 8,660	3.4%
Facility Maintenance	\$ 1,825	\$	1,825	\$ -	0.0%
Police	\$ 345,875	\$	340,490	\$ (5,385)	-1.6%
Dispatch	\$ 12,450	\$	12,185	\$ (265)	-2.1%
DPW	\$ 829,460	\$	877,325	\$ 47,865	5.8%
Rec & Parks	\$ 291,475	\$	290,935	\$ (540)	-0.2%
Total	\$ 2,041,915	\$	2,128,930	\$ 87,015	4.3%
General					
General Services	\$ 261,250	\$	332,475	\$ 71,225	27.3%
Municipal Center	\$ 89,415	\$	82,255	\$ (7,160)	-8.0%
Debt/Debt Service	\$ 1,285,375	\$	1,259,075	\$ (26,300)	-2.0%
Risk	\$ 845,000	\$	845,000	\$ -	0.0%
Attorney	\$ 116,364	\$	118,571	\$ 2,207	1.9%
Human Services	\$ 190,105	\$	276,400	\$ 86,295	45.4%
Auxiliary Services	\$ 529,548	\$	539,696	\$ 10,148	1.9%
Solid Waste	\$ -	\$	897,825	\$ 897,825	100.0%
Windham Regional	\$ 28,050	\$	28,611	\$ 561	2.0%
County Tax	\$ 87,000	\$	88,000	\$ 1,000	1.1%
Downtown Program	\$ 80,000	\$	80,000	\$ -	0.0%
Total	\$ 3,512,107	\$	4,547,908	\$ 1,035,801	29.5%
Transfers					
To Capital	\$ 1,223,000	\$	1,580,000	\$ 357,000	29.2%
To Solid Waste	\$ 555,385	\$	-	\$ (555,385)	-100.0%
Transfer To Parking Fund	\$ -	\$	45,900	\$ 45,900	0.0%
Total	\$ 1,778,385	\$	1,625,900	\$ (152,485)	-8.6%
Total Expenses	\$ 18,444,632	\$	19,658,991	\$ 1,214,359	6.6%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Town Manager's Office								
Donations	\$ 100	\$ 50	\$ 75	\$ -	\$ -	\$ -	\$ -	0.0%
MM - Investment Income	\$ 8,480	\$ 36,637	\$ 106,202	\$ 93,821	\$ 100,000	\$ 30,000	\$ (70,000)	-70.0%
In Lieu of Taxes	\$ 158,222	\$ 155,330	\$ 180,329	\$ 181,513	\$ 180,000	\$ 180,000	\$ -	0.0%
Miscellaneous Revenue	\$ 1,299	\$ 4,960	\$ 5,484	\$ 5,290	\$ 2,500	\$ 2,500	\$ -	0.0%
	\$ 168,101	\$ 196,977	\$ 292,091	\$ 280,625	\$ 282,500	\$ 212,500	\$ (70,000)	-24.8%
Taxes								
Current Taxes	\$ 13,940,726	\$ 14,291,696	\$ 14,800,546	\$ 14,725,185	\$ 15,154,841	\$ 15,569,281	\$ 414,440	2.7%
Downtown District	\$ -	\$ -	\$ -	\$ 79,687	\$ 80,000	\$ 80,000	\$ -	0.0%
Meals, Alcohol and Rooms	\$ 378,807	\$ 421,187	\$ 437,489	\$ 375,512	\$ 440,000	\$ 385,000	\$ (55,000)	-12.5%
Sales Tax	\$ -	\$ -	\$ -	\$ 833,775	\$ 630,000	\$ 825,000	\$ 195,000	31.0%
Interest	\$ 56,134	\$ 53,929	\$ 59,470	\$ 70,739	\$ 60,000	\$ 60,000	\$ -	0.0%
Penalty	\$ 66,828	\$ 50,167	\$ 67,219	\$ 65,137	\$ 55,000	\$ 55,000	\$ -	0.0%
Collection Charges	\$ 12,027	\$ 11,358	\$ 10,132	\$ 14,258	\$ 20,000	\$ 20,000	\$ -	0.0%
	\$ 14,454,523	\$ 14,828,337	\$ 15,374,855	\$ 16,164,294	\$ 16,439,841	\$ 16,994,281	\$ 554,440	3.4%
Finance Department								
Business Licenses	\$ 50,840	\$ 51,702	\$ 49,953	\$ 45,385	\$ 50,000	\$ 50,000	\$ -	0.0%
Reimbursements/Insurance	\$ 1,441	\$ 672	\$ -	\$ 664	\$ -	\$ -	\$ -	0.0%
Interest on Receivables	\$ 305	\$ 431	\$ 72	\$ 200	\$ -	\$ -	\$ -	0.0%
Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous Income	\$ -	\$ 251	\$ 3,150	\$ 0	\$ -	\$ -	\$ -	0.0%
	\$ 52,586	\$ 53,055	\$ 53,174	\$ 46,249	\$ 50,000	\$ 50,000	\$ -	0.0%
Attorney								
Litigation Reimbursement	\$ -	\$ 740	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ 740	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Town Clerk								
Liquor & Tobacco License	\$ 9,480	\$ 10,170	\$ 9,664	\$ 9,305	\$ 9,600	\$ 9,600	\$ -	0.0%
Dog License Revenue	\$ 21,144	\$ 20,982	\$ 21,945	\$ 16,360	\$ 22,000	\$ 22,000	\$ -	0.0%
Town Clerk Fees	\$ 98,889	\$ 93,503	\$ 86,854	\$ 121,710	\$ 105,000	\$ 105,000	\$ -	0.0%
Town Clerk Misc Income	\$ -	\$ 1,315	\$ 2,547	\$ 895	\$ -	\$ -	\$ -	0.0%
	\$ 129,513	\$ 125,970	\$ 121,010	\$ 148,270	\$ 136,600	\$ 136,600	\$ -	0.0%
Assessor's Office								
Personal Property Fines	\$ 700	\$ (700)	\$ 2,399	\$ (300)	\$ 1,800	\$ 1,800	\$ -	0.0%
Listers Office Misc	\$ 64	\$ -	\$ -	\$ 1,098	\$ -	\$ -	\$ -	0.0%
	\$ 764	\$ (700)	\$ 2,399	\$ 798	\$ 1,800	\$ 1,800	\$ -	0.0%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
General Services								
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Reimbursements	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Risk Management								
Insurance Payments	\$ 500	\$ 620	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Restitution	\$ 861	\$ 219	\$ 1,475	\$ 525	\$ -	\$ -	\$ -	0%
	\$ 1,361	\$ 839	\$ 1,475	\$ 525	\$ -	\$ -	\$ -	0%
Planning								
ZBA & Planning Commission	\$ -	\$ -	\$ 284	\$ 155	\$ -	\$ -	\$ -	0.0%
Planning Permit Fees	\$ 46,324	\$ 30,321	\$ 28,811	\$ 25,115	\$ 40,000	\$ 30,000	\$ (10,000)	-25.0%
Planning Fines	\$ -	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	0.0%
Planning Misc Revenue	\$ 30	\$ -	\$ 485	\$ 47	\$ -	\$ -	\$ -	0.0%
	\$ 46,354	\$ 30,321	\$ 29,580	\$ 25,319	\$ 40,000	\$ 30,000	\$ (10,000)	-25.0%
Benefits								
Employee Contributions	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 65,000	\$ 45,000	225.0%
Cobra Health Insurance Payment	\$ 607	\$ 4,221	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	0%
	\$ 607	\$ 4,221	\$ -	\$ 1,000	\$ 20,000.00	\$ 65,000.00	\$ 45,000	225.0%
Library								
Library Copier Revenue	\$ 6,254	\$ 6,307	\$ 6,268	\$ 4,324	\$ 6,500	\$ 6,500	\$ -	0.0%
Reimbursements	\$ 3,846	\$ 1,918	\$ 1,903	\$ 1,552	\$ 2,000	\$ 3,500	\$ 1,500	75.0%
Library Fines	\$ 14,909	\$ 12,972	\$ 240	\$ 197	\$ -	\$ -	\$ -	0.0%
Non-Resident Fees	\$ 15,204	\$ 14,048	\$ 16,793	\$ 12,924	\$ 16,000	\$ 15,000	\$ (1,000)	-6.3%
Gift Books & Replacement	\$ 2,529	\$ 3,085	\$ 2,653	\$ 1,341	\$ 4,000	\$ 2,500	\$ (1,500)	-37.5%
Library Postage Revenue	\$ 177	\$ 142	\$ 82	\$ 43	\$ -	\$ -	\$ -	0.0%
Miscellaneous Income	\$ 68	\$ 88	\$ 1,669	\$ 1,338	\$ 3,000	\$ 4,000	\$ 1,000	33.3%
	\$ 42,997	\$ 38,559	\$ 29,607	\$ 21,718	\$ 31,500	\$ 31,500	\$ -	0.0%
Fire								
Tower Rent	\$ 500	\$ 250	\$ -	\$ 6,567	\$ 6,000	\$ 6,120	\$ 120	2.0%
Insurance Proceeds	\$ -	\$ 926	\$ 979	\$ 8,120	\$ -	\$ -	\$ -	0.0%
Fire Dept - Banner	\$ 10,500	\$ 10,200	\$ 10,350	\$ 6,750	\$ 11,000	\$ 11,000	\$ -	0.0%
Rental Housing Fees	\$ -	\$ -	\$ -	\$ 21,750	\$ 56,250	\$ 56,250	\$ -	0.0%
Fire Outside Revenue	\$ 3,031	\$ 12,388	\$ 16,980	\$ 6,524	\$ 10,000	\$ 10,000	\$ -	0.0%
	\$ 14,031	\$ 23,764	\$ 28,308	\$ 49,711	\$ 83,250	\$ 83,370	\$ 120	0.1%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Solid Waste								
Refuse Bag Revenue	\$	-	\$	-	\$	\$ 305,000	\$ 305,000	100.0%
Container Sales	\$	-	\$	-	\$	2,000	\$ 2,000	100.0%
	-	\$	-	-	\$	307,000	\$ 307,000	100.0%
Municipal Center								
Municipal Center Rental	\$ 19,502	\$ 8,200	\$ 27,212	\$ 19,996	\$ 18,000	\$ 18,000	\$ -	0.0%
Reimbursements	\$ 4	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	0.0%
	\$ 19,506	\$ 8,200	\$ 27,212	\$ 20,296	\$ 18,000	\$ 18,000	\$ -	0.0%
Police								
Town Ordinance	\$ 15,309	\$ 11,687	\$ 15,264	\$ 12,301	\$ 20,000	\$ 15,000	\$ (5,000)	-25.0%
Bicycle Registration	\$ 21	\$ 21	\$ 21	\$ 13	\$ 20	\$ 20	\$ -	0.0%
Police Dept Copy Charges	\$ 876	\$ 940	\$ 1,437	\$ 577	\$ 750	\$ 1,000	\$ 250	33.3%
Police Dept Donations	\$ -	\$ -	\$ 1,000	\$ 6,300	\$ -	\$ -	\$ -	0.0%
Contract Buy-Outs	\$ -	\$ -	\$ 13,275	\$ -	\$ -	\$ -	\$ -	0.0%
Rental Income	\$ 15,329	\$ 26,708	\$ 27,197	\$ 27,456	\$ 28,016	\$ 18,000	\$ (10,016)	-35.8%
Up-Fit Reimbursement	\$ 5,634	\$ 11,269	\$ 11,269	\$ 11,269	\$ 5,635	\$ -	\$ (5,635)	0.0%
Reimbursements/Insurance	\$ 6,533	\$ 8,925	\$ 1,104	\$ 140	\$ -	\$ -	\$ -	0.0%
False Alarm Fees	\$ 3,433	\$ 4,629	\$ 3,594	\$ 3,729	\$ 3,000	\$ 3,000	\$ -	0.0%
Miscellaneous Revenue	\$ 844	\$ 1,626	\$ 1,885	\$ 673	\$ 2,000	\$ 2,000	\$ -	0.0%
Police Outside Revenue	\$ 13,958	\$ 3,796	\$ 3,252	\$ 131	\$ 10,000	\$ 10,000	\$ -	0.0%
Animal Control	\$ 3,783	\$ 1,620	\$ 1,780	\$ 750	\$ 1,000	\$ 1,000	\$ -	0.0%
Rescue Inc Dispatch Fees	\$ 47,079	\$ 48,020	\$ 48,020	\$ 48,020	\$ 48,020	\$ 48,020	\$ -	0.0%
	\$ 112,800	\$ 119,241	\$ 129,098	\$ 111,359	\$ 118,441	\$ 98,040	\$ (20,401)	-17.2%
Public Works								
Insurance/Reimbursements	\$ -	\$ 10,575	\$ 11,329	\$ 17,049	\$ -	\$ -	\$ -	0.0%
Miscellaneous Revenue	\$ 33	\$ 759	\$ 1,590	\$ -	\$ -	\$ -	\$ -	0.0%
Public Works Outside Reve	\$ 537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 570	\$ 11,334	\$ 12,918	\$ 17,049	\$ -	\$ -	\$ -	0.0%
Public Works Gas								
Gasoline Sales	\$ 3,473	\$ 100	\$ 21,169	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 3,473	\$ 100	\$ 21,169	\$ -	\$ -	\$ -	\$ -	0.0%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Regional								
Railroad Revenue Sharing	\$ 5,065	\$ 4,840	\$ 5,108	\$ 5,108	\$ 5,000	\$ 5,000	\$ -	0.0%
State Road Construction	\$ 230,592	\$ 229,737	\$ 229,699	\$ 235,647	\$ 230,000	\$ 230,000	\$ -	0.0%
State Current Use Payment	\$ 161,868	\$ 175,968	\$ 173,444	\$ 187,080	\$ 170,000	\$ 185,000	\$ 15,000	8.8%
Overweight Permits	\$ 255	\$ 290	\$ 225	\$ 265	\$ -	\$ -	\$ -	0.0%
	\$ 397,780	\$ 410,835	\$ 408,476	\$ 428,100	\$ 405,000	\$ 420,000	\$ 15,000	3.7%
Recreation & Parks								
Reimbursements	\$ -	\$ 126	\$ 14,468.43	\$ 1,342	\$ -	\$ -	\$ -	0.0%
Basketball	\$ 5,345	\$ 5,425	\$ 4,800.00	\$ 5,275	\$ 5,000	\$ 5,000	\$ -	0.0%
Softball Field Rental	\$ 24,945	\$ 25,485	\$ 26,210.00	\$ 955	\$ 26,000	\$ 26,000	\$ -	0.0%
Swimming Pool	\$ 19,758	\$ 22,791	\$ 22,826.27	\$ 12,350	\$ 22,000	\$ 22,000	\$ -	0.0%
Snack Bar	\$ 1,625	\$ 1,465	\$ 1,341.00	\$ 2,239	\$ 1,500	\$ 2,000	\$ 500	33.3%
Kiwanis Shelter	\$ 3,525	\$ 3,800	\$ 4,122.50	\$ 1,725	\$ 4,000	\$ 4,000	\$ -	0.0%
Skating Rink Revenue	\$ 122,403	\$ 114,388	\$ 110,700.38	\$ 112,764	\$ 115,000	\$ 115,000	\$ -	0.0%
Gibson-Aiken Center	\$ 6,646	\$ 6,273	\$ 5,862.59	\$ 5,884	\$ 6,200	\$ 6,600	\$ 400	6.5%
Day Camp	\$ 21,093	\$ 17,668	\$ 27,753.65	\$ 22,810	\$ 24,500	\$ 25,000	\$ 500	2.0%
Facilities Use Fees	\$ 3,299	\$ 3,300	\$ 5,337.50	\$ 5,251	\$ 5,000	\$ 5,000	\$ -	0.0%
Miscellaneous Revenue	\$ 18,930	\$ 16,726	\$ 17,595.63	\$ 9,286	\$ 12,000	\$ 15,000	\$ 3,000	25.0%
Cemetery Plots	\$ 4,615	\$ 900	\$ 2,950.00	\$ 850	\$ 3,000	\$ 3,000	\$ -	0.0%
Sr Program Donations	\$ -	\$ -	\$ 430.66	\$ 4,354	\$ 4,500	\$ 4,500	\$ -	0.0%
Non-Resident Fees	\$ 22,678	\$ 25,370	\$ 27,673.50	\$ 16,563	\$ 26,000	\$ 26,000	\$ -	0.0%
	\$ 254,861	\$ 243,716	\$ 272,072.11	\$ 201,648	\$ 254,700	\$ 259,100	\$ 4,400	1.7%
Fund Balance								
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 223,000	\$ 605,000	\$ 382,000	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ 223,000	\$ 605,000	\$ 382,000	0.0%
Transfers								
Transfer Rec Self Support	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer Skate Rink Imp	\$ 7,500	\$ 7,500	\$ 10,000	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer Utility Fund	\$ 250,000	\$ 260,000	\$ 265,200	\$ 290,004	\$ 295,000	\$ 300,900	\$ 5,900	2.0%
Transfer Parking Fund	\$ 36,900	\$ 55,500	\$ 37,500	\$ 40,000	\$ 45,000	\$ 45,900	\$ 900	2.0%
	\$ 299,400	\$ 328,000	\$ 317,700	\$ 330,004	\$ 340,000	\$ 346,800	\$ 6,800	2.0%
TOTAL REVENUE	\$ 15,999,226	\$ 16,426,008	\$ 17,121,145	\$ 17,846,965	\$ 18,444,632	\$ 19,658,991	\$ 1,214,359	6.6%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
EXPENDITURES								
Town Manager's Office								
Department Head Salary	\$ 99,206	\$ 100,796	\$ 102,843	\$ 105,715	\$ 107,150	\$ 109,290	\$ 2,140	2.0%
Staff Salaries	\$ 113,755	\$ 118,291	\$ 123,413	\$ 188,623	\$ 195,720	\$ 133,190	\$ (62,530)	-31.9%
Vacation BB - Retire Pay	\$ 3,967	\$ 5,815	\$ 8,683	\$ 8,964	\$ 8,800	\$ 9,305	\$ 505	5.7%
Equipment	\$ 313	\$ 168	\$ -	\$ -	\$ 300	\$ 150	\$ (150)	-50.0%
Training	\$ -	\$ -	\$ -	\$ 153	\$ -	\$ -	\$ -	0.0%
Conferences/Memberships	\$ 831	\$ 253	\$ 695	\$ 346	\$ 1,000	\$ 750	\$ (250)	-25.0%
Postage Expense	\$ 399	\$ 179	\$ 143	\$ 178	\$ 500	\$ 250	\$ (250)	-50.0%
Office Supplies	\$ 898	\$ 1,955	\$ 2,493	\$ 1,527	\$ 1,000	\$ 1,000	\$ -	0.0%
Transportation	\$ 5,500	\$ 5,263	\$ 6,532	\$ 5,655	\$ 6,500	\$ 6,500	\$ -	0.0%
	\$ 224,869	\$ 232,718	\$ 244,802	\$ 311,160	\$ 320,970	\$ 260,435	\$ (60,535)	-18.9%
Finance								
Department Head Salary	\$ 75,325	\$ 76,538	\$ 78,108	\$ 63,474	\$ 81,430	\$ 83,105	\$ 1,675	2.1%
Staff Salaries	\$ 220,618	\$ 224,207	\$ 235,604	\$ 240,435	\$ 248,850	\$ 244,860	\$ (3,990)	-1.6%
Vacation BB - Retire Pay	\$ -	\$ 2,944	\$ 1,104	\$ 6,781	\$ -	\$ -	\$ -	0.0%
Equipment	\$ 34	\$ 459	\$ 15	\$ -	\$ 500	\$ 500	\$ -	0.0%
Training	\$ 643	\$ 739	\$ 978	\$ 145	\$ 1,500	\$ 1,500	\$ -	0.0%
Conferences/Memberships	\$ 884	\$ 632	\$ 333	\$ 70	\$ 1,000	\$ 1,000	\$ -	0.0%
Office Equipment Maint	\$ 11	\$ 11	\$ -	\$ -	\$ 1,200	\$ 1,200	\$ -	0.0%
Computer Supplies	\$ -	\$ -	\$ -	\$ 90	\$ 600	\$ 600	\$ -	0.0%
Payroll Services	\$ 26,009	\$ 28,069	\$ 32,579	\$ 19,581	\$ 15,000	\$ 12,000	\$ (3,000)	-20.0%
Tax Bills	\$ 535	\$ 527	\$ 647	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Finance Consultant	\$ -	\$ -	\$ -	\$ 22,487	\$ -	\$ -	\$ -	0.0%
Reimbursable Expense	\$ 565	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Bank Service Charges	\$ 637	\$ 105	\$ 132	\$ 24	\$ 1,000	\$ 1,000	\$ -	0.0%
Postage Expense	\$ 7,574	\$ 7,850	\$ 8,603	\$ 8,564	\$ 8,500	\$ 9,000	\$ 500	5.9%
Office Supplies	\$ 3,845	\$ 4,140	\$ 3,935	\$ 4,257	\$ 4,000	\$ 4,250	\$ 250	6.3%
	\$ 336,680	\$ 346,720	\$ 362,037	\$ 365,909	\$ 364,580	\$ 360,015	\$ (4,565)	-1.3%
Human Resources								
Department Head Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,080	\$ 69,080	100.0%
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	100.0%
Personnel Mgmt Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	100.0%
Employee Recognition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	100.0%
Conferences/Memberships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750	100.0%
Computer Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	100.0%
KRONOS & NEMRC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	100.0%
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	1000.0%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Office Supplies	\$	-	\$	-	\$	500	\$ 500	100.0%
Transportation	\$	-	\$	-	-	500	\$ 500	100.0%
						\$ 110,230	\$ 110,230	100.0%
Attorney								
Contracted Legal Services	\$ 102,000	\$ 105,020	\$ 106,610	\$ 108,742	\$ 110,364	\$ 112,571	\$ 2,207	2.0%
Conferences/Memberships	\$ 679	\$ 706	\$ 732	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Litigation Expenses	\$ 2,101	\$ 1,896	\$ 441	\$ 766	\$ 5,000	\$ 5,000	\$ -	0.0%
	\$ 104,780	\$ 107,622	\$ 107,783	\$ 109,508	\$ 116,364	\$ 118,571	\$ 2,207	1.9%
Town Clerk								
Department Head Salary	\$ 69,640	\$ 62,992	\$ 65,526	\$ 68,279	\$ 70,435	\$ 71,835	\$ 1,400	2.0%
Staff Salaries	\$ 62,847	\$ 65,414	\$ 67,649	\$ 69,624	\$ 67,940	\$ 69,490	\$ 1,550	2.3%
Vacation BB - Retire Pay	\$ 21,407	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Election Salaries	\$ 5,604	\$ 3,686	\$ 8,403	\$ 4,831	\$ 8,500	\$ 5,000	\$ (3,500)	-41.2%
Conferences/Memberships	\$ 1,073	\$ 962	\$ 813	\$ 626	\$ 1,800	\$ 1,800	\$ -	0.0%
Records Restoration	\$ -	\$ 6,020	\$ -	\$ 5,975	\$ -	\$ 6,000	\$ 6,000	100.0%
Computer - Land Records	\$ 11,513	\$ 11,718	\$ 11,997	\$ 10,543	\$ 16,000	\$ 12,000	\$ (4,000)	-25.0%
Election Expense	\$ 14,031	\$ 7,272	\$ 13,800	\$ 6,395	\$ 20,000	\$ 15,000	\$ (5,000)	-25.0%
Copier Expense	\$ 1,164	\$ 1,053	\$ 2,059	\$ 1,109	\$ 1,100	\$ 1,100	\$ -	0.0%
Postage Expense	\$ 2,688	\$ 2,290	\$ 2,482	\$ 3,145	\$ 2,500	\$ 2,500	\$ -	0.0%
Office Supplies	\$ 3,540	\$ 4,169	\$ 3,877	\$ 4,122	\$ 4,000	\$ 4,000	\$ -	0.0%
Equipment Maintenance	\$ 129	\$ 154	\$ -	\$ -	\$ 300	\$ 300	\$ -	0.0%
	\$ 193,635	\$ 165,732	\$ 176,605	\$ 174,649	\$ 192,575	\$ 189,025	\$ (3,550)	-1.8%
Assessor's Office								
Department Head Salary	\$ 66,619	\$ 61,055	\$ 62,366	\$ 64,198	\$ 65,135	\$ 69,080	\$ 3,945	6.1%
Staff Salaries	\$ 74,251	\$ 64,828	\$ 70,870	\$ 66,674	\$ 76,270	\$ 90,935	\$ 14,665	19.2%
Vacation BB - Retire Pay	\$ 687	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Board Salaries	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ -	0.0%
Equipment Purchases	\$ 1,146	\$ 761	\$ 31	\$ -	\$ 800	\$ 2,000	\$ 1,200	150.0%
Professional Services	\$ 647	\$ 10,650	\$ 686	\$ 290	\$ 2,500	\$ 1,250	\$ (1,250)	-50.0%
Training	\$ 135	\$ 425	\$ -	\$ 331	\$ 2,500	\$ 1,200	\$ (1,300)	-52.0%
Conferences/Memberships	\$ 935	\$ 276	\$ 297	\$ 523	\$ 1,000	\$ 1,000	\$ -	0.0%
Tax Map Maintenance	\$ 1,275	\$ 1,350	\$ 2,700	\$ 2,550	\$ 2,600	\$ 2,800	\$ 200	7.7%
Annual Software Fees	\$ 4,200	\$ 3,526	\$ 4,891	\$ 5,079	\$ 5,000	\$ 5,100	\$ 100	2.0%
Postage Expense	\$ 1,041	\$ 1,395	\$ 1,207	\$ 1,315	\$ 1,500	\$ 1,500	\$ -	0.0%
Office Supplies	\$ 884	\$ 917	\$ 417	\$ 1,224	\$ 950	\$ 1,200	\$ 250	26.3%
Equipment Maintenance Fee	\$ 726	\$ 1,067	\$ 1,331	\$ 1,492	\$ 1,200	\$ 1,200	\$ -	0.0%
