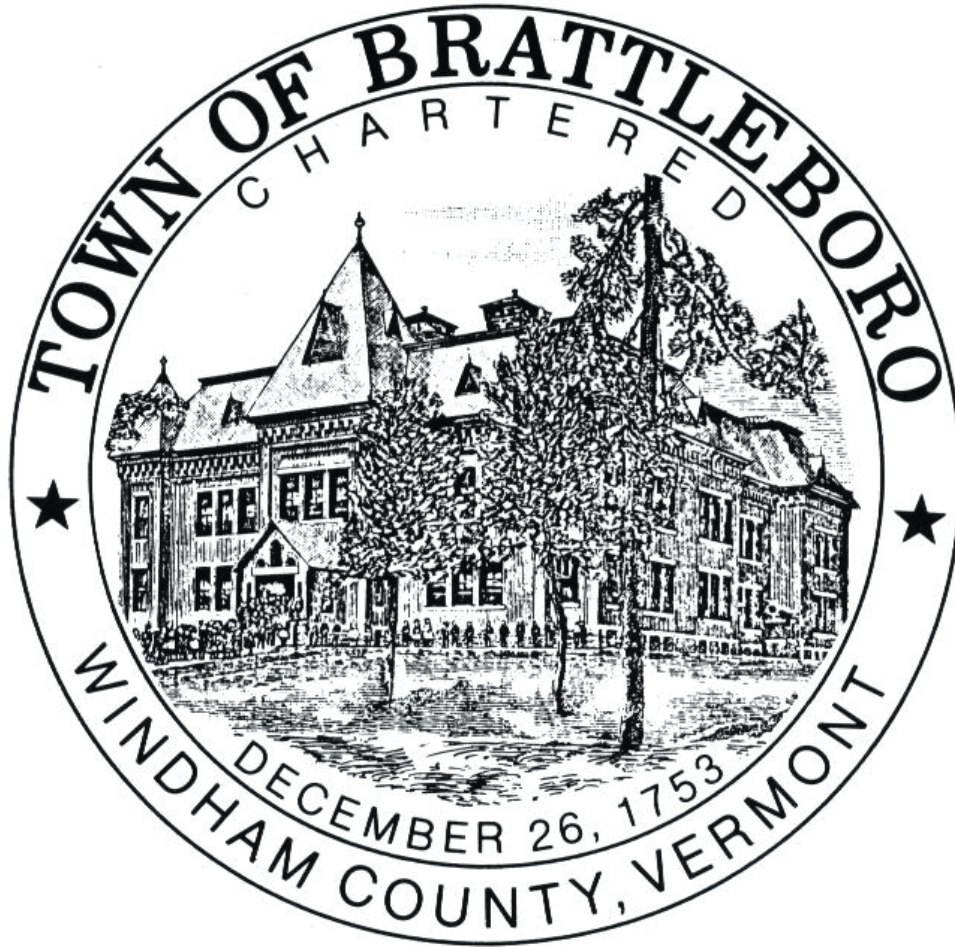


# **2022-2023**

# ***Annual Report***

*Annual Town Meeting - March 7, 2023*

*Annual Representative Town Meeting - March 25, 2023*



## ***Town of***

## ***Brattleboro, Vermont***

*Town of Brattleboro Fiscal Year Budget (7/1/23 to 6/30/24)*

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



# 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:
- **Warning for State-wide Town Meeting Day** (March 7, 2023) contains articles from the Town that will be voted upon by registered voters of the Town of Brattleboro, including the hours and location of the polls.
- **Warning for Representative Town Meeting** (March 25, 2023) 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 FY24 Budget** materials contain the Town Manager's Budget Message, a Budget Summary, the entire proposed FY24 General Fund Budget, FY24 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 3/7/23 elections)
- **Town Meeting Members** (prior to the 3/7/23 elections)
- **Town's Departments and School contact information**
- **Town's audit for FY22**
- **Minutes from Representative Town Meeting on March 19<sup>th</sup>, 2022**
- **Tuesday, March 7, 2023 - 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 15 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>. 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 15 – RTM District Caucuses and Informational Meeting, Academy School Gym.**  
**Member Caucus and District Meetings – 6:30pm**  
**Selectboard Presentation of Budget and Discussion – 7:00pm**  
**Wednesday, March 22 – Informational Meetings on Living Memorial Park Improvements Bond and Phase 1 Water System Improvement Bond – Academy School.**  
**Member Caucus and District Meetings – 6:30pm**  
**Selectboard Presentation on Bond Articles and Discussion – 7:00pm**  
Members of the Selectboard, the Town Manager, and other members of the Town's management staff will present the proposed FY24 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 25, 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. RTM may recess at 5:00pm on Saturday, March 25, and continue on Sunday, March 26, at 8:30am.

# HOW TO USE THIS BOOK

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 2022 completes the information from the Town.

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## **Windham Southeast School District**

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

### **Important dates for the Windham Southeast School District:**

- **Thursday, March 14, 6:00pm** - Public Information Meeting on the WSESD's Proposed FY24 Budget, using Zoom (see Zoom joining information at [wsesu.org](http://wsesu.org))
- **WSESD Elections and FY24 Budget Vote** – Town Meeting Day (March 7) Ballot



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# TOWN DEPARTMENTS, SCHOOLS, AND OTHER SERVICES

<b>Town Manager's Office</b>	251-8151	<b>Brooks Memorial Library</b>	254-5290
<b>Finance Department</b>	251-8152	Monday, Thursday and Friday 10am-6pm	
<b>Treasurer's Office</b>	251-8153	Tuesday and Wednesday, 10am-8pm	
<b>Planning Services</b>	251-8154	Saturday, 10am-5pm	
<b>Assessment Office</b>	251-8156	Sunday, closed	
<b>Town Clerk's Office</b>	251-8157	Web site: <a href="http://www.brookslibraryvt.org">www.brookslibraryvt.org</a>	
Monday-Friday, 8:30am-5pm		Email: <a href="mailto:info@brookslibraryvt.org">info@brookslibraryvt.org</a>	
<b>Web site: <a href="http://www.brattleboro.org">www.brattleboro.org</a></b>			
<b>Fire Department</b>	<b>911 EMERGENCY</b>	<b>Public Works Department</b>	254-4255
24-hour service		Monday-Friday, 7am-3:30pm	
Non-Emergency	254-4831	<b>Web site: <a href="http://www.brattleboro.org">www.brattleboro.org</a> &gt; Departments &gt; Public Works</b>	
<b>Web site: <a href="http://www.brattleborofire.org">www.brattleborofire.org</a></b>			
<b>Police Department</b>	<b>911 EMERGENCY</b>		
24-hour service			
Non-Emergency	257-7946	<b>Brattleboro Schools</b>	
Parking Enforcement	257-2305	WSESU (Business Office)	254-3730
TIPLINE	251-8188	Monday-Friday, 8am-4:30pm	
<b>Web site: <a href="http://www.brattleboropolice.com">www.brattleboropolice.com</a></b>		Academy School	254-3743
		BAMS	451-3500
<b>Recreation &amp; Parks Department</b>	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](mailto:admin@crtransit.org)

**Windham Solid Waste Management District** - (802) 257-0272

### General Information

Town of Brattleboro, Vermont  
[www.brattleboro.org](http://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 Jessica Sticklor, Executive Assistant  
Town Manager's Office

# TOWN PERSONNEL as of 1/26/2023

Department	Last Name	First Name	Position Title	Date Started	Department	Last Name	First Name	Position Title	Date Started
Assessor	Meyer	Joseph	Assessor Assistant	3/26/18	Police	Hamilton	Jason	Police Sergeant 4	7/21/14
Assessor	Chute	Aileen	Assessor Technician	1/27/20	Police	Cable	Michael	Police Sergeant 4	1/20/13
Assessor	Burnell	Jenepher	Assessor	9/22/16	Police	Kerylow	Colby	Police Officer 9	7/22/13
Finance	Frost	Kimberly	Finance Director	4/1/22	Police	Fletcher	Amy	Police Officer 13	1/24/10
Finance	Ellison	Kim	Finance Accountant	5/28/13	Police	Washburn	Ryan	Police Officer 12	6/4/12
Finance	Desrosiers	Deborah	Finance Assistant Treasurer	10/3/94	Police	Eaton	Greg	Police Detective Sergeant 5	8/2/09
Finance	Stone	Leila	Finance Clerk	6/8/11	Police	Clark	Barbara	Police Senior Clerk 5	7/17/06
Finance	Emery	Brenda	Finance Treasury Clerk	10/22/01	Police	Law	Tyler	Police Officer 5	1/22/18
Fire	Howard	Leonard	Fire Chief	6/21/88	Police	Stires	Wayne	Emergency Services Communication Supervisor	10/6/97
Fire	Keir	Charles	Fire Assistant Chief	8/13/01	Police	Scott	Henry	Emergency Services Dispatcher 7	6/6/16
Fire	Emery	David	Fire Captain II	10/9/00	Police	Leclaire	Kate	Emergency Services Dispatcher 11	12/5/07
Fire	Newton	Joseph	Fire Alarm III	4/12/04	Police	Marrero	Rebecca-Lynne	Emergency Services Dispatcher 11	4/12/06
Fire	Aither	Benjamin	Fire Lieutenant I	12/7/15	Police	Cooke	Tyler	Police Officer 7	10/1/18
Fire	Casabona	Matthew	Acting Fire Captain I	6/24/14	Police	Carbone	Ryder	Police Officer 3	7/22/19
Fire	Fellows	Christopher	Fire Lieutenant I	4/25/16	Police	Wild	Seth	Police Officer 1	5/24/21
Fire	Hubbard	Matthew	Fire Lieutenant I	3/31/14	Police	Johnson	Cody	Police Officer 1	3/6/22
Fire	Lambert	Kevin	Fire Lieutenant I	5/4/15	Police	Lazarini	Nadia	Police Officer 1	3/7/22
Fire	Schmidt	Kurt	Fire Captain I	2/5/06	Police	Holliday	Kelcie	Emergency Services Dispatcher 2	1/24/22
Fire	Kennedy	Mesa	Acting Fire Lieutenant I	10/11/20	Police	Barrett	Mahria	Police Evidence Technician	8/1/22
Fire	Martin	Kristen	Fire Administrative Assistant	1/4/21	Police	McCrory	Megan	Emergency Services Dispatcher	7/15/22
Fire	Wyman	Christopher	Firefighter II	4/20/21	Police	Evans	Cody	Police Officer Training	1/12/23
Fire	LaBarre	Phillip	Acting Fire Lieutenant I	3/31/21	Police	Lucchesi	Angel	Emergency Services Dispatcher 1	1/23/23
Fire	Makridakis	Kyle	Firefighter I	6/27/22	Police	Hickin	Elizabeth	Emergency Services Dispatcher (per diem)	7/15/19
Fire	Ibey	Chase	Firefighter II	11/1/21	Police	Morris	Samuel	PT Police Officer 3	7/23/22
Fire	Cunningham	Jamaal	Firefighter II	11/1/21	Public Works	Lynch	Peter	Hwy/Utilities Superintendent	1/3/22
Fire	Vonderhorst	Jared	Firefighter I	3/28/22	Public Works	Stanley	Steven	WTP Operator 2	7/24/13
Fire	Bristol	Ethan	Firefighter I	10/2/22	Public Works	Blodgett	Scott	WWTP Operator 6	6/23/90
Fire	McMillan	Finnian	Firefighter I	12/5/22	Public Works	Frechette	Brian	HWY Equipment Operator 11	7/2/18
Fire	Mancini	Christopher	Firefighter I	9/6/22	Public Works	Ogden	Matthew	HWY Equipment Operator 11	11/26/90
Fire	Leibensperger	Gabriel	Firefighter I	9/7/22	Public Works	Patno	Joseph	HWY Auto Maintenance Supervisor	8/10/09
Fire	Bergeron	Charles	Firefighter I	11/28/22	Public Works	Grover	Travis	HWY Equipment Operator 10	10/11/16
Fire	Martin	Ryan	Firefighter I	10/12/22	Public Works	Johnson	Scott	HWY Equipment Operator 7	9/28/15
Fire	Houle	Andrew	Firefighter I	2/16/23	Public Works	Looman	Richard	HWY Equipment Operator 11	4/15/91
Fire	Nelson	Steven	Fire Inspector (PT)	9/19/22	Public Works	Flood	Jeremy	HWY Mechanic 6	12/8/14
Human Resources	Nix	Sally	Human Resources Director	6/17/19	Public Works	Howard	Frank	WTP Operator 6	3/7/86
Human Resources	Carbonell	Calista	Human Resources Assistant	7/6/10	Public Works	Lashway	Belinda	Hwy/Utilities Office Manager	6/21/99
Human Resources	Thomas	Seth	Communications Coordinator	7/11/22	Public Works	Carnes	Joshua	Hwy/Utilities Engineering Tech 5	6/12/17
Library	LaTronica	Marina	Library Director	1/16/16	Public Works	Corey	Gary	HWY Equipment Operator 11	10/28/84
Library	Clary	Jennifer	Library Circulation Manager	1/22/18	Public Works	Dix II	Harvey	WWTP Chief Operator	9/6/83
Library	Liotta-Jones	Chloe	Library Clerk III	5/19/18	Public Works	Ethier	Michael	WWTP Operator 6	10/5/09
Library	Wojcik	Matthew	Library Electronic Services Specialist	9/1/16	Public Works	Banford	Kyle	HWY Equipment Operator 5	5/14/18
Library	Walsh	Jeanne	Library Reference Librarian	6/5/03	Public Works	Earle	Michael	Utilities General Supervisor	1/7/13
Library	Bellville	Lindsay	Library Youth Services Librarian	9/28/04	Public Works	Pacheco	Darren	HWY General Supervisor	10/22/18
Library	Luttrell	Sara	Library Technical Services Librarian	1/17/23	Public Works	Leary	John	WTP Chief Operator	5/10/10
Library	Kilduff	John	Library Clerk I	12/1/06	Public Works	Buedinger Jr	William	WTP Operator 6	9/27/04
Library	Mugnani	Francisco	Library Clerk I	6/23/16	Public Works	Calantropio	Garrett	WTP Chief Operator	4/13/15
Library	Sheehan	Patrica	Library Clerk I	5/19/15	Public Works	Whitworth	Kyle	HWY Equipment Operator 5	9/17/18
Library	Junkins	Judith	Library Clerk I	6/15/15	Public Works	Barrows	Jason	Water Service 5	3/18/19
Library	Velky Damico	Molly	Library Clerk I	11/19/16	Public Works	Struthers	Taylor	Water Service 3	3/2/20
Library	Fleming	MaryBeth	Library Clerk II (PT)	3/20/01	Public Works	Wheelden	Stuart	HWY Mechanic 4	4/6/20
Library	Martyn	Ellen	Library Clerk I	1/24/18	Public Works	Vandal	Jeremy	WWTP Operator	12/12/22
Library	Cuevas	Lorena	Library Clerk I	8/19/19	Public Works	Quinn	Tyler	Water Service 2	3/22/21
Library	Vincent-Hoag	Sarah	Library Clerk I	10/16/19	Public Works	Reitze	Joshua	WWTP Operator 3	2/4/21
Library	Robb	Jennifer	Library Clerk II - Interlibrary Loans (PT)	10/27/21	Public Works	Brown	Andrew	HWY Equipment Operator 3	3/1/21
Library	Whiting	Amanda	Library Clerk I	12/22/21	Public Works	Tracy	Evan	Water Service 2	5/24/21
Library	Newirth	Max	Library Clerk I	4/11/22	Public Works	Alex	Jason	HWY Equipment Operator 2	1/6/23
Library	Monders	Anna	Library Administrative Account Clerk II	8/22/22	Public Works	Hiner	Conor	HWY Equipment Operator 1	11/28/22
Maintenance	Morse	Douglas	Facility Maintenance Custodian 5	5/21/01	Public Works	Pellegrino	Lilyan	HWY Equipment Operator 1	11/28/22
Maintenance	Brown	Russell	Facility Maintenance Supervisor	3/4/93	Public Works	Tyler	Daniel	Hwy/Utilities Director	4/15/19
Maintenance	Sommerville	Kevin	Facility Maintenance Custodian 3	9/17/19	Rec & Parks	Clark	Sarah	Rec Assistant Director	12/3/18
Maintenance	Wyckoff	Jonathan	Facility Maintenance Custodian 2	11/1/21	Rec & Parks	Lebron	Anthony	Rec & Park Maintenance 5	9/17/07
Parking Enforcement	Phillips	Donald	Parking Enforcement 5	8/15/16	Rec & Parks	Ethier	Paul	Rec & Park Maintenance Supervisor	8/4/96
Parking Enforcement	Duggan	Cheryl	Parking Enforcement 5	7/1/96	Rec & Parks	Nix	Sean	Rec & Park Maintenance Senior 1	4/14/21
Parking Enforcement	Coulombe	Carol	Parking Enforcement Coordinator	8/3/92	Rec & Parks	Mckay	Tyler	Rec & Park Maintenance 1	5/3/22
Planning	Fillion	Susan	Planning Director	9/14/09	Rec & Parks	Manning	Amy	Rec & Parks Administrative Assistant	6/27/22
Planning	Dotson	Stephen	Planning Sustainability Coordinator	2/3/20	Rec & Parks	Tibbs	Matthew	Rec Program Coordinator (FT)	9/12/22
Planning	Bannon	Brian	Planning Zoning Admin. & Asst Health Inspector	2/2/09	Rec & Parks	Lolatte	Carol	Rec Director	6/24/85
Planning	Hayes	Stephen	Planning Technician	6/1/21	Town Clerk	Fletcher	Jane	Town Clerk - Clerk II	1/15/02
Police	Hardy	Norma	Police Chief	7/28/21	Town Clerk	Sak	Amanda	Town Clerk Assistant (PT)	8/4/14
Police	Bell	Tammy	Police Senior Clerk 5	5/7/18	Town Clerk	Francis	Hilary	Town Clerk	11/29/16
Police	Yager	Virginia	Police Office Manager	11/16/98	Town Manager	Moreland	Patrick	Assistant Town Manager	8/22/11
Police	Petlock	Adam	Police Lieutenant 5	8/3/09	Town Manager	Sticklor	Jessica	Executive Assistant	12/17/20
Police	Warner	Carl	Police Lieutenant 6	7/27/11	Town Manager	Potter	John	Town Manager	12/30/22
Police	Evans	Jeremy	Police Lieutenant 6	12/27/98					
Police	Lynde	Joshua	Police Detective Sergeant 2	1/22/08					

# TOWN OFFICERS

## (prior to 3/7/2023 elections)

	Term Expires
<b>Selectboard</b>	
Jessica Gelter	3/23
Ian Goodnow	3/24
Elizabeth McLoughlin	3/23
Daniel Quipp	3/25
Timothy Wessel	3/23

<b>Board of Civil Authority</b>	
Jane Buckingham JP	1/25
Deborah "Deb" Burns	1/25
Franklin J Chrisco JP	1/25
Diane Cooke JP	1/25
Richard H Cooke JP	1/25
Jessica Gelter, SB	3/23
Ian Goodnow JP/SB	1/25
Peter Gould JP	1/25
Martha Healey-Nelson JP	1/25
Ivan Hennessey	1/25
Lee Madden JP	1/25
Elizabeth McLoughlin SB	3/23
Beverly "Mary" Miller JP	1/25
Kathleen "Kate" O'Connor JP	1/25
Robert Oeser JP	1/25
Daniel Quipp	3/25
Gail Speno JP	1/25
Tim Wessel SB	3/23
Veronica Wheelock JP	1/25
Hilary Francis TC	3/23

	Term Expires
<b>Board of Listers</b>	
Tom Franks	3/23
Katherine Dowd	3/24
Vacant	3/25

<b>Brooks Memorial Library Trustees</b>	
John R Woodward	3/23
Karen Tyler	3/23
Jennifer Rowe	3/23
Kate O'Connor	3/24
Sirkka Kauffman	3/24
Leo Schiff	3/24
Howard Burrows	3/25
Joyce Sullivan	3/25
Ann Varilly	3/25

<b>First Constable</b>	
Richard H Cooke	3/23

<b>Second Constable</b>	
Ivan Hennessey	3/23

<b>Moderator</b>	
David Gartenstein	3/23

	Term Expires
<b>Trustees of Public Funds</b>	
Katherine "Kate" John	3/23
Deborah Zak	3/24
Vacant	3/25

# TOWN MEETING MEMBERS

## (prior to 3/7/2023 elections)

\* indicates Representative attended Representative Town Meeting on March 19, 2022.

3	PETER BOYLE E/21 - 23 *	3	SPOON AGAVE E/20 - 23 *	3	LINDA BAILEY E/20 - 23 *
3	SALLY BRUNTON E/20 - 23 *	3	MARGARET ATKINSON E/21 - 24 *	3	STEVEN BROWN E/22 - 25 *
3	G. BURROWS E/21 - 24 *	3	MICHAEL AVERILL E/22 - 25 *	3	DEBORAH BURNS E/21 - 24 *
3	RICHARD CAMPBELL E/22 - 25	3	REBECCA BALINT E/20 - 22	3	RONI BYRNE E/22 - 25 *
3	GEORGE CARVILL E/22 - 25 *	3	BRIAN BANNON E/20 - 23 *	3	KRISTOPHER CAIN E/20 - 23 *
3	PAMELA CASE E/20 - 23 *	3	SUMMER BURCH E/20 - 23	3	ANA CARRETERO E/21 - 24 *
3	MARILYN CHIARELLO E/21 - 24 *	3	MOLLIE BURKE E/20 - 22 *	3	CHRISTOPHER CHAPMAN E/21 - 24 *
3	WENDY COLLINS E/21 - 24	3	PETER CASE E/21 - 24 *	3	MILLCENT COOLEY E/21 - 24 *
3	ERNEST COUGHLIN E/22 - 25 *	3	MARY CASEY E/22 - 25 *	3	STUART COPANS E/20 - 23 *
3	KATHERINE DOWD E/22 - 25 *	3	ROBERT CLEMENTS E/22 - 25 *	3	MARY COPANS E/20 - 23 *
3	MILTON EATON E/22 - 23	3	RICHARD COOKE E/20 - 23 *	3	ANDREW DAVIS E/20 - 23 *
3	MARY EMERY E/22 - 24 *	3	DIANE COOKE E/21 - 24 *	3	ANTHONY DUNCAN E/20 - 23 *
3	BOB EVERINGHAM E/21 - 24 *	3	ELI COUGHLIN-GALBRAITH E/22 - 25 *	3	JONATHAN ELWELL E/21 - 24 *
3	KIMBERLY FROST A/22 - 23	3	GRETCHEN COWAN E/22 - 23 *	3	ELIZABETH ELWELL E/20 - 23
3	MICHAEL GANTT A/22 - 23	3	KURT DAIMS E/20 - 23 *	3	PETER FALION E/20 - 23 *
3	RACHEL GLICKMAN E/20 - 23 *	3	ARTHUR DAVIS E/22 - 24 *	3	HILARY FRANCIS A/22 - 23 *
3	GEORGES HERZOG E/21 - 24 *	3	RICHARD DEGRAY E/21 - 24 *	3	DAVID GARTENSTEIN E/22 - 23 *
3	JENNIFER JACOBS E/21 - 24 *	3	MERRY ELDER E/22 - 25	3	RUBEN GARZA E/22 - 25 *
3	JOHN KENNEDY E/20 - 23 *	3	TIMOTHY ELLIS E/20 - 23 *	3	IAN GOODNOW E/21 - 24 *
3	EMILIE KORNHEISER E/20 - 22 *	3	ALEX FISCHER E/21 - 24 *	3	MARTA GOSSAGE E/21 - 24 *
3	JOHN LOGGIA E/21 - 24 *	3	THOMAS FRANKS E/22 - 25 *	3	JENNIFER GRIFFITH E/22 - 24 *
3	TIMOTHY MACIEL E/20 - 23	3	RUTH GARBUS E/21 - 24 *	3	DORAN HAMM E/21 - 24 *
3	PRUDENCE A MACKINNEY E/21 - 24 *	3	JESSICA GELTER E/22 - 23 *	3	OSCAR HELLER E/20 - 23 *
3	LEIGH MARTHE A/22 - 23 *	3	DENISE GLOVER E/22 - 25 *	3	MICHAEL HOFFMAN E/22 - 25 *
3	ZACHARY MCLAUGHLIN E/20 - 23 *	3	VIRGINIA GOODMAN E/20 - 23 *	3	JESSE KAYAN E/21 - 24 *
3	EMILY MEGAS-RUSSELL E/21 - 24	3	JESSICA HARGER E/21 - 24 *	3	RICHARD KENYON E/22 - 25 *
3	PAULA MELTON E/22 - 23 *	3	MAYA HASEGAWA E/22 - 25 *	3	DAVID LEVENBACH E/22 - 25 *
3	DAVID MINER E/22 - 25 *	3	MICHAEL HUTCHESON E/21 - 24 *	3	JOHN LIGHTFOOT E/21 - 24 *
3	CRAIG MISKOVICH E/21 - 24 *	3	TRACEY JOHN E/22 - 24 *	3	SHELA LINTON A/22 - 23 *
3	RICHARD MORTON E/22 - 24 *	3	ELIZABETH JUDSON E/22 - 25 *	3	DONALD MCCULLOUGH E/22 - 25 *
3	KATHRYN PARLIN E/22 - 25 *	3	JUANITA LANE E/21 - 24	3	ELIZABETH MCLOUGHLIN E/20 - 23 *
3	SUMMER PRICE E/21 - 24 *	3	HB LOZITO E/20 - 23 *	3	RALPH MEIMA E/21 - 24 *
3	DOROTHY RICCARDI E/21 - 23	3	SYLVIA LYON E/22 - 25 *	3	ART MIESS E/20 - 23 *
3	PAUL ROUNDS E/21 - 23	3	MARY MCLOUGHLIN E/21 - 24 *	3	KEVIN OBRIEN E/22 - 24 *
3	AARON SMITH E/22 - 23 *	3	ABIGAIL MNOOKIN E/20 - 23 *	3	KATHLEEN OCONNOR E/22 - 25 *
3	KIMBERLY THERRIEN A/22 - 23	3	ANNE MOORE ODELL E/21 - 24 *	3	ROBERT OESER E/20 - 23 *
3	LISSA WEINMANN E/21 - 24 *	3	ROBIN MORGAN E/20 - 23 *	3	LISA RAE E/21 - 24 *
3	ELEANOR WEISS E/20 - 23 *	3	GEORGIA MORGAN E/22 - 25 *	3	JACQUELINE REIS E/22 - 25 *
3	RICHARD WRASE E/22 - 25 *	3	THOMAS MOSAKOWSKI E/20 - 23 *	3	SONIA SILBERT E/22 - 25 *
3	EDWARD WRIGHT E/20 - 23	3	DANIEL QUIPP E/22 - 25 *	3	JOHN STEELE E/21 - 24 *
3	GWYNN YANDOW E/22 - 23 *	3	FRANZ REICHSMAN E/22 - 25 *	3	SAMUEL STEVENS A/22 - 23 *
		3	AUSTIN RICE E/22 - 25 *	3	REBECCA TATKOVSKY E/22 - 25 *
		3	RIKKI RISATTI E/20 - 23 *	3	AILSLIN THOMPSON E/21 - 24 *
		3	JANE SOUTHWORTH E/21 - 24 *	3	TRISTAN D TOLENO E/20 - 22 *
		3	PATRICK STONE E/21 - 24 *	3	SARAH TURBOW E/22 - 25 *
		3	JACQUELINE STROMBERG E/22 - 25 *	3	KATHRYN TURNAS E/20 - 23 *
		3	GARY STROUD E/20 - 23 *	3	KATHY URFFER E/20 - 23 *
		3	CHRISTINA SZPILA E/22 - 25 *	3	ERIN WESSEL E/22 - 24 *
		3	KIPTON TEWKSBURY E/20 - 23 *	3	TIMOTHY WESSEL E/22 - 23 *
		3	ROBERT TORTOLANI E/22 - 25 *	3	MARY WHITE E/20 - 23 *
		3	FRANCINE VALLARIO E/22 - 25 *	3	LISA WHITNEY E/22 - 25 *
		3	ANNE WAGNER E/22 - 25 *		