Transportation	\$ 506	\$ 1,301	\$ 594	\$ 338	\$ 1,500	\$ 1,000	\$ (500)	-33.3%
	\$ 155,035	\$ 150,252	\$ 147,338	\$ 145,963	\$ 162,905	\$ 180,215	\$ 17,310	10.6%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
General Services								
Board Salaries	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ -	0.0%
BCA Salaries	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700	\$ -	0.0%
IT Salaries	\$ -	\$ -	\$ -	\$ 5,020	\$ 8,050	\$ 8,275	\$ 225	2.8%
Personnel Mgmt Expense	\$ 2,065	\$ 45,090	\$ 9,100	\$ 25,990	\$ 20,000	\$ -	\$ (20,000)	-100.0%
Employee Recognition	\$ 1,390	\$ 2,253	\$ 1,849	\$ 1,938	\$ -	\$ -	\$ -	0.0%
Conferences/Memberships	\$ 16,817	\$ 19,648	\$ 18,766	\$ 38,176	\$ 20,000	\$ 20,000	\$ -	0.0%
Computer Equipment Maint	\$ 56,330	\$ 60,334	\$ 60,421	\$ 60,126	\$ 62,500	\$ 70,000	\$ 7,500	12.0%
Software Licenses	\$ 570	\$ 10,271	\$ 11,295	\$ 16,163	\$ 15,000	\$ 18,500	\$ 3,500	23.3%
Printing & Public Notices	\$ 7,512	\$ 9,586	\$ 12,026	\$ 17,817	\$ 12,000	\$ 12,000	\$ -	0.0%
Professional Services	\$ 34,790	\$ 14,602	\$ 5,419	\$ 75	\$ -	\$ -	\$ -	0.0%
Administrative Services	\$ -	\$ -	\$ 5,617	\$ 12,251	\$ 13,000	\$ 15,000	\$ 2,000	15.4%
Technical Services	\$ -	\$ -	\$ 19,845	\$ 7,654	\$ 13,000	\$ 90,000	\$ 77,000	592.3%
Town Report	\$ 3,077	\$ 3,803	\$ 3,931	\$ 4,621	\$ 3,500	\$ 3,750	\$ 250	7.1%
GIS Mapping	\$ 16,464	\$ 13,172	\$ 13,146	\$ 14,020	\$ 19,000	\$ 19,000	\$ -	0.0%
Auditing	\$ 18,361	\$ 10,419	\$ 18,541	\$ 12,725	\$ 20,000	\$ 20,000	\$ -	0.0%
Telephone	\$ 16,593	\$ 16,604	\$ 17,967	\$ 17,649	\$ 17,000	\$ 17,000	\$ -	0.0%
Postage Expense	\$ 1,937	\$ 1,909	\$ 2,153	\$ 5,202	\$ 2,000	\$ 2,250	\$ 250	12.5%
Office Supplies	\$ 1,101	\$ 880	\$ 899	\$ 849	\$ 1,500	\$ 2,000	\$ 500	33.3%
Tax Abatements	\$ 5,805	\$ 31,670	\$ 17,654	\$ 88,084	\$ 15,000	\$ 15,000	\$ -	0.0%
Interest Abatements	\$ 1,033	\$ 3,312	\$ 1,383	\$ 529	\$ 1,000	\$ 1,000	\$ -	0.0%
Penalty Abatements	\$ 322	\$ 1,762	\$ 438	\$ 168	\$ 1,000	\$ 1,000	\$ -	0.0%
Other Abatements	\$ 3,769	\$ 488	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous	\$ 270	\$ 550	\$ -	\$ 153	\$ -	\$ -	\$ -	0.0%
	\$ 205,207	\$ 263,353	\$ 237,450	\$ 346,208	\$ 261,250	\$ 332,475	\$ 71,225	27.3%
Risk Management								
Worker's Compensation	\$ 446,884	\$ 511,038	\$ 611,698	\$ 594,819	\$ 655,000	\$ 655,000	\$ -	0.0%
General Liability	\$ 134,313	\$ 122,642	\$ 156,715	\$ 158,657	\$ 160,000	\$ 160,000	\$ -	0.0%
Occupational Health	\$ 17,481	\$ 24,896	\$ 17,458	\$ 3,092	\$ 20,000	\$ 20,000	\$ -	0.0%
Insurance Deductible	\$ 8,058	\$ 2,000	\$ 8,424	\$ 5,129	\$ 10,000	\$ 10,000	\$ -	0.0%
	\$ 606,735	\$ 660,577	\$ 794,295	\$ 761,697	\$ 845,000	\$ 845,000	\$ -	0.0%
Planning								
Department Head Salary	\$ 67,393	\$ 71,297	\$ 67,120	\$ 72,645	\$ 76,705	\$ 79,040	\$ 2,335	3.0%
Staff Salaries	\$ 112,709	\$ 121,395	\$ 80,562	\$ 108,508	\$ 158,810	\$ 162,995	\$ 4,185	2.6%
Vacation BB - Retire Pay	\$ -	\$ 4,102	\$ 6,043	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment	\$ 225	\$ 1,512	\$ 361	\$ 295	\$ 800	\$ 800	\$ -	0.0%
Training	\$ 1,000	\$ 318	\$ 562	\$ 571	\$ 2,000	\$ 2,000	\$ -	0.0%
Conferences/Memberships	\$ 1,029	\$ 1,770	\$ 1,978	\$ 1,475	\$ 2,000	\$ 2,000	\$ -	0.0%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Computer Supplies	\$ -	\$ 921	\$ 1,336	\$ 1,692	\$ 2,000	\$ 2,000	\$ -	0.0%
Legal Notices	\$ 1,730	\$ 2,866	\$ 1,526	\$ 1,192	\$ 2,000	\$ 2,000	\$ -	0.0%
Professional Services	\$ 2,480	\$ 1,204	\$ 23,920	\$ 18,820	\$ 8,000	\$ 8,000	\$ -	0.0%
Sustainability Programming	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%
Document Production	\$ 149	\$ 196	\$ 1,510	\$ 217	\$ 2,000	\$ 1,000	\$ (1,000)	-50.0%
Postage Expense	\$ 991	\$ 1,029	\$ 944	\$ 681	\$ 1,200	\$ 1,000	\$ (200)	-16.7%
Office Supplies	\$ 1,005	\$ 1,159	\$ 1,004	\$ 923	\$ 1,000	\$ 1,000	\$ -	0.0%
Equipment Maintenance	\$ 1,421	\$ 450	\$ 530	\$ 450	\$ 1,500	\$ 1,200	\$ (300)	-20.0%
Transportation	\$ 396	\$ 468	\$ 1,155	\$ 699	\$ 1,400	\$ 1,000	\$ (400)	-28.6%
Miscellaneous Expenses	\$ 56	\$ 132	\$ 172	\$ 492	\$ 500	\$ 500	\$ -	0.0%
MPG Parking Study Match	\$ 2,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 192,583	\$ 212,818	\$ 188,723	\$ 208,660	\$ 269,915	\$ 274,535	\$ 4,620	1.7%
Benefits								
Vacation Accrual	\$ (5,504)	\$ (31,606)	\$ 39,236	\$ (8,523)	\$ 30,000	\$ 30,000	\$ -	0.0%
Social Security	\$ 502,253	\$ 511,679	\$ 521,564	\$ 556,495	\$ 566,500	\$ 577,830	\$ 11,330	2.0%
Employee Retirement	\$ 516,253	\$ 496,552	\$ 494,684	\$ 564,473	\$ 575,255	\$ 586,760	\$ 11,505	2.0%
Health Insurance	\$ 1,384,981	\$ 1,329,493	\$ 1,437,731	\$ 1,651,724	\$ 1,777,695	\$ 1,777,695	\$ -	0.0%
Life Insurance	\$ 24,948	\$ 25,907	\$ 25,631	\$ 28,040	\$ 33,075	\$ 33,075	\$ -	0.0%
Opt-Out & HSA Payments	\$ 180,627	\$ 180,562	\$ 173,875	\$ 185,000	\$ 180,000	\$ 180,000	\$ -	0.0%
HRA Expense	\$ 165,474	\$ 171,486	\$ 191,954	\$ 194,213	\$ 215,000	\$ 215,000	\$ -	0.0%
HRA Administration	\$ 7,200	\$ 7,804	\$ 7,471	\$ 11,017	\$ 10,000	\$ 10,000	\$ -	0.0%
Unemployment Compensation	\$ -	\$ 6,366	\$ 1,507	\$ 13,210	\$ 10,000	\$ 10,000	\$ -	0.0%
Dependent Care Administration	\$ 417	\$ 240	\$ 240	\$ 144	\$ 1,500	\$ 1,500	\$ -	0.0%
	\$ 2,776,649	\$ 2,698,483	\$ 2,893,891	\$ 3,195,795	\$ 3,399,025	\$ 3,421,860	\$ 22,835	0.7%
Bonds/Notes								
Bond Principal	\$ 648,333	\$ 848,333	\$ 803,333	\$ 803,333	\$ 798,350	\$ 793,350	\$ (5,000)	-0.6%
Note Principal	\$ 232,000	\$ 232,000	\$ 158,000	\$ 208,000	\$ 50,000	\$ 50,000	\$ -	0.0%
Bond Interest	\$ 339,500	\$ 341,226	\$ 332,000	\$ 318,693	\$ 299,500	\$ 279,300	\$ (20,200)	-6.7%
Note Interest	\$ 11,701	\$ 8,203	\$ 4,778	\$ 14,193	\$ 10,600	\$ 9,500	\$ (1,100)	-10.4%
Accrued Interest	\$ 27,180	\$ (8,560)	\$ 3,411	\$ (9,517)	\$ -	\$ -	\$ -	0.0%
Lease Expense	\$ 193,899	\$ 126,920	\$ 126,920	\$ 126,920	\$ 126,925	\$ 126,925	\$ -	0.0%
	\$ 1,452,612	\$ 1,548,123	\$ 1,428,442	\$ 1,461,623	\$ 1,285,375	\$ 1,259,075	\$ (26,300)	-2.0%
Human Services								
Senior Solutions	\$ 2,800	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,700	\$ 3,000	\$ 300	11.1%
Brattleboro Senior Meals	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 5,250	\$ 7,000	\$ 1,750	33.3%
Youth Services	\$ 7,500	\$ 7,500	\$ 10,000	\$ 10,000	\$ 10,200	\$ 12,000	\$ 1,800	17.6%
Women's Freedom Center	\$ 3,765	\$ -	\$ 5,000	\$ 12,370	\$ 14,250	\$ 16,000	\$ 1,750	12.3%
Brattleboro Area Hospice	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,825	\$ 2,550	\$ 6,000	\$ 3,450	135.3%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
VNA & Hospice of VT & NH	\$ 7,500	\$ 12,200	\$ 10,000	\$ 12,200	\$ 10,980	\$ 12,200	\$ 1,220	11.1%
Green Mountain RSVP	\$ 700	\$ -	\$ 700	\$ 700	\$ 700	\$ 900	\$ 200	0.0%
Vt Center for Ind Living	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ -	0.0%
Aids Project of So. Vt.	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.0%
SEVCA	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 11,400	\$ 14,000	\$ 2,600	22.8%
The Gathering Place	\$ 2,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 3,750	\$ 5,000	\$ 1,250	33.3%
Boys & Girls Club	\$ 15,200	\$ -	\$ 15,000	\$ 17,275	\$ 17,000	\$ 20,000	\$ 3,000	0.0%
Vt Assoc for the Blind	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700	\$ -	0.0%
HCRS	\$ -	\$ 3,500	\$ 3,500	\$ 7,725	\$ 7,500	\$ 10,000	\$ 2,500	33.3%
Summer Lunch Program	\$ 6,000	\$ 6,000	\$ 6,000	\$ 7,500	\$ 6,375	\$ 8,000	\$ 1,625	25.5%
Kidsplayce	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ (4,000)	-100.0%
Climate Protection	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Turning Point	\$ 7,000	\$ 8,500	\$ 10,000	\$ 17,375	\$ 15,000	\$ 25,000	\$ 10,000	66.7%
VT Adult Learning	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
American Red Cross	\$ 5,000	\$ 5,000	\$ 1,000	\$ 3,950	\$ -	\$ 5,000	\$ 5,000	0.0%
Family Garden	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.0%
Prevent Child Abuse	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	0.0%
Windham Co. Safe Place	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,500	\$ 2,700	\$ 3,000	\$ 300	11.1%
Meeting Waters YMCA	\$ 5,000	\$ 5,000	\$ 5,000	\$ 7,500	\$ 7,125	\$ 7,500	\$ 375	5.3%
Groundworks Collaborative	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 19,000	\$ 20,000	\$ 1,000	5.3%
Vermont Wilderness School	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Out in the Open	\$ -	\$ 5,000	\$ 3,000	\$ 6,625	\$ 8,500	\$ 15,000	\$ 6,500	76.5%
Big Brothers Big Sisters	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ 6,375	\$ 7,500	\$ 1,125	0.0%
Bratt Centre for Children	\$ -	\$ -	\$ 4,000	\$ 5,000	\$ 4,500	\$ 4,500	\$ -	0.0%
The Root	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,250	\$ 15,000	\$ 9,750	0.0%
Vermont Family Network	\$ -	\$ -	\$ 1,500	\$ 2,150	\$ -	\$ 2,500	\$ 2,500	0%
Building a Positive Community	\$ -	\$ -	\$ -	\$ 6,300	\$ 11,250	\$ 17,500	\$ 6,250	55.6%
Windham County Humane Society	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000	100.0%
Brattleboro Area Community Justice	\$ -	\$ -	\$ -	\$ -	\$ 5,950	\$ 7,500	\$ 1,550	26.1%
Putney Foodshelf	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	100.0%
Rich Earth Institute	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	100.0%
Windham & Windsor Housing Trust	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%
Winston Prouty Center for Children &	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%
	\$ 140,765	\$ 120,000	\$ 146,000	\$ 185,595	\$ 190,105	\$ 276,400	\$ 86,295	45.4%
Auxiliary Services								
Street Lights	\$ 146,045	\$ 136,006	\$ 120,962	\$ 128,158	\$ 130,000	\$ 130,000	\$ -	0.0%
Public Sanitation	\$ -	\$ -	\$ -	\$ 7,021	\$ 10,000	\$ 10,000	\$ -	0.0%
Civil Defense	\$ 2,279	\$ 2,488	\$ 1,892	\$ -	\$ 2,500	\$ 2,500	\$ -	0.0%
Local Bus Service	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.0%
Ambulance Service	\$ 217,054	\$ 222,601	\$ 240,792	\$ 253,563	\$ 265,000	\$ 279,345	\$ 14,345	5.4%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Museum & Art Center	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.0%
Women's Freedom Center	\$ -	\$ 3,765	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
BCTV	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 7,000	\$ 2,000	40.0%
Climate Protection	\$ -	\$ 10,000	\$ -	\$ 4,940	\$ -	\$ -	\$ -	0.0%
West River Watershed	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
Green Up Day	\$ -	\$ -	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0.0%
Business Promotion	\$ -	\$ -	\$ -	\$ 42,119	\$ 43,748	\$ 37,551	\$ (6,197)	-14.2%
Arts Promotion	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.0%
	\$ 415,379	\$ 431,860	\$ 421,946	\$ 514,100	\$ 529,548	\$ 539,696	\$ 10,148	1.9%
Library								
Department Head Salary	\$ 71,685	\$ 73,030	\$ 74,809	\$ 76,601	\$ 77,495	\$ 79,040	\$ 1,545	2.0%
Staff Salaries	\$ 362,332	\$ 373,447	\$ 374,008	\$ 407,250	\$ 423,170	\$ 431,360	\$ 8,190	1.9%
Custodian	\$ 14,952	\$ 30,961	\$ 29,091	\$ -	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	\$ 746	\$ -	\$ 8,900	\$ 3,109	\$ 4,000	\$ 5,000	\$ 1,000	0.0%
Office Equipment	\$ 4,238	\$ 4,039	\$ 4,165	\$ 3,738	\$ 4,000	\$ 4,500	\$ 500	12.5%
Training	\$ 171	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Conferences/Memberships	\$ 900	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Lost Book Refund Pmt Fees	\$ 240	\$ 257	\$ 211	\$ -	\$ -	\$ 200	\$ 200	0.0%
Computer Equipment Maint	\$ 13,855	\$ 15,075	\$ 14,887	\$ 11,153	\$ 15,300	\$ 6,000	\$ (9,300)	-60.8%
Computer Supplies	\$ 2,038	\$ 3,413	\$ 3,054	\$ 3,399	\$ 3,600	\$ 4,000	\$ 400	11.1%
Book & Non-Print Supplies	\$ 4,000	\$ 4,008	\$ 4,000	\$ 5,380	\$ 4,000	\$ 5,500	\$ 1,500	37.5%
Professional Services	\$ -	\$ -	\$ 45	\$ 53	\$ 400	\$ 200	\$ (200)	-50.0%
Bindery Services	\$ -	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Reimbursable Expense	\$ 1,240	\$ 1,918	\$ 1,739	\$ 1,552	\$ 800	\$ 3,500	\$ 2,700	337.5%
Fuel Expense	\$ 6,862	\$ 11,672	\$ 16,330	\$ 9,376	\$ 16,500	\$ 11,740	\$ (4,760)	-28.8%
Electric	\$ 26,347	\$ 25,352	\$ 21,447	\$ 17,448	\$ 21,500	\$ 18,150	\$ (3,350)	-15.6%
Utilities	\$ 1,944	\$ 1,876	\$ 1,998	\$ 1,702	\$ 2,080	\$ 1,770	\$ (310)	-14.9%
Building Equip & Maint	\$ 17,778	\$ 16,833	\$ 16,840	\$ 17,312	\$ 19,000	\$ 19,000	\$ -	0.0%
Maintenance Supplies	\$ 3,076	\$ 3,123	\$ 3,173	\$ 2,512	\$ 3,500	\$ 4,000	\$ 500	14.3%
Telephone	\$ 3,940	\$ 4,955	\$ 2,477	\$ 2,247	\$ 2,500	\$ 3,000	\$ 500	20.0%
Postage Expense	\$ 2,277	\$ 6,408	\$ 1,500	\$ 3,504	\$ 5,500	\$ 7,500	\$ 2,000	36.4%
Office Supplies	\$ 2,999	\$ 3,859	\$ 3,604	\$ 2,713	\$ 3,500	\$ 4,000	\$ 500	14.3%
Books - General	\$ 8,300	\$ 6,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,000	\$ 1,000	20.0%
Reference Sources	\$ 17,815	\$ 18,650	\$ 17,000	\$ 17,587	\$ 18,000	\$ 18,250	\$ 250	1.4%
Juvenile Books	\$ 9,150	\$ 8,961	\$ 7,361	\$ 5,986	\$ 7,500	\$ 9,000	\$ 1,500	20.0%
Young Adult Sources	\$ 838	\$ 1,492	\$ 1,500	\$ 1,478	\$ 1,500	\$ 2,000	\$ 500	33.3%
Replacement Books	\$ 1,200	\$ 1,500	\$ 1,669	\$ 1,499	\$ 1,500	\$ 2,500	\$ 1,000	66.7%
Periodicals & Newspapers	\$ 6,775	\$ 6,928	\$ 7,000	\$ 6,890	\$ 7,200	\$ 7,500	\$ 300	4.2%
Digital Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%
Non-Print Materials/Adult	\$ 5,250	\$ 5,406	\$ 4,998	\$ 3,015	\$ 3,500	\$ 5,000	\$ 1,500	42.9%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Non-Print Mat./Children	\$ 3,792	\$ 3,723	\$ 2,917	\$ 3,609	\$ 3,800	\$ 4,500	\$ 700	18.4%
Equipment Maintenance	\$ 1,178	\$ 842	\$ 1,656	\$ 1,500	\$ 1,500	\$ 2,000	\$ 500	33.3%
	\$ 596,065	\$ 634,439	\$ 631,379	\$ 615,612	\$ 656,345	\$ 675,210	\$ 18,865	2.9%
Fire								
Department Head Salary	\$ 82,600	\$ 83,924	\$ 85,614	\$ 87,591	\$ 89,020	\$ 90,800	\$ 1,780	2.0%
Staff Salaries	\$ 1,188,300	\$ 1,234,985	\$ 1,303,843	\$ 1,342,721	\$ 1,385,865	\$ 1,425,628	\$ 39,763	2.9%
Retroactive Pay	\$ -	\$ 61,121	\$ 39	\$ -	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	\$ 41,455	\$ 17,158	\$ 9,993	\$ 9,450	\$ 10,250	\$ 10,750	\$ 500	4.9%
Incentive Pay	\$ 41,603	\$ 41,921	\$ 52,220	\$ 54,287	\$ 59,370	\$ 60,135	\$ 765	1.3%
Overtime	\$ 117,477	\$ 84,689	\$ 95,310	\$ 91,029	\$ 100,000	\$ 102,000	\$ 2,000	2.0%
Fire Outside Overtime	\$ 5,557	\$ 4,161	\$ 2,171	\$ 2,334	\$ 5,000	\$ 5,100	\$ 100	2.0%
Banner Outside Overtime	\$ 3,450	\$ 5,699	\$ 6,414	\$ 4,763	\$ 6,200	\$ 6,325	\$ 125	2.0%
Rental Housing Overtime	\$ -	\$ -	\$ -	\$ 4,244	\$ 51,000	\$ 52,000	\$ 1,000	2.0%
Holiday Pay	\$ 34,545	\$ 31,297	\$ 41,173	\$ 41,027	\$ 50,000	\$ 51,395	\$ 1,395	2.8%
Auxiliary Staff	\$ 6,036	\$ 5,826	\$ 4,788	\$ 5,877	\$ 6,000	\$ 6,000	\$ -	0.0%
Clerical	\$ 35,470	\$ 35,097	\$ 36,543	\$ 38,581	\$ 39,485	\$ 40,660	\$ 1,175	3.0%
Equipment	\$ 16,113	\$ 21,767	\$ 18,810	\$ 18,083	\$ 19,500	\$ 23,500	\$ 4,000	20.5%
Training	\$ 5,914	\$ 7,508	\$ 6,449	\$ 3,395	\$ 9,000	\$ 10,000	\$ 1,000	11.1%
Conferences/Memberships	\$ 4,173	\$ 3,397	\$ 4,787	\$ 3,682	\$ 5,250	\$ 6,000	\$ 750	14.3%
Reimbursable Expense	\$ -	\$ 953	\$ 979	\$ 8,428	\$ -	\$ -	\$ -	0.0%
Propane	\$ 3,253	\$ 30,550	\$ 20,218	\$ 19,586	\$ 20,250	\$ 19,385	\$ (865)	-4.3%
Gasoline	\$ 3,455	\$ 3,572	\$ 7,251	\$ 6,653	\$ 6,300	\$ 6,615	\$ 315	5.0%
Diesel	\$ 10,339	\$ 15,703	\$ 13,615	\$ 11,593	\$ 13,650	\$ 14,335	\$ 685	5.0%
Electric	\$ 14,765	\$ 23,637	\$ 26,834	\$ 25,200	\$ 27,000	\$ 26,210	\$ (790)	-2.9%
Utilities	\$ 3,978	\$ 9,480	\$ 12,654	\$ 12,415	\$ 12,750	\$ 12,915	\$ 165	1.3%
Building Repairs	\$ 4,523	\$ 5,194	\$ 6,692	\$ 8,915	\$ 7,000	\$ 7,000	\$ -	0.0%
Telephone	\$ 8,268	\$ 11,650	\$ 11,797	\$ 11,271	\$ 10,500	\$ 11,000	\$ 500	4.8%
Postage Expense	\$ 586	\$ 411	\$ 388	\$ 561	\$ 600	\$ 700	\$ 100	16.7%
Office Supplies	\$ 4,682	\$ 13,227	\$ 7,634	\$ 7,500	\$ 10,000	\$ 10,000	\$ -	0.0%
Operating Supplies	\$ 13,604	\$ 13,854	\$ 14,957	\$ 19,393	\$ 12,500	\$ 15,000	\$ 2,500	20.0%
Clothing	\$ 22,045	\$ 12,237	\$ 24,762	\$ 27,665	\$ 31,000	\$ 31,000	\$ -	0.0%
Fire Prevention	\$ 567	\$ 542	\$ 377	\$ 235	\$ 650	\$ 700	\$ 50	7.7%
Fire Alarm Repair	\$ 18,264	\$ 16,416	\$ 14,424	\$ 16,216	\$ 18,500	\$ 18,500	\$ -	0.0%
Equipment Maintenance	\$ 4,210	\$ 3,996	\$ 5,733	\$ 5,307	\$ 6,000	\$ 6,250	\$ 250	4.2%
Vehicle Maintenance	\$ 48,748	\$ 56,006	\$ 40,811	\$ 38,464	\$ 45,000	\$ 45,000	\$ -	0.0%
Transfers	\$ -	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 1,753,198	\$ 1,886,975	\$ 1,877,282	\$ 1,926,463	\$ 2,057,640	\$ 2,114,903	\$ 57,263	2.8%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Solid Waste								
Refuse Collection	-	\$	-	\$	-	\$ 141,240	\$ 141,240	100.0%
Recycling Collection	-	\$	-	\$	-	\$ 286,770	\$ 286,770	100.0%
Town Dumpsters	-	\$	-	\$	-	\$ 42,540	\$ 42,540	100.0%
Tipping Fee - Refuse	-	\$	-	\$	-	\$ 95,000	\$ 95,000	100.0%
Tipping Fee - Recycling	-	\$	-	\$	-	\$ 180,000	\$ 180,000	100.0%
Tipping Fee - Compost	-	\$	-	\$	-	\$ 40,000	\$ 40,000	100.0%
WSWMD Assessment	-	\$	-	\$	-	\$ 79,275	\$ 79,275	100.0%
Management & Education	-	\$	-	\$	-	\$ 2,000	\$ 2,000	100.0%
Refuse Containers	-	\$	-	\$	-	\$ 1,000	\$ 1,000	100.0%
Refuse Bags	-	\$	-	\$	-	\$ 30,000	\$ 30,000	100.0%
	\$	\$	\$	\$	\$	\$ 897,825	\$ 897,825	100.0%
Facilities Maintenance								
Staff Salaries	-	\$	-	\$	132,020	\$ 135,175	\$ 3,155	2.4%
Vacation Buy Back	-	\$	-	\$	-	\$ -	\$ -	0.0%
Overtime	-	\$	-	\$	10,000	\$ 10,000	\$ -	0.0%
Seasonal Employees	-	\$	-	\$	735	\$ -	\$ -	-
Clothing	-	\$	-	\$	1,125	\$ 1,125	\$ -	0.0%
Automotive Maintenance	-	\$	-	\$	10	\$ 700	\$ -	0.0%
	\$	\$	\$	\$	\$ 144,618	\$ 143,845	\$ -	2.2%
Municipal Center								
Staff Salaries	37,717	\$ 51,168	\$ 44,458	\$ -	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	897	\$ -	\$ 1,960	\$ -	\$ -	\$ -	\$ -	0.0%
Overtime	7,569	\$ 7,177	\$ 8,936	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment	2,109	\$ 3,005	\$ 6,609	\$ 626	\$ 3,000	\$ 3,000	\$ -	0.0%
Fuel Expense	16,189	\$ 20,396	\$ 28,814	\$ 24,144	\$ 27,260	\$ 21,655	\$ (5,605)	-20.6%
Electric	29,712	\$ 27,590	\$ 21,651	\$ 19,330	\$ 22,000	\$ 20,105	\$ (1,895)	-8.6%
Utilities	4,681	\$ 4,290	\$ 4,280	\$ 4,322	\$ 4,455	\$ 4,495	\$ 40	0.9%
Building Repairs	11,738	\$ 13,318	\$ 19,832	\$ 12,000	\$ 15,000	\$ 15,000	\$ -	0.0%
Maintenance Supplies	4,631	\$ 4,698	\$ 3,551	\$ 5,050	\$ 6,000	\$ 6,000	\$ -	0.0%
Maintenance Contracts	17,285	\$ 7,652	\$ 9,566	\$ 9,324	\$ 10,200	\$ 10,500	\$ 300	2.9%
Grounds Maintenance	647	\$ 1,385	\$ 654	\$ 955	\$ 1,500	\$ 1,500	\$ -	0.0%
Clothing	300	\$ 379	\$ 193	\$ -	\$ -	\$ -	\$ -	0.0%
Automotive Maintenance	1,080	\$ 72	\$ 1,004	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 134,559	\$ 141,129	\$ 151,506	\$ 75,751	\$ 89,415	\$ 82,255	\$ (7,160)	-8.0%
Police								
Department Head Salary	92,914	\$ 94,349	\$ 96,178	\$ 98,747	\$ 99,860	\$ 101,765	\$ 1,905	1.9%
Staff Salaries	1,209,177	\$ 1,170,753	\$ 1,259,061	\$ 1,367,224	\$ 1,525,100	\$ 1,579,720	\$ 54,620	3.6%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Vacation BB - Retire Pay	\$ 21,364	\$ 17,341	\$ 21,220	\$ 6,582	\$ 8,500	\$ 8,500	\$ -	0.0%
Educational Incentive	\$ 30,153	\$ 23,501	\$ 34,118	\$ 36,436	\$ 36,985	\$ 26,125	\$ (10,860)	-29.4%
Overtime	\$ 218,527	\$ 229,937	\$ 212,538	\$ 143,844	\$ 125,000	\$ 135,200	\$ 10,200	8.2%
Police Outside Overtime	\$ 10,195	\$ 3,742	\$ 2,851	\$ 253	\$ 10,000	\$ 10,000	\$ -	0.0%
Holiday Pay	\$ 26,111	\$ 25,496	\$ 23,447	\$ 26,250	\$ 28,995	\$ 32,380	\$ 3,385	11.7%
Auxiliary Staff	\$ 2,000	\$ 14,693	\$ 24,248	\$ 1,545	\$ 5,000	\$ 5,000	\$ -	0.0%
Clerical	\$ 106,703	\$ 109,447	\$ 105,557	\$ 115,129	\$ 119,415	\$ 122,400	\$ 2,985	2.5%
Equipment	\$ 6,695	\$ 5,354	\$ 7,377	\$ 4,833	\$ 13,000	\$ 8,400	\$ (4,600)	-35.4%
Poundkeeper	\$ 10,367	\$ 8,321	\$ 8,192	\$ 8,725	\$ 10,000	\$ 12,000	\$ 2,000	20.0%
Training	\$ 19,274	\$ 13,834	\$ 28,412	\$ 22,915	\$ 27,000	\$ 27,000	\$ -	0.0%
Conferences/Memberships	\$ 2,820	\$ 3,530	\$ 4,294	\$ 3,668	\$ 5,700	\$ 4,500	\$ (1,200)	-21.1%
Computer Supplies	\$ 4,510	\$ 10,013	\$ 9,838	\$ 3,115	\$ 10,500	\$ 9,000	\$ (1,500)	-14.3%
Professional Services	\$ 1,899	\$ -	\$ -	\$ 1,950	\$ -	\$ 1,000	\$ 1,000	0.0%
Project Care	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000	\$ -	0.0%
Reimbursements/Insurance	\$ 7,051	\$ 9,397	\$ 1,659	\$ -	\$ -	\$ -	\$ -	0.0%
Heating Fuel	\$ -	\$ 20,177	\$ 20,694	\$ 17,493	\$ 22,575	\$ 20,000	\$ (2,575)	-11.4%
Gasoline	\$ 21,850	\$ 27,381	\$ 31,381	\$ 30,957	\$ 36,750	\$ 35,000	\$ (1,750)	-4.8%
Diesel	\$ -	\$ 291	\$ -	\$ 209	\$ 500	\$ 500	\$ -	0.0%
Electric	\$ -	\$ 19,801	\$ 25,124	\$ 23,927	\$ 25,000	\$ 24,885	\$ (115)	-0.5%
Utilities	\$ 1,591	\$ 3,730	\$ 4,163	\$ 4,283	\$ 4,330	\$ 4,455	\$ 125	2.9%
Building Maintenance	\$ 365	\$ 24,907	\$ 5,373	\$ 14,116	\$ 10,000	\$ 10,400	\$ 400	4.0%
Maintenance Supplies	\$ -	\$ 4,856	\$ 2,474	\$ 1,773	\$ 3,500	\$ 3,800	\$ 300	8.6%
Grounds Maintenance	\$ 5,625	\$ 17,885	\$ 12,670	\$ 14,333	\$ 13,000	\$ 15,000	\$ 2,000	15.4%
Telephone	\$ 19,182	\$ 26,143	\$ 25,028	\$ 25,326	\$ 25,000	\$ 26,000	\$ 1,000	4.0%
VIBRS/VLETS	\$ 10,148	\$ 13,708	\$ 16,217	\$ 11,862	\$ 20,000	\$ 20,000	\$ -	0.0%
Office Furniture	\$ 988	\$ 557	\$ 108	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Copier Expense	\$ 3,227	\$ 4,524	\$ 4,658	\$ 3,847	\$ 6,000	\$ 5,000	\$ (1,000)	-16.7%
Postage Expense	\$ 1,684	\$ 1,035	\$ 913	\$ 812	\$ 2,000	\$ 1,000	\$ (1,000)	-50.0%
Office Supplies	\$ 7,588	\$ 6,936	\$ 4,940	\$ 6,193	\$ 6,120	\$ 6,500	\$ 380	6.2%
Books/Reference	\$ 229	\$ 229	\$ 229	\$ 229	\$ 200	\$ 250	\$ 50	25.0%
Operating Supplies	\$ 10,495	\$ 15,431	\$ 8,593	\$ 7,686	\$ 10,700	\$ 11,300	\$ 600	5.6%
Clothing	\$ 16,908	\$ 12,513	\$ 24,128	\$ 16,545	\$ 24,000	\$ 24,500	\$ 500	2.1%
Equipment Maintenance	\$ 4,375	\$ 6,995	\$ 2,410	\$ 14,688	\$ 20,000	\$ 20,000	\$ -	0.0%
Automotive Equipment	\$ 523	\$ -	\$ -	\$ 1,192	\$ 1,000	\$ 1,000	\$ -	0.0%
Automotive Maintenance	\$ 20,389	\$ 16,119	\$ 21,590	\$ 23,442	\$ 22,000	\$ 22,000	\$ -	0.0%
Prisoner Expense	\$ 3,169	\$ 3,440	\$ 3,818	\$ 3,535	\$ 4,000	\$ 4,000	\$ -	0.0%
Crime Prevention	\$ 1,872	\$ -	\$ 2,113	\$ 702	\$ 2,000	\$ 2,500	\$ 500	25.0%
Transportation	\$ 2,882	\$ 1,300	\$ 3,275	\$ 1,562	\$ 4,000	\$ 3,500	\$ (500)	-12.5%
	\$ 1,902,851	\$ 1,967,665	\$ 2,058,887	\$ 2,065,929	\$ 2,304,730	\$ 2,361,580	\$ 56,850	2.5%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Dispatch								
Chief Dispatcher	\$ 47,599	\$ 48,307	\$ 49,584	\$ 51,442	\$ 52,895	\$ 54,485	\$ 1,590	3.0%
Staff Salaries	\$ 299,420	\$ 316,645	\$ 290,737	\$ 316,594	\$ 382,500	\$ 397,190	\$ 14,890	3.8%
Vacation Buy	\$ 4,155	\$ 6,597	\$ 2,776	\$ 3,465	\$ 3,600	\$ 3,600	\$ -	0.0%
Educational Incentive	\$ 6,354	\$ 6,634	\$ 7,781	\$ 7,352	\$ 8,000	\$ 6,600	\$ (1,400)	-17.5%
Overtime	\$ 74,314	\$ 84,710	\$ 130,647	\$ 124,396	\$ 90,000	\$ 90,000	\$ -	0.0%
Holiday Pay	\$ 5,409	\$ 6,013	\$ 5,987	\$ 5,918	\$ 6,130	\$ 6,400	\$ 270	4.4%
Equipment	\$ 3,461	\$ 3,388	\$ 2,410	\$ 2,953	\$ 4,000	\$ 4,000	\$ -	0.0%
Training	\$ 219	\$ 257	\$ 395	\$ 832	\$ 3,000	\$ 3,500	\$ 500	16.7%
Telephone	\$ 180	\$ 580	\$ 124	\$ 250	\$ 600	\$ 600	\$ -	0.0%
Office Supplies	\$ 539	\$ 481	\$ 621	\$ 469	\$ 600	\$ 600	\$ -	0.0%
Operating Supplies	\$ 1,295	\$ 2,327	\$ 1,635	\$ 1,443	\$ 2,000	\$ 1,785	\$ (215)	-10.8%
Uniforms	\$ 86	\$ 244	\$ 213	\$ -	\$ 250	\$ 200	\$ (50)	-20.0%
Equipment Maintenance	\$ 998	\$ 1,568	\$ 461	\$ 440	\$ 2,000	\$ 1,500	\$ (500)	-25.0%
	\$ 444,030	\$ 477,750	\$ 493,370	\$ 515,554	\$ 555,575	\$ 570,460	\$ 14,885	2.7%
Public Works								
Department Head Salary	\$ 45,670	\$ 37,856	\$ 43,511	\$ 47,539	\$ 48,700	\$ 49,655	\$ 955	2.0%
Staff Salaries	\$ 567,477	\$ 604,409	\$ 607,253	\$ 658,221	\$ 678,450	\$ 702,590	\$ 24,140	3.6%
Mechanics Staff Salaries	\$ 157,594	\$ 145,881	\$ 141,646	\$ 146,309	\$ 161,435	\$ 170,485	\$ 9,050	5.6%
Vacation BB - Retire Pay	\$ 3,955	\$ 6,796	\$ 4,510	\$ 971	\$ 3,000	\$ 3,000	\$ -	0.0%
Overtime	\$ 119,939	\$ 126,707	\$ 102,762	\$ 89,195	\$ 102,750	\$ 98,000	\$ (4,750)	-4.6%
Holiday/Weekend Pay	\$ 15,524	\$ 16,428	\$ 10,093	\$ 17,847	\$ 16,390	\$ 16,715	\$ 325	2.0%
Clerical	\$ 42,523	\$ 45,645	\$ 44,767	\$ 45,915	\$ 51,970	\$ 48,665	\$ (3,305)	-6.4%
Seasonal Help	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ 24,480	\$ 480	2.0%
Conferences/Memberships	\$ 764	\$ 598	\$ 435	\$ 973	\$ 3,000	\$ 3,100	\$ 100	3.3%
Professional Services	\$ 11,506	\$ 13,532	\$ 16,753	\$ 9,682	\$ 12,000	\$ 12,500	\$ 500	4.2%
Equip Rental - Outside	\$ 18,517	\$ 16,198	\$ 17,024	\$ 23,438	\$ 17,000	\$ 19,000	\$ 2,000	11.8%
Reimbursable Expense	\$ 8,365	\$ 13,541	\$ 11,237	\$ 4,223	\$ -	\$ -	\$ -	0.0%
Telephone	\$ 4,674	\$ 8,057	\$ 8,206	\$ 7,272	\$ 5,400	\$ 5,400	\$ -	0.0%
Copier Expense	\$ 617	\$ 1,774	\$ 1,088	\$ 761	\$ 800	\$ 900	\$ 100	12.5%
Postage Expense	\$ 94	\$ 98	\$ 30	\$ 96	\$ 250	\$ 300	\$ 50	20.0%
Office Supplies	\$ 2,718	\$ 3,982	\$ 4,589	\$ 3,186	\$ 3,900	\$ 4,100	\$ 200	5.1%
Clothing	\$ 5,101	\$ 5,983	\$ 6,274	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.0%
Safety Equipment	\$ 6,265	\$ 4,522	\$ 6,209	\$ 6,971	\$ 6,000	\$ 7,000	\$ 1,000	16.7%
	\$ 1,011,302	\$ 1,052,007	\$ 1,026,386	\$ 1,068,599	\$ 1,141,045	\$ 1,171,890	\$ 30,845	2.7%
Public Works Bridges								
Painting & Repair	\$ 10,367	\$ 12,099	\$ 10,265	\$ 9,336	\$ 12,000	\$ 14,000	\$ 2,000	16.7%
	\$ 10,367	\$ 12,099	\$ 10,265	\$ 9,336	\$ 12,000	\$ 14,000	\$ 2,000	16.7%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Public Works Drainage								
Stormwater Upgrades	\$ -	\$ -	\$ -	\$ 792	\$ 40,000	\$ 50,000	\$ 10,000	25.0%
Engineering	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,300	\$ 300	3.0%
Permits & Compliance	\$ -	\$ -	\$ -	\$ 12,110	\$ 10,000	\$ 20,000	\$ 10,000	100.0%
Pipes	\$ 5,535	\$ 6,221	\$ 11,031	\$ 7,298	\$ 10,000	\$ 10,300	\$ 300	3.0%
Grates & Risers	\$ 6,046	\$ 3,612	\$ 4,094	\$ 4,318	\$ 4,500	\$ 4,700	\$ 200	4.4%
Other Materials	\$ 8,897	\$ 9,809	\$ 7,915	\$ 10,481	\$ 10,000	\$ 10,300	\$ 300	3.0%
	\$ 20,477	\$ 19,641	\$ 23,041	\$ 34,999	\$ 84,500	\$ 105,600	\$ 21,100	25.0%
Public Works Equipment								
Parts	\$ 94,877	\$ 101,730	\$ 149,824	\$ 99,731	\$ 100,000	\$ 102,000	\$ 2,000	2.0%
Tires & Accessories	\$ 8,138	\$ 17,009	\$ 18,020	\$ 11,122	\$ 15,000	\$ 12,500	\$ (2,500)	-16.7%
Small Tools	\$ 6,729	\$ 5,315	\$ 6,137	\$ 6,588	\$ 6,500	\$ 6,500	\$ -	0.0%
	\$ 109,744	\$ 124,054	\$ 173,980	\$ 117,441	\$ 121,500	\$ 121,000	\$ (500)	-0.4%
Public Works Gas & Oil								
Gasoline Pump Maintenance	\$ 3,473	\$ 100	\$ 20,564	\$ -	\$ -	\$ -	\$ -	0.0%
Gasoline	\$ 4,073	\$ 5,475	\$ 7,317	\$ 5,708	\$ 8,000	\$ 8,820	\$ 820	10.3%
Diesel	\$ 61,031	\$ 68,247	\$ 84,605	\$ 70,565	\$ 80,000	\$ 88,200	\$ 8,200	10.3%
Lube & Oil	\$ 5,578	\$ 6,202	\$ 5,655	\$ 8,311	\$ 7,500	\$ 8,000	\$ 500	6.7%
	\$ 74,156	\$ 80,025	\$ 118,141	\$ 84,584	\$ 95,500	\$ 105,020	\$ 9,520	10.0%
Public Works Summer Roads								
Chloride	\$ 21,974	\$ 26,842	\$ 21,156	\$ 23,650	\$ 26,000	\$ 27,500	\$ 1,500	5.8%
Hot Mix	\$ 29,104	\$ 40,741	\$ 29,800	\$ 23,526	\$ 32,000	\$ 33,000	\$ 1,000	3.1%
Cold Patch	\$ 940	\$ 1,727	\$ 1,073	\$ 1,737	\$ 1,000	\$ 1,000	\$ -	0.0%
Gravel	\$ 42,159	\$ 28,878	\$ 51,834	\$ 30,601	\$ 34,000	\$ 34,500	\$ 500	1.5%
Guard Rails	\$ 459	\$ 6,251	\$ 5,311	\$ 4,854	\$ 12,000	\$ 12,000	\$ -	0.0%
	\$ 94,636	\$ 104,439	\$ 109,174	\$ 84,369	\$ 105,000	\$ 108,000	\$ 3,000	2.9%
Public Works Sidewalks								
Sidewalk Repairs	\$ 7,746	\$ 11,088	\$ 12,978	\$ 22,637	\$ 27,500	\$ 30,000	\$ 2,500	9.1%
	\$ 7,746	\$ 11,088	\$ 12,978	\$ 22,637	\$ 27,500	\$ 30,000	\$ 2,500	9.1%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Public Works Streets Misc								
Retaining Walls & Rails	\$ 16,801	\$ 7,673	\$ 13,074	\$ 2,283	\$ 15,000	\$ 15,000	\$ -	0.0%
Signs & Street Markings	\$ 10,254	\$ 6,055	\$ 9,760	\$ 9,446	\$ 12,500	\$ 13,500	\$ 1,000	8.0%
Broom Material	\$ -	\$ 1,060	\$ 2,735	\$ 1,275	\$ 3,000	\$ 3,400	\$ 400	13.3%
Traffic Safety	\$ 5,233	\$ 1,129	\$ 9,999	\$ 7,928	\$ 10,000	\$ 10,000	\$ -	0.0%
Line Striping	\$ 24,153	\$ 21,466	\$ 24,492	\$ 22,701	\$ 27,000	\$ 27,500	\$ 500	1.9%
Tree Removal	\$ 3,440	\$ 10,020	\$ 31,094	\$ 7,000	\$ 12,000	\$ 12,000	\$ -	0.0%
Tree Care	\$ -	\$ 475	\$ 438	\$ 938	\$ 2,000	\$ 2,000	\$ -	0.0%
	\$ 59,881	\$ 47,878	\$ 91,593	\$ 51,570	\$ 81,500	\$ 83,400	\$ 1,900	2.3%
Public Works Winter Roads								
Salt	\$ 171,138	\$ 132,758	\$ 129,120	\$ 121,189	\$ 126,000	\$ 125,010	\$ (990)	-0.8%
Sand	\$ 36,145	\$ 25,134	\$ 38,536	\$ 37,921	\$ 32,000	\$ 32,805	\$ 805	2.5%
Chains & Blades	\$ 21,848	\$ 12,513	\$ 24,536	\$ 19,834	\$ 15,600	\$ 15,700	\$ 100	0.6%
Equipment Maintenance	\$ 19,546	\$ 52,017	\$ 29,900	\$ 21,031	\$ 21,000	\$ 21,500	\$ 500	2.4%
	\$ 248,677	\$ 222,421	\$ 222,093	\$ 199,974	\$ 194,600	\$ 195,015	\$ 415	0.2%
Public Works Yard Expense								
Fuel Expense	\$ 8,429	\$ 11,341	\$ 14,521	\$ 13,554	\$ 12,000	\$ 11,710	\$ (290)	-2.4%
Electric	\$ 9,386	\$ 10,261	\$ 8,897	\$ 10,326	\$ 9,000	\$ 10,740	\$ 1,740	19.3%
Utilities	\$ 5,589	\$ 5,637	\$ 6,833	\$ 7,051	\$ 7,110	\$ 7,335	\$ 225	3.2%
Building Repairs	\$ 8,569	\$ 16,465	\$ 16,861	\$ 27,416	\$ 15,000	\$ 15,000	\$ -	0.0%
Maintenance Supplies	\$ 441	\$ 1,028	\$ 1,636	\$ 1,232	\$ 1,000	\$ 1,050	\$ 50	5.0%
Refuse Charges	\$ 426	\$ 455	\$ 948	\$ 955	\$ 900	\$ 1,400	\$ 500	55.6%
	\$ 32,839	\$ 45,186	\$ 49,695	\$ 60,534	\$ 45,010	\$ 47,235	\$ 2,225	4.9%
Public Works Traffic Light								
Electric	\$ 3,750	\$ 3,751	\$ 4,199	\$ 4,328	\$ 4,000	\$ 4,505	\$ 505	12.6%
Contractual Repairs	\$ 3,320	\$ 1,000	\$ 6,895	\$ 1,725	\$ 1,000	\$ 2,000	\$ 1,000	100.0%
Parts	\$ 6,648	\$ 3,361	\$ 5,515	\$ 3,028	\$ 3,000	\$ 3,250	\$ 250	8.3%
	\$ 13,719	\$ 8,112	\$ 16,609	\$ 9,081	\$ 8,000	\$ 9,755	\$ 1,755	21.9%
Regional								
Windham Regional	\$ 22,180	\$ 26,471	\$ 26,862	\$ 27,276	\$ 28,050	\$ 28,611	\$ 561	2.0%
County Tax	\$ 84,384	\$ 75,639	\$ 81,366	\$ 83,159	\$ 87,000	\$ 88,000	\$ 1,000	1.1%
	\$ 106,564	\$ 102,110	\$ 108,228	\$ 110,435	\$ 115,050	\$ 116,611	\$ 1,561	1.4%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Recreation & Parks								
Department Head Salary	\$ 67,449	\$ 68,519	\$ 73,057	\$ 75,859	\$ 77,895	\$ 79,440	\$ 1,545	2.0%
Staff Salaries	\$ 67,852	\$ 68,643	\$ 75,362	\$ 74,342	\$ 78,645	\$ 76,840	\$ (1,805)	-2.3%
Vacation BB - Retire Pay	\$ 5,208	\$ 6,387	\$ 4,159	\$ 3,499	\$ 7,500	\$ 7,500	\$ -	0.0%
Overtime	\$ 3,631	\$ 3,679	\$ 2,168	\$ 2,545	\$ 4,100	\$ 4,200	\$ 100	2.4%
Clerical	\$ 31,135	\$ 31,449	\$ 33,365	\$ 35,662	\$ 36,260	\$ 37,605	\$ 1,345	3.7%
Conferences/Memberships	\$ 833	\$ 1,105	\$ 755	\$ 800	\$ 800	\$ 800	\$ -	0.0%
Insurable Expense	\$ -	\$ -	\$ 3,246	\$ 393	\$ -	\$ -	\$ -	0.0%
Telephone	\$ 6,713	\$ 6,568	\$ 5,866	\$ 5,675	\$ 7,000	\$ 7,400	\$ 400	5.7%
Postage Expense	\$ 690	\$ 561	\$ 706	\$ 606	\$ 900	\$ 900	\$ -	0.0%
Office Supplies	\$ 3,927	\$ 3,833	\$ 3,565	\$ 3,966	\$ 3,800	\$ 3,900	\$ 100	2.6%
Transportation	\$ 1,152	\$ 535	\$ 547	\$ 384	\$ 1,500	\$ 1,500	\$ -	0.0%
	\$ 188,591	\$ 191,278	\$ 202,795	\$ 203,730	\$ 218,400	\$ 220,085	\$ 1,685	0.8%
Gibson-Aiken Center								
Staff Salaries	\$ 37,788	\$ 38,770	\$ 40,670	\$ 40	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	\$ 1,258	\$ 1,347	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Fuel Expense	\$ 13,311	\$ 15,565	\$ 20,907	\$ 16,964	\$ 19,365	\$ 17,815	\$ (1,550)	-8.0%
Electric	\$ 16,126	\$ 15,954	\$ 15,487	\$ 14,366	\$ 15,500	\$ 14,945	\$ (555)	-3.6%
Utilities	\$ 4,081	\$ 4,563	\$ 4,661	\$ 4,447	\$ 4,850	\$ 4,625	\$ (225)	-4.6%
Building Repairs	\$ 15,854	\$ 15,746	\$ 19,643	\$ 14,638	\$ 14,000	\$ 14,000	\$ -	0.0%
Maintenance Supplies	\$ 4,190	\$ 3,429	\$ 2,228	\$ 3,751	\$ 4,000	\$ 4,000	\$ -	0.0%
Maintenance Contracts	\$ -	\$ -	\$ 25,571	\$ 45	\$ -	\$ -	\$ -	0.0%
	\$ 92,607	\$ 95,374	\$ 129,167	\$ 54,252	\$ 57,715	\$ 55,385	\$ (2,330)	-4.0%
Parks								
Staff Salaries	\$ 152,383	\$ 154,638	\$ 157,255	\$ 177,797	\$ 177,385	\$ 188,905	\$ 11,520	6.5%
Vacation BB - Retire Pay	\$ 636	\$ -	\$ 669	\$ -	\$ 750	\$ 750	\$ -	0.0%
Overtime	\$ 10,650	\$ 9,199	\$ 8,755	\$ 14,614	\$ 9,500	\$ 9,500	\$ -	0.0%
Holiday/Weekend Pay	\$ 5,745	\$ 5,934	\$ 2,951	\$ 5,536	\$ 7,780	\$ 7,930	\$ 150	1.9%
Seasonal Employees	\$ 20,434	\$ 17,961	\$ 22,085	\$ 19,533	\$ 25,000	\$ 26,000	\$ 1,000	4.0%
Equipment	\$ 7,353	\$ 7,156	\$ 5,488	\$ 6,567	\$ 7,000	\$ 7,000	\$ -	0.0%
Contractual Repairs	\$ 700	\$ -	\$ 800	\$ 986	\$ 800	\$ 800	\$ -	0.0%
Training	\$ -	\$ 315	\$ 615	\$ 315	\$ 600	\$ 600	\$ -	0.0%
Propane	\$ 3,462	\$ 4,435	\$ 4,768	\$ 3,602	\$ 5,000	\$ 5,295	\$ 295	5.9%
Gasoline	\$ 4,651	\$ 4,738	\$ 4,449	\$ 3,798	\$ 5,500	\$ 5,500	\$ -	0.0%
Electric	\$ 17,830	\$ 21,224	\$ 12,980	\$ 8,634	\$ 13,000	\$ 8,980	\$ (4,020)	-30.9%
Utilities	\$ 4,220	\$ 5,589	\$ 4,789	\$ 7,157	\$ 5,000	\$ 6,000	\$ 1,000	20.0%
Building Repairs	\$ 6,327	\$ 6,385	\$ 6,324	\$ 10,000	\$ 9,500	\$ 10,000	\$ 500	5.3%
Maintenance Supplies	\$ 555	\$ 350	\$ 1,504	\$ 1,542	\$ 1,400	\$ 1,500	\$ 100	7.1%
Program Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700	\$ 2,700	100.0%