## WARNING – March 7, 2023 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 7, 2023, 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: Windham 7/Brattleboro District 1: 14 members for three-year terms and 8 member for two-year terms; Windham 8/Brattleboro District 2: 16 members for three-year terms, 2 members for two-year terms, and 1 member for a one-year term; Windham 9/Brattleboro District 3: 16 members for three-year terms, 3 members for two-year terms, and 2 members for a one-year term. Voting on this Article is to be done by Australian ballot.

**ARTICLE 2:** Shall the Charter of the Town of Brattleboro be amended to provide protections for residential tenants from evictions without 'just cause', by adopting and adding a new section to read as follows:

- (A) Residential tenants, as defined in Chapter 137 of Title 9 of the Vermont Statutes Annotated, shall be protected from eviction without 'just cause,' where just cause shall include:
  - (1) a tenant's material breach of a written rental agreement,
  - (2) a tenant's violation of state statutes regulating tenant obligations in residential rental agreements,
  - (3) non-payment of rent, and
  - (4) a tenant's failure to accept written, reasonable, good faith renewal terms.
- (B) This charter provision excludes from 'just cause' the expiration of a rental agreement as sole grounds for termination of tenancy.
- (C) Exemptions to this charter amendment, include properties defined in Chapter 137 of Title 9, in addition to;
  - 1. sublets
  - 2. in-unit rentals
  - 3. owner-occupied duplexes and triplexes
  - 4. Accessory Dwelling Units on owner's property
- (D) A landlord shall not evict a tenant for the sole purpose of raising the rent. When rent increases are legitimate, the total rent increase, including consideration of operating expenses, maintenance expenses, capital improvements, and cost-of-living (CPI) adjustments shall not exceed 12% in any twelve-month period.
- (E) The terms of this amendment shall not be binding on a landlord in cases where the tenant is effectively evicted by extreme weather or acts of God. Otherwise a landlord may evict a tenant for purposes such as major required construction, lead remediation and abatement work, or housing a family member(s). However, the following restrictions apply to such evictions:

- (1) If a comparable unit owned by the landlord is already available, or if such a unit becomes available before recovery of the rental unit, the landlord shall rescind the notice of eviction and dismiss any action filed to recover possession of the unit and offer the comparable unit to the tenant at the rate currently paid by the tenant
- (2) If a non-comparable unit becomes available before recovery, the landlord shall offer the non-comparable unit to the tenant.
- (3) If a landlord cannot accommodate the tenant, the landlord must pay one month's rent as hardship and relocation assistance
- (4) The rental unit must be offered first to the displaced tenant when the required repairs, abatement, construction or other work is complete, or when a family member moves out before a term of 36 months.

(F) The landlord seeking to recover possession of a unit must submit with the notice of eviction a notarized affidavit attesting to the need for the eviction, and when appropriate, the identity of the family member(s), and the intent of the family member(s) to have no other principal residence.

Evidence that the landlord has not acted in good faith may include, but is not limited to, any of the following:

- (1) The landlord or family member(s) for whom the rental unit was vacated did not move into the unit within three months of the recovery date and subsequently did not occupy the unit as a principal residence for a minimum of 36 consecutive months.
- (2) The landlord rented the unit to a new tenant at an increased price exceeding the yearly rental increase as allowed in section C of this Charter Amendment

(G) This legislation shall take effect upon approval.

(H) If any provision of this legislation is held to be unconstitutional or to be otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect other provisions, and they are held to be severable

(I) This legislation can be rescinded in a plebiscite according to law without approval of the state legislature.

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 31<sup>st</sup> day of January, 2023.

### BRATTLEBORO SELECTBOARD

Ian Goodnow, Chair  
Daniel Quipp, Vice Chair  
Tim Wessel

Jessica Gelter, Clerk  
Elizabeth McLoughlin



# Warning – Annual Representative Town Meeting March 25, 2023 (and MARCH 26, 2023 if necessary)

The legal voters qualified to vote in Representative Town Meeting are hereby notified and warned to meet in the gymnasium of the Brattleboro Union High School on Saturday, March 25, 2023, at 8:30am, to act on the Articles listed below. Articles that have not been acted upon by 5:00pm will be moved to March 26, 2023, at 8:30am, unless the body votes to continue past 5:00pm.

**ARTICLE 1:** To see if the Town will ratify, approve and confirm the Selectboard's appointment of a Town Clerk for a term of one year.

**ARTICLE 2:** To see if the Town will ratify, approve and confirm the Selectboard's appointment of a Town Treasurer for a term of one year.

**ARTICLE 3:** To see if the Town will ratify, approve and confirm the Selectboard's appointment of a Town Attorney for a term of one year.

**ARTICLE 4:** To act on the Town's Auditors' report.

**ARTICLE 5:** To see if the Town will authorize its Selectboard to employ a certified public accountant or public accountants.

**ARTICLE 6:** To see if the Town will authorize its Selectboard to borrow money in anticipation of taxes, grants and other revenue.

**ARTICLE 7:** To see if the Town will authorize the following capital improvement: The Generational Improvements at Living Memorial Park, including, but not limited to renovations to the Nelson Withington Ice Rink at an estimated cost of Four Million, One Hundred Thousand Dollars (\$4,100,000), and will authorize the issuance of notes and/or bonds in the aggregate principal amount not to exceed \$4,100,000 at a rate of interest not to exceed five percent (5%) per annum and for a term of twenty 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 Four Million, One Hundred Thousand Dollars (\$4,100,000), and bearing interest not to exceed five percent (5%) be issued for the purpose of constructing the Generational Improvements at Living Memorial Park, including, but not limited to renovations to the Nelson Withington Ice Rink?"

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

**ARTICLE 8:** To see if the Town will authorize the following capital improvement: The upgrades to the Phase One Water System Improvements, at an estimated cost of Two Million Dollars (\$2,000,000), and will authorize the issuance of notes and/or bonds in the aggregate principal amount not to exceed \$2,000,000 at a rate of interest not to exceed three percent (3%) per annum and for a term of ten years to pay to that extent the cost of said public improvement. The vote on this article shall be by Australian ballot as required by law. The question to be voted upon

is as follows:

"Shall the notes or bonds of the Town of Brattleboro in an amount not to exceed Two Million Dollars (\$2,000,000), and bearing interest not to exceed three percent (3%) be issued for the purpose of constructing the Phase One I Water System Improvements?"

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

**ARTICLE 9:** To see if the Town will raise and appropriate the sum of one hundred thirty-one thousand, six hundred ninety-eight dollars and eighty-six cents (\$131,698.86) through special assessments on property within the "Mountain Home Park Special Benefit Assessment Tax District" (as approved by Town Meeting, March 24, 2007, and as delineated in the Town Ordinance entitled "Municipal Act to Establish and Regulate the Mountain Home Park Special Benefit Assessment Tax District") for the purpose of paying debt service on the capital improvements to the water and sewer lines serving the Mountain Home and Deepwood Mobile Home Parks.

**ARTICLE 10:** 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 11:** To see if the Town will appropriate the sum of forty-five thousand, and twenty- eight dollars (\$45,028) for the Community Marketing Initiative promotion of Brattleboro performed jointly by the Brattleboro Area Chamber of Commerce and the Downtown Brattleboro Alliance.

**ARTICLE 12:** To see if the Town will raise and appropriate the sum of two hundred eighty thousand, eight hundred and ninety-one dollars (\$280,891) to support human service programs and facilities for the residents of Brattleboro to be allocated among service providers in the following manner: AIDS Project of Southern Vermont-\$1,900; America Red Cross-\$3,750; Big Brother Big Sisters-\$6,750; Boys and Girls Club-\$17,000; Brattleboro Area Hospice-\$5,400; Brattleboro Center for Children-\$5,400; Brattleboro Senior Meals - \$9,500; Building a Positive Community-\$7,120; Family Garden-\$2,250; Food Connects- \$8,000; Gathering Place-\$4,250; Green Mountain RSVP-\$900; Groundworks Collaborative- \$19,000; Health Care and Rehabilitation Services-\$9,500; Meeting Waters YMCA-\$9,500; Out in the Open-\$14,850; Putney Foodshelf-\$1,514; Senior Solutions-\$4,800; SEVCA- \$13,300; SUSU Community Farm - \$12,955; The Root Social Justice Center-\$12,975; Theatre Adventure inc.-\$1,710; Turning Point-\$16,000; Vermont Adult Learning-\$2,400; Vermont Association for the Blind-\$630; Vermont Center for Independent Living-\$1,360; Vermont Family Network-\$1,875; Visiting Nurses and Hospice of VT and NH-\$10,980; Windham County Dental Center-\$7,500; Windham County Humane Society-\$1,900; Windham County Safe Place Child

## **Warning – Annual Representative Town Meeting March 25, 2023 (and MARCH 26, 2023 if necessary)**

Advocacy Center-\$3,600; Windham Windsor Housing Trust-\$6,497; Winston Prouty Center for Child and Family-\$15,000; Women's Freedom Center-\$16,625; Summer Food Program (WSESU) - \$7,200; Youth Services-\$17,000.

**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, the sum of one million, eighty-seven thousand, three hundred and six dollars (\$1,087,306) to be used as follows: a total of nine hundred eighty five thousand dollars (\$985,000) to the Capital Fund to pay five hundred and fifteen thousand dollars (\$515,000) for the required match for the Melrose Bridge Replacement, four hundred thousand dollars (\$400,000) for the Williams Street repair project, and fifty thousand dollars (\$50,000) for a Pool Planning study for the Living Memorial Park, and to transfer the remaining one hundred and twenty-two thousand, three hundred and six dollars (\$122,306) to the Living Memorial Park Generational Improvement project fund to reduce the borrowing for that project by the same amount.

**ARTICLE 15:** 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 16:** To see if the Town will ratify the Selectboard's decision to purchase portable radios in FY23 for the Brattleboro Police Department at a cost of Eighty-Seven Thousand, Seven Hundred and Thirty-One Dollars (\$87,731), which are part of the FY24 Capital Plan.

**ARTICLE 17:** To see if the Town will appropriate up to One Hundred and Twenty Thousand Dollars (\$120,000) from the Unassigned Fund Balance to defray the Town's portion of costs associated with the demolition of 90 Elliot Street (McNeil's Brewery) after the fire.

**ARTICLE 18:** To see if the Town will authorize the expenditure of thirty-six thousand five hundred fifty-two dollars (\$36,552) from Program Income (a revolving loan fund that disperses proceeds which originated as Community Development Block Grants) as a contribution to the operation of Southeastern Vermont Economic Development Strategies (SeVEDS).

**ARTICLE 19:** To see if the Town, pursuant to Article VII, Section 4 of the Brattleboro Town Charter, will commission a Town-wide reappraisal of the taxable property within the Town to be completed for tax year 2027.

**ARTICLE 20:** To see if the Town will exempt from real property taxes the lands and buildings of New England Center for Circus Arts, a registered 501c3 nonprofit organization, as being used primarily for education, performing arts, health and recreational purposes.

**ARTICLE 21:** To elect two representatives to the Capital Grant Review Board for a term of one year. Members to be nominated from the floor.

**ARTICLE 22:** 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 23:** To see if the Town will direct the Selectboard to include a specific amount of the FY25 budget to be allocated to Human Services funding.

**ARTICLE 24:** 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 25:** To elect three Trustees for the Brooks Memorial Library to serve three years and one trustee to fill a two-year unexpired term. The names for consideration for the 3-year terms of 2023-2026 are: Jennifer Rowe, Karen Tyler and John Woodward. The person for the 2-year term of 2023-2025 to be nominated from the floor.

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

Dated at Brattleboro, Vermont this 31st day of January, 2023.

### **BRATTLEBORO SELECTBOARD**

Ian Goodnow, Chair  
Daniel Quipp, Vice Chair  
Tim Wessel

Jessica Gelter, Clerk  
Elizabeth McLoughlin

# **BRATTLEBORO TOWN MEETING MEMBERS**

## **TOWN MEETING INFORMATION PACKETS & COVID TESTS**

Available Beginning Thursday, March 9, for pick-up at the Brook's Memorial Library between 10:00 A.M. and 5:00 P.M. Mondays through Saturdays.

***Along with your packet, please pick up COVID tests to take just prior to attending the informational sessions and RTM.***

All voting members are expected to become familiar with the contents of the packet prior to attending information meetings and Representative Town Meeting.

Packets can also be found online at [www.brattleboro.org](http://www.brattleboro.org), under "Charter; Ordinances; Policies," and then "Town Reports".

***MASKS ARE ENCOURAGED AT EACH OF THE BELOW MEETINGS.  
PLEASE TAKE A COVID TEST JUST PRIOR TO EACH OF THESE MEETINGS.  
If you are ill or COVID positive, please do not attend the meetings.***

## **ANNUAL REPRESENTATIVE TOWN MEETING**

**SATURDAY, MARCH 25, 2023, 8:30AM**

***(Extension date is March 26, 2023, 8:30AM)***

**BUHS GYM**

Beverages, morning refreshments and lunches offered by BUHS students

### **Town Budget Informational Meeting & Caucuses**

**Wednesday, March 15, 2023**

**Academy School Gym**

- 6:30 p.m. Members caucus and district meetings – appoint District Chair, appoint members to fill vacant seats, and meet with constituents.
- 7:00 p.m. Selectboard Presentation of Budget and Discussion

### **Article 7 Living Memorial Park Generational Improvements Bond**

**Informational Meeting**

### **Article 8 Town of Brattleboro Phase 1 Water System Improvements Bond**

**Informational Meeting**

**Wednesday, March 22, 2023,**

**Academy School Gym**

- 6:30 p.m. Members caucus and district meetings - appoint members to fill vacant seats and meet with constituents.
- 7:00 p.m. Selectboard Presentation of Bond Articles and Discussion

For more information, contact the Town Clerk's office – 802-251-8157 or [townclerk@brattleboro.org](mailto:townclerk@brattleboro.org)

## ARTICLE 7

**ARTICLE 7:** To see if the Town will authorize the following capital improvement: The Generational Improvements at Living Memorial Park, including, but not limited to renovations to the Nelson Withington Ice Rink at an estimated cost of Four Million, One Hundred Thousand Dollars (\$4,100,000), and will authorize the issuance of notes and/or bonds in the aggregate principal amount not to exceed \$4,100,000 at a rate of interest not to exceed five percent (5%) per annum and for a term of twenty 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 Four Million, One Hundred Thousand Dollars (\$4,100,000), and bearing interest not to exceed five percent (5%) be issued for the purpose of constructing the Generational Improvements at Living Memorial Park, including, but not limited to renovations to the Nelson Withington Ice Rink?”

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

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

### Overview

- The generational improvements have been in the capital plan for the past five years. Over the past two years, we have been planning and working with Building Consultant Steve Horton, Sustainability Coordinator Stephen Dotson, and Efficiency Vermont to explore the best options for the long overdue needed generational improvements at Living Memorial Park.
- Rink Roof and Building Code Improvements at the Nelson Withington Skating Facility (Replacement of 30,000 sq ft Roof, Lighting Upgrades, Fire Alarm System Upgrades, and Dehumidification System & Condenser Replacement).
- Upgrade the refrigeration system at the Nelson Withington Skating Facility from R22 to a natural refrigerant.
- Upgrade the lighting at the Upper Softball Field.
- New 3,520 sq. ft Maintenance Building at Living Memorial Park.
- Increase the parking at the Kiwanis Shelter by 7,200 sq. ft.

### Rational For Generational Improvements

- The existing rink roof is an uninsulated steel roof that is 49 years old. We are starting to see significant rusting. The plan to replace the roof allows us to insulate and bring the roof up to the VT Commercial standard (which requires R20 insulation). This will allow us to better maintain a conditioned environment. We expect some energy saving, but the rationale behind the insulation is less about energy reduction than the ability to

maintain conditioned space and address the long-standing moisture problem.

- The lighting upgrade at the Nelson Withington Skating facility will allow us to move to LED lights which will be more energy efficient than our current lighting and will, in turn, provide us with energy reductions.
- The fire alarm system, the dehumidification unit, and the condenser are over 25 years old. It's becoming difficult to find replacement parts. With newer technology, the equipment will be more energy efficient.
- Nelson Withington Skating Facility R22 upgrade. We have been operating the facility with the original refrigeration technology from 1975 with replacement components over the years. The facility uses R22 Refrigerant to maintain the ice and keep it safe for skaters. As of January 2020, R22 is no longer being manufactured. R22 is still available to purchase but at a rising cost per pound. In 2018 we were paying \$18.00 per pound and in 2021 we paid \$37.00 per pound. The system holds over 900 lbs. More importantly, R22 is highly toxic to the environment and it's now time to transition to a natural refrigerant.
- The lights on the upper ball field were installed in the early 1980s and use metal halide bulbs. The urgency for the upgrade comes into play when we require the replacement of components. Higher poles create safer playing conditions. The shorter poles generate a lower light ceiling, which becomes a safety factor when losing the ball above the light ceiling. The current poles are 40-45' tall compared to the newer lighting system at West River Park, where the poles are 60-70' tall. The new lights will be LED, and the newer technology requires fewer fixtures and the long-term benefit of less energy consumption.
- At Living Memorial Park, there are two small maintenance buildings at the base of the hill. The two sheds are the only storage space for the equipment used by the Park Maintenance Staff. Together they are inadequate to meet the Department's equipment storage and administrative needs. One is a small cinderblock structure built in 1972, the other is a wooden shed left behind by the Clark Family Farm after the Town purchased the property in 1954. We are proposing a 3,520-square-foot wooden-frame building. We considered a more complete and finished facility, with interior offices and other “amenities” already constructed. However, to reduce cost, we believe staff can make those additions using in-house labor and time as funds permit in future years.
- With the increased demand in the upper position of the park due to recent new attractions (Dog Park, Skatepark, and Disc Golf) we need additional parking at the Kiwanis Shelter. Many users use

## ARTICLE 7 (continued)

the Kiwanis as overflow parking. We are proposing to increase the lot at the Kiwanis shelter by 7,200 square feet—60' x 120'. The project will include tree and earthwork with a finished gravel parking lot.

### **Maintenance Facility - Cramped Quarters - Currently Stored Equipment and Supplies**

- 3 Truck
- 3 Tractors
- 2 Mowers
- Trimmers, blowers, and chainsaws
- Ballfield Trailer and Equipment
- Seed, fertilizer, marking lime, and field paint
- Fiber Service for LMP & Skating Facility
- Equipment Maintenance Parts
- Power Tools
- Building Paints and Supplies
- Gas & Diesel Fuel
- Hoses and hand tools (shovels, rakes, etc.)
- Electrical For the lower portion of the Park

### **Activities That Take Place at The Facilities**

#### **Nelson Withington Skating Facility**

- BUHS Boys and Girls Ice Hockey Teams Practice and Games (13.5 hours weekly)
- Brattleboro Youth Hockey Association Practice and Games (16 hours weekly)
- Brattleboro Figure Skating Club—Skating FUNdamentals Program (1 hour weekly)
- Men's & Women's Ice Hockey Programs (7 hours weekly)
- Public Skating / Speed Skating / Adult Skate Hours (15 hours weekly)
- Stick Time (3 hours weekly)
- Winter Sports For 12 Area Schools (10 hours weekly)

#### **Off-Season Use Nelson Withington Skating Facility**

- Indoor Roller Skating
- Community Special Events
- Indoor Location Summer Day Camp (8 weeks)
- Summer Indoor Street Hockey

#### **Upper Softball Field**

- Used by over 30 Men's Softball Teams
- Host site of annual local and state softball tournaments
- During the winter months, the space is used by the Jr. Ski Jump Program

#### **Kiwanis Shelter Parking**

- 58 rentals during the 2022 season (public and private rentals)
- Overflow parking for Disc Golf, Skatepark, Dog Parks, and walking/biking trails.

Now is the time to act and preserve the Town's infrastructure that the community has grown to value and appreciate over the years to learn lifelong recreational skills, make new friends, and create a lifetime of memories.



## ARTICLE 8

**ARTICLE 8:** To see if the Town will authorize the following capital improvement: The upgrades to the Town of Brattleboro Water Treatment Plant, and its associated facilities, at an estimated cost of Two Million Dollars (\$2,000,000), and will authorize the issuance of notes and/or bonds in the aggregate principal amount not to exceed \$2,000,000 at a rate of interest not to exceed three percent (3%) per annum and for a term of ten years to pay to that extent the cost of said public improvement. The vote on this article shall be by Australian ballot as required by law. The question to be voted upon is as follows:

“Shall the notes or bonds of the Town of Brattleboro in an amount not to exceed Two Million Dollars (\$2,000,000), and bearing interest not to exceed three percent (3%) be issued for the purpose of constructing the Improvements and Upgrades to the Town of Brattleboro Water Treatment Plant, and its associated facilities?”

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

The Phase 1 Water System Improvement includes three water system infrastructure improvements. The Signal Hill pump station replacement, installation of a back-up generator at the Black Mountain Water Tank, and replacing/upgrading the water mains on Bridge and Depot St. The Signal Hill Pump station

will upgrade the existing pump station, which was installed in 1971 by a private developer, who created the Signal Hill & Hillcrest Terrace development. Upon completion of the project, the town took ownership of the infrastructure. The new station will provide service to the existing customers as well as having capacity for future expansion and fire flow capability as well as back-up generator power. The pump station located at the Black Mountain water tank currently has no back-up power. The installation of a generator will ensure water flow to all customers served by the tank in the event of a power outage. The Signal Hill pump station and Black Mountain generator project are necessary upgrades, as both were identified as deficient on the 2018 water system sanitary survey, performed by the State of Vermont. An upgrade to both is required to stay in compliance with the water supply rule. The Bridge and Depot St. water main upgrade will address a undersized and problematic section of water main. Along with improved reliability, the upgrade will provide capacity for fire flows in that area. The initial cost estimate for the Phase 1 Water System Improvement is \$1,855,000. We have received an initial offer of 0% interest and fees, with a 50% or \$927,500 subsidy. There is currently funding set aside in the utilities capital plan for these improvements, allowing the use of allocated capital funds to pay off the loan, without an impact to the user rates, while benefiting from the available subsidy.

## ARTICLE 9

**ARTICLE 9:** To see if the Town will raise and appropriate the sum of one hundred thirty-one thousand, six hundred ninety-eight dollars and eighty-six cents (\$131,698.86) through special assessments on property within the “Mountain Home Park Special Benefit Assessment Tax District” (as approved by Town Meeting, March 24, 2007, and as delineated in the Town Ordinance entitled “Municipal Act to Establish and Regulate the Mountain Home Park Special Benefit Assessment Tax District”) for the purpose of paying debt service on the capital improvements to the water and sewer lines serving the Mountain Home and Deepwood Mobile Home Parks.

In 2013, Town of Brattleboro created a special assessment district, known as the “Mountain Home Park Special Benefit Assessment Tax District” pursuant to Article VI, Section 3(b) of the Brattleboro Town Charter and Chapter 87 of Title 24, for the purpose of financing the capital costs of replacing water and sewer lines and renovating the associated pump station at the Mountain Home and Deepwood Mobile Home Parks, and pursuant to the special assessment district has specially assessed Mountain Home Park based on the grand list value of real properties within the designated “Mountain Home Park Special Benefit Assessment Tax District.” This special assessment pays the yearly debt service that the Town owes through the Environmental revolving loan system.

By agreement, the Town and Mountain Home Park agreed to

the water and sewer renovations at Mountain Home Park and while the lands were owned by the park, the Town used its borrowing capabilities through the environmental loan funds to fund the project over the course of 30-40 years at favorable interest rates. By agreement, the park assesses its tenants to pay this debt service and makes payment to the town once per year. The special assessment that is imposed by the Town assures that the town always has at least one year’s debt service payment available in the event of a default by the park. As a special benefit tax assessment, the park is subject to the tax sale procedure should it not pay the special assessment. The Town has never had to employ such a procedure as the park has made the annual payments each year.

In 2021, this debt service was restructured, and the amount of the yearly payment was reduced. The amount of the special assessment for FY24 is now \$131,698.86.



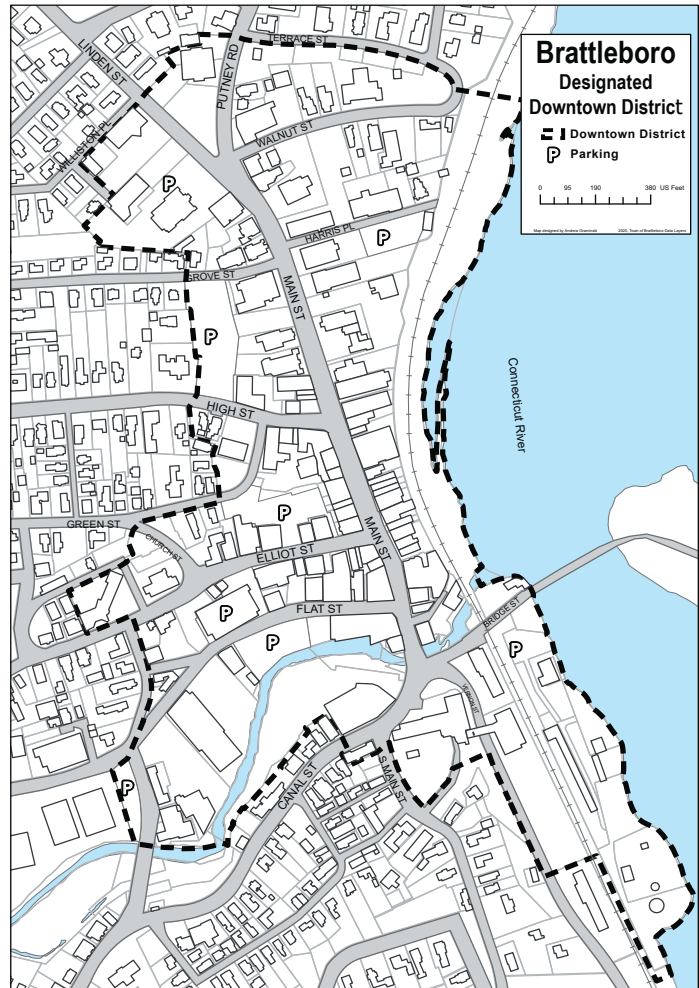
## ARTICLE 10

**ARTICLE 10:** 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.



## ARTICLE 11

**ARTICLE 11:** To see if the Town will appropriate the sum of forty-five thousand, and twenty-eight dollars (\$45,028) 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 4 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](http://www.lovebrattleborovt.com).

# ARTICLE 12

**ARTICLE 12:** To see if the Town will raise and appropriate the sum of two hundred eighty thousand, eight hundred and ninety-one dollars (\$280,891) to support human service programs and facilities for the residents of Brattleboro to be allocated among service providers in the following manner: AIDS Project of Southern Vermont-\$1,900; America Red Cross-\$3,750; Big Brother Big Sisters-\$6,750; Boys and Girls Club-\$17,000; Brattleboro Area Hospice-\$5,400; Brattleboro Center for Children-\$5,400; Brattleboro Senior Meals-\$9,500; Building a Positive Community-\$7,120; Family Garden-\$2,250; Food Connects-\$8,000; Gathering Place-\$4,250; Green Mountain RSVP-\$900; Groundworks Collaborative-\$19,000; Health Care and Rehabilitation Services-\$9,500; Meeting Waters YMCA-\$9,500; Out in the Open-\$14,850; Putney Foodshelf-\$1,514; Senior Solutions-\$4,800; SEVCA-\$13,300; SUSU Community Farm-\$12,955; The Root Social Justice Center-\$12,975; Theatre Adventure inc.-\$1,710; Turning Point-\$16,000; Vermont Adult Learning-\$2,400; Vermont Association for the Blind-\$630; Vermont Center for Independent Living-\$1,360; Vermont Family Network-\$1,875; Visiting Nurses and Hospice of VT and NH-\$10,980; Windham County Dental Center-\$7,500; Windham County Humane Society-\$1,900; Windham County Safe Place Child Advocacy Center-\$3,600; Windham Windsor Housing Trust-\$6,497; Winston Prouty Center for Child and Family-\$15,000; Women's Freedom Center-\$16,625; Summer Food Program (WSESU)-\$7,200; Youth Services-\$17,000.

## FROM THE HUMAN SERVICES FUNDING REVIEW COMMITTEE

The role of the Human Services Committee is to review and evaluate those agencies seeking financial support from the town of Brattleboro and recommend funding levels to the Brattleboro Representative Town Meeting.

The Human Services allocation in the Town Budget is a longstanding tradition in Brattleboro which seeks to support those agencies that serve our most vulnerable residents. We seek to determine how Town funding would assist each agency. We considered the size of the agency's fund balance relative to their operational expenses, fundraising capacity, and the flexibility and predictability of other sources of funding, as well as the agency's positive impact on Brattleboro residents.

The Committee asks applicants how they meet community issues of note, including but not limited to: food insecurity, homelessness, disability support, substance abuse and prevention, elder, child, and adolescent health and well-being, BIPOC and LGBTQ support and safety, and other services that address thriving needs.

The Committee began meeting in September 2022 to review and update the application form before emailing all prior years' applicants and posting the application on the Town website. Additionally, the committee sponsored an informational meeting where the agencies and the public were invited to ask questions and seek clarification of the process. The Committee met 8 times between September and December 2022. Each meeting was attended by a member of the Brattleboro Finance Committee and open to the public.

This year, there were seven new applications increasing the total number of agencies to 43. That total continues the trend of both an increase in agencies, and requests for money. The Committee uses a Rubric scoring system where all six members of the committee read and score each application. In this case the total number of pages to be read was 747.

Scores were obtained by assigning each application a number from 0-5 (0= not at all, 5= fully and completely, with supporting information) in 3 sections:

- A) How much service was provided to the residents of Brattleboro (including consideration of service utilization data from the last fiscal year, and/or data that represents a need for service in FY24) Score: 0-5
- B) If it is demonstrated that Brattleboro residents are better off because of services, they receive from the program or organization. Score: 0-5
- C) The strength of the organization regarding fiscal management and an illustrated need for additional program/organizational funding from the Town. Score: 0-5

Scoring is done individually by each committee member and the results are only shared with other committee members at a meeting where variations in individual scores are reviewed. Committee members with a conflict of interest (for example: those that have served on the Board or staff of an organization within one year) recuse themselves from discussing or rating the organization in conflict. Results almost always show consistency within a narrow range that reveals consensus among committee members. This numeric rating of 0-15 generates an average score that enables the committee members to address funding cuts in a transparent, fair, and equitable manner.

In 2021, Town Meeting established a budget for Human Services funding as 1.4% of the previous year's budget. This year, the request for funding by the Agencies was \$388,182 or \$107,291 more than the \$280,891 mandated by Town Meeting.

An analysis of the requests revealed that 7 organizations were asking for \$20,000 or more, which translates into 56% of the allowable funding. The committee felt that such large requests from a small number of organizations disadvantaged the remaining 36 applicants by necessitating inordinately large cuts across the board. To equalize the process, the committee decided to cap all application requests at \$20,000 and then apply the Rubric scoring formulae.

The Committee therefore recommends the following:

- Near perfect scores of 14 receive a 5% cut
- Scores of 13 receive a 10% cut
- Scores of 12 receive a 15% cut
- Scores of 11 receive a 20% cut
- Scores of 10 receive a 25% cut
- Scores of 9 receive a 35% cut
- Scores below 9 receive no funding

### Human Services Committee 2023

Ann Fielder, Co-Chair  
David Miner, Co-Chair  
Kipton Tewksbury  
Azlan Thompson  
John Kennedy  
Jennifer Griffith



# ARTICLE 12

## Human Services Review Committee FY21 Request for Funding

Applicants	FY17 Recommendation	FY18 Recommendation	FY19 Requests	FY19 Recommendation	FY20 Request	FY20 Recommendation	Town Meeting Allocation	FY20 Grant Total	FY21 Requests	FY21 Recommendation	FY21 RTM Addition	FY21 Grant Total	FY22 Requests	FY22 Recommendation	FY23 Requests	FY23 Recommendation	FY24 Requests	FY24 Recommendation
AIDS Project of Southern Vermont	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,950	\$3,950	\$2,000	\$2,000	\$200.00	\$2,200.00	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$1,900
American Red Cross - NH and VT Region	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,950	\$3,950	\$2,000	\$2,000	\$200.00	\$2,200.00	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$1,900
Big Brothers Big Sisters	\$ 15,200		\$ 10,000	\$ 7,500	\$ 7,500	\$ 7,500	\$2,275	\$17,275	\$7,500	\$6,375	\$937.50	\$18,112.50	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$6,750
Boys & Girls Club			\$ 20,000	\$ 15,000	\$18,500	\$15,000	\$2,275	\$17,275	\$20,000	\$17,000	\$1,700.00	\$21,700.00	\$20,000	\$20,000	\$25,000	\$25,000	\$25,000	\$24,275
Brattleboro Area Drop-In Center	\$ -																	NA
Brattleboro Area Hospice	\$ 1,200	\$ 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	\$6,000	\$6,000	\$6,000	\$5,400
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	\$4,500	\$4,500	\$5,400	\$5,400
Brattleboro Senior Meals																	\$10,000	\$9,500
Brattleboro Town Arts Committee																	\$500	\$0
Building a Positive Community (name change)					\$7,000	\$5,000	\$1,300	\$6,300	\$15,000	\$11,250	\$1,125.00	\$12,375.00	\$17,500	\$17,500	\$17,500	\$8,750	\$11,000	\$7,120
Child Care Courts Coalition																	\$10,000	\$0
Community Asylum Seekers Project, Inc	\$ 2,500	\$ 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	\$2,500	\$2,500	\$2,500	NA
Family Garden																	\$2,500	\$2,250
Food Connects	\$ 2,000	\$ 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	\$5,000	\$5,000	\$10,000	\$9,000
Gathering Place																	\$5,000	\$4,250
Grace Cottage Hospital																	\$1,500	\$0
Green Mountain RSVP	\$ 700	\$ 700	\$ 700	\$ 700	\$700	\$700		\$700	\$1,200	\$700	\$70.00	\$770.00	\$900	\$900	\$900	\$900	\$1,500	\$900
Groundworks Collaborative (formerly BACG and Morningtide)	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$20,000	\$20,000	\$4,225	\$24,225	\$20,000	\$19,000	\$1,900.00	\$20,900.00	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$19,000
Health Care & Rehabilitation Services	\$ -	\$ 3,500	\$ 10,000	\$ 3,500	\$10,000	\$3,500		\$7,125	\$10,000	\$7,500	\$750.00	\$8,250.00	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$9,550
Inclusion Center									\$7,500	\$0							NA	NA
KidsPLAYce	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$7,500	\$7,500		\$7,500	\$6,500	\$4,000	\$400.00	\$4,400.00	\$7,500	\$7,500	\$10,000	\$10,000	\$10,000	\$9,500
Meeting Waters-YMCA	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$7,500	\$7,500		\$7,500	\$7,500	\$7,125	\$712.50	\$7,837.50	\$15,000	\$15,000	\$16,500	\$16,500	\$16,500	\$14,850
Morningside House	\$ -								\$10,000	\$8,500	\$850.00	\$9,350.00	\$1,000	\$1,000			NA	NA
Out in the Open (Ilika Grm Mountain Crossroads)		\$ 5,000	\$ 5,000	\$ 3,000	\$7,500	\$5,000	\$1,625	\$6,625	\$10,000	\$8,500		\$9,350.00	\$1,000	\$1,000			NA	NA
Prevent Child Abuse Vermont									\$2,000	\$0			\$1,500	\$1,500	\$2,000	\$2,000	\$1,782	\$1,514
Putney Foodshelf																	\$5,000	\$2,500
Retreat Farm									\$1,000	\$0			\$1,000	\$1,000	\$3,500	\$3,500	\$1,000	\$0
Rich Earth Institute	\$ 2,800	\$ 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	\$4,000	\$4,000	\$6,000	\$4,800
Senior Solutions	\$ 12,000	\$ 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	\$14,000	\$14,000	\$14,000	\$13,300
SEVCA																	\$10,000	\$0
St. Bridgid's Kitchen																		\$0
SUSU Community Farm			\$ 5,000	\$ 5,000					\$7,000	\$5,250	\$1,750.00	\$7,000.00	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000	\$12,975
The Root Social Justice Center																	\$1,600	\$1,710
Theatre Adventure, Inc	\$ 7,000	\$ 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	\$30,000	\$15,000	\$20,000	\$16,000
Turning Point																	\$15,000	\$0
United Way	\$ 4,000																NA	NA
Vermont Wilderness School																	\$3,000	\$2,400
Vermont Adult Learning	\$ -	\$ 3,000							\$700	\$700	\$70.00	\$770.00	\$700	\$700	\$700	\$700	\$700	\$650
Vermont Association for the Blind	\$ 1,600	\$ 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	\$1,600	\$1,600	\$1,600	\$1,360
Vermont Center for Independent Living			\$ 2,500	\$ 1,500	\$2,500	\$1,500	\$650	\$2,150	\$2,500	\$0			\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$1,875
Vermont Family Network																	\$1,500	\$0
Vermont Independent Media			\$ 12,200	\$ 10,000					\$12,200	\$10,980	\$1,098.00	\$12,078.00	\$12,200	\$12,200	\$12,200	\$12,200	\$12,200	\$10,980
Visiting Nurse and Hospice of VT and NH	\$ 7,500	\$ 12,200	\$ 12,200	\$ 10,000													NA	NA
Windham Child Care Association	\$ 5,500	\$ 5,500															\$10,000	\$7,500
Windham County Dental Center (United Way)																	\$2,000	\$1,900
Windham County Humane Society					\$1,000	\$1,000		\$1,000	\$2,000	\$1,000	\$100.00	\$1,100.00	\$2,000	\$2,000	\$2,000	\$2,000	\$4,500	\$0
Windham County Philharmonic	\$ 1,500	\$ 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	\$3,500	\$3,500	\$4,000	\$3,600
Windham County Safe Place Child Advocacy Center																	\$10,000	\$9,497
Windham & Windsor Housing Trust																	\$20,000	\$15,000
Winston Prouty Center for Child & Family																	\$17,500	\$16,625
Women's Freedom Center	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$7,500	\$7,500	\$4,870	\$12,370	\$15,000	\$14,250	\$1,425.00	\$15,675.00	\$16,000	\$16,000	\$17,500	\$17,500	\$17,500	\$16,625
Summer Food Program (WSESU)									\$7,500	\$6,375	\$637.50	\$7,012.50	\$8,000	\$8,000			\$8,000	\$7,200
Youth Services - Big Brothers/Big Sisters	\$ 7,500	\$ 7,500							\$10,000	\$10,200	\$1,020.00	\$11,220.00	\$12,000	\$12,000	\$21,500	\$21,500	\$21,500	\$17,000
Youth Services-combined w/ Bratt Community Justice																		
Total Recommended year to year	\$ 113,000	\$ 113,000	\$ 176,200	\$ 139,000	\$174,300	\$140,300	\$22,095 (4,000), VNA (12,000) approved separately	\$162,395	\$225,200	\$178,905	\$19,115.50	\$198,020.50	\$261,900	\$261,900	\$364,800	\$275,575	\$388,182	\$280,891

## ARTICLE 14

**ARTICLE 14:** To see if the Town will transfer from the Unassigned General Fund Balance, the sum of one million, eighty-seven thousand, three hundred and six dollars (\$1,087,306) to be used as follows: a total of nine hundred eighty five thousand dollars (\$985,000) to the Capital Fund to pay five hundred and fifteen thousand dollars (\$515,000) for the required match for the Melrose Bridge Replacement, four hundred thousand dollars (\$400,000) for the Williams Street repair project, and fifty thousand dollars (\$50,000) for a Pool Planning study for the Living Memorial Park, and to transfer the remaining one hundred and twenty-two thousand, three hundred and six dollars (\$122,306) to the Living Memorial Park Generational Improvement project fund to reduce the borrowing for that project by the same amount.

The Selectboard recommended FY24 Budget includes \$1,087,306 as a Use of Fund Balance. This sum is to be used for a series of onetime capital items that include: \$515,000 as

the required 10% match for the Melrose Bridge Replacement project; \$400,000 for the Williams Street Repair project; \$50,000 for a Pool Planning study at Living Memorial Park; and the remaining \$122,306 to be transferred to a separate project fund to reduce the amount needed to borrow for the Living Memorial Project Generational improvements project. The amount used (\$1,087,306) was calculated according to the Selectboard's Guideline on the Use of Fund Balance, which involves setting aside 10% of the previous year's budget and using the remaining "excess" fund balance in following year's budget for one time expenditures.

Unassigned Fund Balance 6/30/2022	\$ 3,093,671.00
Budgeted Expenditures FY2023	\$ 20,063,642.00
10% Budgeted Expenditures	\$ 2,006,364.20
Excess Unassigned Fund Balance	\$ 1,087,306.80

## ARTICLE 16

**ARTICLE 16:** To see if the Town will ratify the Selectboard's decision to purchase portable radios in FY23 for the Brattleboro Police Department at a cost of Eighty-Seven Thousand, Seven Hundred and Thirty-One Dollars (\$87,731), which are part of the FY24 Capital Plan.

The FY24 Capital Equipment Replacement Program (CERP) includes \$140,000 for the replacement of handheld radios for the Brattleboro Police Department. Unfortunately, Chief

Norma Hardy informed the Selectboard in October of 2022 that radios had already begun to fail, leaving officers vulnerable and unable to call for back up. The Selectboard agreed to make an emergency purchase of a portion of the radios budgeted for replacement in FY24. The cost of that purchase was \$87,731. This article ratifies the the Selectboard's decision to purchase the radios prior to Representative Town Meeting on March 25, 2023.

## ARTICLE 18

**ARTICLE 18:** To see if the Town will authorize the expenditure of thirty-six thousand, five hundred fifty-two dollars (\$36,552) from Program Income (a revolving loan fund that disperses proceeds which originated as Community Development Block Grants) as a contribution to the operation of Southeastern Vermont Economic Development Strategies (SeVEDS).

### SeVEDS IMPACT STATEMENT FOR BRATTLEBORO TOWN REPORT MARCH 2022

Improving wages, creating jobs, attracting and keeping people in the region—this critical economic development work is beyond the capacity of a single community to substantially affect. SeVEDS creates strategies and attracts resources to help us act together as a region to build a thriving economy. Since 2007 when SeVEDS was founded as an affiliate of the Brattleboro Development Credit Corporation (BDCC), we have taken a proactive approach to long-term regional economic development. BDCC, Southeastern Vermont's Regional Development Corporation, develops and implements these strategies. Without an organization like SeVEDS, Regional Development Corporations are not typically able to conduct the workforce, small business, or community-based programs. This work is guided by the Comprehensive Economic Development Strategy (CEDS), a 5 year regional plan with simple goals: **Strengthen Business, Support People.** SeVEDS requests funding from all 27 towns we serve. In 2021, eighteen communities, representing 82% of Windham residents invested in SeVEDS. We use municipal funding in three ways:

To directly **fund implementation** of programs & projects serving local communities, businesses and people.

1. For **capacity**. SeVEDS regional municipal funds create programs, fund research and planning, support capacity to administer grants and projects, and capacity to help regional partners - in FY21 we helped bring another **\$4.2 Million** directly to other organizations – towns, businesses and non-profits.
2. As **seed funding**. We leverage town dollars to bring new money to the region - every dollar contributed is matched many times over. In the last five years, municipal funding directly and through matching funds launched career ed programs for high schools, workforce recruitment and retention programs, small business succession planning, and programs that support community projects and leaders.

**Background & Request:** SeVEDS requests funding at \$3.00 per person from all 27 towns served. Therefore, we ask the Town of Brattleboro to appropriate \$36,147 (based on a population of 12,049 - 2010 census) to support SeVEDS.

**Regular Programming:** SeVEDS funds initiatives to advance CEDS strategies, like high school programs, welcoming immigration, small business services and capacity-building for communities. **Read more in the BDCC & SeVEDS Annual Report** online at [www.brattleborodevelopment.com](http://www.brattleborodevelopment.com) or request



# ARTICLE 18

a copy at 802-257-7731 x230. Also see Program Section on Page 2.

## 2020-2021 Pandemic Response

SeVEDS guides regional economic development and recovery, with strategy and insight. We took a leading role in economic response and recovery for Tropical Storm Irene and the closure of the VY Nuclear Plant. During the COVID-19 pandemic BDCC has stretched to meet emerging needs by adapting programs, and executing relief efforts:

- BDCC conducted extensive outreach, as we do in any disaster, to collect and compile information about how businesses and employers were impacted, share the information with policymakers, and enact a local response.
- 684 businesses in the Region received liaison support and technical assistance from BDCC staff to help apply for federal and state relief, and in many cases to develop a “pivot” strategy to move forward. **183 Brattleboro businesses and non-profits were assigned a BDCC liaison or referred to the DBA for direct technical assistance.**
- 1,549 loans went to businesses and non-profits in the Region through the federal Paycheck Protection Program (PPP) and EIDL, totaling \$130,059,813. **601 Loans over \$65 Million were made to Brattleboro organizations.**
- 143 Windham Region business received Restart Vermont Technical Assistance (ReVTA) through BDCC. 54 of these local businesses received grants (up to \$4000. ). **In Brattleboro, 63 recipients received \$139,408 in grants. 32 of the statewide vendors were in Brattleboro as well, earning \$99,589 to provide technical assistance.** By February 2022 we will launch a new round of similar grants to help businesses pivot toward the future (CNPP).
- BDCC provided technical assistance and grants (up to \$10,000) to sole proprietors through CDBG-CV. In Brattleboro 13 businesses received \$116,940 in grants through BDCC.
- We provide webinars, **trainings, and technical assistance**, to help business and community leaders move forward. Check out our web site for upcoming trainings for entrepreneurs, board members, and homebuyers.