1/21/2021

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Refuse/Landfill								
Grounds Maintenance	\$ 40	\$ 293	\$ 327	\$ 514	\$ 300	\$ 300	\$ -	0.0%
Equipment Parts	\$ 14,758	\$ 16,578	\$ 15,505	\$ 21,460	\$ 21,500	\$ 21,500	\$ -	0.0%
Tires	\$ 4,294	\$ 5,476	\$ 4,426	\$ 4,770	\$ 4,200	\$ 4,000	\$ (200)	-4.8%
Clothing	\$ 30	\$ 2,404	\$ 438	\$ -	\$ 1,000	\$ 1,100	\$ 100	10.0%
Safety Equipment	\$ 1,053	\$ 1,560	\$ 1,678	\$ 1,517	\$ 1,500	\$ 1,500	\$ -	0.0%
Lube & Oil	\$ 1,061	\$ 784	\$ 649	\$ 1,823	\$ 1,400	\$ 1,400	\$ -	0.0%
Lawn and Tree Care	\$ 590	\$ 754	\$ 600	\$ 597	\$ 1,100	\$ 1,100	\$ -	0.0%
Miscellaneous	\$ 5,090	\$ 6,869	\$ 4,795	\$ 3,972	\$ 6,000	\$ 6,000	\$ -	0.0%
	\$ 2,507	\$ 1,567	\$ 2,752	\$ 1,863	\$ 2,700	\$ -	\$ (2,700)	-100.0%
	\$ 264,371	\$ 274,210	\$ 264,600	\$ 296,598	\$ 307,915	\$ 318,360	\$ 10,445	3.4%
Cemetery Maintenance								
Contractual Repairs	\$ 22,052	\$ 13,499	\$ 24,348	\$ 22,841	\$ 24,000	\$ 24,000	\$ -	0.0%
Lawn & Tree Care	\$ 1,350	\$ 4,476	\$ 300	\$ 400	\$ 3,000	\$ 3,000	\$ -	0.0%
	\$ 23,402	\$ 17,974	\$ 24,648	\$ 23,241	\$ 27,000	\$ 27,000	\$ -	0.0%
Gibson Aiken Programs								
Staff Salaries	\$ 8,703	\$ 8,575	\$ 9,273	\$ 8,786	\$ 9,000	\$ 10,000	\$ 1,000	11.1%
	\$ 8,703	\$ 8,575	\$ 9,273	\$ 8,786	\$ 9,000	\$ 10,000	\$ 1,000	11.1%
Senior Center								
Staff Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Building Maint Contract	\$ 1,607	\$ 1,563	\$ 1,753	\$ 1,593	\$ 1,900	\$ 1,900	\$ -	0.0%
Operating Supplies	\$ 2,403	\$ 2,363	\$ 2,699	\$ 2,518	\$ 2,300	\$ 2,500	\$ 200	8.7%
	\$ 4,010	\$ 3,926	\$ 4,453	\$ 4,111	\$ 4,200	\$ 4,400	\$ 200	4.8%
Skating Rink								
Staff Salaries	\$ 10,698	\$ 10,954	\$ 11,137	\$ 11,137	\$ 11,500	\$ 12,700	\$ 1,200	10.4%
Propane	\$ 17,550	\$ 17,835	\$ 20,592	\$ 17,924	\$ 22,000	\$ 22,000	\$ -	0.0%
Electric	\$ 25,353	\$ 23,359	\$ 27,689	\$ 31,284	\$ 28,000	\$ 32,540	\$ 4,540	16.2%
Utilities	\$ 16,363	\$ 6,406	\$ 4,762	\$ 9,028	\$ 6,000	\$ 7,500	\$ 1,500	25.0%
Building Repairs	\$ 5,978	\$ 7,041	\$ 8,487	\$ 6,820	\$ 7,500	\$ 7,700	\$ 200	2.7%
Operating Supplies	\$ 12,808	\$ 11,854	\$ 12,764	\$ 16,490	\$ 11,500	\$ 11,600	\$ 100	0.9%
	\$ 88,751	\$ 77,448	\$ 85,431	\$ 92,684	\$ 86,500	\$ 94,040	\$ 7,540	8.7%
Day Camp								
Staff Salaries	\$ 29,226	\$ 31,640	\$ 34,093	\$ 34,443	\$ 35,350	\$ 38,000	\$ 2,650	7.5%
	\$ 29,226	\$ 31,640	\$ 34,093	\$ 34,443	\$ 35,350	\$ 38,000	\$ 2,650	7.5%

GENERAL FUND BUDGET Fiscal Year 2022

TOWN OF BRATTLEBORO FY2022 GENERAL FUND BUDGET SELECTBOARD RECOMMENDATION TO REPRESENTATIVE TOWN MEETING

	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	BUDGET FY: 2021	BUDGET FY: 2022	\$ Change	% Change
Pool								
Staff Salaries	\$ 29,959	\$ 33,734	\$ 32,857	\$ 34,337	\$ 37,740	\$ 38,495	\$ 755	2.0%
Electric	\$ 4,547	\$ 6,588	\$ 6,442	\$ 3,753	\$ 6,500	\$ 3,905	\$ (2,595)	-39.9%
Utilities	\$ 11,272	\$ 5,554	\$ 7,075	\$ 6,373	\$ 7,360	\$ 6,630	\$ (730)	-9.9%
Building Repairs	\$ 3,170	\$ 1,255	\$ 991	\$ 1,428	\$ 1,500	\$ 1,500	\$ -	0.0%
Operating Supplies	\$ 15,066	\$ 11,769	\$ 8,983	\$ 10,553	\$ 10,700	\$ 11,000	\$ 300	2.8%
	\$ 64,013	\$ 58,900	\$ 56,348	\$ 56,443	\$ 63,800	\$ 61,530	\$ (2,270)	-3.6%
Irene Projects								
Cooke Road Temp Bridge	\$ -	\$ 3,840	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Cooke Road Bridge APRVD	\$ -	\$ (18,810)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ (14,970)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Downtown Association								
Downtown Alliance	\$ 78,000	\$ 75,000	\$ 78,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	0.0%
	\$ 78,000	\$ 75,000	\$ 78,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	0.0%
Transfers								
Transfer to Capital Fund	\$ 959,000	\$ 1,844,192	\$ 1,715,000	\$ 1,295,000	\$ 1,223,000	\$ 1,580,000	\$ 357,000	29.2%
Transfer to Solid Waste	\$ 472,640	\$ 536,836	\$ 510,000	\$ 550,000	\$ 555,385	\$ -	\$ (555,385)	-100.0%
Transfer Skatepark Fund	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer to Parking Fund	\$ 1,431,640	\$ 2,381,028	\$ 2,285,000	\$ 1,935,000	\$ 1,778,385	\$ 45,900	\$ 45,900	100.0%
	\$ 1,431,640	\$ 2,381,028	\$ 2,285,000	\$ 1,935,000	\$ 1,778,385	\$ 1,625,900	\$ (152,485)	-8.6%
TOTAL EXPENDITURES	\$ 15,699,053	\$ 17,075,661	\$ 17,497,728	\$ 17,767,642	\$ 18,444,632	\$ 19,658,991	\$ 1,214,359	6.6%
SURPLUS (DEFICIT)	\$ 300,173	\$ (649,653)	\$ (376,582)	\$ 79,323	\$ -	\$ -	\$ -	-

CAPITAL REQUEST Fiscal Year 2022

FY22 Capital Request			
Projects			
DPW	Street Paving	\$	400,000
DPW	Sidewalk Replacement	\$	100,000
DPW	Redesign of High Street/Green Street intersection	\$	20,000
REC	Swimming Pool Improvements	\$	10,000
REC	Paving at Living Memorial Park	\$	60,000
REC	Utility/Sewer Upgrade at Living Memorial Park	\$	30,000
REC	Replace Gibson Aiken Center LULA (Limited Use-Limited Access Elevator)	\$	130,000
REC	Upgrade Gibson Aiken Center Fire Alarm Panel & Smoke Alarm	\$	35,000
Vehicles/Equipment			
BFD	Future Fire Truck Reserve Fund	\$	110,000
BFD	Replace 2005 Radio System (Year 1 of 4)	\$	55,000
BFD	Replace 2012 Utility Truck	\$	37,000
GEN	Replace Computer Hardware (Townwide)	\$	45,000
BPD	Replace 2010 Vehicle Operated by the Animal Control Officer	\$	36,000
BPD	Replace 2017 Police Patrol Vehicle	\$	57,000
BPD	Replace another 2017 Police Patrol Vehicle	\$	57,000
DPW	Replace 2012 Dump Truck for Public Works	\$	180,000
DPW	Replace 2013 Chevrolet Silverado Pickup Truck for Public Works	\$	41,000
DPW	Replace 2012 Sidewalk Tractor (Sidewalk Snow Plow) for Public Works	\$	139,000
R&P	Replace 2011 Dodge 3500 Pickup Truck for Parks	\$	38,000
Transfer from General Fund			\$ 1,580,000

CAPITAL PROJECT PLAN (2022-2026)

Town of Brattleboro Capital Project Plan (2022-2026)									
DPW HIGHWAY PROJECTS									
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
Infrastructure									
Streets									
Street Paving & Improvements	\$ 400,000	\$ 370,000	\$ 370,000	\$ 400,000	\$ 400,000				
Intersection Improvements									
Williams Street Intersection		\$ 350,000							
Green & High Intersection	\$ 20,000	\$ 200,000							
Maple & Fairview Intersection		\$ 30,000	\$ 300,000						
Canal & Maple Street Intersection			\$ 30,000	\$ 300,000					
Sidewalk									
Sidewalk Repair & Replacment	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000				
DPW Highway Subtotals	\$ 520,000	\$ 1,050,000	\$ 800,000	\$ 800,000	\$ 500,000				
RECREATION & PARKS DEPARTMENT									
Land/Buildings									
Skating Rink									
Rink Roof Replacement Engineering									
Rink Roof Replacement			\$ 750,000						
Dehumidifier									
R-22 Refridgerant Conversion			\$ 700,000						
Memorial Park									
Maintenance Building			\$ 450,000						
Paving	\$ 60,000								
Utilities/Sewer Upgrade	\$ 30,000								
Upper Field Lighting			\$ 75,000.00						
Gibson Aiken Center									
LULA (Modernization Upgrade)	\$ 130,000								
Upgrade Fire Alarm Panel & Smoke Alarm	\$ 35,000								
Pellet Boiler					\$ 365,000				
Generator		\$ 75,000							
Pool									
Pool Improvements	\$ 10,000								
Recreation & Parks Department - Totals	\$ 265,000	\$ 75,000	\$ 1,975,000	\$ -	\$ 365,000				
General Fund Subtotal	\$ 785,000	\$ 1,125,000	\$ 2,775,000	\$ 800,000	\$ 865,000				
Cash	\$ 785,000	\$ 575,000	\$ 500,000	\$ 500,000	\$ 865,000				
Grants	\$ -	\$ 550,000	\$ 300,000	\$ 300,000	\$ -				
Borrowed Funds	\$ -	\$ -	\$ 1,975,000	\$ -	\$ -				

**CAPITAL EQUIPMENT REPLACEMENT PROGRAM
(2022-2046)**

**CAPITAL EQUIPMENT
REPLACEMENT PROGRAM**

The large spreadsheet entitled
“Capital Equipment
Replacement Program
(2022–2046)”
is posted on the home page
of the Town of Brattleboro’s website
(www.brattleboro.org)

Click on **“FY22 Budget”**
on the right side of the homepage,
under “News”
or
contact the Town Manager’s Office and
request a copy

TOWN OF BRATTLEBORO, VERMONT

**FINANCIAL STATEMENTS
AS OF JUNE 30, 2020**

**AND
INDEPENDENT AUDITOR'S REPORT**



**TOWN OF BRATTLEBORO, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

TABLE OF CONTENTS

	<u>Page(s)</u>
Independent Auditor's Report	1-2
Management's Discussion and Analysis	3-8
Basic Financial Statements:	
Statement of Net Position	Exhibit A 9
Statement of Activities	Exhibit B 10
Governmental Funds:	
Balance Sheet	Exhibit C 11
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position	Exhibit D 12
Statement of Revenues, Expenditures and Changes in Fund Balances	Exhibit E 13
Reconciliation of the Statement of Revenues Expenditures and Changes in Fund Balance of Governmental Funds to the Statement of Activities	Exhibit F 14
Statement of Revenues, Expenditures and Changes in Fund Balances	
Proprietary Fund:	
Statement of Fund Net Position	Exhibit G 15
Statement of Revenues, Expenses and Changes in Fund Net Position	Exhibit H 16
Statement of Cash Flows	Exhibit I 17
Fiduciary Funds:	
Statement of Fiduciary Net Position	Exhibit J 18
Statement of Revenue, Expenses and Changes in Fund Net Position	Exhibit K 19
Notes to Financial Statements	20-42
Required Supplementary Information:	
Schedule of Proportional Share of the Net Pension Liability	
VMERS Defined Benefits Plans	Schedule 1 43
Schedule of Contributions VMERS Defined Benefit Plan	Schedule 2 44
Change in the Net OPEB Liability	Schedule 3 45
Actuarially determined OPEB Contributions Excess/(Deficit)	Schedule 4 46
Budget and Actual General Fund	Schedule 5 47-48
Other Information	
Combining Balance Sheet – Development Fund	Schedule 6 49
Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Development Fund	Schedule 7 50
Combining Balance Sheet – Capital Projects Fund	Schedule 8 51
Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Capital Projects Funds	Schedule 9 52
Combining Balance Sheet – Other Governmental Funds	Schedule 10 53-54
Combining Statement of Revenues, Expenditures and Changes in Fund Balances – Other Governmental Funds	Schedule 11 55-56
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on Audit of Financial Statements Performed in Accordance with "Government Auditing Standards"	57-58



INDEPENDENT AUDITOR'S REPORT

The Brattleboro Select Board
Town of Brattleboro, Vermont

Report on the Financial Statements

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, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

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, 2020, and the respective changes in financial position and, where applicable, cash flows thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 8, the Schedule of Proportionate Share of the Net Pension Liability

VMERS Defined Benefits Plan on Schedule 1, the Schedule of Contributions VMERS Defined Benefits Plan on Schedule 2, the Change in Net OPEB Liability on Schedule 3 and the Actuarially determined OPEB Contributions Excess/(Deficit) on Schedule 4 be presented to supplement the basic financial statements. Such information, 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.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying Schedules 5 through 10 are 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 the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such 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.