## SeVEDS-Led Programming

Programs and Services – Recent Updates:

- **BDCC’s Business Assistance Program** is a newly expanded 3 person team providing technical assistance and lending to businesses at all stages – startups to growth to owner successions – all at no cost.
- BDCC is expanding our **lending products** portfolio to help more entrepreneurs. Low fee, low interest loans from \$750 to \$90,000 are available even to businesses that need to build credit.
- The **Pipelines and Pathways Program (P3)** connects students in Windham County high schools with career awareness and preparedness opportunities to help every senior graduate with a solid plan for success, whether college or workforce-bound. BDCC employs a full time staffer who works in every high school teaching classes, facilitating workplace experiences, and creating education-employment connections.
- **Workforce development:** BDCC convenes regional partnerships, facilitates the Vermont Training Program which helps fund employee upskilling, and brings new

training and development programs to the region.

- **Recruitment and Retention:** We launched the Southern Vermont Welcome Wagon chapter which helps new and returning Vermonters connect with local hosts in their new communities. We also help employers secure the talent they need to grow their organizations here with recruitment services and support.
- **Southern Vermont Young Professionals** helps people in their 20s to 40s advance their careers and deepen connections in the region, fostering the next generation of leaders, innovators and entrepreneurs. Check out events every month including family friendly offerings, homebuyer classes and financial wellness.
- **Community Facilities Technical Assistance Program** is designed to help qualified projects and applicants with project development and management, and with becoming successful applicants to USDA Loan & Grant Programs. From fire stations and childcare centers, to town garages and medical centers, this program is a great way to stretch local dollars.
- We support local initiatives and the people who lead them through the **Southern Vermont Economy Project**. Since 2017 SVEP has provided 100+ trainings with over 2,000 participants, plus 43 online webinars to help solve problems, build local capacity and find resources. We are helping local organizations and towns with everything from connectivity to non-profit fundraising.
- **Welcoming Communities:** BDCC leads a regional partnership working to build an inclusive local immigration system to support foreign-born community members, and welcoming workplaces. This winter, as a result of BDCC’s efforts, Brattleboro will begin to welcome refugees with the help of ECDC (one of 9 national refugee resettlement agencies) and the local Community Asylum Seekers Project (CASP).
- **Supporting the regional job base:** In FY21 we supported employers that provide 25-30% of the jobs in this region, and dozens of local sole proprietors.
- **Providing economic research and data:** We conduct research to understand what’s happening in the economy, and to share this understanding with the communities and organizations we serve. This year a BDCC & SeVEDS Regional Data Report has been shared with your selectboard. The report is on our web site, or contact us to request a copy [jstromsten@brattleborodevelopment.com](mailto:jstromsten@brattleborodevelopment.com)
- **We advocate daily for the needs of the regional economy, from ensuring very small businesses aren’t left out of relief programs to pushing to expand programs that help your community achieve your goals.**

## ARTICLE 19

**ARTICLE 19:** To see if the Town, pursuant to Article VII, Section 4 of the Brattleboro Town Charter, will commission a Town-wide reappraisal of the taxable property within the Town to be completed for tax year 2027.

### TOWN WIDE RE-APPRAISAL

Vermont State statute (**32 V.S.A. § 4041a**) requires that the Director of Property Valuation and Review (PVR) mandate a municipalities to conduct Town-wide reappraisals if the Common Level of Assessment (CLA) falls below 85% or goes above 115%, or its Coefficient of Dispersion (COD) is above 20%. The publication of the 2022 Equalization Study, published on January 1, 2023, indicated that 165 of Vermont's 254 municipalities fall outside of this range and will be subject to mandates from the Director. Brattleboro, however, will not be a mandated Town this year, with a CLA of 86.65% and a COD of 16.74%. The Office of Assessment has also been closely tracking these numbers, and predict that next year

Brattleboro's CLA will be in the range of 75%-80%.

In order to retain the services of an appraisal company with a robust valuation software, the Assessors submitted an RFP in anticipation of a State order. On November 15th, 2022, the Selectboard approved the proposal of New England Municipal Consultants to complete a reappraisal for the 2027-2028 tax year. Due to the number of towns requesting proposals, this was the earliest this company could complete our Town-wide reappraisal. There is no guarantee they will be able to honor the same timeline if we were to postpone this decision.

Since Brattleboro's CLA still falls within the accepted limits set by the State, this matter comes before Representative Town Meeting, as set forth in the Charter, which stipulates: "Taxable property within the Town may be reappraised from time to time as may be deemed expedient by the Representative Town Meeting."

## ARTICLE 20

**ARTICLE 20:** To see if the Town will exempt from real property taxes the lands and buildings of New England Center for Circus Arts, a registered 501c3 nonprofit organization, as being used primarily for education, performing arts, health and recreational purposes.

This is an article asking whether to exempt the New England Center for Circus Arts (NECCA) from real property taxation on the basis that it operates for health and recreational purposes. The grand list value of the property is: \$1,661,850. The 2022 Taxes = \$46,375.56. According to the State Tax Department, if the exemption is voted, the Town must make up the education tax with a local agreement rate under 32 V.S.A. § 5404a.

The statute, Title 32, section 3832, provides that real property used by an organization primarily for health and recreational purposes is not exempt as a public, pious and charitable purpose or organization, unless the town votes to exempt such property from taxation. The Assessor's department has determined that the primary purpose of NECCA is for health and recreational purposes and thus the exemption must be voted by Representative Town Meeting. If exempted, NECCA would not pay any real property taxes, including both the municipal taxes and the state educational property tax. The Town would be responsible to pay the State education property portion of the tax bill to the State in the event that RTM votes this exemption.

The NECCA describes the property's principal and primary use as: "Instruction in circus arts, including physical aerial and ground skills such as trapeze, tumbling, juggling for adults and children."

The statute, 32 VSA § 3832. Public, pious, and charitable uses, states as follows:

The exemption from taxation of real and personal estate granted, sequestered, or used for public, pious, or charitable uses shall not be construed as exempting: (7) real and personal property of an organization when the property is used primarily for health or recreational purposes, unless the town or municipality in which the property is located so votes at any regular or special meeting duly warned therefor, and except for the following types of property:

(A) buildings and land owned and occupied by a health, recreation, and fitness organization that is:

(i) exempt from taxation under 26 U.S.C. § 501(c)(3);

(ii) used its income entirely for its exempt purpose; and

(iii) promotes exercise and healthy lifestyles for the community and serve citizens of all income levels



## ARTICLE 21

**ARTICLE 21:** To elect two representatives to the Capital Grant Review Board for a term of one year. Members to be nominated from the floor.

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

directors and two (2) representatives appointed annually by the representative town meeting. The board shall submit its recommendations in writing to the selectboard or the school directors, as the case may be. Its recommendations are advisory only."

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

## ARTICLE 22

**ARTICLE 22:** To see if the Town will elect or appoint members to the Town Finance Committee for a term of one year. Members to be nominated from the floor.

The Finance Committee is a Committee established by our Town of Brattleboro Charter. It is explained at Article II, Section 4C of the Charter. The Committee is established "for the general purpose of reviewing proposed and actual expenditures by the town . . . and such other budgets which affect the taxpayers of the town of Brattleboro." The Finance Committee makes recommendations to the Representative Town Meeting and to the voters. The Charter charges the Finance Committee to work with the Finance Director and other town officials to assess , review and make recommendations on the annual

budget and the town's financial policies, including "fund balances, debt management, capital improvements and the capital plan."

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

## ARTICLE 23

**ARTICLE 23:** To see if the Town will direct the Selectboard to include a specific amount of the FY25 budget to be allocated to Human Services funding.

### **Human Services Committee:**

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

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

Thus, in or around 2004, the Town of Brattleboro decided to separate the funding of these social services into a separate

article and placed it on the warning on its own motion. The Board was in need of some policy, as the number of agencies seeking an appropriation was growing large. Other towns adopted policies of the Selectboard putting on the warning the social service agency's requested appropriation automatically if it had been on last year's warning. Some Towns required that new requests be made by petition. In Brattleboro, the Town Meeting discussed this at the end of Town Meeting and formed a committee and commissioned a study and a report.

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

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

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

## ARTICLE 25

**ARTICLE 25:** 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. The person for the 2-year term of 2023-2025 to be nominated from the floor.

### **LIBRARY TRUSTEES**

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

The board of library trustees establishes the operating procedures and policies for the Brooks Memorial Library,

approves the library budget request to be forwarded to the selectboard, and employs a library director who shall be responsible for executing the same through a library staff.

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

# ANNUAL REPRESENTATIVE TOWN MEETING

## MARCH 19, 2022

Pursuant to the Warning for the Annual Town Meeting recorded in the Town Records Volume 22, page 4, the legal voters qualified to vote met online through the Zoom platform on March 19, 2022, at 8:30 A.M.

At 8:35 A.M., Moderator David Gartenstein called the meeting to order and confirmed with the Town Clerk that the meeting has been properly warned.

Town Clerk Hilary Francis reported that more than 110 Town Meeting Members were present. Moderator Gartenstein announced that 75 members constitute a quorum. A total of 128 members were present at various times of the day.

David Gartenstein led the meeting in the Pledge of Allegiance.

The Moderator called upon Prudence Mackinney to lead the meeting with opening remarks.

The Moderator enumerated the many years of public service provided to the town by former Town Meeting Members: Alta Barber, Ben Coplan, and Helene Henry who passed away since the last meeting. He asked for a moment of silence in their honor.

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

**ANNOUNCEMENTS:** The Moderator announced procedural rules of the meeting; that the meeting was being broadcast by BCTV Channel 10/1085, on Comcast and Southern Vermont Cable, as well as streaming live at [brattleborotv.org](http://brattleborotv.org) and Facebook with audio coverage by BCTV; and that interpretation for the deaf and hard of hearing was being provided by Elizabeth Fox, Janet Dickinson, Karen Todd, Virginia Clark and Kristal Hier. The Moderator asked all Town Meeting Members to take a moment and correct their names.

The Moderator asked all members to correct their names on Zoom, including preferred gender pronouns.

**PRELIMINARY MOTION #1)** Elizabeth McLoughlin 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" 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 "Raised Hand" feature button under the "Participants" button also found in the lower center 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 or the Town Charter, then these "Electronic Meeting Rules" shall prevail for this meeting.**

The motion was seconded. Following a brief discussion about the process of voting, Peter Case moved to call the question, which was seconded. The Moderator reminded the body that a vote to cease debate requires a two-thirds vote and is not debatable. On a Division Zoom poll vote, debate ceased with 106 in favor, 13 opposed, and 3 abstaining.

On a Division Zoom poll vote, the motion passed with 114 in favor and 5 opposed.

**PRELIMINARY MOTION #2)** Chair Ian Goodnow moved: That the following persons be authorized to remain in this Zoom meeting with the Selectboard and Town Meeting

Members: Town Manager Yoshi Manale, Town Attorney Robert Fisher, Assistant Town Manager Patrick Moreland, and Executive Assistant Jessica Sticklor.

The motion was seconded.

Tom Franks moved to call the question. This was seconded and on a Division Zoom poll vote, debate ceased with 111 in favor, 6 opposed, and 3 abstaining.

On a Division Zoom poll vote the motion passed with 115 in favor and 3 opposed.

**PRELIMINARY MOTION #3)** Daniel Quipp moved: That the electronic media and the ASL Interpreters be permitted to remain in this Zoom meeting.

The motion was seconded and on a Division Zoom poll vote passed with 117 in favor, 0 opposed and 1 abstaining.

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

**AUDITORS' REPORT:** Under **Article 1**, Jessica Gelter moved: That the auditor's reports be accepted as printed in the Annual Town Report and posted on the Town's website.

Following a brief procedural discussion, Peter Case moved to call the question. This was seconded and on a Division Zoom poll vote debate ceased with 107 in favor, 5 opposed, and 7 abstaining.

The article passed on a Division Zoom poll vote with 116 in favor, 0 opposed, and 4 abstaining.

**EMPLOY CPA:** Under **Article 2**, Tim Wessel moved: That the Town authorize its Selectboard to employ a certified public accountant or public accountants.

Peter Case immediately moved to call the question. This was seconded and on a Division Zoom poll vote debate ceased with 96 in favor, 2 opposed, and 9 abstaining.

The article passed on a Division Zoom poll vote with 111 in favor, 2 opposed, and 2 abstaining.

**TOWN CLERK:** Under **Article 3**, Elizabeth McLoughlin moved: That the appointment of Hilary Francis as Town Clerk for a term of one year until the 2023 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 118 in favor.

**INTERIM TOWN TREASURER:** Under **Article 4**, Ian Goodnow moved: That the appointment of Deborah Desrosiers as Interim Town Treasurer for a term of up to one year until the 2023 Representative Town Meeting be ratified, approved, and confirmed.

# ANNUAL REPRESENTATIVE TOWN MEETING

## MARCH 19, 2022

The motion was seconded. Following a brief discussion about why the position was interim instead of permanent, and the RTM's role in the process, Peter Case moved to call the question. This was seconded and on a Division Zoom poll vote debate ceased with 99 in favor, 13 opposed, and 6 abstaining.

The article passed on a Division Zoom poll vote with 117 in favor, 0 opposed, and 3 abstaining.

**TOWN ATTORNEY:** Under **Article 5**, Daniel Quipp moved: That the appointment of Fisher and Fisher Law Offices, P. C., as Town Attorney for a term of one year until the 2023 Representative Town Meeting be ratified, approved, and confirmed.

The motion was seconded. There was no discussion and the appointment was approved on a Division Zoom poll vote, with 113 in favor, 5 opposed, and 1 abstaining.

At this point, the Moderator took a moment to explain the nomination process for a number of articles going forward.

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

Maya Hasegawa, Aiden Thompson, Lissa Weinmann, Gary Stroud, Summer Price and Doran Hamm were nominated.

Following a brief discussion about the role of the Capital Grant Review Board, Jessica Gelter moved: That two of the following people be appointed to serve on the Capital Grants Review Board for a term of one year until the 2023 Representative Town Meeting: Maya Hasegawa, Aiden Thompson, Lissa Weinmann, Gary Stroud, Summer Price and Doran Hamm.

The motion was seconded. The Moderator explaining the process that the top two vote getters with 50% plus one of the vote will be appointed and each introduced themselves and stated why they wanted to be elected. Lissa Weinmann withdrew her nomination and there was further discussion about potential upcoming capital projects, and how the Brattleboro Charter describes this Board.

Peter Case moved to call the question, which was seconded. On a Division Zoom poll vote, debate ceased with 103 in favor, 9 opposed, and 7 abstaining.

On a Division Zoom poll vote, Maya Hasegawa was elected with 102 in favor, 4 opposed, and 16 abstaining. None of the other candidates received 50% plus one of the vote resulting in an additional vote being required.

**RECESS:** At 10:37 A.M. the Moderator declared a short recess.

At 10:48 A.M. the Moderator reconvened the meeting.

The Town Clerk confirmed that a quorum was

still present in the meeting.

On another Division Zoom poll vote, none of the nominees received 50% plus one of the vote, so again, nobody was elected to the second seat.

At this time, Summer Price, Gary Stroud, and Aiden Thompson withdrew their nominations, leaving only Ruth Garbus as the remaining candidate.

On a Division Zoom poll vote, Ruth Garbus was elected to the Capital Grants Review Board with 108 in favor and 5 opposed.

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

Lisa Rae, Chair of the Finance Committee thanked the committee and nominated the following members: Eli Coughlin-Galbraith, Alex Fischer, Oscar Heller, David Levenbach, Paula Melton, Lisa Rae, and Mary White.

Austin Rice moved to approve this as a single slate instead of voting on each nominee individually. This was seconded and with no further discussion, approved on a Division Zoom poll vote with 114 in favor, 4 opposed, and 4 abstaining.

With no further discussion, Tim Wessel moved: That the following people be appointed to serve on the Representative Town Meeting Finance Committee for a term of one year until the 2023 Representative Town Meeting: Eli Coughlin-Galbraith, Alex Fischer, Oscar Heller, David Levenbach, Paula Melton, Lisa Rae, and Mary White, 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 further discussion, on a Division Zoom poll vote, Eli Coughlin-Galbraith, Alex Fischer, Oscar Heller, David Levenbach, Paula Melton, Lisa Rae, and Mary White were appointed to the Representative Town Meeting Finance Committee, with 120 in favor, 3 opposed, and 2 abstaining.

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

John Kennedy, a member of the committee, nominated the following members: Anne Fielder, David Miner, Gary Stroud, Kipton Tewksbury, Aiden Thompson, and John Kennedy.

Jennifer Griffith nominated herself.

Aiden Thompson nominated Sarah Turbow.

After a brief discussion regarding committee process and time commitment, Elizabeth McLoughlin moved: That the following people

be appointed to serve on the Human Services Review Committee for a term of one year until the 2023 Representative Town Meeting: Anne Fielder, David Miner, Gary Stroud, Kipton Tewksbury, Aiden Thompson, John Kennedy, Jennifer Griffith, and Sarah Turbow, and to further authorize the Moderator to make additional interim appointments to the Human Services Review Committee for a term to expire at the next annual Representative Town Meeting.

The motion was seconded. Following a brief discussion clarifying that non-RTM members are allowed to serve on this committee, on a Division Zoom poll vote, Anne Fielder, David Miner, Gary Stroud, Kipton Tewksbury, Aiden Thompson, John Kennedy, Jennifer Griffith, and Sarah Turbow were appointed to the Human Services Review Committee with 119 in favor, 1 opposed, and 2 abstaining.

**LIBRARY TRUSTEES:** Under **Article 9**, Ian Goodnow moved: That the following people be appointed to serve on the Board of Trustees for the Brooks Memorial Library for a three-year term, from 2022 to 2025: Howard Burrows, Ann Verily, and Joyce Sullivan; and Sirkka Kauffman for a term to expire in 2024.

The motion was seconded. With no discussion, the motion was adopted with 116 in favor, 0 opposed, and 3 abstaining.

**AUTHORIZATION TO BORROW:** Under **Article 10**, Daniel Quipp moved: That the Selectboard be authorized to borrow money in anticipation of taxes, grants and other revenue.

The motion was seconded and with no discussion, the article was adopted on a Division Zoom poll vote with 112 in favor, 3 opposed, and 4 abstaining.

**RTM STEERING COMMITTEE REPORT:** Under **Article 11**, Jessica Gelter moved: To accept the RTM Steering Committee report.

The motion was seconded.

Millicent Cooley immediately moved to amend the article by adding the following language to the end of it: "and to disband the committee effective immediately." The motion was seconded. A moderate discussion was had regarding the work that the Steering Committee did over the past year, the pros and cons of the committee structure, and potential paths forward.

**RECESS:** At 12:03 P.M. the Moderator declared a recess for lunch.

At 12:47 P.M. the Moderator reconvened the meeting and confirmed that a quorum was present.

Gary Stroud moved to call the question on the Cooley amendment. This was seconded and failed on a Division Zoom poll vote with 73 in favor, 41 opposed, and 4 abstaining.

Following further discussion including



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## MARCH 19, 2022

questions and comments from the body and opinions and experiences from the RTM Steering Committee members, George Carvill moved to amend the Cooley amendment to add to it "and recommend that the next Charter Review Commission consider adding and defining this committee." This was seconded.

Discussion continued regarding the role of the Charter Review Commission. Peter Case moved to call the question. This was seconded and on a Division Zoom poll vote debate ceased on the Carvill amendment to the Cooley amendment with 85 in favor, 27 opposed, and 5 abstaining.

The Carvill amendment to the Cooley amendment passed on a Division Zoom poll vote with 69 in favor, 42 opposed, and 6 abstaining.

Following additional debate of the same issues, Tim Wessel moved to call the question on the Cooley amendment as previously amended by Carvill. This was seconded and debate ceased on a Division Zoom poll vote with 104 in favor, 13 opposed, and 6 abstaining. The Cooley amendment as previously amended by Carvill passed on a Division Zoom poll vote with 83 in favor, 31 opposed, and 7 abstaining.

With no further discussion, on a Division Zoom poll vote, the original motion as amended was adopted with 97 in favor, 21 opposed, and 3 abstaining.

**RTM MEMBER LUNCH:** Under **Article 12**, Tim Wessel moved: To raise and appropriate the sum of two thousand five hundred dollars (\$2,500) for the purpose of providing lunch to Representative Town Meeting members at the 2023 Representative Town Meeting as recommended by the Representative Town Meeting Steering Committee.

The motion was seconded. Following a brief discussion regarding the community building and accessibility benefits of providing lunch, versus the use of tax payer dollars for such an initiative, Rikki Risatti moved to amend the motion to double the amount to \$5,000. This was seconded. Rick Morton immediately moved to call the question on the Risatti amendment. This was seconded and on a Division Zoom poll vote, debate ceased with 97 in favor, 12 opposed, and 7 abstaining.

On a Division Zoom poll vote, the Risatti amendment failed with 11 in favor, 107 opposed, and 2 abstaining.

Following additional discussion on the same topics as listed above, Peter Case moved to call the question on the original motion. This was seconded and on a Division Zoom poll vote, debate ceased with 84 in favor, 32 opposed, and 3 abstaining.

On a Division Zoom poll vote, Article 12 was defeated with 49 in favor, 69 opposed, and 2 abstaining.

**RTM STEERING COMMITTEE:** Under **Article 13**, prior to a motion, the Moderator noted that the RTM previously voted under Article 11 to disband the body and have it reviewed by the Charter Review Commission. The Charter does not allow the body to skip over any warned articles, but the expectation is that nobody will be nominated.

Elizabeth McLoughlin moved: That nobody be appointed to serve on the RTM Steering Committee for a term of one year until the 2023 Representative Town Meeting.

Following a brief process discussion, Chris Chapman moved to call the question. This was seconded, and on a Division Zoom poll vote, debate ceased with 108 in favor, 8 opposed, and 5 abstaining.

Article 13 was passed with no appointees on a Division Zoom poll vote, with 72 in favor, 23 opposed, and 21 abstaining.

**SELECTBOARD COMPENSATION:** Under **Article 14**, Ian Goodnow moved: That the compensation of the Selectboard Chairperson be set at \$10,000 and that the salaries of the other members of the Selectboard be set at \$8,000 each.

The motion was seconded. A brief discussion followed highlighting that dependent care reimbursement was moved to a line item in the budget, and members of the Selectboard indicating that the current compensation is useful and appreciated though it did not seem to draw more candidates during the election. Kristopher Cain moved to amend the article to an eight percent increase due to inflation. This was seconded.

Members of the Selectboard pointed out that they are not asking for this increase, and it comes down to what members of RTM wish to pay the Selectboard.

Peter Case moved to call the question on the Cain amendment. This was seconded and on a Division Zoom poll vote, debate ceased with 99 in favor, 15 opposed, and 3 abstaining.

On a Division Zoom poll vote the Cain amendment was defeated with 20 in favor, 92 opposed, and 4 abstaining.

Peter Case moved to call the question on the original motion. This was seconded and on a Division Zoom poll vote debate ceased with 91 in favor, 26 opposed, and 1 abstaining.

Article 14 was adopted on a Division Zoom poll vote with 99 in favor, 16 opposed, and 1 abstaining.

**TRANSFER TO CAPITAL FUND FROM THE UNASSIGNED GENERAL FUND BALANCE FOR PAVING PROJECTS:** Under **Article 15**, Daniel Quipp moved: That the Town transfer from the Unassigned General Fund Balance

to the Capital Fund the sum of \$300,000 to pay, to that extent, the cost of paving projects.

The motion was seconded. Following a brief discussion about the budget, the merits of paving, and the materials used in the paving process, the article passed on a Division Zoom poll vote with 107 in favor, 3 opposed, and 5 abstaining.

**RECESS:** At 3:01 P.M. the Moderator declared a short recess.

At 3:10 P.M. the Moderator reconvened the meeting.