Batchelder Associates, P.C.

Batchelder Associates, P.C.
Barre, Vermont
License #945
November 6, 2020

TOWN OF BRATTLEBORO, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020

This discussion and analysis is intended to serve as an introduction to the Town of Brattleboro's basic financial statements. The Town's basic financial statements include three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements.

Using This Annual Report

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Exhibit 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. Fiduciary fund 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 Exhibit A and B. 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 of the current year's revenues and expenses are taken into account 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, to assess the overall health of the Town.

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 the police, public safety, highway and streets, sanitation, health and welfare, culture and recreation, equipment and building maintenance, 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 utility and parking activities are reported here.

TOWN OF BRATTLEBORO, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020

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 Selectboard 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 in Exhibits C and E 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'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

Financial Highlights

- The net position of the Town's governmental activities increased by \$349,000, or approximately 1.6%. The net position of our business-type activities increased by \$702,682, or approximately 2.0%.
- The cost of all of the Town's programs was \$26,329,629, with no new programs added this year. Program costs were up \$256,612 this year over the previous year due, in large part, to costs associated with public safety.
- The General Fund reported an increase in fund balance this year of \$47,396, which was \$384,515 better than budgeted. This favorable budget variance was due to higher tax collections, lower expenditures in employee benefits, auxiliary, the police department and the fire department offset, in part, by higher expenditures for general services.
- The unassigned fund balance of the General Fund was \$2,511,882 as of June 30, 2020. This represents the amount of funds available for future budgets. The committed fund balance was \$223,000, to fund a portion of the cost of a new fire engine to replace a 1994 fire engine. The non-spendable fund balance was \$444,123, including \$436,422 in prepaid expenditures and inventories of \$7,701.
- The Development Fund reported an increase in fund balance this year of \$105,596 compared to an increase of \$90,068 in the prior year. Activity in the fund is comparable to the prior year and this increase was largely due to the fund not having a transfer out in the current year.
- The Capital Projects Fund reported an increase in fund balance this year of \$253,820, compared to an increase of \$89,424 in the prior year. This increase from the previous year was primarily due to a decrease in capital costs incurred during the year.

Government-wide Financial Analysis

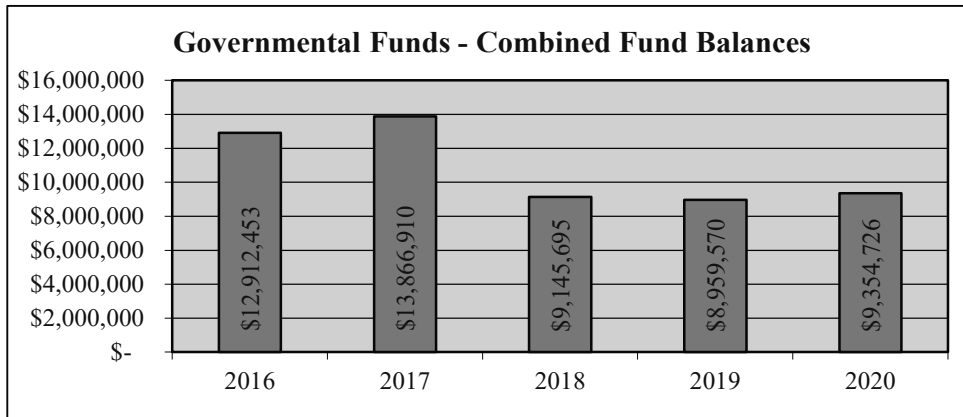
The Statement of Net Position as of June 30, 2020 shows total recorded assets of the Town are \$103,482,331. This includes the net value of capital assets of \$80,830,502. Total assets reported in 2019 were \$104,592,634. Of the 2020 assets, \$18,701,836 are current assets. The noncurrent assets are the outstanding development loans and net capital assets, including land, buildings and improvements, utilities systems, parking lots, machinery and equipment and infrastructure. Deferred outflows of the Town at June 30, 2020 totaled \$2,167,374. The liabilities of the Town at June 30, 2020 totaled \$42,906,377 including \$1,716,601 in current liabilities, and \$41,189,776 in noncurrent liabilities. The liabilities of the Town at June 30, 2019 totaled \$44,445,076 including \$1,712,164 in current liabilities, and \$42,732,912 in noncurrent liabilities. Deferred inflows of the Town at June 30, 2020 totaled \$4,614,358.

The Statement of Activities reports total operating expenses for 2020 of \$26,296,658 which includes depreciation of capital assets of \$4,591,887. Total expenses for 2019 were \$26,073,017 (including depreciation of capital assets of \$4,574,533). Government-wide expenses include all fund expenditures but exclude debt principal payments and capital asset purchases. Certain revenues (labeled Program Revenues) offset expenses as they relate to specific programs, such as state and federal grants or fees charged for specific services.

General revenues are mainly the Town property taxes of \$16,211,300 and \$15,472,744 for 2020 and 2019, respectively. Property taxes are reported net of the education taxes required to be collected by the Town for the benefit of others. For the year ending June 30, 2020, the Town's total revenues exceeded expenses by \$1,051,682 and increased net position at June 30, 2020 to \$58,128,970. For the year ending June 30, 2019, revenues exceeded expenses, increasing government-wide net position by \$1,541,733.

**TOWN OF BRATTLEBORO, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

Governmental Funds

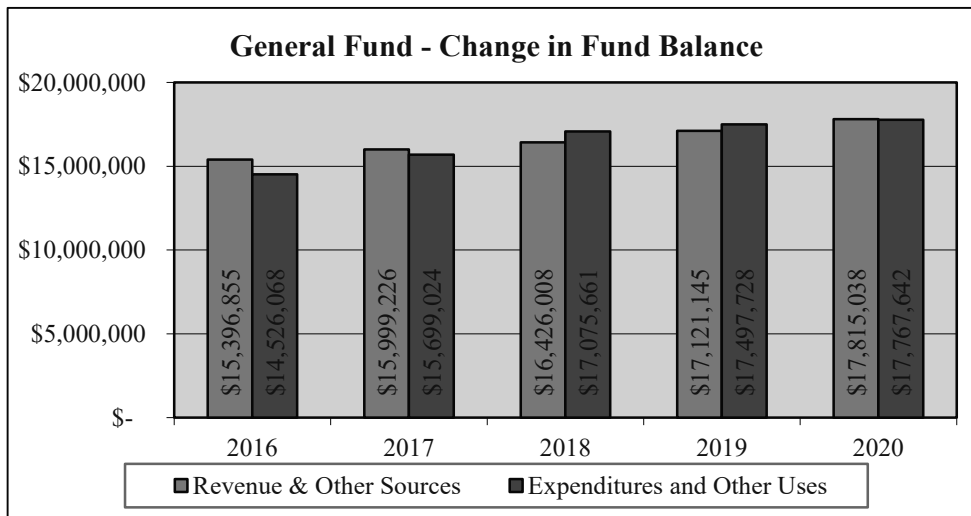
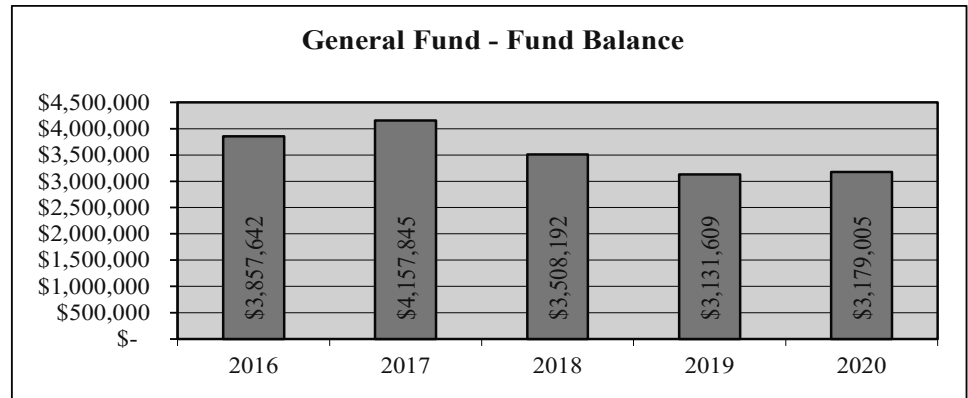


The Town's governmental funds reported combined ending fund balances of \$9,354,726 an increase of \$395,157 for the year then ended.

In 2019 the General Fund experienced a decrease in fund balance of \$376,583. In 2020 the General Fund recorded an increase in fund balance of \$47,396, resulting in a June 30, 2020 fund balance of \$3,179,005, of which \$444,123 was non-spendable, \$223,000 was committed and \$2,511,882 was unassigned.

The 2020 increase in fund balance resulted from favorable budget variances in tax revenues and lower expenditures in employee benefits and public safety.

The 2019 decrease in fund balance resulted from the planned use of fund balance to fund capital projects.

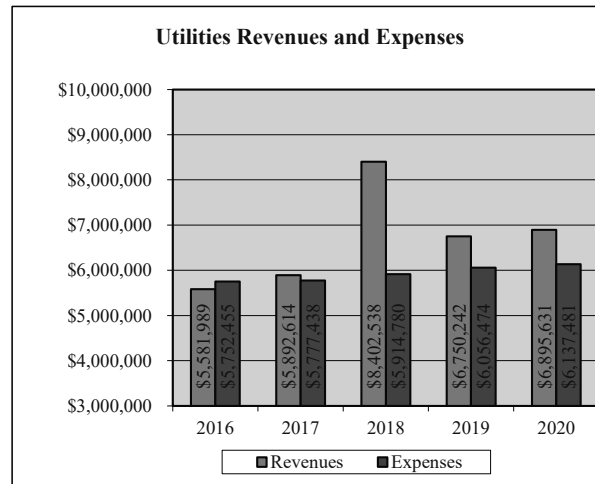
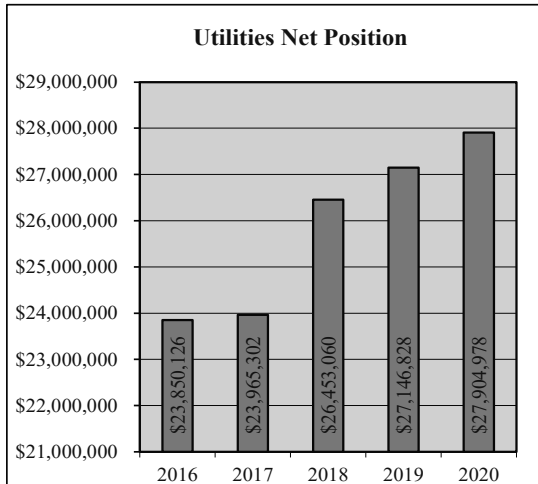


As shown on the Statement of Revenues and Expenditures - Budget and Actual - General Fund, revenues exceeded the budget by \$83,965. Actual expenditures were less than the budgeted expenditures by \$300,550. Monitoring of expenditures and revenues is conducted on an on-going basis with financial reports being reviewed on a monthly basis by the Selectboard.

**TOWN OF BRATTLEBORO, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

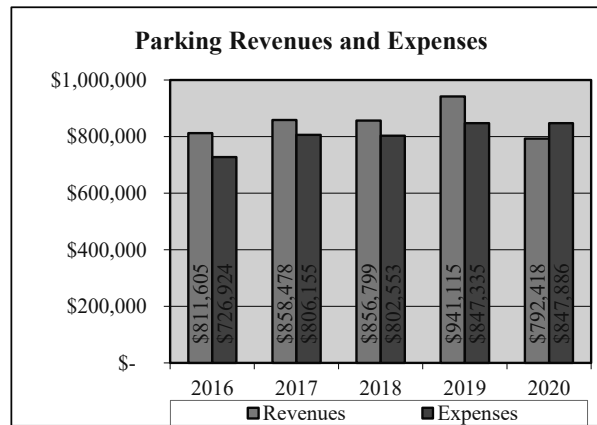
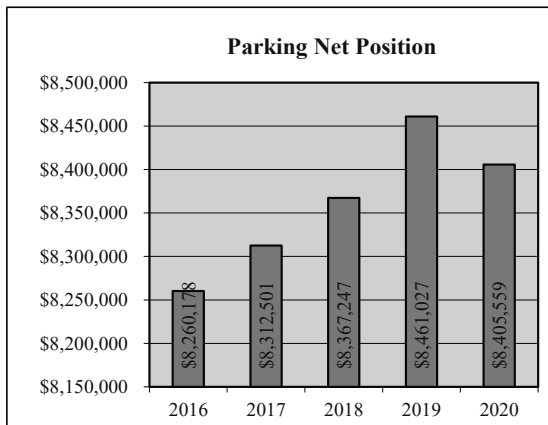
Proprietary Funds

The Utilities Fund net position increased by \$758,150 in 2020. This fund remains on target as it continues to maintain a substantial cash balance in preparation for upgrades to the water plant.



Operating revenues exceeded operating expenses by \$1,455,777 and non-operating revenue was \$72,837 in 2020 compared to \$91,063 in 2019. Non-operating expense for interest for the years ending June 30, 2020 and 2019 were \$480,460 and \$567,600, respectively. Transfers out were \$290,004 and \$265,200 in 2020 and 2019.

The Parking Fund showed a decrease in net position of \$55,468.



Operating revenue decreased by \$257,426 from the previous year due to decreased parking ticket revenue. Operating expenses decreased by \$13,213, primarily due to a decrease in maintenance expense. Non-operating revenues increased by \$18,729. Operating expenses exceeded operating revenues by \$131,855 and non-operating revenue was \$39,196 in 2020 compared to \$20,467 in 2019. Non-operating expense for interest for the years ending June 30, 2020 and 2019 were \$12,809 and \$1,545, respectively. Transfers in were \$90,000 in 2020 and \$0 in 2019, and transfers out were \$40,000 in 2020 and \$37,500 in 2019.

**TOWN OF BRATTLEBORO, VERMONT
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

Capital Assets and Debt Administration

Capital Assets

At June 30, 2020, the Town had \$80,830,502 compared to \$82,911,295 at June 30, 2019 invested in a broad range of capital assets including land, highway equipment, buildings, park facilities, roads, bridges, water facilities and wastewater facilities. This amount represents a net decrease (including additions and deductions) of \$2,080,793 from last year.

Debt Administration

As of June 30, 2020, the Governmental Activities had \$10,940,003 in debt and capital leases outstanding compared to \$12,069,556 at June 30, 2019, a net decrease of \$1,129,553 (9.4%). This decrease is the result of principal payments on governmental debt (\$1,011,333) and leases (\$118,220). As of June 30, 2020, the Utilities Fund had \$21,431,498 in debt outstanding compared to \$22,870,156 at June 30, 2019, a decrease of \$1,438,658 (6.3%). This decrease is due to principal payments on debt of \$1,438,658. As of June 30, 2020, the Parking Fund had \$200,000 in outstanding debt compared to \$400,000 at June 30, 2019, representing a decrease of \$200,000 (50.0%). This decrease is due to principal payments of \$200,000.

Economic Factors and Next Year's Budget and Rates

The following key economic indicators and activities reflect the growth, prosperity and economic concerns of the Town.

In fiscal year 2021, 55% of the property taxes billed by the Town of Brattleboro will be used to fund public education. The high cost of education results in pressure being placed on the municipal budget in order to keep property taxes at an affordable level. The impact of the large increase in debt service costs related to the police and fire facilities improvements and low growth within the Town coupled with a desire to have little or no increase in the municipal property tax rate all contribute to create budgetary pressure in fiscal year 2021.

Total fiscal year 2021 General Fund budgeted expenditures approved by the Brattleboro Selectboard was \$18,444,632 which represents an increase of \$376,440 from the fiscal year 2020 budgeted expenditures. This increase is primarily the result of increases in staff salaries and benefits. The municipal portion of the Town's property taxes approved by the Brattleboro Selectboard as part of the overall fiscal year 2021 budget was \$15,154,841 which represents an increase of \$433,344 from the property taxes approved in fiscal year 2020.

Total fiscal year 2021 Utility Fund budgeted expenditures approved by the Selectboard was \$6,229,924 which represents an increase of \$22,249 from the fiscal year 2020 budgeted expenditures. Total fiscal year 2021 Utility Fund budgeted revenues are \$6,080,044, which is down 1.7% compared to fiscal year 2020 budgeted revenues.

Requests for Information

This financial report is designed to provide a general overview of the Town of Brattleboro's finances for all those with an interest in the Town's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Director, Town of Brattleboro, 230 Main Street, Suite 208, Brattleboro, VT 05301.