The Town Clerk confirmed that a quorum was still present in the meeting.

**COMMUNITY MARKETING INITIATIVE:** Under **Article 16**, Jessica Gelter moved: That the Town appropriate the sum of \$37,159 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.

Greg Lesch, Executive Director of the Brattleboro Chamber of Commerce provided an update to how the project has been going thus far. A brief discussion with opposing views as to the benefits to current residents ensued.

Peter Case moved to call the question. This was seconded and on a Division Zoom poll vote, debate ceased with 91 in favor, 24 opposed, and 2 abstaining.

On a Division Zoom poll vote, the motion passed with 75 in favor and 45 opposed.

**DOWNTOWN IMPROVEMENT DISTRICT:** Under **Article 17**, Tim Wessel 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 following a brief comment clarifying the geographical area of the Downtown Improvement District, on a Division Zoom poll vote, the motion passed with 101 in favor, 13 opposed, and 2 abstaining.

**HUMAN SERVICE PROGRAMS:** Under **Article 18**, Elizabeth McLoughlin moved:

That the Town raise and appropriate the sum of two hundred seventy-five thousand, five hundred seventy-five dollars (\$275,575) to

# ANNUAL REPRESENTATIVE TOWN MEETING

## MARCH 19, 2022

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 Brother Big Sisters-\$7,500;  
 Boys and Girls Club-\$24,275;  
 Brattleboro Area Hospice-\$6,000;  
 Brattleboro Center for Children-\$4,500;  
 Building a Positive Community-\$8,750;  
 Community Asylum Seekers Project, Inc.-\$3,750;  
 Family Garden-\$2,500;  
 Food Connects- \$5,000;  
 Gathering Place-\$5,000;  
 Green Mountain RSVP-\$900;  
 Groundworks Collaborative- \$20,000;  
 Health Care and Rehabilitation Services-\$10,000;  
 Meeting Waters YMCA-\$10,000;  
 Out in the Open-\$16,500;  
 Putney Foodshelf-\$1,000;  
 Retreat Farm-\$2,500;  
 Senior Solutions-\$4,000;  
 SEVCA- \$14,000;  
 The Root Social Justice Center-\$20,000;  
 Theatre Adventure inc.-\$1,900;  
 Turning Point-\$15,000;  
 Vermont Adult Learning-\$1,500;  
 Vermont Association for the Blind-\$700;  
 Vermont Center for Independent Living-\$1,600;  
 Vermont Family Network-\$2,500;  
 Visiting Nurses and Hospice of VT and NH-\$12,200;  
 Windham County Dental Center-\$7,500;  
 Windham County Humane Society-\$2,000;  
 Windham County Safe Place Child Advocacy Center-\$3,500;  
 Windham Windsor Housing Trust-\$10,000;  
 Winston Prouty Center for Child and Family-\$10,000;  
 Women's Freedom Center-\$17,500;  
 Youth Services-\$21,500

Kristopher Cain immediately moved to amend the article and adjust the funds and increase the amount by eight percent. This motion was not seconded.

Members of the committee spoke to the process used in vetting the organizations. Peter Case moved to call the question. This was seconded and on a Division Zoom poll vote debate ceased with 93 in favor, 20 opposed, and 2 abstaining.

On a Division Zoom poll vote, the motion passed with 111 in favor, 7 opposed, and 1 abstaining.

**HUMAN SERVICES ALLOCATED FUNDING:** Under **Article 19**, Ian Goodnow moved: To direct the Selectboard to allocate to Human Services funding in the FY24 Budget an amount equivalent to up to 1.4% of the FY23 Budget.

The motion was seconded. Kurt Daims immediately moved to amend the article by increasing the amount from 1.4% to 2.2%. This was seconded. Following a moderate discussion including topics on the important work done by these organizations especially during a time of a pandemic, the fact that COVID funding is going away, the impact this would have on the budget, and an explanation of the committee's vetting process, Mary Casey moved to cease debate on the Daims amendment, which was seconded. On a Division Zoom poll vote, debate ceased with 100 in favor, 14 opposed, and 3 abstaining.

On a Division Zoom poll vote, the Daims amendment was defeated with 55 in favor and 63 opposed.

Lissa Weinmann immediately moved to call the question. This was seconded and on a Division Zoom poll vote debate ceased with 85 in

favor, 27 opposed, and 1 abstaining.

The original motion was adopted on a Division Zoom poll vote with 103 in favor, 12 opposed, and 1 abstaining.

**MOUNTAIN HOME PARK SPECIAL BENEFIT ASSESSMENT TAX DISTRICT:** Under **Article 20**, Daniel Quipp moved: That the Town raise and appropriate the sum of \$131,698.86 through special assessments on property within the "Mountain Home Park Special Benefit Assessment Tax District" (as approved by Town Meeting, March 24, 2007, and as delineated in the Town Ordinance entitled "Municipal Act to Establish and Regulate the Mountain Home Park Special Benefit Assessment Tax District") for the purpose of paying debt service on the capital improvements to the water and sewer lines serving the Mountain Home and Deepwood Mobile Home Parks.

The motion was seconded. A brief statement was made providing background to this article. Steven Brown moved to call the question. This was seconded and on a Division Zoom poll vote, debate ceased with 100 in favor, 9 opposed, and 2 abstaining.

On a Division Zoom poll vote, the motion carried with 111 in favor, 1 opposed, and 2 abstaining.

**SeVEDS:** Under **Article 21**, Jessica Gelter moved: That the Town authorize the expenditure of \$36,552 from Program Income (a revolving loan fund that disperses proceeds which originated as Community Development Block Grants) as a contribution to the operation of Southeastern Vermont Economic Development Strategies (SeVEDS).

The motion was seconded.

Casey Haines of BDCC and Adam Grinold, Executive Director of BDCC and SeVEDS thanked the body and Brattleboro residents for their long standing support, and provided some background to the work they have been doing. There was some discussion about the difference between funding SeVEDS and funding the Human Services organizations in previous articles. Peter Case moved to call the question. This was seconded and on a Division Zoom poll vote debate ceased with 84 in favor, 31 opposed, and 3 abstaining.

Article 21 passed on a Division Zoom poll vote with 74 in favor and 39 opposed.

At this point, being almost 5:00 P.M., Steven Brown moved to suspend the rules in order to continue the meeting past 5:00 P.M. This was seconded. The Moderator reminded the body that a suspension of the rules is not debatable and requires a two-thirds vote. On a Division Zoom poll vote, the rules were suspended with 95 in favor, 22 opposed, and 2 abstaining.

**TOWN APPROPRIATION:** Under **Article 22**, Tim Wessel moved: That the Selectboard be authorized to raise, appropriate and expend the sum not to exceed \$19,328,908 in order to defray to that extent all general fund expenses for the period of July 1, 2022, through June 30, 2023, including all highway and Windham County taxes, and that the Selectboard be authorized to expend, in addition, any sum authorized for special purpose under any article contained in the warning for this meeting or any special Representative Town Meeting. This motion includes \$15,929,331 to be collected in property taxes, and the balance to be comprised of all other sources of revenue collected by the Town. This motion also provides that the Town and School District taxes assessed on the Grand List as of April 1, 2022, shall be due and payable in four (4) equal installments payable to the Town Treasurer until overdue, then to the Collector of Taxes; that such payment of the installments shall be received by the Town Treasurer's Office on or before 5:00pm on August 15, 2022, November 15, 2022, February 15, 2023, and May 15, 2023; and that interest at a rate of one percent (1%) per month be charged from the due date of payment on any overdue payment of the town tax, installment, or portion thereof; and that a penalty of eight percent (8%) be charged on any overdue payment that remains due and owing on May 16, 2023.

The motion was seconded and Tim Wessel explained an error in the



# ANNUAL REPRESENTATIVE TOWN MEETING

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amount listed on the warning, which was five dollars off from the budgeted amount from article 16. The motion reflects the actual amount.

Following a brief discussion regarding the reasoning behind such a major article being so late on the agenda, the importance of having a substantive discussion about the largest funding item on the warning, and the powers of RTM in adjusting the budget, Tom Franks moved to call the question. This was seconded and on a Division Zoom poll vote was defeated with 71 in favor, 37 opposed, and 5 abstaining.

Dick DeGray immediately moved to amend the motion by reducing the budget by \$500,000 to \$18,828,908. This was seconded. Following a moderate discussion about the need to reduce taxes due to inflation and increased gas prices, the need to keep the budget as is or increase it in order to support the people of Brattleboro, the services that would be cut by a decrease in the budget like this, and the amount of money that would be saved by individual tax payers versus the impact it would have on the town, Austin Rice moved to call the question on the DeGray amendment. This was seconded and on a Division Zoom poll vote, debate ceased with 101 in favor, 12 opposed, and 1 abstaining.

On a Division Zoom poll vote, the DeGray amendment was defeated with 12 in favor, 102 opposed, and 1 abstaining.

Following further clarifying questions and a brief discussion about the budget not entirely reflecting the recommendations of the Community Safety Report, Peter Case moved to call the question. This was seconded and on a Division Zoom poll vote, debate ceased with 84 in favor, 25 opposed, and 3 abstaining.

On a Division Zoom poll vote, the original motion carried with 100 in favor, 6 opposed, and 5 abstaining.

**BRATTLEBORO UNION STATION MUSEUM BUILDING SALE:** Under Article 23, Elizabeth McLoughlin moved: That the Town authorize the sale and conveyance of the Brattleboro Union Station Museum building and associated land to the Brattleboro Museum and Art Center, Inc. for One Dollar (\$1.00) and other valuable consideration as set forth in the Purchase and Sale Contract between the Town of Brattleboro and the Brattleboro Museum and Art Center, Inc., and to authorize the Town Manager to sign any necessary documents to effect the transfer.

The motion was seconded.

Kurt Daims immediately moved to recess until Sunday, March 20. This was seconded. The Moderator ruled this out of order because Article 23 was already on the floor. Kurt Daims appealed the ruling of the Moderator due to an issue with the chat function and the

lack of ability to properly raise a privileged motion. This was seconded. Ruth Garbus moved to call the question on the appeal of the Moderator's ruling. This was seconded and on a Division Zoom poll vote, debate ceased with 97 in favor, 6 opposed, and 2 abstaining.

On a Division Zoom poll vote, the Moderator's ruling was sustained with 90 in favor and 17 opposed.

Following a brief discussion in support of this transfer, and a few clarifying questions, Ruth Garbus moved to call the question. This was seconded and on a Division Zoom poll vote, debate ceased with 93 in favor, 10 opposed, and 2 abstaining.

Article 23 was adopted on a Division Zoom poll vote with 98 in favor, 8 opposed, and 2 abstaining.

**RECESS:** At 6:06 P.M. the Moderator declared a short recess.

At 6:15 P.M. the Moderator reconvened the meeting.

The Town Clerk confirmed that a quorum was still present in the meeting.

Kurt Daims moved to recess until March 22. This was seconded. On a Division Zoom poll vote, this motion was defeated with 27 in favor, 77 opposed, and 1 abstaining.

**AGRICULTURAL LAND PROTECTION FUND:** Under Article 24, Ian Goodnow moved: That the Town expand the purpose of the Agricultural Land Protection Fund and to rename it the Brattleboro Agricultural and Food Systems Revolving Loan and Grant Fund.

The motion was seconded. Samuel Stevens immediately moved to amend the motion to alter the purpose as is proposed in the article but not to change the name by ending the motion after "Land Protection Fund." This amendment was seconded. Following a brief conversation regarding the proposed name seeming needlessly wordy, and debate that the proposed name is intentional to be descriptive for grant purposes, Steven Brown moved to call the question on the Stevens amendment. This was seconded and on a Division Zoom poll vote, debate ceased with 94 in favor, 5 opposed, and 3 abstaining.

On a Division Zoom poll vote, the Stevens amendment was defeated with 14 in favor, 88 opposed, and 2 abstaining.

The original motion was carried on a Division Zoom poll vote with 101 in favor, 3 opposed, and 1 abstaining.

**TAX STABILIZATION AGREEMENTS WITH ALTERNATIVE ENERGY GENERATING PLANTS:** Under Article 25, Daniel Quipp moved: That the Town authorize and provide general authority to the Selectboard to enter into Tax Stabilization Agreements with

alternative energy generating plants, to fix and maintain the valuation of such properties on the Grand List.

The motion was seconded. Following a moderate discussion about how this article came to be, concerns that alternative energy sites should be developed on already disturbed rather than undeveloped land, and lack of a formulated policy, Lissa Weinmann moved to amend the motion to include granting the Selectboard the general authority to give preference to tax stabilization for alternative energy projects to be built where the land is already disturbed. The Moderator ruled this amendment as out of order and not germane to the article, because the additional language goes beyond the scope of the warned article. Peter Case then moved to call the question. This was seconded and on a Division Zoom poll vote, debate ceased with 79 in favor, 19 opposed, and 4 abstaining.

Following some research on the role of abstentions in the division vote and determining that they should not count toward the percentage, it was determined that Article 25 was passed on a Division Zoom poll vote with 51 in favor, 50 opposed, and 4 abstaining.

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

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

*Rikki Risatti* moved that RTM recommend to the Selectboard that the area where the Archery building at 26 Depot Street is located, once demolished, not be turned into a parking lot. This was seconded. Following a brief discussion highlighting that the Brattleboro Development Review Board has already approved the plans to remove the Archery building and that 95% of the green space will remain, the Risatti motion was defeated on a Division Zoom poll vote with 16 in favor, 72 opposed, and 10 abstaining.

*Fhar Miess* moved that the Brattleboro RTM recommend that the Selectboard implement the tax stabilization program for alternative-energy generating plants such that a primary criterion of eligibility is being located on sites already-developed or -disturbed due to a previous and unrelated use and/or development. This would include such sites as rooftops, parking lots, brownfields, and landfills. The primary goal of the request is to reduce the municipal tax portion of new photovoltaic (PV) arrays sited on already-developed or -disturbed sites such that PV arrays that otherwise would not have been built, or otherwise would have been built on 'greenfields', are incentivized to more likely be built on already-developed or -disturbed sites.

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This was seconded. Following a brief discussion stating support for this motion, and others stating that it is appreciated but there is still concern over a lack of formulated policy as was the case in Article 25, Rebecca Tatkovsky moved to call the question. This was seconded and on a Division Zoom poll vote, debate ceased with 91 in favor, 5 opposed, and 2 abstaining.

On a Division Zoom poll vote, the Miess resolution was adopted with 78 in favor, 17 opposed, and 2 abstaining.

*Austin Rice* moved that RTM recommend that the 2023 meeting be held in a hybrid format with voting RTM members required to attend in-person, while also having a zoom option made available to the public, with a zoom co-host assigned to assist with the virtual aspect of the meeting. This was seconded.

Following a brief discussion about some RTM members potentially needing the remote option as well in order to attend future meetings, Sonia Silbert moved to amend the article to add after "in hybrid format" the words "and offer ways to attend in-person or virtually (striking out "RTM members required

to attend in-person") with details to be determined by the Selectboard". So the entire motion as amended would read: "I move that RTM recommend that the 2023 RTM be held in a hybrid format, and offer ways to attend in-person or virtually, while also having a Zoom option made available to the public, with a Zoom co-host assigned to assist with the virtual aspect of the meeting, with details to be developed by the Selectboard."

This amendment was seconded. Rikki Risatti moved to amend the Silbert amendment to have the format and details determined by the public through a vote, instead of the Selectboard making those determinations. The Moderator ruled this out of order and not germane.

Gary Stroud moved to call the question on the Silbert amendment. This was seconded and on a Division Zoom poll vote, debate was ceased with 77 in favor, 7 opposed, and 5 abstaining.

On a Division Zoom poll vote, the Silbert amendment carried with 62 in favor, 25 opposed, and 4 abstaining.

Doran Hamm moved to call the question on the original motion as amended. This was seconded and on a Division Zoom poll vote, debate ceased with 80 in favor, 8 opposed, and 4 abstaining.

The Rice motion as amended carried on a Division Zoom poll vote with 59 in favor, 25 opposed, and 6 abstaining.

*Doran Hamm* moved to adjourn the meeting. This was seconded. On a Division Zoom poll vote, the motion to adjourn carried with 75 in favor, 15 opposed, and 2 abstaining.

There being no other business, the Moderator declared the meeting adjourned at 8:12 P.M.

Attest:

Hilary Francis, Town Clerk  
Elizabeth McLoughlin, Selectboard Chair  
David Gartenstein, Moderator

# SELECTBOARD

It took some time to convince myself that this portion of the Brattleboro Annual Town Report is necessary. I am only one Selectboard Member. My role as Chair is defined in the Brattleboro Town Charter in one line: "The chair shall preside at meetings of the board, shall represent the town government for ceremonial purposes, but he or she shall have no administrative duties." (See Art. IV Sec. 5(b)). Is this section of the Town Report purely ceremonial?

Nevertheless, as the Chair, I have concluded that it is my responsibility to future interested parties to present a brief reflection of the past year, from a Board Member's perspective. Perhaps a future Selectboard Chair will determine that this responsibility is unnecessary at best, or at worst overly expands the power of the Chair role, and will cut it entirely. I leave that determination to a future soul, braver than I. Thus, it is with some reluctance that I present these brief remarks on behalf of the Brattleboro Selectboard.

2022 brought a new phase of the COVID-19 pandemic to our community, and with it came many new challenges. As a Selectboard and a town, we had to ask how to balance a return to some kind of normalcy while continuing to consider the risks, safety, and accessibility of our government functions. As a Board and community member, it often felt that there was no correct answer. Our Board's discussions of how and where to warn Representative Town Meeting this March, and how much to propose for cost-of-living increases for non-union Town staff members are just two of many difficult discussions that the Board had on topics resulting directly from the pandemic and its economic fallout. Our community faces increased pressures on housing, homelessness, inflation, addiction, and crime, all worsened by the pandemic - issues that impact our most marginalized and underrepresented populations the hardest.

The Board had many ambitious goals in March of 2022 to continue addressing these community issues when I became chair. Many of those goals remain unfinished. This was primarily due to two challenges that the Board had not anticipated at the beginning of this year.

First came the change in emergency medical services (EMS), arising from a contract dispute between the Town and

its long time EMS provider, Rescue, Inc. This resulted in the Brattleboro Fire Department partnering with Golden Cross Ambulance Services to provide a hybrid service to the Town for the following year. It is impossible for me to fully express my gratitude to BFD and Golden Cross for their diligence in making this system work on such short notice. An immense amount of data has been collected as they built this system, which the Town will use in future evaluations of EMS services in Brattleboro. In this way Brattleboro will receive the much needed transparency as this transition period continues. This summer, the Board authorized an EMS feasibility study, conducted by a third-party investigator, A.P. Triton, to explore a variety of options for EMS providers in Brattleboro. The Board and the community were presented with those findings at the end of 2022 and together we continue to weigh and analyze that report and our data. The Selectboard acknowledges that the question of EMS in Brattleboro is not resolved, and is committed to a thorough and transparent evaluation of the various options that Brattleboro could consider for EMS in the future.

The second unexpected challenge was the change in leadership of the Town Manager. Yoshi Manale served as our Town Manager for six months. In June of 2022, when Manale and the Town parted ways, the Board began to search for a new Town Manager. In the interim, Assistant Town Manager Patrick Moreland stepped into the role of Town Manager to provide leadership and stability during the search and transition. Brattleboro is lucky to have Mr. Moreland, whose steady hand steered the wheel while the Board moved through the process of hiring a new Town Manager. Conducting a nationwide search and convening multiple rounds of interviews with many qualified candidates took much of the Board's time throughout the summer and early fall. I am happy to report that this important task reached a satisfactory conclusion on December 31, 2022 as John Potter became the Town of Brattleboro's new Town Manager. I have great confidence in Mr. Potter's ability. His managerial experience and thoughtfulness will facilitate his movement into a leading role in our community. As I will be one member of the 2023-24 Selectboard, I consider it one of my top priorities to continue to help Mr. Potter and Town staff in this

leadership transition.

Having worked through these two moments, the Board concluded the second half of this year creating the FY24 budget with Town staff, which Representative Town Meeting will consider shortly. I am pleased with our work and careful consideration in crafting the proposed budget and RTM warning. RTM will consider many things on March 25, 2023, including extensive generational improvements to the Living Memorial Park and whether to take a proactive stance on beginning the townwide reappraisal process. It is my sense that RTM will recognize the importance of these projects to our town and approve them.

I conclude my Chair's remarks with a word of gratitude for this town. Having observed political discourse in our country become more polarized and ineffectual, I am grateful to this town and its community members for continuing to engage in thoughtful, respectful discussions. Brattleboro is a very special place and I am grateful to have been the Chair of your selectboard for the last year, but more importantly, to live among such a caring community.

Ian Goodnow,  
Chair, Brattleboro Selectboard

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<sup>1</sup> I humbly suggest that the recently formed Charter Review Commission amend this to more gender-inclusive language.

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

## PLANNING DIRECTOR'S REPORT TO THE SELECTBOARD ON THE 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 noteworthy progress towards undertaking actions in the 2018 Town Plan.

- **Encourage the improved energy efficiency of municipal and school district buildings and operations.**

The Town has put significant work into planning for generational improvements at Living Memorial Park. Key to the energy efficiency upgrades, is the replacement of the refrigeration system at the skating rink. Originally recommended in 2013 in a consultant report, the town is exploring transitioning from R-22 refrigerant to a natural refrigerant. Other components of the rink project (roof replacement, lighting upgrades, and other equipment replacement) will improve efficiency in the building if implemented.

- **Disseminate information on energy efficient resources and programs.** The Energy Committee co-sponsored a community build with Windowdressers, a volunteer community build program to make window inserts to help improve the warmth and comfort of interior spaces, lower heating costs, and reduce carbon dioxide emissions.

The Sustainability Coordinator began working with Efficiency Vermont to begin a focus campaign on improving energy efficiency in Brattleboro's homes, apartments, and businesses. Several community presentations on topics related to energy efficiency, including ways that Efficiency Vermont can help through its services, financial incentives, and state-wide partners, were made.

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.

- **Create an agricultural lands inventory that provides information on soil type, current land use, and food production.** This was a project of the Agricultural Advisory Committee. Drew Adam, a member of the committee, with assistance from a Planning Intern, reviewed and updated the data. At the close of 2022, the Windham Regional Commission began making the map edits. A digital map will be finalized in 2023.

- **Amend the policies of the Agricultural Land Protection Fund to allow it to be used for projects that enhance the viability of farming.** Representative Town Meeting approved the changes to the fund to expand its use to include support for food and farm operations through capital loans and other operational support. Agricultural Advisory Committee members drafted policy language for the fund while Planning and Finance department staff worked on loan terms and details and lending documentation. It is anticipated that the new fund will be ready for consideration by the Selectboard in early 2023.

- **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 gardens. The Sustainability Coordinator continued to work with Edible Brattleboro to plan for possible gardens as part of the redevelopment of 250 Birge Street. Town employees are exploring the possibility of staff gardens at the municipal center, as are other major employers around town like Brattleboro Savings & Loan. The launch of the Field to Fork Community Tool Library at Brooks Memorial Library allows library card holders the opportunity to reserve and borrow garden tools and kitchen equipment.

- **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.** The Town continued to work with Amtrak to support their efforts to build a new train station to be constructed across the tracks from the existing station. The Town demolished the former "Archery Building" at 26 Depot Street and constructed a parking lot adjacent to where the new Amtrak Station will be located.

- **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 applied for and received a grant from the VT Agency of Transportation to add bike lanes to both sides of the street and eliminate a parking lane. This will be completed in 2023. The Town also worked with the Retreat Farm to advocate for pedestrian crosswalk from the Retreat Farm to the Retreat Meadows. A crosswalk and Rapid Rectangular Flashing Beacon will be installed in 2023 as part of the VT Agency of Transportation's paving project on Route 30.

- **Support in-town bus operated by Connecticut River Transit.** The bus is now operated by Southeastern Vermont Transit (SEVT). After 9 months of no representation on the SEVT board, Planning Director Sue Fillion was nominated by SEVT to serve in a seat that represents Brattleboro. Her nomination was supported by the Selectboard a Support for food and farm operations through capital loans and other operational support and she was appointed in December 2022.

- **Support the creation of prominent art activities, events, and art installations.** Representative Town Meeting voted to continue to provide funding to the Town Arts Fund, which is administered to the Arts Council of Windham County. The Town Arts Fund promotes the development and presentation of creative projects that contribute positively to the greater community and to the vibrancy and diversity of Brattleboro's arts and cultural landscape. In 2022, ten projects were awarded funding. These projects include murals, tai chi and cooking lessons, radio production, cross cultural food and film, art experience for people with physical or developmental disabilities, a puppeteer musical folktale performance, a public art project that builds on the Community Safety Review, filmmaker apprenticeship, and an interactive solo theatrical performance with a "storyweaving" workshop.



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

- **Support signature events and festivals.** To support Gallery Walk, the Town authorized the closure Harmony Parking Lot and Elliot Street from the Harmony Lot to Main Street during the monthly event. This allowed safe gathering spaces for music, art, and community building. The Town also purchased water barriers and had power outlets installed in the Harmony Lot to support this community event. The Town continued to support organizations that host other signature events in Brattleboro including Brattleboro Goes Fourth, Last Night, and Winter Carnival.
- **Promote tax incentives, loans, and grant programs to encourage the adaptive reuse of historic structures to meet community and market needs.** Construction began on the DeWitt Building on Flat Street, a vacant building that will be renovated with a co-working space and apartments. The Selectboard approved a \$542,920 grant and a \$300,000 loan. The Town also continues to support the work of the Windham Windsor Housing Trust. In 2022, the Selectboard authorized the submission of a grant to the Vermont Community Development Program for a Scattered Site grant in the amount \$525,000 for WWHT to deliver a home repair program, counseling advocacy, and first time home buyer services.
- **Maintain a public wastewater system that meets state and federal standards and provides for the future development needs of the town.** Major upgrades to the Pleasant Valley Water Treatment Facility began construction in 2022. The project consists of removing existing settling lagoons and replacing them with an equalization basin amongst other facility and site improvements. Completion of the project has been delayed by supply chain issues and it will be completed in 2023. Funding for a new pump station servicing customers on Hillcrest Terrace and Signal Hill is being pursued through the state sources.
- **Promote recreational activity with appropriate opportunities for residents of all ages and abilities.** A key planning project throughout 2022 was preparing for generational improvements at Living Memorial Park, including upgrades to the refrigeration at the Nelson Withington Skating Rink, parking improvements near the Kiwanis Shelter, new ball field lights, and a park maintenance shed. At the close of 2022, the LULA elevator at the Gibson Aiken Center was in the process of being modernized.
- **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. The Conservation Commission discussed other invasive species with documented presence in Brattleboro as well, primarily Japanese stiltgrass and Pheretimid earthworms.
- **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 was downgraded to a Class 9 rating in the National Flood Insurance Program Community Rating

System, allowing flood insurance policy holders to receive a 5% discount on their premium. Previously a Class 8, the Town was downgraded because the elevation regulations for mobile homes were not harmonized with regulations for stick built homes. The Planning Commission considered what would need to occur to maintain the Class 8 rating but felt that the changes needed would make it more difficult to redevelop vacant homesites in Mountain Home Park.

- **Support land conservation efforts that restore floodplain access along the Whetstone Brook.** The Town is actively pursuing floodplain restoration at the 250 Birge Street and stepped in to receive FEMA grant funding when the VT River Conservancy was found to not be an eligible project. As detailed in the "Progress Report on All Hazard Mitigation Plan," floodplain restoration on the parcel will take place in 2023.

## Progress Report on All Hazard Mitigation Plan

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

The hazard analysis has been updated to reflect increased risk of sheet flooding from large rain events (pluvial flooding). It also highlights the increased uncertainty around wildfire hazard, with some federal sources suggesting that much of the town is at moderate rather than low risk. The Plan looked more closely at issues of equity and the importance of preserving cultural resources, including those of the Abenaki people. New projects have been adopted across a range of activities: preventive, property protection, natural resource protection, emergency services, structural projects, and public information.

Projects include the housing relocation and floodplain restoration at Melrose Terrace. All residents have been moved to new homes and the restoration is largely complete, with some plantings to take place this spring. During heavy rains on December 24, 2022, upstream areas experienced flooding; however, the restored floodplain operated as planned, lower water levels in Glen Park. In past flood events, both Glen Park and Melrose Terrace residents would have been evacuated; instead, they were all safe in their homes.

The Vermont River Conservancy and the Town are finalizing design and permitting for the floodplain restoration at 250 Birge St. The project will protect Williams Street from large flood events and downstream areas from more moderate events. It will protect these areas from debris flow and ice dam

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

flooding. The project will improve water quality, wildlife habitat, and provide for outdoor passive recreation. Construction will begin this year.

The Town continues to upgrade stormwater drainage and culverts as large rain events continue to cause damage to the system. The town is engaged in a stormwater master plan which will guide preventive projects. With state assistance, the town is working with an engineering firm to create a stormwater master plan. The plan has identified over 20 potential projects and has identified three for final design. That clean water funds may be available for implementation.

With Town support, Tri-Park Cooperative Housing completed a master plan to relocate homes out of high flood risk areas. They are working with M & S Development on an implementation plan; the town has worked with the state to secure grants for project design and implementation; the State's congressional delegation approved a set-aside for the project, recognizing the importance of securing safe, affordable, housing for lower income Vermonters. Residents will begin moving to new homes this coming year.

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

## TOWN MANAGER'S REPORT

### Continuity and Change

In 2022, the Town Manager's office saw both continuity and change with Yoshi Manale serving in the Town Manager role for the first six months of the year, our longstanding Assistant Town Manager, Patrick Moreland, ably picking up the reins as Interim Town Manager for the latter part of the year, and John Potter starting service as the new Town Manager at the end of December. The rest of the Town leadership team has also been in transition with several new department heads coming into their own over the course of the past year. Other longer-serving leaders throughout the organization have helped welcome and support the newly-appointed staff and positioned them and the Town for success. The continuity and strong culture in the Town of Brattleboro has helped it weather this change well. This is a healthy indicator of resilience and of the ability for the Town organization to sustainably supply quality services to residents and visitors, despite disruptions.

### Highlights from 2022

Last year's message from the Town Manager's office set out several aspirations for 2022. These included things like distributing American Rescue Plan Act funding, finding cost savings in existing spending, replenishing the parking fund, working with the private sector on downtown enhancements, looking at traffic safety to redesign problem areas, finding new opportunities for affordable and market-rate housing, creating new community safety initiatives, developing clean energy initiatives, and reviewing how the town's waste streams function. Accountability is a foundation for trust in government, and it is fair to say that many of these worthy goals had limited progress in 2022, due to the turnover in leadership and need to maintain delivery of core services.

An initiative that was not on the list for 2022 but appeared early in the year and consumed considerable time and effort from the Town Manager's office was a review and short-term transition for how the Town provides emergency medical services. This is another story of continuity and change. The change involved the deterioration and loss of a long-standing relationship with a local private emergency

medical service provider, Rescue Inc. The continuity came from the Town's Fire Department which together with the support of a contract with the privately-owned Golden Cross Ambulance service continued to deliver essential medical services for the second half of 2022. During that time, key information and data were collected and an independent study examining options for the Town to supply emergency services in the future was completed.

Because the emergent issue of emergency medical services became a focus, the Town Manager's office was not able to carry out as many of the other goals set up for the year as hoped. However, progress was made on replenishing the parking fund with American Rescue Plan Act funding in February. Progress was also made in 2022 on downtown enhancements, including development of an ordinance requiring snow removal on sidewalks that was enacted in March and provision of free parking for Holly Days in December. A Housing Plan was presented to the Selectboard by the Planning Department in March, and a proposal was developed and approved for the Town to support the construction of fifteen housing units at 47 Flat Street by securing a grant for \$542,920 and offering a loan of \$300,000 from the Town's Revolving Loan Fund. Finally, the Town Manager's office developed a utility fund budget and a parking fund budget in June, as well as a FY24 general fund budget and capital plan proposal in November. These essential administrative tasks take considerable time and effort to have an orderly and business-like approach to fiscal management consistent with the vision of the Selectboard and desire of the Town.

### Priorities for 2023

There are so many issues that could be great priorities for 2023, but we would like to focus on three areas that the Town Manager's office expects to spend time on this year: emergency medical services, the FY25 budget, and policing in a community safety context. Key values for our work will be fairness and collaboration that we hope will keep a productive tension and help produce excellent results for the town.



# TOWN MANAGER'S REPORT

With emergency medical services, we obviously have the tension that resulted from the changes in 2022. The current approach with Golden Cross Ambulance is keeping good service delivery for the town but may not be sustainable over the long term. That is one goal for 2023; to evaluate the current approach and other approaches suggested by the independent emergency medical services study. While it appears unlikely to please everyone in the community, we would like to complete the administrative work necessary this year to put the Selectboard in a position to set policy for a clear path forward on emergency medical services.

The second priority for 2023 is to develop a good FY25 budget proposal for the Selectboard to consider in late 2023 and early 2024. To do this well, we would like to examine the process used for the FY24 budget and figure out any lessons learned or innovations that could improve the process. This will include an examination of whether we could do better on public participation for budget planning throughout the year. We would like to adopt a more robust approach to capital planning and deferred maintenance as part of the budgeting process, as well as get clarity on American Rescue Plan Act funding allocations which must be made by the end of FY24 at the latest. Also, we hope to look at all the systems supporting budget development to see if any other improvements would be cost-effective or helpful.

Finally for priorities, in 2023 we will continue to commit time and effort to making progress on policing in a community safety context for Brattleboro. While law enforcement keeps escalating as a national issue of concern, it is still a local service and a local responsibility. The Community Safety Review Process report completed in late 2020 gave the town an expanded context for how to think about its approach to safety for its residents and visitors. Progress has been made on the recommendations adopted from this report, but the Town Manager's office would like to re-engage conversation on this issue in 2023.

In addition, we would like to support work being done by Police Chief Norma Hardy on recruiting and leading a thoughtful, dedicated team of police professionals in Brattleboro. The Town Manager's office will support these efforts while also trying to address the challenge of limited mental health services for our community. A productive

2023 will not solve all the community safety challenges that the town faces but will show meaningful progress as well as support for the Selectboard with refinement and articulation of a direction that addresses the issues and moves forward to solve them in a way the town can be proud of.

## Call to Action

With the change of a new Town Manager, there comes an opportunity to build on the excellent work already done in town with some level of new perspective. To do this, of course, means a considerable period of learning for our office to figure out how best to work together and to work with community members on issues of greatest concern. We are interested in what readers of this message think the Town Manager's office should know and be thinking about for 2023 and beyond. So, please do not hesitate or be shy about reaching out to the contacts below. We want to hear from you any time over the year and value your support and feedback. We also would like to encourage you to get engaged, or continue to engage, with the Town by attending a Selectboard meeting, joining a Town committee, volunteering to support a public service, or helping us celebrate what is so great about Brattleboro. Thank you for your time!

Sincerely,

John Potter, Town Manager

(802) 251-8102 or [jpotter@brattleboro.org](mailto:jpotter@brattleboro.org)

Patrick Moreland, Assistant Town Manager (Interim Town Manager)

(802) 251-8101 or [pmoreland@brattleboro.org](mailto:pmoreland@brattleboro.org)

# 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 2022-2023, before reductions for various tax exemptions was \$1,419,352,830. A large number of properties in Brattleboro are entirely exempt from taxation in accordance with state statutes. 208 properties fell in this category in 2022, reducing the Grand List by \$189,044,540. Several of these properties make annual contributions to the cost of running the Town through negotiated fee payments. The taxable municipal Grand List was further reduced by exemptions voted at Town Meeting, veterans' exemptions, tax stabilization agreements, and the exemptions granted holders of Business Licenses for personal property. The resulting net taxable Grand List value in 2022-2023 was \$1,196,885,473 up .31% from the 2021-2022 Grand List's total of taxable property of \$1,193,148,180 as lodged with the Town Clerk. The final net taxable 2022-2023 Grand List value after adjustments for any Errors and Omissions approved and signed by the Selectboard on or before December 31 was \$1,195,432,413 up .16% from the 2021-2022 final Grand List of \$1,193,482,270.

## Brattleboro 2022-2023 Grand List

### June 17, 2022 Lodged Grand List

Taxable Parcel Count	4,686		
Acres	18,125.71		
	Municipal	Education	
		Homestead	Non-Homestead
Real Value (Land & Building)	1,149,265,930	440,990,124	708,275,806
Personal Property Value	81,042,360		1,611,100
Non-Taxable Parcel Count	208		
Acres	Municipal	Education	
		Homestead	Non-Homestead
Real Value (Land & Building)	189,044,540		189,044,540
Gross Total Grand List	1,419,352,830		
Exemptions:	Municipal	Education	
		Homestead	Non-Homestead
Farm Stabilization	1,676,877		
Veterans Exemption	1,028,900	180,000	90,000
Current Use Reduction	14,335,700	5,674,100	8,661,600
Contracts/Partial Statutory	16,381,340	0	7,415,689
Special Exemptions		0	12,337,450
Total Exemptions	33,422,817	5,854,100	28,504,739
Total Grand List	1,196,885,473		

# TOWN ASSESSOR

The composition of the taxable municipal 2022 Grand List as Lodged with the Town Clerk, before the deductions totaling \$33,503,811 for non-statutory exemptions, stabilization agreements, veterans' exemptions, and the current use program was as follows:

	Value	% of GL		Value	% of GL
Residential	625,563,580	50.85	Utilities	49,160,160	4.00
Mobile Homes	16,512,280	1.34	Farm	7,118,180	0.58
Vacation Homes	1,262,570	0.10	Other (Condos)	36,849,770	3.00
Commercial	261,782,080	21.28	Woodland	2,721,380	0.22
Commercial Apts.	43,787,230	3.56	Miscellaneous (Land)	12,497,990	1.02
Industrial	92,010,710	7.48	Personal Property	81,042,360	6.59

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

**Town-wide Reappraisal Status:** The Assessment Office completed its most recent town-wide reappraisal in 2010. Based on the results of the 2022 sales study conducted by the State, effective on 1/1/2023, sets our Common Level of Appraisal at 86.65% of market value. Our Coefficient of Dispersion, a statistical measure of variability, was set at 16.74%, where a ratio under 10% is considered excellent. Our current CLA & COD are considered acceptable; however, the Assessors analysis indicates the State will mandate a reappraisal in 2024. The State determines the need for a reappraisal when the CLA reaches 85% or above 115% or the COD is above 20%. The Assessors are recommending a Town-wide Reappraisal be conducted before a mandate.

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 posts all credit card transactions. The Finance Office pays all the town's bills, maintains all the Town's bank, investments, loan accounts 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. Each fund has its own balance sheet, revenues and expenses which are reported separately from the General Fund.

A copy of the Financial Statements and Independent Auditors Report for the Fiscal Year Ending June 30, 2022 is included in the Town Report. This report provides important financial information for all the funds, including balance sheets, statements of revenues, expenditures and changes in fund balances for the various funds managed by the Town. In addition, there is a management discussion and analysis at the beginning of the report and notes to the financial statements at the end of the report 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:

<b>RECONCILIATION OF TAXES</b>				
<b>Taxes, Interest &amp; Penalty – Billed &amp; Collected</b>				
<b><u>Tax Year</u></b>	<b><u>Taxes Billed</u></b>	<b><u>Interest &amp; Penalty</u></b>	<b><u>Collections</u></b>	<b><u>Balance</u></b>
2019	32,484,127	158,099	32,613,732	28,494
2020	33,629,485	146,833	33,715,902	60,416
2021	<u>34,313,886</u>	<u>128,777</u>	<u>34,394,347</u>	<u>48,316</u>
<b>Totals</b>	<b>100,427,498</b>	<b>433,709</b>	<b>100,723,981</b>	<b>137,226</b>

## TAX RATES

		<b>2019</b>		
		Non		Non
	Residential	Residential	Residential	Residential
Town	1.2594	1.2594	43.335%	45.039%
School	1.6467	1.5368	56.665%	54.961%
	2.9061	2.7962	100.000%	100.000%
		<b>2020</b>		
		Non		Non
	Residential	Residential	Residential	Residential
Town	1.2938	1.2938	43.216%	44.588%
School	1.7000	1.6079	56.784%	55.412%
	2.9938	2.9017	100.000%	100.000%
		<b>2021</b>		
		Non		Non
	Residential	Residential	Residential	Residential
Town	1.3080	1.3080	42.912%	44.499%
School	1.7401	1.6314	57.088%	55.501%
	3.0481	2.9394	100.000%	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.

It has been exciting to have our doors fully open to the public, and to be serving our community in person again. Though the general public seems to have adjusted to taking care of business remotely due to COVID, and even though we are fully open to the public again, we see less in-person traffic in our office on a daily basis and help the public more through remote means.

Town elections in March brought 14% of voters to the polls. Of those, 53% voted early. The only Town Officer seat that was contested was Moderator, resulting in David Gartenstein being elected as Moderator for a one-year term.

Representative Town Meeting was held on March 19. Due to the pandemic, it was held virtually through the Zoom online meeting platform for the third consecutive year. The meeting lasted nearly 12 hours discussing 26 articles including disbanding the RTM Steering Committee, selling the Brattleboro Union Station Museum, and a non-binding motion to hold the 2023 RTM as a hybrid meeting, all of which passed. The meeting minutes are printed in full toward the beginning of this Town Report.

August Primary turnout was higher than average with 31% of voters casting ballots, and 58% of those voted absentee.

Voters again went to the polls for the November 8 mid-term election. The Secretary of State's office mailed ballots to all active registered voters for the second time, resulting in higher-than-average absentee voting. A total of 5,211 (55%) voters cast ballots with 78% of those voting early or absentee.

All elections for the year again had an emphasis on promoting absentee voting and prioritizing public health and sanitation practices during in-person voting. There was a decrease in in-person early voting and an increase in absentee voting by mail for all 2022 elections. A drop box was used in the Municipal Center parking lot for ballot returns.

Preparations for 2023 elections are underway. Town Meeting will be held on March 7 at the American Legion, and Representative Town Meeting will begin on March 25. While the Secretary of State's office is mailing ballots to all active registered voters for all November General Elections, absentee ballots will still need to be requested for all other elections in Brattleboro.

The Board for the Abatement of Taxes met in January, July, and October to consider requests for tax relief; The Board heard nine requests, denied four requests, and granted five. Total abatements - \$4,747.19.

The Board of Civil Authority did not meet this year to hear tax assessment appeals, as zero applications were submitted.

Perhaps in part due to the vacancy in the role of an animal control officer, the number of dog licenses issued in 2022 is lower than previous years. Our office mailed three renewal notices and then called all owners of dogs still unlicensed when the warrant was issued which generated some response, but with no tickets issued, the number of unlicensed dogs remains high. In past years the town sponsored a rabies clinic. Since the beginning of COVID, the town has not held a clinic and some dog owners had

difficulty scheduling vaccinations for their animals.

Real Estate Transactions remain fairly steady in Brattleboro. Many new people have moved to town and have found homes in the area, and some businesses have changed hands and sold their buildings. We look forward to seeing what 2023 brings.

Each year the ongoing maintenance of Vital and Land Records involves the rebinding of old Vital Record books or the addition of prior years to the online land records. To date, the Land Records are available online back to 1945 with the intention of going further back in time as we are able. Funds for these projects come from restoration funds authorized by the Legislature. Most records in the vault, with the exception of the Grand Lists, have been microfilmed with the film stored with the State in case of emergency.

The Department of Liquor and Lottery has changed their liquor license and permitting processes to a fully online portal system. While the process is different, the administrative and Selectboard approvals are still in place. Additionally, we are now seeing Tobacco licenses at the local level for approval and will gain a better understanding of how many of these licenses are issued after the 2023 full year cycle.

As we continue in 2023, the staff in the Town Clerk's office looks forward to another year of serving the public and we are happy to be able to do so in person again. We would like to thank the community for its continued support, and we hope everyone stays healthy and safe.

ANNUAL STATISTICS	2021	2022
<b>Land Records</b>	2,538	2,308
(real property transfers, mortgages, discharges, leases, etc.)		

<b>Miscellaneous</b>		
Dog Licenses	1,193	1,131
Liquor Licenses	69	72
Additions to Voter Checklist	1,199	691
Deletions from Voter Checklist	1,256	549
Challenge Letters Sent	224	595*

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

<b>Vital Records</b>		
	<b>2021 Total</b>	<b>2022 Total</b>
Births	285	290
Marriages	174 (licenses)	239 (licenses)
Deaths	211	214
	<b>2022 Resident</b>	<b>2022 Resident</b>
Births	56	72
Marriages	101 (people)	70 (people)
Deaths	150	137
	<b>2022 Non-Resident</b>	<b>2022 Non-Resident</b>
Births	229	118
Marriages	247 (people)	408 (people)
Deaths	61	77

## A Bit of History....

A piece of Town History was lost to fire in December 2022. The land at what is now 90 Elliot St was acquired by the Brattleboro Fire Society of the East Village on December 7, 1847 for storage of their equipment. In 1892, the existing Hook and Ladder house was sold at auction for \$10 and removed when the town voted to build a new Hook & Ladder House for a sum not to exceed \$4000. It continued to be a fire station until repurposed as a Police Station lock-up which opened in December 1914. At that time, it had been remodeled to include a room in the rear for the detention of women or children and a steel cage containing three double cells. In 1941 the Town sold the building to Russell Cushman dba Brattleboro Freezer-Locker Co. After that it changed hands several times until purchased by Ray McNeill in 1989 for his brewery. Ray McNeill, the building at 90 Elliot Street, and the community gathering space will all be missed.

# 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
- E911 address assignment

The Planning Services Department continues to be staffed with 4 full time employees – Sue Fillion, Brian Bannon, Stephen Dotson, and Stephen Hayes. Paula Uribe, a University of Massachusetts graduate student, supported the Department's work by interning over the summer.

## Permitting

Both the number of permits sought and the number issued declined in 2022 as compared to 2021 but were above the low water mark of calendar year 2020. The number of applications was roughly 10% below and the number issued was roughly 17% below the 10-year average. The rate of approval was 87.2%, the lowest within the 10-year period, primarily due to a relatively high in withdrawals and abandoned incomplete applications. A total of 180 applications were received; 157 permits were issued; 2 applications were denied. Several applications were withdrawn, are still in process, or awaiting payment at year's-end.

**Table 1: Zoning Permits**

Years	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	10-yr Avg.
<b>Permits Sought</b>	244	185	249	201	199	200	189	155	212	180	199.4
<b>Permits Issued</b>	218	195	239	178	194	192	182	142	194	157	189.1

## Subdivisions

The Development Review Board approved two subdivisions. There were 5 administratively approved boundary adjustments.

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

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Residential	2	1	3	0	5	7	3	2	3	2 (+1)*
Commercial	0	0	0	1	1	4	0	0	0	0
Industrial	0	0	3	3	1	0	0	0	0	0
Conservation	-	-	-	-	-	-	-	-	1	1
Boundary	-	-	-	-	-	-	-	-	5	1
<b>Total</b>	2	1	6	4	8	11	3	2	9	4 (+1)*

*\*One application heard by the Development Review Board to create a condominium in an existing structure without otherwise subdividing land was approved, which was legally considered as a subdivision*

## Dwellings:

Permits for 47 dwelling units were issued, 4.4% higher than 2021's 45 permitted units. Fourteen (14) units are new single-unit homes, of which 3 were accessory dwelling units and 1 was a tiny home. In total, 33 units of multi-unit housing were issued permits in 2022, with 26 of those being in mixed-use buildings. All 33 of these units were conversions of existing structures. Four dwelling units were issued permits for demolition in 2022, and 2 dwelling units were lost in conversions of existing structures to lower density residential uses.

An additional 83 units were approved by the Development Review Board in December of 2022 in conditional use review, but the site plan review portion of the application will be conducted separately at a future hearing, so these units were not included in the yearly total. Thirty-five (35) units of "Single-Room Occupancy" style housing were brought back online by DRB approval in December. These were a 1-for-1 replacement of previous occupancy levels at the same site, so this project did not ultimately figure into any cumulative unit change, positively or negatively.



# PLANNING SERVICES DEPARTMENT

**Table 3: Permits for Dwelling Unit, 2022**

	Single Family Detached	ADU	Multi-unit	Mixed-Use	Mobile Home	Demolition	Lower Density Conversion	Cumulative Change in DU
Jan	0	0	0	0	0	0	0	0
Feb	0	0	0	1	0	0	0	1
Mar	0	1	0	15	0	0	0	17
Apr	0	1	3	0	0	-2	0	19
May	1	0	2	0	0	-1	0	23
Jun	0	0	0	0	0	0	0	24
Jul	3	0	0	0	0	0	0	27
Aug	1	0	2	0	0	0	-1	29
Sep	0	1	0	2	0	0	-1	32
Oct	6	0	0	0	0	0	0	39
Nov	0	0	0	0	0	0	0	39
Dec	0	0	0	8	0	-1	0	46
Total	11	3	7	26	0	-4	-2	41

## Violations:

The Zoning Administrator initiated 20 zoning and health and sanitation violations for: construction 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 (4) Municipal Tickets were issued. Increased fees for retroactive permits exceeded \$15,000. One violation is currently being litigated, with the Town seeking fines and the demolition of a structure built on an abutting property. Additional violations were resolved without formal enforcement or ticketing.