TOWN OF BRATTLEBORO, VERMONT			Exhibit A
STATEMENT OF NET POSITION			
June 30, 2020			
	Governmental Activities	Business-type Activities	Totals
ASSETS:			
Cash and cash equivalents	\$ 12,949,722	\$ 224,876	\$ 13,174,598
Investments	2,246,277	-	2,246,277
Receivables: net of allowance for uncollectibles			
Property taxes	559,631	-	559,631
Accounts	402,133	1,708,494	2,110,627
Internal balances	(6,122,290)	6,122,290	-
Prepaid expenses	437,547	12,375	449,922
Inventory	7,701	153,080	160,781
Loans receivable, net of allowance for uncollectibles	3,949,993	-	3,949,993
Capital assets (net of accumulated depreciation)			
Land and land improvements	4,927,570	3,804,172	8,731,742
Construction in Progress	272,302	124,095	396,397
Buildings and building improvements	13,966,332	22,067,215	36,033,547
Vehicles and equipment	4,399,323	3,108,419	7,507,742
Roads, Bridges and sidewalks	6,599,129	-	6,599,129
Distribution and Collection Systems	-	21,561,945	21,561,945
Total Assets	<u>44,595,370</u>	<u>58,886,961</u>	<u>103,482,331</u>
DEFERRED OUTFLOWS OF RESOURCES:			
Related to Town's Participation in VMERS	1,802,375	240,438	2,042,813
Deferred OPEB Outflows	124,561	-	124,561
Total deferred outflows	<u>1,926,936</u>	<u>240,438</u>	<u>2,167,374</u>
LIABILITIES:			
Accounts payable	773,431	217,999	991,430
Accrued Payroll	215,159	32,408	247,567
Accrued Compensated absences	128,192	118,120	246,312
Accrued Interest	60,790	140,502	201,292
Due to fiduciary funds	30,000	-	30,000
Noncurrent Liabilities			
Compensated Absences	660,251	-	660,251
Net OPEB Liability	2,938,615	-	2,938,615
Net Pension Liability	4,580,258	439,151	5,019,409
Due within One year	966,553	1,668,545	2,635,098
Due in more than One Year	9,973,450	19,962,953	29,936,403
Total Liabilities	<u>20,326,699</u>	<u>22,579,678</u>	<u>42,906,377</u>
DEFERRED INFLOWS OF RESOURCES:			
Deferred revenue and grants	3,577,923	224,826	3,802,749
Deferred OPEB Inflows	706,611	-	706,611
Related to Town's Participation in VMERS	92,640	12,358	104,998
Total deferred inflows of resources	<u>4,377,174</u>	<u>237,184</u>	<u>4,614,358</u>
NET POSITION:			
Net investment in capital assets	19,224,653	29,034,349	48,259,002
Restricted for:			
Community Development	3,491,962	-	3,491,962
Capital Projects	1,805,505	-	1,805,505
Recreation and Parks	367,348	-	367,348
Reappraisal	384,999	-	384,999
Other	125,907	-	125,907
Unrestricted	(3,581,941)	7,276,188	3,694,247
Total net position	<u>\$ 21,818,433</u>	<u>\$ 36,310,537</u>	<u>\$ 58,128,970</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
June 30, 2020

Exhibit B

		Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Grants and Contributions	Charges for Services	Other	Governmental Activities	Business-type Activities	Totals
	Expenses						
FUNCTIONS/PROGRAMS:							
Governmental activities -							
General government	\$ 8,017,631	\$ 786,275	\$ 441,809	\$ -	\$ (6,789,547)	\$ -	\$ (6,789,547)
Public safety	5,895,785	92,676	161,070	-	(5,642,039)	-	(5,642,039)
Public works	2,544,465	884,714	17,049	-	(1,642,702)	-	(1,642,702)
Culture and recreation	1,981,837	205,391	396,875	-	(1,379,571)	-	(1,379,571)
Recycling and solid waste	869,507	-	275,227	-	(594,280)	-	(594,280)
Other	332,070	-	-	29,068	(303,002)	-	(303,002)
Total governmental activities	<u>19,641,295</u>	<u>1,969,056</u>	<u>1,292,030</u>	<u>29,068</u>	<u>(16,351,141)</u>	<u>-</u>	<u>(16,351,141)</u>
Business-type activities -							
Utilities	5,847,477	765,230	5,936,220	137,344	-	991,317	991,317
Parking	807,886	-	663,217	5	-	(144,664)	(144,664)
Total business-type activities	<u>6,655,363</u>	<u>765,230</u>	<u>6,599,437</u>	<u>137,349</u>	<u>-</u>	<u>846,653</u>	<u>846,653</u>
	<u>\$ 26,296,658</u>	<u>\$ 2,734,286</u>	<u>\$ 7,891,467</u>	<u>\$ 166,417</u>	<u>(16,351,141)</u>	<u>846,653</u>	<u>(15,504,488)</u>
GENERAL REVENUES:							
					16,211,300	-	16,211,300
					248,837	96,033	344,870
						(240,004)	-
					240,004		
					<u>16,700,141</u>	<u>(143,971)</u>	<u>16,556,170</u>
					349,000	702,682	1,051,682
					<u>21,469,433</u>	<u>35,607,855</u>	<u>57,077,288</u>
					<u>\$ 21,818,433</u>	<u>\$ 36,310,537</u>	<u>\$ 58,128,970</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT
BALANCE SHEET - GOVERNMENTAL FUNDS
June 30, 2020

Exhibit C

	General Fund	Community Development Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 12,825,152	\$	\$ 121,221	\$ 3,349	\$ 12,949,722
Investments	-	2,246,277	-	-	2,246,277
Receivables:					
Property taxes	559,631	-	-	-	559,631
Loans receivable, net of allowance for uncollectibles		3,949,993	-	-	3,949,993
Accounts receivable - other	307,032	-	-	95,101	402,133
Due from other funds	-	686,812	1,784,016	1,021,608	3,492,436
Prepaid expenditures	436,422	-	-	1,125	437,547
Inventory	7,701	-	-	-	7,701
Total assets	<u>\$ 14,135,938</u>	<u>\$ 6,883,082</u>	<u>\$ 1,905,237</u>	<u>\$ 1,121,183</u>	<u>\$ 24,045,440</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY					
LIABILITIES:					
Warrants and accounts payable	\$ 663,711	\$ 15,520	\$ 6,331	\$ 87,869	\$ 773,431
Accrued liabilities -					
Payroll	209,133	-	-	6,026	215,159
Compensated absences	128,192	-	-	-	128,192
Accrued Interest	60,790	-	-	-	60,790
Due to other funds	9,604,614	-	3,574	36,538	9,644,726
Total liabilities	<u>10,666,440</u>	<u>15,520</u>	<u>9,905</u>	<u>130,433</u>	<u>10,822,298</u>
DEFERRED INFLOWS OF RESOURCES:					
Deferred property taxes	290,493	-	-	-	290,493
Deferred revenue and grants	-	3,375,600	89,827	112,496	3,577,923
Total deferred inflows of resources	<u>290,493</u>	<u>3,375,600</u>	<u>89,827</u>	<u>112,496</u>	<u>3,868,416</u>
FUND EQUITY:					
Fund balances -					
Nonspendable	444,123	574,393	-	1,125	1,019,641
Restricted	-	2,535,758	206,400	468,004	3,210,162
Committed	223,000	381,811	-	409,125	1,013,936
Assigned	-	-	1,599,105	-	1,599,105
Unassigned	2,511,882	-	-	-	2,511,882
Total fund balances	<u>3,179,005</u>	<u>3,491,962</u>	<u>1,805,505</u>	<u>878,254</u>	<u>9,354,726</u>
Total liabilities, deferred inflows of resources and fund equity	<u>\$ 14,135,938</u>	<u>\$ 6,883,082</u>	<u>\$ 1,905,237</u>	<u>\$ 1,121,183</u>	<u>\$ 24,045,440</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION June 30, 2020		Exhibit D
Amount reported on Balance Sheet - Governmental Funds - total fund balances	\$ 9,354,726	
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	62,426,051	
Accumulated depreciation	(32,261,395)	
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.		
	(660,251)	
Liabilities not due and payable in the year are not reported in the governmental funds.		
Long-term debt (incl'd Capital lease) - current	(966,553)	
Long-term debt (incl'd Capital lease) - noncurrent	(9,973,450)	
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	1,802,375	
VMERS Deferred Inflows - pension credits	(92,640)	
VMERS Net pension liability	(4,580,258)	
Deferred OPEB Outflow - expense	124,561	
Deferred OPEB Inflows - credits	(706,611)	
Net OPEB liability	(2,938,615)	
Deferred property taxes are reported in the governmental funds to offset uncollected property taxes which are not available financial resources.		
	<u>290,493</u>	
Net position of governmental activities - Government-wide Statement of Net Position	\$ <u><u>21,818,433</u></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, 2020

Exhibit E

	General Fund	Development Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
REVENUES:					
Property taxes	\$ 16,132,367	\$ -	\$ -	\$ -	\$ 16,132,367
Licenses and permits	173,589	-	-	-	173,589
Investment income (loss)	93,821	146,116	5,033	3,867	248,837
Intergovernmental	428,100	-	114,067	674,319	1,216,486
Donations	-	-	632,070	120,500	752,570
Other departmental revenue	657,157	-	29,068	461,284	1,147,509
Total revenues	<u>17,485,034</u>	<u>146,116</u>	<u>780,238</u>	<u>1,259,970</u>	<u>19,671,358</u>
EXPENDITURES:					
Current -					
General government	2,834,559	40,520	-	392,364	3,267,443
Human services	185,595	-	-	163,493	349,088
Public safety	5,022,046	-	-	96,958	5,119,004
Public works	1,743,124	-	-	1,336	1,744,460
Culture and recreation	1,389,900	-	-	297,967	1,687,867
Recycling and solid waste	-	-	-	869,507	869,507
Pension and benefits	3,195,795	-	-	-	3,195,795
Capital Expenditures					
General government	-	-	113,423	-	113,423
Public safety	-	-	360,594	-	360,594
Public works	-	-	746,833	-	746,833
Culture and recreation	-	-	600,568	-	600,568
Debt service - Principal	1,011,333	-	-	-	1,011,333
- Capital lease principal	118,220	-	-	-	118,220
- Interest	332,070	-	-	-	332,070
Total expenditures	<u>15,832,642</u>	<u>40,520</u>	<u>1,821,418</u>	<u>1,821,625</u>	<u>19,516,205</u>
EXCESS OF REVENUES OR (EXPENDITURES)	<u>1,652,392</u>	<u>105,596</u>	<u>(1,041,180)</u>	<u>(561,655)</u>	<u>155,153</u>
OTHER FINANCING SOURCES (USES):					
Operating transfers in (out), net	(1,604,996)	-	1,295,000	550,000	240,004
Total other financing sources (uses)	<u>(1,604,996)</u>	<u>-</u>	<u>1,295,000</u>	<u>550,000</u>	<u>240,004</u>
NET CHANGE IN FUND BALANCES	<u>47,396</u>	<u>105,596</u>	<u>253,820</u>	<u>(11,655)</u>	<u>395,157</u>
FUND BALANCES, July 1, 2019	<u>3,131,609</u>	<u>3,386,366</u>	<u>1,551,685</u>	<u>889,909</u>	<u>8,959,569</u>
FUND BALANCES, June 30, 2020	\$ <u>3,179,005</u>	\$ <u>3,491,962</u>	\$ <u>1,805,505</u>	\$ <u>878,254</u>	\$ <u>9,354,726</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT		Exhibit F
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND		
June 30, 2020		
Amounts reported for governmental activities in the Government-wide Statement of Activities are different because -		
Net change in fund balances - total governmental funds	\$	395,157
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		1,821,417
Depreciation		(1,829,611)
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		(211,560)
Current year		290,493
Accrued compensated absences are fully accrued for the governmental activities, exceeding the limited accrual for fund accounting by these amounts.		
Prior year		529,865
Current year		(660,251)
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		(133,575)
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.		
Debt service - principal		1,011,333
Capital lease - principal		118,220
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		(982,488)
Change in net position of governmental activities - Government-wide Statement of Activities	\$	<u>349,000</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT
STATEMENT OF FUND NET POSITION - PROPRIETARY FUNDS
June 30, 2020

Exhibit G

	<u>Utilities Fund</u>	<u>Parking Fund</u>	<u>Totals Proprietary Funds</u>
ASSETS:			
Current assets -			
Cash and cash equivalents	\$ 224,826	\$ 50	\$ 224,876
Accounts receivable: net of allowance for uncollectibles			
Accounts	1,708,494	-	1,708,494
Due from other funds	6,052,626	69,664	6,122,290
Inventory	153,080	-	153,080
Prepaid expenses	10,125	2,250	12,375
Capital assets (net of accumulated depreciation)			
Land and land improvements	2,139,192	1,664,980	3,804,172
Construction in Progress	124,095	-	124,095
Buildings and building improvements	15,407,734	6,659,481	22,067,215
Distribution and Collection Systems	21,561,945	-	21,561,945
Vehicles and equipment	<u>2,785,531</u>	<u>322,888</u>	<u>3,108,419</u>
Total assets	<u>50,167,648</u>	<u>8,719,313</u>	<u>58,886,961</u>
DEFERRED OUTFLOWS OF RESOURCES			
Related to Town's Participation in VMERS	<u>210,818</u>	<u>29,620</u>	<u>240,438</u>
LIABILITIES:			
Accounts payable	161,328	56,671	217,999
Accrued payroll	29,456	2,952	32,408
Accrued Compensated absences	100,221	17,899	118,120
Accrued Interest	140,502	-	140,502
Noncurrent Liabilities			
Net Pension Liability	374,821	64,330	439,151
Due within One year	1,438,657	200,000	1,638,657
Due in more than One Year	<u>19,992,841</u>	<u>-</u>	<u>19,992,841</u>
Total liabilities	<u>22,237,826</u>	<u>341,852</u>	<u>22,579,678</u>
DEFERRED INFLOWS OF RESOURCES:			
Deferred revenue and grants	224,826	-	224,826
Related to Town's Participation in VMERS	<u>10,836</u>	<u>1,522</u>	<u>12,358</u>
Total Deferred Inflows of Resources	<u>235,662</u>	<u>1,522</u>	<u>237,184</u>
NET POSITION:			
Net investment in capital assets	20,586,998	8,447,351	29,034,349
Restricted	-	-	-
Unrestricted	<u>7,317,980</u>	<u>(41,792)</u>	<u>7,276,188</u>
Total net position	<u>\$ 27,904,978</u>	<u>\$ 8,405,559</u>	<u>\$ 36,310,537</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
June 30, 2020

Exhibit H

	Utilities Fund	Parking Fund	Totals Proprietary Funds
OPERATING REVENUES:			
Charges for services	\$ 5,936,220	\$ 663,217	\$ 6,599,437
Interest and penalties	64,450	-	64,450
Intergovernmental	765,230	-	765,230
Miscellaneous	<u>56,894</u>	<u>5</u>	<u>56,899</u>
Total operating revenues	<u>6,822,794</u>	<u>663,222</u>	<u>7,486,016</u>
OPERATING EXPENSES:			
Personnel services	1,679,946	279,584	1,959,530
Contractual services	374,180	147,508	521,688
Supplies and materials	243,530	29,388	272,918
Maintenance	139,055	15,933	154,988
Heat, light and power	338,711	31,879	370,590
Depreciation	2,484,624	277,653	2,762,277
Miscellaneous	<u>106,971</u>	<u>13,132</u>	<u>120,103</u>
Total operating expenses	<u>5,367,017</u>	<u>795,077</u>	<u>6,162,094</u>
Operating income	<u>1,455,777</u>	<u>(131,855)</u>	<u>1,323,922</u>
NONOPERATING REVENUES (EXPENSES):			
Gain on sale of assets	16,000	-	16,000
Investment income	56,837	39,196	96,033
Interest expense	<u>(480,460)</u>	<u>(12,809)</u>	<u>(493,269)</u>
Total nonoperating revenues (expenses)	<u>(407,623)</u>	<u>26,387</u>	<u>(381,236)</u>
INCOME (LOSS) BEFORE TRANSFERS	1,048,154	(105,468)	942,686
Operating transfers in	-	90,000	90,000
Operating transfers out	<u>(290,004)</u>	<u>(40,000)</u>	<u>(330,004)</u>
CHANGE IN NET POSITION	758,150	(55,468)	702,682
NET POSITION, July 1, 2019	<u>27,146,828</u>	<u>8,461,027</u>	<u>35,607,855</u>
NET POSITION, June 30, 2020	\$ <u>27,904,978</u>	\$ <u>8,405,559</u>	\$ <u>36,310,537</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT
STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS
June 30, 2020

Exhibit I

	Utilities Fund	Parking Fund	Totals Proprietary Funds
CASH FLOWS FROM OPERATING ACTIVITIES:			
Cash received from customers	\$ 5,845,275	\$ 686,581	\$ 6,531,856
Cash paid to suppliers for goods and services	(1,100,186)	(190,884)	(1,291,070)
Cash payments to employees for services	(1,692,247)	(277,687)	(1,969,934)
Net cash provided (used) by operating activities	<u>3,052,842</u>	<u>218,010</u>	<u>3,270,852</u>
CASH FLOWS FROM INVESTING ACTIVITIES:			
Interest received on investments	<u>56,837</u>	<u>39,196</u>	<u>96,033</u>
Net cash provided (used) by investing activities	<u>56,837</u>	<u>39,196</u>	<u>96,033</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:			
(Increase)Decrease in pooled cash due from other funds	(464,741)	44,719	(420,022)
Operating transfer from (to) other funds	<u>(290,004)</u>	<u>50,000</u>	<u>(240,004)</u>
Net cash provided (used) by noncapital financing activities	<u>(754,745)</u>	<u>94,719</u>	<u>(660,026)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:			
Purchase of capital assets, net	(522,383)	(151,293)	(673,676)
Contributed capital - intergovernmental grants	-	-	-
Net pension liability	86,666	12,177	98,843
Payments on bonds and bond anticipation note	(1,438,658)	(200,000)	(1,638,658)
Interest expense on bonds and notes	<u>(480,460)</u>	<u>(12,809)</u>	<u>(493,269)</u>
Net cash provided (used) by capital and related financing activities	<u>(2,354,835)</u>	<u>(351,925)</u>	<u>(2,706,760)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	99	-	99
CASH AND CASH EQUIVALENTS, July 1, 2019	<u>224,727</u>	<u>50</u>	<u>224,777</u>
CASH AND CASH EQUIVALENTS, June 30, 2020	\$ <u>224,826</u>	\$ <u>50</u>	\$ <u>224,876</u>
ADJUSTMENTS TO RECONCILE OPERATING INCOME (LOSS) TO NET CASH PROVIDED/(USED) BY OPERATING ACTIVITIES:			
OPERATING ACTIVITIES:			
Operating income	\$ 1,455,777	\$ (131,855)	\$ 1,323,922
Depreciation expense	2,484,624	277,653	2,762,277
(Increase) decrease in accounts receivable	(227,535)	12,521	(215,014)
(Increase) decrease in inventory	(2,907)	-	(2,907)
(Increase) decrease in prepaid expenses	61,991	9,234	71,225
(Increase) decrease in deferred outflow	11,485	10,614	22,099
Increase (decrease) in accounts payable	43,177	37,722	80,899
Increase (decrease) in deferred inflow	(761,469)	224	(761,245)
Increase (decrease) in accrued liabilities	<u>(12,301)</u>	<u>1,897</u>	<u>(10,404)</u>
Net cash provided (used) by operating activities	\$ <u>3,052,842</u>	\$ <u>218,010</u>	\$ <u>3,270,852</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, 2020

Exhibit J

	Public Trust Funds Held By <u>Trustees</u>	Lundberg and Auditorium <u>Fund</u>	Library Trust <u>Fund</u>	Total Fiduciary <u>Funds</u>
ASSETS:				
Cash and cash equivalents	\$ 7,051	\$ 18,856	\$ 431,426	\$ 457,333
Investments, at fair value	261,531	-	2,012,075	2,273,606
Due from other funds	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
Total assets	<u>298,582</u>	<u>18,856</u>	<u>2,443,501</u>	<u>2,760,939</u>
LIABILITIES:				
Accounts payable	-	9,106	11,284	20,390
Intergovernmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u>-</u>	<u>9,106</u>	<u>11,284</u>	<u>20,390</u>
NET POSITION:				
Held in trust for specific purpose	298,582	5,000	2,432,217	2,735,799
Held in trust for restricted purpose	<u>-</u>	<u>4,750</u>	<u>-</u>	<u>4,750</u>
Total net position	\$ <u>298,582</u>	\$ <u>9,750</u>	\$ <u>2,432,217</u>	<u>2,740,549</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 FIDUCIARY FUNDS
June 30, 2020

Exhibit K

	Public Trust Funds Held by <u>Trustees</u>	Lundberg and Auditorium <u>Fund</u>	Library Trust <u>Fund</u>	Total Fiduciary <u>Funds</u>
ADDITIONS:				
Investment earnings -				
Investment income	\$ 1,649	\$ 7	\$ 120,107	\$ 121,763
Net increase (decrease) in fair value of investments	6,143	-	24,886	31,029
Operating transfers in	-	-	-	-
Contributions	-	-	2,793	2,793
Total additions	<u>7,792</u>	<u>7</u>	<u>147,786</u>	<u>155,585</u>
DEDUCTIONS:				
Broker fees	-	-	11,424	11,424
Miscellaneous	228	7	135,550	135,785
Operating transfer out	-	-	-	-
Total deductions	<u>228</u>	<u>7</u>	<u>146,974</u>	<u>147,209</u>
CHANGE IN NET POSITION	<u>7,564</u>	<u>-</u>	<u>812</u>	<u>8,376</u>
NET POSITION, July 1, 2019	291,018	9,750	2,431,405	2,732,173
NET POSITION, June 30, 2020	\$ <u>298,582</u>	\$ <u>9,750</u>	\$ <u>2,432,217</u>	<u>2,740,549</u>

The notes to financial statements are an integral part of this statement.

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. Summary of significant accounting policies:

Organization - The Town of Brattleboro, Vermont (the Town), is organized according to Vermont State Law and Town Charter, under the governance of a 5 member Selectboard to provide the following services for the Town of Brattleboro: public health and safety-police and fire, highways and streets, water, health and social services, culture and recreation, public improvements, sanitation, planning, zoning and general administration services.

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 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 Development Fund, Capital Projects Fund and several Non-Major Fund activities are classified as governmental. The Town's Utility and Parking Fund 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 net position 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 and business-type activities (utility and parking). The activities are 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 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.

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. Summary of significant accounting policies (continued):

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.

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 of resources, 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, Capital Projects Fund, Utility Fund and Parking Fund are shown as major funds. All other funds are nonmajor 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 another fund.

Development Fund - This fund is used to account for operations of the Town's revolving loan funds, which are maintained to encourage development.

Capital Projects Fund - This 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 nonoperating revenues and expenses. The generally accepted accounting principles applicable to those funds are similar to businesses in the private sector. The following is a description of the major enterprise funds of the Town.

Utilities Fund - This fund accounts 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 - This fund accounts for the Town Transportation Center, Town parking lots and metered street parking.

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. Summary of significant accounting policies (continued):

Fiduciary Funds - The Town also reports fiduciary funds which are used to account for assets held in a trustee capacity (trust funds) or as an agent (agency funds) for the benefit of parties outside of the Town. Fiduciary funds include trusts held by the Trustees of Public Funds, the Lundberg and Auditorium Fund, and the Library Trust Fund.

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 of resources 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 net position, 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 of resources 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 no spendable, 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 and internal services funds 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. Nonexchange 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.

Accrual Basis of Accounting - 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 and acquisitions under capital leases are reported as other financing sources.

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. Summary of significant accounting policies (continued):

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).

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 Select board or by an official or body to which the Select board 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 so-designated by external funds sources and also by the definitions of "nonspendable" contained in GASB Statement No. 54. Fund balances that are committed and assigned are so designated by action of the voters or the Select board, respectively. Special revenue funds are, by definition, created only to report a revenue source that is restricted or committed. In circumstances when 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.

Investments are stated at fair value (quoted market price, or the best available estimate).

Interfund 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."

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. Summary of significant accounting policies (continued):

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 Employees' 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 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. 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 inflow of resources (revenue) until that time. 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.

2. Cash and investments:

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, 2020, 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, 2020 are as follows:

	<u>Governmental Activities</u>	<u>Fiduciary Funds</u>	<u>Total</u>
U.S. Government obligations	\$ 2,246,277	\$ 656,382	\$ 2,902,659
International obligations	-	-	-
Municipal obligations	-	53,380	53,380
Corporate obligations	-	194,181	194,181
Common and preferred stock	-	1,028,660	1,028,660
Mutual funds - various	-	341,003	341,003
	<u>\$ 2,246,277</u>	<u>\$ 2,273,606</u>	<u>\$ 4,519,883</u>

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

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, 2020 are as follows:

	Fair Value	Investment Maturity			
		Less than One Year	1 to 5 Years	6 to 10 Years	Over 10 Years
U.S. Government obligation	\$ 2,902,659	\$ 203,387	\$ 2,699,272	\$ -	\$ -
International obligations	-	-	-	-	-
Municipal obligations	53,380	-	-	-	53,380
Corporate obligations	194,181	81,199	112,982	-	-
	<u>\$ 3,150,220</u>	<u>\$ 284,586</u>	<u>\$ 2,812,254</u>	<u>\$ -</u>	<u>\$ 53,380</u>

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, 2020, the Town holds \$2,246,277 of its investments in a US Treasury Strip which matures in February 2023. The US Treasury Strip is held at Edward Jones and it represents 50% 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.

3. Loans receivable:

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 2021.

Due to the Covid-19 pandemic and its impact on local businesses, the Brattleboro Selectboard voted on March 17, 2020 to defer indefinitely interest and principal payments on all loan receivables.