## Planning Projects

Planning Department staff work with the Planning Commission and other departments to undertake planning studies and other projects. Below is a summary of the major planning projects Department staff have been leading over the past year:

- **Walk/Bike Action Plan** In the spring of 2022, work began on a Walk/Bike Action Plan. With funding from a Vermont Municipal Planning Grant, the Town contracted with SLR Consulting to support the development of this plan. The Walk/Bike Master Plan will focus on priority corridors that connect Brattleboro's residential neighborhoods with commercial areas, recreation paths, schools, and other major destinations. This project will create a prioritized action plan that will make walking and biking safe, comfortable, and convenient, resulting in an increase in the number of walkers and bicyclists across all ages, genders, and abilities.
- **Public outreach for the Plan** included the formation of a steering committee, two public meetings, and an online mapping tool that allowed participants to pinpoint locations on the map and provide comments/suggestions. Over 200 comments were received through this map. The mapping, combined with a review of Safety Action Requests, provided a lot of

public feedback for the project. The action plan will be finalized in early 2023.

## • Bylaw Modernization Grant

During calendar year 2022, the Planning Services Department worked with the Planning Commission and consultant Brandy Saxton of PlaceSense to identify potential barriers to housing creation in the existing land use and zoning regulations and develop new regulatory language to address these barriers. This project was enabled by the Planning Services Department's successful application for a Bylaw Modernization Grant from the Agency of Commerce and Community Development.

In August, Staff, Commissioners, and members of the public accompanied the consultant on two themed walking tours of Brattleboro neighborhoods, first in the areas of Grove, Oak, Chapin, and North streets and Wantastiquet Ave, and second in the vicinity of Maple Street, Southern Ave., and Estey Street. A public meeting on "missing middle" housing types and regulatory strategies to encourage its development was held in September and was led by the consultant.

Staff, Commissioners, and the consultant spent the majority of the Planning Commission's monthly meetings through the Fall and Winter of 2022 discussing a series of iterative proposals for land use and zoning regulation amendments from the consultant, covering a range of land use regulation tools, including minimum lot size, minimum setbacks, building height restrictions, building footprint sizes, lot coverage maximums, the number of principal structures on a lot, building standards, design guidelines, site plan review thresholds, criteria, and authority, permitted and conditional uses by zoning district, and the boundaries of zoning districts.

The Bylaw Modernization Grant project additionally provides for an opportunity to bring local zoning into compliance with the State's Neighborhood Development

# PLANNING SERVICES DEPARTMENT

Area designation program, which conveys financial and regulatory benefits to housing development in program-designated areas. Brandy has worked with Staff and the Commission to develop a proposal to extend the existing Brattleboro NDA as a component of this grant project.

At the end of calendar year 2022, the project was still ongoing, and no amendments to the regulatory language had been officially proposed for adoption. This project is expected to finish in Spring of 2023 with such a proposal

- **Housing**

In early 2022, the Selectboard approved the Housing Action Plan. Over the year, the Planning Department remained engaged in addressing community housing needs. We collected data, performed educational outreach, and researched solutions to the housing crisis. We actively participate in the Southeast Housing Coalition, the cross-sector planning body focused on housing and homelessness in the region. Planning staff have identified parcels, including those owned by the town, for infill development. A major project for the year is the Bylaw Modernization grant, geared at reducing regulatory barriers for housing development in the developed areas of Brattleboro. Through our permitting and development review processes, we share information with property owners and developers on local and state funding opportunities to help with the cost of creating or rehabilitating housing. We also proactively advocate for housing when discussing doing development consultation.

- **250 Birge Street**

For several years, the Town has been supporting efforts to restore floodplain at 250 Birge Street. In 2022, the Town stepped up to be the applicant for this \$1,118,548.08 project. Seventy-five percent (75%) of the project funding will come from a FEMA Hazard Mitigation grant with the remaining 25% from the Vermont Flood Resilient Communities Fund.

The primary project objective is to restore the natural floodplain function of the property. Currently, the filled area does not flood under 1–100-year flood conditions in Whetstone Brook. All the flood flows that would naturally be attenuated by the historic floodplain are now confined to the river channel. Approximately 38,000 cubic yards of imported gravel fill will be removed. The site will be re-graded to create two floodplain terraces to accommodate 1–100-year flood elevations. Additionally, a locally significant wetland complex will be restored and protected by the floodplain restoration work. The direct outcomes of the project will be reduction in localized erosive and inundation flood damage to properties and public infrastructure adjacent to and downstream of the property.

At the close of 2022, the Town procured SLR Consulting for engineering services. They will do the final design of the floodplain restoration project, assist in securing federal and state permits, help with construction bidding, and provide construction oversight. The project will go to construction in 2023.

Planning Staff continued to support ongoing community projects. The Planning Director has participated in the Winston Prouty-Delta Campus Master Planning efforts. We are working with the Retreat Farm and Vermont Agency of Transportation to improve safety for pedestrians crossing Route 30 with the installation of a Rapid Rectangular Flashing Beacon. Staff have also continued to support implementation of the Tri-Park Master Plan with advocacy and support letters. The department secured a grant from the VT Agency of Transportation to create bicycle lanes from Green Street to Allerton Avenue. The project will include reconfiguring the roadway add bicycle lanes in both directions. The parking lane will switch back and forth depending on land uses and the road and bicycle lanes will gently meander back and forth to accommodate the parking lane. This work is anticipated to occur in Spring 2023.

## **Sustainability Report**

Since the inception of this role in February 2020, the focus of the work has been broad, but narrowed by the community's current needs and a lens that prioritizes resilience and systems thinking. The role of the sustainability coordinator is not one that can order things to happen, but instead one that can facilitate and expedite positive developments that support sustainability and help maintain a high quality of life for all members of the community. With the continued global economic strain co-created by COVID 19, war, extreme weather, and supply chain issues, energy and food continued to be the most important areas of work in 2022.

Much of the year's energy-related work was performed in conjunction with the Energy Committee, such as planning for the Efficiency Vermont Focused Communities campaign in 2023, holding another Windowdressers event, efforts to start a local community bike shop in the "Old Spokes Home" model, and continuing the e-bike lending library set-up in partnership with Brooks Memorial Library. For more detail on these projects, see the Energy Committee section elsewhere in this report.

Later in 2022, the Fossil Fuel Free Facilities Fund was renamed to the Global Warming Solutions (GWS) Fund, and at the end of 2022 it was used for electrifying landscaping equipment at Department of Public Works and the Rec and Parks Department. It was also slightly tweaked to clarify eligibility and give approval for Town Manager's office to execute small expenditures.

It is expected that the first large expenditure from the GWS Fund will be in support of transitioning to natural refrigeration at the ice rink. Eliminating use of R-22 refrigerant would remove the equivalent of over 100 vehicle's annual emissions from our operations and is thus seen as the most significant possible use of this fund at this time.

Beyond the refrigeration aspect of the ice rink, the overall generational upgrade of Living Memorial Park was a consistent area of work in 2022. Working with Efficiency Vermont, we were able to identify different ways they may be able to support aspects of the project including lighting and the construction of a new maintenance shed. Discussions are ongoing.

## PLANNING SERVICES DEPARTMENT

Green Mountain Power (GMP) announced their Resiliency Zone project for Brattleboro and Windham Co in 2022. This is an effort to deploy grid-scale batteries to vulnerable populations and parts of the grid, to protect against prolonged outages. The Town continues to coordinate with GMP on this as we can, but the process involves private entities, and GMP is prohibited from sharing much specific information.

River Roar Hydro is a micro-hydro energy development company that is based in Brattleboro and has been seeking sites and regulatory pathways to implement their technology. They are considering sites along the Whetstone Brook, gathering more data, and working with state and federal regulators to demonstrate their technology, which has been deployed in over a dozen countries around the world already. Part of 2022 has involved staying abreast of their progress, helping them gather information on potential sites, and put them in touch with others involved in the process.

The Planning Department was fortunate to host a very talented intern, Paula Uribe, during the summer of 2022. Paula's focus was on planning for the build-out of more EV-charging stations in Brattleboro. New criteria for future funding was published by the state and federal governments, and with this, Paula was able to identify sites across Town that had ideal characteristics for hosting stations, identified what kinds of stations would be best suited where, and organized the ownership of sites between Town properties, businesses/nonprofits, and multi-family residential complexes. This puts the Town in an excellent position for 2023, when the details and specifics of funding opportunities will be finalized. With the assistance of the energy committee, we expect to perform extensive outreach, leveraging the data Paula has organized. Thank you Paula!

There were a variety of efforts supporting the local food and farm system in 2022. The agricultural advisory committee gave serious time and energy to redesigning the fund it oversees and updating agricultural land-use mapping with the assistance of the Windham Regional Commission. It also provided two of its members to the Brattleboro Farm/Food Sovereignty Working Group. This group designed a framework for a future food/farm system needs assessment to be pursued by a consultant in 2023. More details on these efforts can be found in the committee's section of this report.

Edible Brattleboro continues to work closely with the Town to grow food everywhere, for everyone. In 2022 the Town worked with Edible Brattleboro to plan for gardens at a Town-owned parcel (805 Western Ave.) and explored possibilities of gardens as part of the redevelopment of 250 Birge St. Town employees are exploring the possibility of staff gardens at the municipal center, as are other major employers around town like Brattleboro Savings & Loan.

The launch of the Field to Fork Community Tool Library was a highlight of 2022 that featured vital contributions from Edible Brattleboro, Brattleboro Time Trade, Kevin O'Brien, and most of all, the Director and staff at Living Memorial Library. This growing collection of assets, community programs and resources continue to be highlighted annually in the Growing Resilience gardening campaign.

Various ongoing efforts around community and economic development continue to be a regular part of this role's work. As a Planning Department, housing has been the most central and consistent concern. After performing analysis of where development could occur in line with Town goals and regulations, the sustainability coordinator has been an ambassador who engages developers, landowners, and others to make them aware of possibilities they may not know about that could help address this issue. One example would be meeting with various leaders of local faith communities, some of whom possess developable land, to explore whether they could work together on a housing project. Another would be meeting with a community member who seeks to build housing for aging adults with developmental delays, as well as other populations in need, and introducing them to potential partners for their project.

2022 was the year our community really began to become familiar with the new Afghan-Americans who were resettled here. This role has assisted in small ways from identifying grants to help fund murals the Afghans produce, to helping with locating farmers who had lambs to provide to holidays feast, and more. The major ongoing project involves assisting the team starting the "Watan" restaurant, which seeks to be co-operatively owned by the Afghan women and provide them a culturally appropriate space to work, and also share their larger story.

Work continues to implement the Common Good credit system across businesses in Brattleboro. The Brattleboro Food Co-op has installed this system in their point-of-sale software, but community adoption has been slow, and leadership turnover at the Co-op has led to this not being a point of focus.

With the assistance of the resource librarian, Jeanne Walsh, at Brooks Memorial Library, many nonprofits and community projects have found partners, grants, strategy, and volunteers during 2022. This position regularly distributes news of grant opportunities to Town departments and community nonprofits. At least 50 such opportunities were shared in 2022.

In previous years, trail work was a major focus, in part due to a technical assistance grant from the National Park Service. That assistance has ended and numerous major partners in Brattleboro's trail networks (Retreat Farm, Winston-Prouty Center, Friends of the West River Trail) have had other major developments seize their focus.

In terms of work related to conservation and pollution prevention, a number of efforts were made in 2022. At the beginning of the year, and at the behest of Town Manager Manale, research was undertaken to better understand the solid waste contract and what alternatives may be to our current service, in future years. This included consideration of waste-to-energy approaches. This effort was terminated after the departure of Town Manager Manale.

Late in the year, an inquiry was presented to the Select Board regarding road salt, how much is used, how impactful it is, and if there are any better alternatives. After research, it was determined that outputs from some food processing plants are

# PLANNING SERVICES DEPARTMENT

potential partial replacements for road salt. Currently, further research is being performed and conversations are ongoing with Grafton Cheese Factory (for their cheese brine) and Real Pickles (for their pickle brine) to determine if this is a viable opportunity for the Town.

As the Town prepares to build new public toilets, this position has also worked to connect the Rich Earth Institute with the effort. Currently, discussions are underway to incorporate urine-diverting urinals into a future public toilet, which would then become part of Rich Earth Institute's fertilizer production process.

## Boards and Committee Reports

As is the nature of the work, the **Planning Commission** undertook work on a variety of planning topics. Two steering committees, each comprised of three Planning Commissioners in conjunction with Department Staff, were active in 2022 to determine the winning proposal for two approved grant projects: 1) The Walk-Bike Plan steering committee selected a joint proposal from the firms SLR and PlaceSense from a field of four applications. They have met periodically with Staff, the consultants, and stakeholders from the public to support the development of the project and provide feedback to the consultants; and 2) a subcommittee for the Bylaw Modernization Grant project approved of PlaceSense's proposal, which was the sole applicant.

In addition to ongoing major grant project work, the Commission discussed a diverse range of topics through calendar year 2022, including:

- local land use regulation of commercial cannabis;
- past and present context of Planned Unit Developments in Brattleboro's land use regulations;
- tiny homes as compared to alternative residential built forms in the context of housing affordability;
- Accessory Commercial Units as a novel tool in planning, but also a historically common feature of the urban environment; and
- Existing language in Brattleboro's *Land Use and Development Regulations* which potentially add regulatory barriers and cost to the creation of housing

The Planning Commission convened a joint meeting with the Development Review Board and Design Review Committee to get feedback on the Land Use Regulations given their experience and expertise in applying the regulations. Topics of discussion included, but were not limited to: cannabis land use classifications, base zoning district minimum setback requirements, Historic Resource Overlay District language, standards for pets vs. farm animals, parking requirements, signage regulations, nuisance performance standards for noise, demolitions, the energy conservation review criteria for Development Review Board hearings, conditional use dimensional waiver authority, landscaping requirements, site plan review, and planned unit development review.

Through the fall and winter of 2022, Staff and the Commission had distilled the ideas from the joint meeting into a set of priority land use regulation amendments outside the scope of ongoing work on the Bylaw Modernization Grant.

These proposed amendments focused on:

- a new dimensional waiver pathway for the minimum front yard setback
- a new dimensional waiver pathway for fence height within the front yard setback
- amendments to existing language for nuisance noise performance standards
- amendments to existing language for common scheme premises signage, and for gas station signage
- proposed addition of language to energy conservation and renewable energy resources Development Review Board review criteria
- a new accessory use section for Accessory Commercial Units

As of the end of 2022, work on regulatory language is ongoing, and no actions have yet been taken to officially approve or reject the adoption any of the above proposals.

Commissioners supported the Department by conducting and presenting several pieces of their own work to the Commission to supplement Planning Staff's capacity. In 2022, this work included a review of public parking signage conditions in Downtown Brattleboro, proposed amendment to DRB review criteria regarding solar energy, potential changes to the Rural Business zoning district language, a proposed exemption of permit requirements for accessory structures smaller than 100ft.<sup>2</sup>, and a proposed dimensional waiver for fence heights.

**The Conservation Commission** continued to focus on invasive species through monitoring activities, educational information, and management. They continued to manage Japanese knotweed at the West River Park, with regular cuttings. 2022 meetings included discussions of other invasive species with documented presence in Brattleboro as well, primarily Japanese stiltgrass and Pheretimid earthworms. The committee regularly discusses mitigation strategies, potential stakeholders to engage, and venues for disseminating information to the public as a resource to stem the propagation of these invasive species. Commissioner Laurie Callahan also regularly reported back to the Committee on the status of ongoing water quality monitoring along the Whetstone Brook for e. Coli.

Early in the year, the Commission developed a slate of priority projects to pursue throughout the year and into the near future, eventually taking action to approve a slate of these projects, which included two projects pertaining to knotweed mitigation at the West River Park, one for invasive Pheretimid earthworm mitigation, one for creating informational materials on phototoxic invasive plant species, one for ongoing e. Coli testing on the Whetstone Brook, one for the creation of a public "edible forest" garden, one for identifying maintenance needs for public trails and conservation and recreation-related mapping, and one for building broader connections and capacity with nearby conservation commissions. The Commission identified two members to be the leaders on each of these priority projects.

Toward the end of 2022, the Commission engaged in ongoing discussions of developing a potential public facilities tour series for engaging and informing the public, and of the



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statutory context and potential interest in the Commission taking on a budget in future years to support greater capacity in conservation efforts.

The **Design Review Committee** reviews new construction and exterior alterations to buildings in four of the town's designated historic districts. The committee makes recommendations to the Zoning Administrator and the Development Review Board. The Committee meets as needed, when permit applications or zoning violations involve properties in the Historic Resource Overlay district and are not otherwise exempted by one of the criteria in §252.B of the *Land Use and Development* Regulations. In 2022, the Design Review Committee met five times, and made recommendations on eight properties. Their reviews included retroactive review of external revisions to multifamily structure in Clark-Canal District, revisions to previously approved plan for renovations on the DeWitt building in downtown, a new sign at the Brattleboro Museum and Art Center, two wheelchair accessible ramps in the Clark-Canal district, review of exterior renovations to stabilize a roof in the Clark-Canal district, retroactive review of a new accessory structure at Brown & Roberts, and review of exterior renovations at the Manley Block building in downtown.

The **Energy Committee** focused on a variety of issues in 2022, all while undergoing significant turnover in its leadership and membership. They explored a number of possibilities for the Town including a nonprofit community bike shop, a wood bank, and other energy-savings solutions.

There was work again this year to organize a community-driven efficiency program for residents to improve the R-value of their windows, in partnership with a nonprofit organization called Windowdressers. The committee partnered once again with the Town of Guilford to hold Windowdressers workshops for the community in October and November, serving over 50 households.

Additionally, they maintained the E-bike Lending library in partnership with Brooks Memorial Library and attended various webinars and conferences such as the Vermont Energy and Climate Action Network conference to stay abreast of developments in Vermont and opportunities for the Town.

Mid-way through the year, the Town was approached by Efficiency Vermont, inquiring as to whether we would be willing to work with them as one of two communities chosen in their 2023 Focused Communities campaign. The Energy Committee took up this opportunity and spent part of the second half of 2022 planning and preparing for this 2023 campaign, which will focus on energy-burdened renters, businesses, nonprofits, and historically marginalized groups in our community.

Lastly, members of the energy committee continue to serve as ambassadors and resources in the wider community. One member has a background in ice rinks and has assisted in the process at Living Memorial Park. Another member has worked to organize students at BUHS around energy issues, and even worked with the administration to raise a grant that helped pay for electric landscaping equipment at the school. And lastly, another serves as the main facilitator of the e-bike

library and organizes volunteers for it and other efforts.

Since reforming last year with an updated mission and structure, the **Agricultural Advisory Committee** has pursued three key areas of work for itself. These three areas were identified in light of new challenges and pressures to farms, farmers, and the regional food system, generated in large part to the COVID-19 pandemic. The three areas of focus are stakeholder engagement of food producers and others, examining land-use mapping and gathering new data, and repurposing existing financial tools such as the Agricultural Land Protection Fund and the Farm Tax Stabilization program, so that they can be more useful to the evolving needs of local farmers. Work commenced in all three areas.

In 2022, the committee took significant steps towards realizing all three of these goals. New agricultural maps and data are expected to be finished in spring of 2023, a food/farm needs assessment project has been approved for 2023 with the assistance of two students at Vermont Law and Graduate School, and the Agricultural Land Protection Fund has been redesigned and is expected to be finalized in spring of 2023.

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

The Development Review Board meets monthly in a hybrid format on an as-needed basis. In 2022, two meetings were canceled for lack of an application. The Board heard approval requests for 28 applications with 11 Site Plan, 5 Local Act 250, 9 Conditional Use, 3 Dimensional Waiver and 2 Planned Unit Development reviews. Among the DRB reviews in 2022 were 3 Flood Hazard Overlay District properties, with 3 requesting Riparian Buffer Conditional Use review and 1 requesting Wetland Conditional Use review. Some applications had more than one request for approval. Two applications were withdrawn. The Board heard two appeals of a Zoning Administrator's determination, of which one was approved, and one was denied. community resources during a difficult time. In the last year, they have helped continue the Growing Resilience campaign started in 2020, and together we successfully raised \$20,000 to establish the Community Equipment Collection: a tool library focusing on food cultivation, preparation, and preservation. This collection is planning to launch in Spring of 2022.

This position has continued working with the ECO Americorps program, supervising Andrew Ahearn. We are grateful for Andrew'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.

Our previous ECO Americorps service member, Kevin O'Brien was with us until Aug. Of 2020, and helped lead the creation and administration of an e-bike lending library, hosted by Brooks Memorial Library. This was initially a pilot year effort that has found a permanent program moving forward. Other transportation-related achievements include preliminary organizing of a community bike project (similar to a program in

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Bellows Falls), supporting a bike/ped master planning process in 2022, and supporting the efforts of Southeastern Vermont Transit to research micro transit feasibility and market to riders and non-riders in Brattleboro.

At the close of 2021, efforts are focused on further surveying and engaging the Brattleboro community around sustainability priorities, including a 6-part educational engagement series around Project Drawdown, and how its research into the best approaches to solving climate change could be best applied to Brattleboro. Additionally, new opportunities exist on the horizon due to new federal funding becoming available, so project development and planning has become a heightened priority and will remain so into 2022.

## Boards and Committee Reports

As is the nature of the work, the **Planning Commission** undertook work on a variety of planning topics. They organized a Solar Siting Subcommittee that is comprised of members of the Planning Commission, Conservation Commission, Energy Commission, and Agricultural Advisory Committee. The group was tasked with recommending criteria by which the Planning Commission will consider granting preferred status for a solar site. Members of the Planning Commission worked with staff to hire Camoin 310 to work on the Housing Action Plan for Brattleboro and three members sat on a Steering Committee for that project.

The Planning Commission proposed a series of amendments to the Land Use Regulations. After public hearings, the Selectboard adopted them in July. Many of the amendments were focused on easing regulations so that additional housing units can be created. There were also changes to the sign and stormwater regulations.

To support planning work in Brattleboro, the Planning Commission worked with department staff to submit two grants – a Vermont Municipal Planning Grant to create a Bike/Walk Plan and a Vermont Bylaw Modernization Grant to support amendments to the land use regulations that will increase housing choice, affordability, and opportunity in smart growth areas. The Bike/Walk Plan application was successful, and work will take place in 2022. At the close of 2021, the Bylaw Modernization Grants had yet to be awarded.

At the close of 2021, the Planning Commission began working on a housing infill project, identifying parcels where infill housing may be feasible. They also began discussion cannabis regulations in anticipation of a taxed and legal cannabis market in 2022.

The **Conservation Commission** continued to focus on invasive species through monitoring activities, educational information, and management. They continued to manage Japanese knotweed at the West River Park with bi-weekly cutting. They sent an informational mailer to neighborhoods around the Whetstone Brook where another invasive plant, Japanese Stilt-grass, was identified, detailing how to identify and manage it. In the latter half of the year, the Commission reviewed and supported several proposed resolutions that came before them: an open letter on just transition principles from 350 Vermont, the final report of the Preferred Solar Siting

Subcommittee, and a proposed Representative Town Meeting act for tax stabilization of municipal preferred solar projects.

The **Design Review Committee** reviews new construction and exterior alterations to buildings in four of the town's designated historic districts. The committee makes recommendations to the Zoning Administrator and the Development Review Board. In 2021, the Design Review Committee made recommendations on seven properties: 6 involving exterior modifications and 1 consultation on demolition.

The **Energy Committee** focused on helping building owners transition off of fossil fuels and into more sustainable electric and biomass-focused solutions. In April, they held a widely attended webinar that featured the incentives and supports offered by Efficiency Vermont as well as the Windham Wood Heat initiative. There was work to organize a community-driven efficiency program for residents to improve the R-value of their windows, in partnership with a nonprofit organization called Windowdressers. The committee partnered with the Town of Guilford to hold Windowdressers workshops for the community in October and November, serving over 35 households. Additionally, they participated in formation of the preferred siting criteria for renewable development and worked to continue the Town's new e-bike lending library past its initial pilot year. Looking forward, they intend to focus on access to bikes in the community, and outreach to businesses regarding energy efficiency opportunities, in partnership with Efficiency Vermont.