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

4. Capital assets:

Capital asset activity for the year ended June 30, 2020 was as follows:

	Balance June 30, 2019	Increase	Decrease	Balance June 30, 2020
Governmental activities -				
Capital assets, not depreciated:				
Land	\$ 2,193,694	144,450		\$ 2,338,144
Construction in process	194,934	79,911	2,543	272,302
Total capital assets, not depreciated	<u>2,388,628</u>	<u>224,361</u>	<u>2,543</u>	<u>2,610,446</u>
Capital assets, depreciated:				
Buildings and improvements	18,057,610	651,567	-	18,709,177
Improvements, other	6,669,461	105,308	-	6,774,769
Machinery and equipment	9,877,160	337,201	153,133	10,061,228
Infrastructure	23,764,907	505,524	-	24,270,431
Total capital assets, depreciated	<u>58,369,138</u>	<u>1,599,600</u>	<u>153,133</u>	<u>59,815,605</u>
Less accumulated depreciation for:				
Buildings and improvements	4,220,127	522,718	-	4,742,845
Improvements, other	3,943,186	242,157	-	4,185,343
Machinery and equipment	5,123,141	691,897	153,133	5,661,905
Infrastructure	17,298,463	372,839	-	17,671,302
Total accumulated depreciation	<u>30,584,917</u>	<u>1,829,611</u>	<u>153,133</u>	<u>32,261,395</u>
Total capital assets, depreciated, net	<u>27,784,221</u>	<u>(230,011)</u>	<u>-</u>	<u>27,554,210</u>
Capital assets, net, governmental	<u>30,172,849</u>	<u>(5,650)</u>	<u>2,543</u>	<u>30,164,656</u>
Business-type activities -				
Capital assets, not depreciated:				
Land - Utilities	754,051	-	-	754,051
Land - Parking	609,974	-	-	609,974
Construction in process	352,922	456,700	95,090	714,532
Total capital assets, not depreciated	<u>1,716,947</u>	<u>456,700</u>	<u>95,090</u>	<u>2,078,557</u>
Capital assets, depreciated:				
Utilities - water	24,798,391	101,355	35,336	24,864,410
Utilities - sewer	51,623,535	67,628	-	51,691,163
Parking	11,648,989	159,084	-	11,808,073
Total capital assets, depreciated	<u>88,070,915</u>	<u>328,067</u>	<u>35,336</u>	<u>88,363,646</u>
Less accumulated depreciation for:				
Utilities - water	12,927,801	678,975	35,336	13,571,440
Utilities - sewer	20,628,572	1,805,649	-	22,434,221
Parking	3,493,043	277,653	-	3,770,696
Total accumulated depreciation	<u>37,049,416</u>	<u>2,762,277</u>	<u>35,336</u>	<u>39,776,357</u>
Total capital assets, depreciated, net	<u>51,021,499</u>	<u>(2,434,210)</u>	<u>-</u>	<u>48,587,289</u>
Capital assets, net, business-type	<u>52,738,446</u>	<u>(1,977,510)</u>	<u>95,090</u>	<u>50,665,846</u>
Government-Wide Capital assets, net	\$ <u>82,911,295</u>	\$ <u>(1,983,160)</u>	\$ <u>97,633</u>	\$ <u>80,830,502</u>

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

4. Capital assets (continued):

Depreciation expense of \$1,829,611 in the governmental activities was allocated to expenses of the general government (\$92,430), public safety (\$643,206), public works (\$800,005) and culture and recreation (\$293,970) programs based on capital assets assigned to those functions.

Depreciation expense of \$2,762,277 in the business-type activities was recorded in the Utilities Fund (\$2,484,624) and the Parking Fund (\$277,653) in the proprietary fund statements.

5. Interfund receivable and payable balances:

Interfund receivable and payable balances, due to the pooling of cash for cash receipts and disbursements, as of June 30, 2020 are as follows:

Included in the interfund receivables for the Utilities Fund and Parking Fund is a \$268,709 advance from the Utilities Fund to the Parking Fund.

The accrued interest on the advance was \$12,809 as of June 30, 2020. The advance is expected to be repaid in two installments in fiscal years 2022 and 2023.

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
Governmental funds -		
General Fund	\$ -	\$ 9,604,614
Development Fund	686,812	-
Capital Projects Fund	1,784,016	3,574
Other Governmental Funds	<u>1,021,608</u>	<u>36,538</u>
	<u>3,492,436</u>	<u>9,644,726</u>
Proprietary funds -		
Utilities Fund	6,052,626	-
Parking Fund	<u>69,664</u>	<u>-</u>
	<u>6,122,290</u>	<u>-</u>
Fiduciary funds	<u>30,000</u>	<u>-</u>
	<u>\$ 9,644,726</u>	<u>\$ 9,644,726</u>

6. 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, 2020 were as follows:

The General Fund received transfers of \$330,004 from the proprietary funds as reimbursement of expenditures for administration and other operating costs.

The General Fund transferred \$550,000 to Other Governmental Funds, \$1,295,000 to the Capital Projects Fund, and \$90,000 to the Parking Fund.

	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 330,004	\$ 1,935,000
Development Fund	-	-
Capital Projects Fund	1,295,000	-
Other Governmental Funds	550,000	-
Utilities Fund	-	290,004
Parking Fund	90,000	40,000
Fiduciary funds	<u>-</u>	<u>-</u>
	<u>\$ 2,265,004</u>	<u>\$ 2,265,004</u>

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

7. Long-term Liabilities:

Outstanding long-term debt for the year ended June 30, 2020 consisted of:

	Balance June 30, 2019	Additions	Reductions	Balance June 30, 2020	Due Within One Year
Governmental activities -					
Notes payable (1.51% - 2.32%):					
Highway Equipment Note					
payments through July 2020	158,000	-	158,000	-	-
Fire Ladder Truck Note					
payments through July 2028	500,000	-	50,000	450,000	50,000
General obligation bonds (0.44% - 5.24%):					
General purpose, maturities through -					
November 2022	105,000	-	30,000	75,000	25,000
November 2028	3,333,334	-	333,333	3,000,001	333,333
November 2031	590,000	-	50,000	540,000	50,000
November 2036	7,020,000	-	390,000	6,630,000	390,000
Capital Lease	363,222	-	118,220	245,002	118,220
Compensated Absences	529,865	130,386	-	660,251	-
Net OPEB Liability	2,683,710	254,905	-	2,938,615	-
Net Pension Liability	3,839,317	740,941	-	4,580,258	-
Total governmental activities	\$ 19,122,448	\$ 1,126,232	\$ 1,129,553	\$ 19,119,127	\$ 966,553
Business-type activities -					
General obligation bonds (-3.00% - 5.64%):					
Parking, through December 2020	\$ 400,000	\$ -	200,000	\$ 200,000	\$ 200,000
Net Pension Liability - Parking	52,153	12,177	-	64,330	-
Wastewater, Revolving Loan Fund -					
RF1-127, through December 2033	7,946,533	-	459,512	7,487,021	468,702
RF1-024, through September 2031	1,812,221	-	123,446	1,688,775	125,914
RF1-171, through June 2036	818,962	-	40,923	778,039	41,742
Wastewater, Recovery Zone Economic Development, through December 2030	8,825,000	-	630,000	8,195,000	645,000
Special obligation bonds (-3.0% - 2.0%):					
Tri-Park Water, through June 2043	1,542,456	-	64,269	1,478,187	64,269
Tri-Park Sewer, through June 2033	1,924,984	-	120,508	1,804,476	122,918
Net Pension Liability - Utilities	288,155	86,666	-	374,821	-
Total business-type activities	\$ 23,610,464	\$ 98,843	\$ 1,638,658	\$ 22,070,649	\$ 1,668,545

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

7. Long-term debt (continued):

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. The note is payable over ten years with an interest rate of 2.32%.

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.

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 \$348,000 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 \$402,000 from November 2017 through November 2036.

Business Activities – Obligation bonds

Parking - The Town issued a \$4,000,000 bond in July 2000 through the Vermont Municipal Bond Bank for the construction of a parking facility. The bond is payable in twenty annual installments of \$200,000 from December 2001 to December 2020.

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 and \$2,368,442 in fiscal years 2014 and 2018, 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 2033.

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

7. Long-term debt (continued):

Business Activities – Obligation bonds (continued)

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.

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.

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.

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 sewer replacement annual debt service is \$159,007 from June 2014 through June 2033. The water main annual debt service is \$64,269 from June 2014 to June 2043.

Debt service requirements to maturity are as follows:

Year ending June 30,	<u>Governmental Activities</u>		<u>Business-type Activities</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2021	\$ 848,333	\$ 310,014	\$ 1,668,545	\$ 490,040
2022	843,333	288,652	1,498,731	464,147
2023	843,334	265,852	1,534,220	427,962
2024	818,334	242,435	1,570,019	390,850
2025	818,334	213,463	1,606,134	352,309
2026-2030	3,708,333	693,463	8,613,905	1,118,222
2031-2035	2,035,000	266,891	4,569,611	183,670
2036-2040	780,000	24,032	377,524	1,124
2041-2045	-	-	192,809	-
2045-2049	-	-	-	-
	<u>\$ 10,695,001</u>	<u>\$ 2,304,802</u>	<u>\$ 21,631,498</u>	<u>\$ 3,428,324</u>

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

8. Capital leases:

The Town has entered into a lease agreement as lessee for financing the acquisition of energy efficiency improvements in several buildings. This lease agreement qualifies as a capital lease for accounting purposes and, therefore, the cost and depreciation of these assets are included with other capital assets of the Town. The cost of the assets acquired by the capital lease is the present value of the future lease payments. Leased building improvements (\$1,094,917) are included in governmental capital assets.

The capital lease liability is also reported on the Government-wide Statement of Net Position as the net present value of the minimum lease payments remaining under the lease.

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2020 are as follows:

	Governmental <u>Funds</u>	Utilities <u>Fund</u>	<u>Totals</u>
Year ending June 30,			
2021	126,920	-	126,920
2022	126,920	-	126,920
2023	-	-	-
2024	-	-	-
Thereafter	-	-	-
Total minimum lease payments	253,840	-	253,840
Less: amount representing interest	8,838	-	8,838
Present value of minimum lease payments	\$ 245,002	\$ -	\$ 245,002

9. 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
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

10. Other postemployment benefit (OPEB) plan:

Retirement Health Plan for Brattleboro public safety employees -

Plan description: In addition to the pension benefits described in note 10, 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 June 30, 2019, the measurement date, the Town’s plan included Sixty-Six (66) members, with ten (10) retirees and spouses receiving benefits and Fifty-six (56) 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 2020 fiscal year, the total Town premiums plus implicit costs for the retiree medical program are \$79,188. The Town is also to make a contribution to an OPEB Trust of \$0 for the 2020 fiscal year for a total contribution of \$79,188.

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.

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

10. Other postemployment benefit (OPEB) plan (continued):

As of June 30, 2020, based on an actuarial valuation date of June 30, 2019, the plan was 0% funded and had a total OPEB liability of \$2,938,615, resulting in a net OPEB liability of \$2,938,615. For the year ended June 30, 2020, the Town recognized OPEB expense of \$154,278. As of June 30, 2020, the Town reported deferred outflows of resources of \$124,561, all of which arose from the recognition of the effects of differences between expected and actual experience. On June 30, 2020 the Town reported deferred inflows of resources of \$706,611, resulting from a change in assumptions. The deferred inflows and outflows of resources will be recognized as OPEB expense over 7 years, beginning in 2020.

Components of the Town's OPEB Expenses for the Fiscal Year Ending June 30, 2020	
<i>Description</i>	<i>Amount</i>
I. Service Cost	\$ 237,261
II. Interest on Net OPEB Liability	\$ 100,791
III. Deferred (Inflows)/Outflows from Plan Design Changes*	
IV. Deferred (Inflows)/Outflows from Plan Experience**	\$ 19,993
V. Deferred (Inflows)/Outflows from Changes in Assumptions**	\$ (141,322)
VI. Projected Earnings on OPEB Plan Investments	\$ -
VII. Deferred (Inflows)/Outflows from Earnings on Plan Investments***	\$ -
VIII. Total Employer Contributions	\$ (83,147)
IX. OPEB Plan Administrative Expense	\$ -
X. Other Changes in Fiduciary Net Position	\$ -
Net OPEB Expense	\$ 133,576
* Recognized Immediately	
** Amortized over 7 years	
*** Amortized over 5 years	

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

10. 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 5.0% and the discount rate of 3.5% 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.

Healthcare Trend Rate		
<u>1% Decrease (4.0%)</u>	<u>Current Trend Rate (5.0%)</u>	<u>1% Increase (6.0%)</u>
\$2,525,850	\$2,938,615	\$3,439,687
Discount Rate		
<u>1% Decrease (2.5%)</u>	<u>Current Trend Rate (3.5%)</u>	<u>1% Increase (4.5%)</u>
\$3,294,502	\$2,938,615	\$2,625,046

Funded status and funding progress: An independent actuary valued the Town's OPEB liabilities as of June 30, 2019. The net OPEB liability for the postemployment healthcare benefits promised to eligible retired public safety employees was \$2,938,615 as of June 30, 2020, all of which was unfunded. The covered payroll used in the valuation (annual payroll of active employees covered by the plan) was \$2,816,178, and the ratio of the net OPEB liability to the covered payroll was 104.4%.

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 2019 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 6.5% investment rate of return, a healthcare inflation rate of 5.0% and the annual compensation increase assumption was 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)*.

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

11. Pension plans: Vermont Municipal Employees' Retirement System -

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, 2019, the measurement date selected by the State of Vermont, VMERS was funded at 80.35% and had a plan fiduciary net position of \$709,465,831 and a total pension liability of \$882,957,638 resulting in a net pension liability of \$173,491,807. As of June 30, 2019, the Town's proportionate share of this was 2.89317% resulting in a liability of \$5,019,409. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018. 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, 2019, the Town's proportion of 2.89317% was a decrease of 0.07793% from its proportion measured as of June 30, 2018. For the year ended June 30, 2020, the Town recognized pension expense of \$600,877.

The Town reported deferred outflows of resources and deferred inflows of resources from the following sources:

The deferred outflows of resources resulting from the Town's required employer contributions made subsequent to the measurement date in the amount of \$600,877 will be recognized as a reduction of the net pension liability in the year ended June 30, 2020.

	Deferred Outflow of	Deferred Inflow of
Difference between expected and actual experience	\$ 650,314	\$ 43,386
Changes in assumptions	167,585	-
Difference between projected and actual earnings on pension plan investments	341,876	-
Changes in proportional share of contributions	282,161	-
Difference between the employer contributions and proportionate share of total contributions	-	61,612
Town's required employer contributions made subsequent to the measurement date	<u>600,877</u>	<u>-</u>
	<u>\$ 2,042,813</u>	<u>\$ 104,998</u>

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,	Liability
2020	560,189
2021	351,882
2022	272,907
2023	151,960
Total	<u>\$ 1,336,938</u>

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, 2019, the retirement system consisted of 379 participating employers.

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

11. 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.

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 Groups 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 three minor children (or children up to age 23 if enrolled in full-time studies) of a disable Group D member.

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

11. Pension plans: Vermont Municipal Employees' Retirement System (continued)

Summary of System Provisions

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 – 5.00%

Group D – 11.475%

Employer Contributions:

Group B – 5.625%

Group D – 9.975%

Retirement Stipend:

\$25 per month payable at the option of the Board or retirees.

Significant Actuarial Assumptions and Methods

Investment rate of return: 7.50%, net of pension plan investment expenses, including inflation

Salary increases: 5.00% per year.

Mortality:

Death in Active Service:

Groups B - 98% of RP-2006 blended 60% Blue Collar Employee, 40% Healthy Employee with generational improvement

Group D - RP-2006 Blue Collar Annuitant Table with generation improvement

Healthy Post-retirement:

Groups B- 98% of RP-2014 blended 60% Blue Collar Annuitant, 40% Healthy Annuitant with generational improvement

Group D - 100% of RP-2014 Healthy Annuitant with generational improvement

Disabled Post-retirement:

All Groups - RP-2006 Disabled Mortality Table with generational improvement

Spouse's Age: Females three years younger than male

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

11. 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 1.30% 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. The January 1, 2020 COLA is assumed to be 0.80% for all groups

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: 2.50%

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, 2019, is summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Global Equity	29.00%	6.90%
US Equity – Large Cap	4.00	5.94
US Equity – Small/Mid Cap	3.00	6.72
Non-US Equity – Large Cap	5.00	6.81
Non-US Equity – Small/Mid	2.00	7.31
Emerging Markets Debt	4.00	4.26
Core Bond	14.00	1.79
Non-Core Bond	6.00	3.22
Short Quality Credit	5.00	1.81
Private Credit	5.00	6.00
US TIPS	3.00	1.45
Core Real Estate	5.00	4.26
Non-Core Real Estate	3.00	5.76
Private Equity	10.00	10.81
Infrastructure Farmland	<u>2.00</u>	4.89
	100.00%	

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

11. Pension plans: Vermont Municipal Employees' Retirement System (continued)

Summary of System Provisions (continued)

Discount Rate: The discount rate used to measure the total pension liability was 7.50%. 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.

The following presents the net pension liability, calculated using the discount rate of 7.50%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower (6.50%) or one percent higher (8.50%) than the current rate:

<u>1% Decrease (6.50%)</u>	<u>Discount Rate (7.50%)</u>	<u>1% Increase (8.50%)</u>
\$8,231,076	\$5,019,410	\$2,360,744

11. Pension plans: Defined Contribution Plan -

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.

The following is a summary of pension plan information for the year ended June 30, 2020:

Number of active plan participants	10
Current year covered payroll	\$ 386,173
Current year total payroll	\$ 8,336,841
Contributions by Town (8.7% of covered payroll)	\$ 33,630
Contributions by employees (4.8% of covered payroll)	\$ 18,662

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

12. Fund balances:

The General Fund reported a nonspendable fund balance (\$444,123) for inventory and prepaid expenditures. The General Fund also reported a \$223,000 committed fund balance, to fund a portion of the cost of a new fire engine to replace a 1994 fire engine. The General Fund's unassigned fund balance on June 30, 2020 was \$2,511,882.

The Development Fund reported a nonspendable fund balance (\$574,393) for those loan balances not offset by deferred revenue; the remaining balance of these programs are restricted (\$2,535,758) by program regulations or committed (\$381,811) by Town Meeting Members.

The Capital Projects Fund reported a restricted fund balance (\$206,400), and an assigned fund balance (\$1,599,105) for capital projects which has not been used and may be released to the General Fund.

The Other Governmental Funds reported nonspendable, restricted or committed fund balances for the individual funds that are shown in the combining balance sheet in Schedule 10.

	Individual Funds Statements		Government-Wide Statements	
	Governmental Funds	Proprietary Funds	Governmental Activities	Business-type Activities
Nonspendable:				
General Fund	\$ 444,123	\$ -	\$ -	\$ -
Community Development Fund	574,393	-	-	-
Community Restorative Justice	1,125	-	-	-
Recreation Programs	-	-	-	-
	<u>1,019,641</u>	<u>-</u>	<u>-</u>	<u>-</u>
Restricted:				
Community Development Fund	2,535,758	-	3,491,962	-
Fire and Police Stations Upgrade	206,400	-	1,805,505	-
Community Restorative Justice	5,233	-	-	-
Reappraisal Reserve	384,999	-	384,999	-
Recreation and Parks	-	-	367,348	-
Records Restoration	64,686	-	-	-
Other Funds	<u>13,086</u>	<u>-</u>	<u>125,907</u>	<u>-</u>
	<u>3,210,162</u>	<u>-</u>	<u>6,175,721</u>	<u>-</u>
Committed:				
General Fund	223,000	-	-	-
Community Development Fund	381,811	-	-	-
Solid Waste Disposal	(37,961)	-	-	-
Energy Efficiency Fund	13,739	-	-	-
Agricultural Land Trust Preservation Fund	52,211	-	-	-
Recreation Programs	252,828	-	-	-
Skating Rink Improvements	114,520	-	-	-
Covid-19 Emergency Fund	(17,354)	-	-	-
Trees Program	<u>31,142</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>1,013,936</u>	<u>-</u>	<u>-</u>	<u>-</u>
Assigned:				
Capital Projects Fund	1,511,677	-	-	-
West River Park Fund	10,278	-	-	-
Skateboard Dog Park Fund	<u>77,150</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>1,599,105</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned (governmental funds)/Unrestricted (business-type funds)	2,511,882	7,276,188	(3,581,941)	7,276,188
Invested in Capital Assets, Net of Related Debt:				
Capital Assets, net of accumulated depreciation	-	50,665,846	30,131,685	50,665,846
Related Debt	<u>-</u>	<u>21,631,498</u>	<u>10,940,003</u>	<u>21,631,498</u>
	<u>-</u>	<u>29,034,348</u>	<u>19,191,682</u>	<u>29,034,348</u>
Total Fund Balances/Net Position	\$ <u>9,354,726</u>	\$ <u>36,310,536</u>	\$ <u>21,785,462</u>	\$ <u>36,310,536</u>

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

13. Commitments:

Residential refuse and recyclables collection - The Town has a nine-year waste and recycling contract through June 30, 2024. For the years ending June 30, 2021 through 2024 the contractual commitments are \$480,114, \$484,915, \$489,764 and \$494,662 respectively.

Transfer of bus operations - The Town previously transferred bus operations to Connecticut River Transit. The Town is committed to continue payment of a \$50,000 bus service subsidy for fiscal 2021.

Legal services - The Town has a one-year retainer contract for legal services through March 2021. The annual cost of the contract is \$110,364 from March 2020 to March 2021.

14. Contingencies:

Litigation and other matters - The Town is involved in various claims and legal actions arising in the administration of Town governance and the conduct of law enforcement activities. The ultimate disposition of these matters is indeterminable, but in the opinion of management, the amount of any ultimate liability, not covered by insurance, would not have a significant impact on the Town's financial condition.

The Town participates in various federally funded programs. These programs are subject to financial and compliance audits and resolution of identified questioned costs. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time.

15. 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, 2019 is provided below because audited financial statements for the fiscal year ended June 30, 2020 were not available as of the date of this report.

Assets	\$ <u>1,860,239</u>	Operating revenues	\$ 922,513
		Operating expenses	<u>1,124,200</u>
Liabilities	\$ 488,046	Operating gain (loss)	(201,687)
Deferred inflows of resources	59,960	Nonoperating revenue, net	<u>173,716</u>
Net position	<u>1,312,233</u>		
	\$ <u>1,860,239</u>	Change in net position	\$ <u>(27,971)</u>

TOWN OF BRATTLEBORO, VERMONT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

16. 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, 2020, the Town abated \$126,885 under these programs, including the following tax abatement agreements that exceeded 10% of the total amount abated:

Purpose	Percentage of Taxes Abated During the Fiscal Year	Amount of Taxes Abated During the Fiscal Year
Constructed New Factory		
Real Estate	25%	\$ 21,557
Equipment	75%	\$ 18,261
Expanded Manufacturing Facility		
Real Estate	65%	\$ 13,647
Equipment	75%	\$ 48,019
Farmland Preservation (5)	100%	\$ 25,401
Total		<u>\$ 126,885</u>

A 25% property tax abatement on real estate and a 75% property tax abatement on equipment to a newly constructed yogurt factory. The abatement amounted to \$39,818.

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 \$61,666.

The Town negotiates property tax abatements on an individual basis. The Town has tax abatement agreements with nine entities as of June 30, 2020.

TOWN OF BRATTLEBORO, VERMONT REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY VMERS DEFINED BENEFIT PLAN							Schedule 1
	June 30, 2020						
	2020	2019	2018	2017	2016	2015	
Total Plan Net Pension Liability	\$ 173,491,807	\$ 140,675,892	\$ 121,155,552	\$ 128,696,167	\$ 77,095,810	\$ 9,126,613	
Town's Proportion of the Net Pension Liability	2.89317%	2.97110%	2.82094%	1.98470%	1.97556%	2.06554%	
Town's Proportionate Share of the Net Pension Liability	5,019,410	\$ 4,179,625	\$ 3,417,726	\$ 2,554,228	\$ 1,523,072	\$ 188,514	
Town's Covered Employee Payroll	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	63.13%	56.49%	48.83%	43.26%	49.74%	6.66%	
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	80.35%	82.60%	83.64%	80.95%	87.42%	98.32%	
Notes to Schedule							
Benefit Changes: None							
Changes in Assumptions: The discount rate used to measure the net pension liability maintained at 7.50%.							
Fiscal year 2015 was the first year of implementation, therefore only six years are shown.							

TOWN OF BRATTLEBORO, VERMONT REQUIRED SUPPLEMENTARY INFORMATION SCHEDULE OF CONTRIBUTIONS VMERS DEFINED BENEFIT PLAN June 30, 2020							Schedule 2
	2020	2019	2018	2017	2016	2015	
Contractually Required Contribution (Actuarially Determined)	\$ 560,189	\$ 908,329	\$ 559,032	\$ 337,749	\$ 301,643	\$ 276,153	
Contributions in Relation to Actuarially Determined Contribution	\$ 600,877	\$ 555,878	\$ 520,410	\$ 460,685	\$ 301,643	\$ 246,153	
Contribution Excess/(Deficiency)	\$ (40,688)	\$ (352,451)	\$ (38,622)	\$ (122,936)	\$ -	\$ (30,000)	
Town's Covered Employee Payroll	\$ 7,950,667	\$ 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	7.56%	7.51%	7.44%	7.80%	9.85%	8.69%	
Notes to Schedule							
Valuation Dates: June 30, 2018, 2017, 2016, 2015 and 2014							
Fiscal year 2015 was the first year of implementation, therefore only five years are shown							

TOWN OF BRATTLEBORO, VERMONT
REQUIRED SUPPLEMENTARY INFORMATION
CHANGE IN THE NET OPEB LIABILITY
June 30, 2020

Schedule 3

	2020	2019	2018	2017
Total OPEB Liability				
Service Cost	\$ 237,261	\$ 229,238	\$ 178,623	\$ 236,902
Interest on Net OPEB Liability and Service Cost	100,791	125,557	98,283	89,700
Benefit Payments	(83,147)	(79,188)	(86,542)	(77,247)
Changes in Assumptions	-	(981,928)	-	(1,520,135)
Difference between Expected and Actual	-	(7,327)	-	204,533
Net Change in Total OPEB Liability	\$ 254,905	\$ (713,648)	\$ 190,364	\$ (1,066,247)
Total OPEB Liability July 1	<u>2,683,710</u>	<u>3,397,358</u>	<u>3,206,994</u>	<u>4,273,241</u>
Total OPEB Liability June 30	\$ 2,938,615	\$ 2,683,710	\$ 3,397,358	\$ 3,206,994
Plan Fiduciary Net Position				
Plan Fiduciary Net Position July 1	\$ -	\$ -	\$ -	\$ -
Plan Fiduciary Net Position June 30	-	-	-	-
Net OPEB Liability June 30	\$ 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%
Covered Employee Payroll	\$ 2,816,178	\$ 2,734,153	\$ 3,051,620	\$ 2,962,738
Net OPEB Liability as a Percentage of Covered Employee Payroll	104.3%	98.2%	111.3%	108.2%
Valuation Dates: June 30, 2018 and 2016				

TOWN OF BRATTLEBORO, VERMONT					Schedule 4
REQUIRED SUPPLEMENTARY INFORMATION					
ACTUARIALLY DETERMINED OPEB CONTRIBUTIONS EXCESS/(DEFICIT)					
June 30, 2020					
	2020	2019	2018	2017	
Actuarially Determined Contributions	\$ 391,635	\$ 370,220	\$ 346,905	\$ 337,476	
Contributions in Relation to the Actuarily Determined Contribution	\$ 83,147	\$ 79,188	\$ 86,542	\$ 86,542	
Contribution Excess (Deficiency)	\$ (308,488)	\$ (291,032)	\$ (260,363)	\$ (250,934)	
Covered Employee Payroll	\$ 2,816,178	\$ 2,734,153	\$ 3,051,620	\$ 2,962,738	
Contribution as a Percentage of Covered Employee Payroll	3.0%	2.9%	2.8%	2.9%	
Valuation Dates: June 30, 2018 and 2016					
Fiscal year 2017 was the first year of implementation, therefore only four years are shown					

TOWN OF BRATTLEBORO, VERMONT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND

Schedule 5

June 30, 2020

(Page 1 of 2)

	Original and Final <u>Budget</u>	Actual (Budgetary Basis) <u>Basis)</u>	Variance Favorable (Unfavorable)
REVENUES:			
Taxes	\$ 15,986,497	\$ 16,132,367	\$ 145,870
Interest income	100,000	93,821	(6,179)
Departmental revenue -			
Town Manager	162,500	186,804	24,304
Finance	50,000	46,249	(3,751)
Attorney	-	-	-
Town Clerk	135,500	148,270	12,770
Listers	1,800	798	(1,002)
General services	-	-	-
Risk management	-	525	525
Planning	50,000	25,319	(24,681)
Benefits	-	1,000	1,000
Library	31,300	21,718	(9,582)
Fire	83,250	49,711	(33,539)
Municipal Center	20,000	20,296	296
Police	133,526	111,359	(22,167)
Public works	-	17,049	17,049
Parks and recreation	251,700	201,648	(50,052)
Intergovernmental - regional	395,000	428,100	33,100
Total revenues	<u>17,401,073</u>	<u>17,485,034</u>	<u>83,961</u>
EXPENDITURES:			
Administration -			
Town Manager	307,351	311,160	(3,809)
Finance	357,817	365,909	(8,092)
Town Attorney	114,200	109,508	4,692
Town Clerk	181,336	174,649	6,687
Listers	161,583	145,963	15,620
General services	253,250	346,208	(92,958)
Risk management	845,000	761,697	83,303
Planning	201,166	208,660	(7,494)
Employee benefits	3,286,711	3,195,795	90,916
Debt service - bonds, notes, lease	1,471,325	1,461,623	9,702
Human services	185,595	185,595	-

TOWN OF BRATTLEBORO, VERMONT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND

Schedule 5

June 30, 2020

(Page 2 of 2)

	Final Budget	Actual (Budgetary Basis)	Variance Favorable (Unfavorable)
EXPENDITURES (CONTINUED):			
Auxiliary services	612,919	514,100	98,819
Library	613,608	615,613	(2,005)
Fire Department	1,998,170	1,926,463	71,707
Facilities Maintenance	137,997	144,619	(6,622)
Municipal center	91,360	75,751	15,609
Police Department	2,182,105	2,065,929	116,176
Police dispatch	527,668	515,554	12,114
Public works	1,746,917	1,743,124	3,793
Regional	112,500	110,435	2,065
Recreation and parks	794,614	774,287	20,327
Downtown Alliance	<u>80,000</u>	<u>80,000</u>	<u>-</u>
Total expenditures	<u><u>16,263,192</u></u>	<u><u>15,832,642</u></u>	<u><u>430,550</u></u>
EXCESS OF REVENUES OR (EXPENDITURES)	<u>1,137,881</u>	<u>1,652,392</u>	<u>514,511</u>
OTHER FINANCING SOURCES (USES):			
Operating transfers in	330,000	330,004	4
Operating transfers out	<u>(1,805,000)</u>	<u>(1,935,000)</u>	<u>(130,000)</u>
Total other financing sources (uses)	<u>(1,475,000)</u>	<u>(1,604,996)</u>	<u>(129,996)</u>
NET CHANGE IN FUND BALANCES	\$ <u><u>(337,119)</u></u>	\$ <u><u>47,396</u></u>	\$ <u><u>384,515</u></u>

TOWN OF BRATTLEBORO, VERMONT
COMBINING BALANCE SHEET - DEVELOPMENT FUND
June 30, 2020

	Disaster Relief	Rental Housing	SBAP	UDAG Holstein	VCDP 1st Generation Active	VCDP 1st Generation Deferred	Total
ASSETS							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due from other funds	48,918	70,831	262,062	-	305,001	-	686,812
Investments	-	-	-	2,246,277	-	-	2,246,277
Loans receivable, net	-	-	759,493	-	-	3,190,500	3,949,993
Total assets	\$ 48,918	\$ 70,831	\$ 1,021,555	\$ 2,246,277	\$ 305,001	\$ 3,190,500	\$ 6,883,082
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY							
LIABILITIES:							
Accounts payable	\$ -	\$ -	\$ -	\$ -	15,520	\$ -	\$ 15,520
Due to other funds	-	-	-	-	-	-	-
Total Liabilities	\$ -	\$ -	\$ -	\$ -	15,520	\$ -	\$ 15,520
DEFERRED INFLOWS OF RESOURCES:							
Deferred revenue	-	-	185,100	-	-	3,190,500	3,375,600
FUND EQUITY:							
Fund balances -							
Nonspendable	-	-	574,393	-	-	-	574,393
Restricted	-	-	-	2,246,277	289,481	-	2,535,758
Committed	48,918	70,831	262,062	-	-	-	381,811
Assigned	-	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-
Total fund balances	48,918	70,831	836,455	2,246,277	289,481	-	3,491,962
Total liabilities, deferred inflows of resources and fund equity	\$ 48,918	\$ 70,831	\$ 1,021,555	\$ 2,246,277	\$ 305,001	\$ 3,190,500	\$ 6,883,082

TOWN OF BRATTLEBORO, VERMONT										Schedule 7
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - DEVELOPMENT FUND										
June 30, 2020										
	Disaster Relief	Rental Housing	SBAP	UDAG Holstein	VCDP 1st Generation Active	VCDP 1st Generation Deferred	Total			
REVENUES:										
Investment income/change in value	\$ 467	\$ 684	\$ 14,472	\$ 127,329	\$ 3,164	\$ -	\$ 146,116			
Departmental and other revenue	-	-	-	-	-	-	-			
Total revenues	467	684	14,472	127,329	3,164	-	146,116			
EXPENDITURES:										
General government	-	-	25,000	-	15,520	-	40,520			
EXCESS OF REVENUES OR (EXPENDITURES)	467	684	(10,528)	127,329	(12,356)	-	105,596			
Operating transfers in (out)	-	-	-	-	-	-	-			
EXCESS OF REVENUES OR (EXPENDITURES)/NET	467	684	(10,528)	127,329	(12,356)	-	105,596			
CHANGE IN FUND BALANCES										
FUND BALANCES, June 30, 2019	48,451	\$ 70,147	\$ 846,983	\$ 2,118,948	\$ 301,837	\$ -	3,386,366			
FUND BALANCES, June 30, 2020	\$ 48,918	\$ 70,831	\$ 836,455	\$ 2,246,277	\$ 289,481	\$ -	\$ 3,491,962			

TOWN OF BRATTLEBORO, VERMONT
COMBINING BALANCE SHEET - CAPITAL PROJECTS FUND
June 30, 2020

Schedule 8

	Capital Projects Fund	West River Park Fund	Skateboard Dog Park Fund	Fire and Police Station	Total
ASSETS					
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ 121,221	\$ 121,221
Accounts receivable	-	-	-	-	-
Due from other funds	<u>1,514,620</u>	<u>10,278</u>	<u>259,118</u>	-	<u>1,784,016</u>
Total assets	<u>\$ 1,514,620</u>	<u>\$ 10,278</u>	<u>\$ 259,118</u>	<u>\$ 121,221</u>	<u>\$ 1,905,237</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY					
LIABILITIES:					
Accounts payable	\$ 2,943	\$ -	\$ 2,314	\$ 1,074	\$ 6,331
Due to other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,574</u>	<u>3,574</u>
Total liabilities	<u>2,943</u>	<u>-</u>	<u>2,314</u>	<u>4,648</u>	<u>9,905</u>
DEFERRED INFLOWS OF RESOURCES:					
Deferred revenue	<u>-</u>	<u>-</u>	<u>89,827</u>	<u>-</u>	<u>89,827</u>
FUND EQUITY:					
Fund balances -					
Restricted	-	-	89,827	116,573	206,400
Assigned	<u>1,511,677</u>	<u>10,278</u>	<u>77,150</u>	<u>-</u>	<u>1,599,105</u>
Total fund balances	<u>1,511,677</u>	<u>10,278</u>	<u>166,977</u>	<u>116,573</u>	<u>1,805,505</u>
Total liabilities, deferred inflows of resources and fund equity	<u>\$ 1,514,620</u>	<u>\$ 10,278</u>	<u>\$ 259,118</u>	<u>\$ 121,221</u>	<u>\$ 1,905,237</u>

TOWN OF BRATTLEBORO, VERMONT
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - CAPITAL PROJECTS FUND

June 30, 2020

	Capital Projects Fund	West River Park Fund	Skateboard Dog Park Fund	Fire and Police Station	Total
REVENUES:					
Investment income/change in value	\$ -	\$ -	\$ -	\$ 5,033	\$ 5,033
Intergovernmental	114,067	-	-	-	114,067
Donations and grants	540,000	-	92,070	-	632,070
Departmental and other revenues	29,068	-	-	-	29,068
Total revenues	683,135	-	92,070	5,033	780,238
EXPENDITURES:					
Capital outlay	1,593,301	-	33,736	194,381	1,821,418
EXCESS OF REVENUES OR (EXPENDITURES)	<u>(910,166)</u>	<u>-</u>	<u>58,334</u>	<u>(189,348)</u>	<u>(1,041,180)</u>
OTHER FINANCING SOURCES (USES):					
Proceeds from borrowing	-	-	-	-	-
Operating transfers in (out), net	1,295,000	-	-	-	1,295,000
Total other financing sources (uses)	<u>1,295,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,295,000</u>
NET CHANGE IN FUND BALANCES	384,834	-	58,334	(189,348)	253,820
FUND BALANCES, July 1, 2019	<u>1,126,843</u>	<u>10,278</u>	<u>108,643</u>	<u>305,921</u>	<u>1,551,685</u>
FUND BALANCES, June 30, 2020	<u>\$ 1,511,677</u>	<u>\$ 10,278</u>	<u>\$ 166,977</u>	<u>\$ 116,573</u>	<u>\$ 1,805,505</u>

TOWN OF BRATTLEBORO, VERMONT
COMBINING BALANCE SHEET - OTHER GOVERNMENTAL FUNDS
June 30, 2020

Schedule 10
Page 1 of 2

	Grants Fund	Community Restorative Justice	Solid Waste Disposal	Recreation Programs	Energy Efficiency Fund	Agricultural Land Trust Preservation Fund
ASSETS						
Cash and cash equivalents	\$ 108	\$ 200	\$	\$ 3,041	\$ -	\$ -
Accounts receivable	48,992	860	45,249	-	-	-
Prepaid expenditures	-	1,125	-	-	-	-
Due from other funds	58,637	32,814	-	255,330	13,739	52,211
Total assets	\$ 107,737	\$ 34,999	\$ 45,249	\$ 258,371	\$ 13,739	\$ 52,211
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY						
LIABILITIES:						
Accounts payable	\$ 10,169	\$ 8,039	\$ 63,387	\$ 5,543	\$ -	\$ -
Accrued liabilities	-	6,026	-	-	-	-
Due to other funds	-	-	19,823	-	-	-
Total liabilities	10,169	14,065	83,210	5,543	-	-
DEFERRED INFLOWS OF RESOURCES:						
Deferred revenue	97,568	14,576	-	-	-	-
FUND EQUITY:						
Fund balances -						
Nonspendable	\$ -	\$ 1,125	\$ -	\$ -	\$ -	\$ -
Restricted	-	5,233	-	-	-	-
Committed	-	-	(37,961)	252,828	13,739	52,211
Total fund balances	-	6,358	(37,961)	252,828	13,739	52,211
Total liabilities, deferred inflows of resources and fund equity	\$ 107,737	\$ 34,999	\$ 45,249	\$ 258,371	\$ 13,739	\$ 52,211

TOWN OF BRATTLEBORO, VERMONT
COMBINING BALANCE SHEET - OTHER GOVERNMENTAL FUNDS
June 30, 2020

	Reappraisal Reserve	Records Restoration	Skating Risk Improvements	Trees Program	Other Funds	Covid-19 Emergency Response	Total
ASSETS							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,349
Accounts receivable	-	-	-	-	-	-	95,101
Prepaid expenditures	-	-	-	-	-	-	1,125
Due from other funds	385,351	64,778	114,520	31,142	13,086	-	1,021,608
Total assets	\$ 385,351	\$ 64,778	\$ 114,520	\$ 31,142	\$ 13,086	\$ -	\$ 1,121,183
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY							
LIABILITIES:							
Accounts payable	\$ -	\$ 92	\$ -	\$ -	\$ -	\$ 639	\$ 87,869
Accrued liabilities	-	-	-	-	-	-	6,026
Due to other funds	-	-	-	-	-	16,715	36,538
Total liabilities	-	92	-	-	-	17,354	130,433
DEFERRED INFLOWS OF RESOURCES:							
Deferred revenue	352	-	-	-	-	-	112,496
FUND EQUITY:							
Fund balances -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,125
Nonspendable	384,999	64,686	-	-	13,086	-	468,004
Restricted	-	-	114,520	31,142	-	(17,354)	409,125
Committed	-	-	114,520	31,142	13,086	(17,354)	878,254
Total fund balances	384,999	64,686	114,520	31,142	13,086	(17,354)	878,254
Total liabilities, deferred inflows of resources and fund equity	\$ 385,351	\$ 64,778	\$ 114,520	\$ 31,142	\$ 13,086	\$ -	\$ 1,121,183

TOWN OF BRATTLEBORO, VERMONT
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - OTHER GOVERNMENTAL FUNDS

June 30, 2020

		Grants Fund	Community Restorative Justice	Solid Waste Disposal	Recreation Programs	Energy Efficiency Fund	Agricultural Land Trust Preservation Fund
REVENUES:							
Investment income/change in value	\$	-	\$	\$ 306	\$ 2,263	\$ 486	\$ 812
Intergovernmental		467,069	163,493	-	-	-	-
Donations and grants		120,300	-	-	200	-	-
Departmental and other revenues		-	-	275,227	152,532	-	-
Total revenues		<u>587,369</u>	<u>163,493</u>	<u>275,533</u>	<u>154,995</u>	<u>486</u>	<u>812</u>
EXPENDITURES:							
General government		386,572	-	-	-	-	-
Human services			163,493	-	-	-	-
Public safety		92,676	-	-	-	-	-
Public works			-	-	-	-	-
Culture and recreation		108,121	-	-	156,734	-	-
Recycling and Solid Waste		-	-	869,507	-	-	-
Miscellaneous		-	-	-	-	-	-
Capital outlay		-	-	-	-	-	-
Total expenditures		<u>587,369</u>	<u>163,493</u>	<u>869,507</u>	<u>156,734</u>	<u>-</u>	<u>-</u>
EXCESS OF REVENUES OR (EXPENDITURES)				(593,974)	(1,739)	486	812
OTHER FINANCING SOURCES (USES):							
Operating transfers in (out)		-	-	550,000	-	-	-
NET CHANGE IN FUND BALANCES		-	-	(43,974)	(1,739)	486	812
FUND BALANCES, June 30, 2019		-	<u>6,358</u>	<u>6,013</u>	<u>254,567</u>	<u>13,253</u>	<u>51,399</u>
FUND BALANCES, June 30, 2020	\$	<u>-</u>	<u>\$ 6,358</u>	<u>\$ (37,961)</u>	<u>\$ 252,828</u>	<u>\$ 13,739</u>	<u>\$ 52,211</u>

TOWN OF BRATTLEBORO, VERMONT										Schedule 11
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND										Page 2 of 2
CHANGES IN FUND BALANCES - OTHER GOVERNMENTAL FUNDS										
June 30, 2020										
REVENUES:										
Investment income/change in value	\$	-	\$	-	\$	-	\$	-	\$	3,867
Intergovernmental		42,854		-		-		903		674,319
Donations and grants		-		-		-		-		120,500
Departmental and other revenues		-		12,548		-		-		461,284
Total revenues		<u>42,854</u>		<u>12,548</u>		<u>20,977</u>		<u>903</u>		<u>1,259,970</u>
EXPENDITURES:										
General government		-		460		-		950		4,382.00
Human services		-		-		-		-		392,364
Public safety		-		-		-		-		163,493
Public works		-		-		-		-		96,958
Culture and recreation		-		-		-		-		1,336
Recycling and Solid Waste		-		-		25,758		-		297,967
Miscellaneous		-		-		-		-		869,507
Capital outlay		-		-		-		-		-
Total expenditures		<u>-</u>		<u>460</u>		<u>25,758</u>		<u>950</u>		<u>1,821,625</u>
EXCESS OF REVENUES OR (EXPENDITURES)		42,854		12,088		(4,781)		(950)		(561,655)
OTHER FINANCING SOURCES (USES):										
Operating transfers in (out)		-		-		-		-		550,000
NET CHANGE IN FUND BALANCES		42,854		12,088		(4,781)		(950)		(11,655)
FUND BALANCES, June 30, 2019		<u>342,145</u>		<u>52,598</u>		<u>119,301</u>		<u>12,183</u>		<u>889,909</u>
FUND BALANCES, June 30, 2020	\$	<u>384,999</u>	\$	<u>64,686</u>	\$	<u>114,520</u>	\$	<u>31,142</u>	\$	<u>878,254</u>



Batchelder Associates, PC

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*

The Brattleboro Select Board
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, and each major fund, and the aggregate remaining fund information of the Town of Brattleboro, Vermont, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Brattleboro, Vermont's basic financial statements, and have issued our report thereon dated November 6, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Brattleboro, Vermont's internal control over financial reporting (internal control) to determine the 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 the Town of Brattleboro, Vermont's internal control. Accordingly, we do not express an opinion on the effectiveness of the 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 may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the 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 determination of financial statement amounts. 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, P.C.

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November 6, 2020