Since reforming with an updated mission and structure, the **Agricultural Advisory Committee** has pursued three key areas of work for itself. These three areas were identified in light of new challenges and pressures to farms, farmers, and the regional food system, generated in large part to the COVID-19 pandemic. The three areas of focus are stakeholder engagement of food producers and others, examining land-use mapping and gathering new data, and repurposing existing financial tools such as the Agricultural Land Protection Fund and the Farm Tax Stabilization program, so that they can be more useful to the evolving needs of local farmers. Work commenced in all three areas.

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

The Development Review Board met remotely and, later in the year, in hybrid meetings. One meeting held no hearings and was dedicated to training on conflict of interest. Two meetings were canceled for lack of an application. The Board heard approval requests for 19 applications with 12 Site Plan, 1 Local Act 250, 1 Historic Resource Overlay District review and 6 Conditional Use reviews -- of which 2 were Flood Hazard, 1 was Riparian Buffer and 1 was Wetland. Some applications had more than one request for approval. Three applications were withdrawn. The Board heard two appeals of a Zoning Administrator's determination, both of which were denied.

# BROOKS MEMORIAL LIBRARY

The Mission of the Brooks Memorial Library is to *connect people and resources to inspire, inform and empower our diverse community.*

Our Vision is that *all members of the community engage with the Library to spark curiosity, enrich lives, and achieve aspirations.*

2022 proved to be another challenging, yet rewarding year as we emerged from the pandemic. The BML staff examined and evaluated our systems and services to find ways to serve our community even better than before. This led to us explore our Inner P's to deliver the very best for our patrons.

## Progress

- Restored hours to our pre-COVID schedule in April. Though we have eliminated our time restrictions and mask requirements, the staff continues to wear masks, as we encounter so many people on any given day. People respect our caution and many don a mask as well and continue to express appreciation for the presence of masked staff and public.
- Upgraded our online catalog to a modern system that offers improved browsing and search capacity, a better experience on mobile devices, integration of our downloadable and streaming content, and is more attractive to boot!
- Joined the Palace Project, gaining access to an expanded collection of downloadable audiobooks and e-books from the Vermont Department of Libraries. The Palace app is an open platform, allowing us to buy e-books and audiobooks from multiple competing vendors, and aims to grow into a single app for accessing this content regardless of its source.
- Trustees approved free library cards for non-resident Town of Brattleboro employees.
- There is an ever-growing need and demand for public and private meeting spaces. Some sites in Brattleboro which were once available for meeting have closed to the public. The Community Meeting Room has historically been available only for events that are free and open to the public, but this year we extended its availability to local groups who needed space. We have seen a 141% increase in its use. All of our reservable spaces are heavily used and appreciated.
- Conserved and encased the mammoth tusk, (found nearby in 1865), in a new display, to the delight of its many fans of all ages.
- Added Pronunciator, a new online language learning tool, that included modules in Dari and Pashto to support our new neighbors from Afghanistan, and also features a platform to learn ASL. Funded by the Friends of BML.
- Expanded our Welcoming Library collection by purchasing additional titles including bilingual picture books in both English-Dari and English-Pashto.
- Enhanced our collections of gardening books, cookbooks, books in large print and LGBTQIA+ literature through new purchases funded by grants.
- Doubled the number of interlibrary loans provided for our patrons, drawing from libraries throughout the country to meet the demand for books, articles, and audiovisual materials.
- Inspired a huge increase in grants research through Candid/ Foundation Directory at the library, due in part to collaboration

with the BDCC, Brattleboro Sustainability Coordinator, and other community partners.

- Provided extensive personal consultations with the Electronic Services Specialist and Information Services Librarian, serving a wide segment of the community with a diverse life experiences and familiarity with libraries and technology.
- Worked with Everyone's Books to acquire titles when our book distributor was held up by ransomware.
- Supplied reliable online news sources and tools for news literacy, including local, state, and national newspaper archives that are the most popular databases on the library's website.
- Began the process of creating the Access Brattleboro Community (ABC) database, a tool for public research on Brattleboro's wealth of resources in human services, social justice, and culture.
- Grown the teen program by leaps and bounds. We have gone from sporadic teen-centric events to a regular monthly schedule, expanded the collection to bursting, had a teen-centric Summer Reading Program and activities, and made the Spicy Lime room into a welcoming rainbow-strewn haven for teens. We are guided by a thriving and functional Teen Advisory Board.
- Trustees made moves to reorganize and examine the library's selection of historical artifacts and fine art, finding new homes for some where they'll be used and exhibited.
- Saw a surge in new library cards issued.
- Provided home delivery to patrons who cannot come to the library physically.
- Installed a camera in the alley after a burglary.
- Refreshed the appearance of the downstairs meeting room with spiffy, colorful, comfortable and cleanable furniture, purchased with grant funding.

## Projects

- Thanks to Stephen Dotson, Town Sustainability Coordinator, we secured a grant from the Vermont Foodbank for our "Field to Fork" tool library, supporting food sufficiency by circulating gardening tools, kitchen items, and small appliances for food preparation and preservation. The concept has been embraced enthusiastically by the community. Time trade volunteers helped stain the shed Barn Red. We hosted a grand opening of The Big Red Shed with live music, children's activities, and a concurrent promotion to distribute garden gloves with our partners at Edible Brattleboro.
- We are honored to be the home of a *Welcoming Library*, a traveling collection of thirty acclaimed children's picture books featuring New Arrival and New American families, available for local schools and public libraries to borrow and share with their communities. Generously donated by the project founder and Brattleboro native Kirsten Cappy in memory of her father James.
- The trustees embarked on the process of creating a new strategic plan for the future of the library. A public survey was conducted and two community forums were held to gather input.
- Staff took next steps in identifying archival and special col-



# BROOKS MEMORIAL LIBRARY

lections materials on the library's shelves and preparing for more grant-funded work to preserve and celebrate those local treasures.

- Staff rearranged and reorganized resources to convert our local history/microfilm into a small meeting/private use room in response to growing demand for such spaces in the community.
- We acquired software to streamline the process of room reservation, which will increase staff's efficiency and enhance the public's accessibility and user experience.
- We responded to new needs created by COVID by assisting with public meetings through our Zoom account and acquiring an OWL camera for loan.

## Programs

- Our return to classic children's programming was met with resounding enthusiasm. We had record-breaking participation in our annual Design-A-Plate workshop and the Stuffed Animal Sleepover. Weekly Rhyme Time had a dedicated following and we were able to reprise our Monday Movie Matinee Series. We welcomed back our friend Kelso for "Read to a Dog" afternoons.
- We celebrated our library cards designed by local author and illustrator Eileen Christelow with a month of related activities and free books for participants, donated by Eileen.
- The *Read Beyond the Beaten Path* summer reading program was bookended the by kicking off and wrapping up with a *We're Going on a Bear Hunt* obstacle course, which had kids climb, hop and crawl to find our sleeping bear. We offered in-person, in-library events this summer including an evening family storytime, complete with glowing 'camp-fire' and a s'mores solar oven workshop. Over 200 children joined the summer reading program.
- With the help of our Teen Advisory Board, we held 4 teen programs a month rotating Writing Games workshops, movie nights, and game nights held in the evening after the library closes. Each of these programs have been enthusiastically welcomed and have drawn in many new teen patrons – including some folks with developmental disabilities who have successfully attended with their support staff. The Teen Advisory Board also spearheaded a new multigenerational creative writing program in collaboration with local poet Diana Whitney, and has volunteered to help out with many programs in the Children's Room, such as the Stuffed Animal Sleepover and Chalk Mural events.
- The ebike program continued for a second year, thanks to volunteers from Time Trade.
- Staff started a monthly science fiction reading group.
- Community members volunteered their time and expertise to conduct a wide range of programming including: "Write Like the Dickens" short story contest; a meditation and lecture series on Buddhism and Politics; and a multimedia celebration of *Ulysses* on Bloomsday, including an appearance by the ghost of James Joyce. Other community members organized ongoing program groups to play Scrabble and Magic, the Gathering.
- Local and visiting authors launched their books, from an adult coloring book, to a poetry collection, and everyone's

favorite, Archer Mayor, who charmed a full house with stories and observations on writing and law enforcement work.

- Scholar Meg Mott led a lively discussion on the Declaration of Independence.
- An evening harp concert was held in observation of Make Music Vermont.
- Ken Gloss of The Brattle Bookshop and *Antiques Roadshow* regaled us with tales of his life as a bookseller, while imparting lots of information on book collecting.
- Two Muslim hip-hop artists displayed their love for Islam and hip-hop beatbox artistry and dance in a fascinating lecture/demonstration/discussion.
- We revived in-person programming from Vermont Humanities with lectures on a wide range of topics such as: afterlives and the legacies of the transatlantic slave trade; the Electric Period of Miles Davis; and the fandom of Star Wars. BML also served as a site for their Fall Festival Program on Pathways of Migration, in concert with the Vermont Reads title *The Most Costly Journey*.
- Windham World Affairs Council sponsored ambassador Peter Galbraith, who drew a an in-person audience of over 100, with an additional 60 people on Zoom, to hear an update on the situation on Ukraine.

## Partnerships

- Women's Freedom Center presented several online series and discussions around domestic violence.
- Friends of Brooks Memorial Library worked tirelessly to support events and raise funds for programming and resource enhancements. Book sales, garden parties and annual appeals raise funds for the special programs and resources that make Brooks special; Launchpads (electronic tablets with educational games) for young children, Kanopy streaming video, and subsidy of the Design a Plate program. They also lend a hand to our community events like Gallery Walk and the Halloween celebration.
- Winston-Prouty's Sueno LeBlond distributed 120 free books (donated by Eileen Christelow) to children during her visits to daycares and preschools with the bookmobile. This collaboration was a way to bring the gift of books to more children over a wider geographical area.
- ECDC provided transportation and translation for an after-hours tour to welcome residents from Afghanistan. We have helped with research on education, employment, and cultural learning, and remind them that the public library is a free resource available throughout their lives. BML supplied children's books for the library at SIT for these families during their stay on campus.
- The Artlords installed a temporary mural on the Library's north side.
- Recreation and Parks Department provided prime partnering opportunities for BML during Winter Carnival and the Halloween celebration.
- VT Department of Health delivered hundreds of free COVID tests for distribution.
- Write Action posted several of their Poems around Town in our front windows.



# BROOKS MEMORIAL LIBRARY

- Edible Brattleboro, Building a Positive Community, and Retreat Farm worked with BML staff to package sunflower seeds for public distribution.
- Youth Services worked with their unhoused clientele to present a stunning, moving and informative presentation on “What it Means to be Homeless” to a full house that included several community leaders and one state senator.
- BMAC tapped BML staff to judge their annual, impressive LEGO contest.
- The Brattleboro Literary Festival once again provided free top-notch programs with esteemed authors at the library. Truly an “Only in Brattleboro” event!
- The Aids Project of Southern Vermont, Brattleboro Community Justice Center, Groundworks Collaborative, HCRS, and BPD have all provided wise and practical counsel on ways to best serve our vulnerable or marginalized patrons.
- The Estey Organ Museum arranged for a long-term loan of one of their organs, available for the public to play.
- Brattleboro Historical Society has loaned us a large floor map of the town from 1896 to the delight and fascination of browsers in our magazine section.

## Presence beyond the building

- Registered people for library cards and conducted a book-making activity at BMAC’s birthday bash.
- Hosted a Friends of the Library ice cream party in Living Memorial Park
- Produced a commercial for BCTV to bring in new patrons.
- Introduced online education resources to students at the Windham County Reality Fair
- Marched in the 4<sup>th</sup> of July parade with Friends of the Library and Iron Shaggy, who was featured in the *New Yorker* Talk of the Town column, on page 17 of the August 15, 2022 issue. <https://www.newyorker.com/magazine/2022/08/15/bringing-back-the-woolly-mammoth>
- Disseminated information and registered people for library cards at the Earth Day event.
- Gifted 111 books by Eileen Christelow to children and families at the 802 Credit Union Kids Fair.
- Brought Sing and Dance with Robin on the Brattleboro Commons, thanks to the Friends of the Library.
- Participated in several Gallery Walks by; staging a Language Café to introduce some of our new neighbors from Afghanistan and our online language learning resources, hosting the ever-popular Chess Alley, and promoting the tool lending library.

## Personnel

We said goodbye to valued, experienced staff: Maria Bruce, Periodicals Clerk; Kathy Johnson, Accounts Clerk; and Leslie Markey, Technical Services Librarian and keeper of institutional knowledge for 36 years.

We welcomed new staff, rich in expertise and enthusiasm: Max Newirth, Circulation Clerk; Anna Monders, Accounts Clerk; Beth Johnson, VISTA; and Sara Luttrell, Technical Services Librarian.

Staff members maintain their excellent skill level through continuing education and pursue professional development to advance in librarianship. Several members made steady progress toward their VT Certificate of Public Librarianship, one staff member has begun a program for a masters degree in Library and Information Science and another completed the prestigious New England Library Leadership Symposium.

## Public—the most important “P” of all

Brooks Memorial Library is at the heart of the community, because it holds the community at the heart of the library. We are here because of you.

As Moira Donegan notes in her December 28, 2022 essay for *The Guardian*: “The public library makes a proposition that’s still radical: that learning, knowledge and curiosity are for everyone, and that the annals of history, literature, science and art might not be just an indulgence of the privileged, but an entitlement of citizenship.”

Our patrons bring us inspiration, challenges and daily satisfaction. Everyday, someone walks through the door with a great suggestion, a complicated query, a funny story, a practical question, an immediate need for essential information, a lofty aspiration, or simply a desire for human contact and pleasant place to be. All ages bring us their optimism, idealism and enthusiasm. They share their curiosity and their concerns, their hopes and their heartbreak. In return, we offer rigorous research, technical assistance, practical solutions, exhaustive efforts to obtain the resources to fulfill their needs, and a friendly face to greet them. This past year especially, we have seen the toll the pandemic has taken on everyone, from lack of housing and other struggles of the underserved, to the strain of social isolation and the stress of divisiveness. We are grateful to play the part of a productive, positive role in supporting the community.

Prepared by Starr LaTronica with input from Lindsay Bellville, Jeni Clary, Chloe Liotta-Jones, Jeanne Walsh and Matt Wojcik.

# BROOKS MEMORIAL LIBRARY

## Brooks Memorial Library

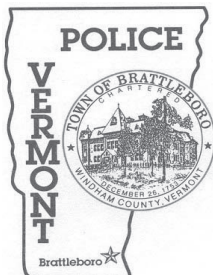
Circulation—Information Services—Electronic Services—Interlibrary Loan

Statistical snapshot, January-December 2022

<b>Library materials</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>% change 2021-22</b>
Materials cataloged (Books, DVDs, etc.)	2824	2257	1977	-12%
<p>The library's collection is deeply rooted in community needs and interests, and we welcome suggestions for purchase throughout the year. Cataloging activity dipped slightly at the end of 2022, when our veteran cataloger Leslie Markey retired and we began the search process for a new Technical Services Librarian.</p>				
<b>Circulation and Interlibrary Loan</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>% change 2021-22</b>
Loans: Brooks Memorial Library items (books, DVDs, etc.)	84,827	83,710	112,232	+34%
Loans: Catamount Library Consortium, borrowed & sent	11,340	13,147	11,743	-11%
Interlibrary loans: wider VT and out of state, borrowed & sent	918	1810	3661	+102%
<p>Local borrowing and interlibrary loan increased significantly in 2022. Borrowers accessed three layers of materials: items in our own collection, items from partner libraries in the Catamount Library Consortium, and items in the wider world through interlibrary loan.</p> <p>In addition to the traditional resources above, community members borrowed gardening tools and kitchen implements through the Field to Fork Tool Cottage. We'll continue to expand our Library of Things in 2023.</p>				
<b>Reference and technology services</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>% change 2021-22</b>
Reference/Information transactions (Help Desk)	940	2946	3034	+3%
Electronic Services transactions & tutorials (Technology)	770	762	793	+4%
<p>In 2022, library visitors sought personal help to keep up with rapid changes in the information universe. Technology and Help Desk consultations became increasingly complex, requiring a variety of approaches and layers of research and instruction.</p>				
<b>Digital/Online Services</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>% change 2021-22</b>
Reference database searches and online learning sessions	35,448	40,451	55,452	+37%
Ebooks and audiobooks	19,006	14,408	14,537	+9%
Video	15,590	6752	6748	-.05%
<p>Usage rose for reference databases, which provide reliable information online. The Vermont Department of Libraries provides free access to the Vermont Online Library for all library patrons, and Brooks Memorial subscribes to additional resources for our own community. Popular databases include the New York Times Digital Edition, the Vermont State News Collection, and Consumer Reports.</p> <p>Usage for downloadable ebooks, audiobooks, and video remains steady. Folks are enjoying these formats while continuing to love traditional print resources. In 2023, our ebook and audio offerings will expand through the new Palace app, which is free to Vermont library patrons from the VT Department of Libraries.</p>				

# POLICE DEPARTMENT

## Brattleboro Police Department



### MISSION STATEMENT

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

### CORE VALUES

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

## 2022 Annual Report

### CHIEF'S MESSAGE

Please accept our submission of the 2022 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.

Respectfully,

Norma Hardy, Chief  
Brattleboro Police Department

### COMMUNITY POLICING

Working in partnership with the community to support a safe environment is a component of our mission.

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

Over the years, many organizations have asked us to have greater involvement with them. We are proud of the variety and diversity of these groups. It is through this involvement that we learn important information about things we are doing well, areas we need to improve, and the type of



service the community expects from us. Through this community policing method, we are able to gain real-time information about the nuanced changes in the expectations of our community. Some of these groups include:

Big Brothers Big Sisters  
Coffee with a Cop Turning Point  
(BAPC) Groundworks Collaborative  
Southeast Regional DUI Docket  
Various civic and religious groups  
The Inspire School for Autism Child Advocacy Center (CAC)

Boys and Girls Club  
Building a Positive Community  
Community Equity Collaborative  
Project C.A.R.E. Inclusion Center  
Each school in the community

### 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 of the Opioid epidemic. The current mission of Project CARE is to reduce the impact that opiate use is having on the Town of Brattleboro and its residents, reduce the amount of deaths resulting from opiates and other drugs, and connect people with supports so that they can achieve and maintain recovery.

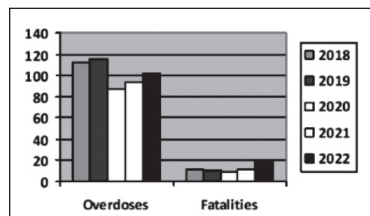
The Project CARE team meets on a monthly basis, and includes representatives from the BPD, Turning Point, Brattleboro Memorial Hospital, Groundworks, Habit Opco, Brattleboro Retreat, HCRS, and Probation & Parole. The Brattleboro Police outreach team is led by Lieutenant Adam Petlock, and includes Detective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



# POLICE DEPARTMENT

## Overdose response:

2022 has presented unprecedented challenges for every aspect of life, and the opioid epidemic is 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 2022, BPD responded to 101 overdose incidents. Of those 21 fatalities have been confirmed. Fentanyl has played a role in the majority of these fatal incidents. Despite all these challenges, there is no doubt that these numbers would be much higher without the harm reduction efforts, collaborations and interventions in place.



## Overdose response by BPD:

As part of this initiative, BPD officers (with the assistance of Recovery Coaches from Turning Point) attempt to follow for contact with all victims of drug overdoses if possible Within 24-48 hours of the incident. Recovery Coaches provide resources and support. They also provide Narcan and Fentanyl test strips amongst other items.

## Training and Collaboration:

BPD Officers continue to receive training in Substance Use Disorder, and the effects it has on our population. All BPD Officers are provided and have been trained in the use of Narcan (Naloxone), a drug that reverses the effects of Opioids in the case of overdose. To date, there have been approximately 37 occasions documented where officers have administered Narcan during overdose response. These are instances where officers arrive before medical personnel. BPD is an active member of PAARI (Police Assisted Addiction and Recovery Initiative), an organization that provides support and resources to help law enforcement agencies nationwide create non-arrest pathways to treatment and recovery. BPD has also worked closely with the COSU (Windham County Consortium on Substance Use), a community assessment and planning initiative aimed at combating the Opioid epidemic.

BPD maintains contacts and agreements with 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 outreach with a combination of BPD, Recovery Coaches, and Groundworks employees. Our outreach is aimed at the areas and people identified in the community as being most at-risk, based on overdose and other statistics. Recovery Coaches distribute Narcan, Fentanyl test strips, sanitizer, and other supplies.

Officers also educate people about the Good Samaritan Law, which protects those

who are overdosing or those 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.

- BPD officers are available to transport people to in-town treatment facilities
- Recovery Coaches are available to transport people to treatment facilities and medical appointments
- BPD works with Groundworks, the Brattleboro Comprehensive Treatment Center and other agencies
- to assist with identification documents, allowing people more immediate access to treatment.
- BPD continues to offer prisoners held in lockup MAT (Medication assisted treatment). This is made possible through our partnership with the Brattleboro Comprehensive Center.
- Project Care supports the Turning Point Recovery Coach program, which offers immediate support for people with Substance Use Disorder transported to the BMH emergency room
- Project Care promotes the Rapid Access to Medication Assisted Therapy program at BMH
- BPD maintains contacts and agreements with 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.



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

## In Conclusion:

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





# FIRE DEPARTMENT



## CHIEF'S REPORT

The Brattleboro Fire Department proudly provides our community with the finest fire protection, rescue, emergency medical care, and hazardous materials control response services. BFD responded to 3,511 requests for service in 2022, 2,249 being EMS and 1,262 being fire related and 13 of these being structure fires in Brattleboro. We always strive to follow our core values of **Focused, Integrity, Respect, and Excellence**. We take great pride in it being **Our Town, Our People, and Our Responsibility**.

The department has seen significant turnover in staff over the last year. This has been due to retirement, career changes, and family obligations. Captain/EMT Jason Davis retired in June 2022 with 21 years of service, Captain/AEMT Eric Poulin 10 years of service, he and his family relocated, Lt./EMT Josh Jones 18 years of service is pursuing his pilot's license, FF/EMT Alex Richardson 5 years of service, pursued a career change, FF/EMT Will Streeter 5 years of service took a FF/EMT position in Greenfield, MA, FF/EMT Charles Huget 18 months of service took a FF/EMT position in Hazardville, CT, FF Helder Martin-Ferreira 18 months of service took a Firefight-

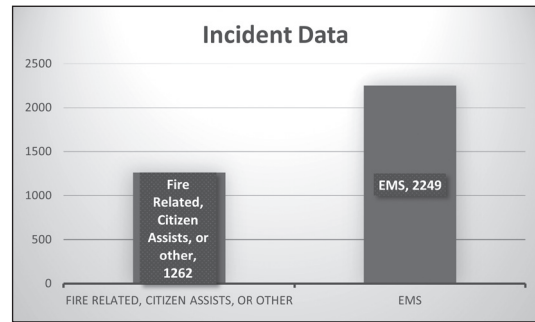
er/EMT position in Hanover, NH.

The turnover in staff has required the remaining BFD staff to train 7 new folks, as well as cover the open shifts that these members will fill when they are at the trained level that is required to count as a shift member. This has required staff to work many hours of overtime. We had 4 different members that were out on Family Medical Leave, therefore the overtime budget is significantly over budget. This required moving Fire Alarm Superintendent Joe Newton from his regular position of 40 hours a week to an acting Captain position at the shift level. His experience was needed on the floor to lead a shift for 3 months.

The fire department has been providing a first-response medical service since 1999. We have staff trained as Emergency Medical Responder (EMR), Emergency Medical Technicians (EMT), and Advanced Emergency Medical Technicians (AEMT). These providers have been showing up to your emergencies providing medical care for 23 years.

In June of 2022, the department upgraded our emergency medical service license from the advanced care first response level to the paramedic first response level. We currently have two licensed paramedics and three other staff members enrolled in paramedic school.

In March of 2022, the Brattleboro Select-board learned that after 56 years, Rescue Inc. would no longer provide emergency medical service (EMS) to the Town of Brattleboro. Therefore, in three months' time, the fire department needed to develop a plan for July 1, 2022, so the citizens had EMS service and transport. This entailed finding a transport service, obtaining the proper licensing, and developing an operational plan as to how the two agencies were going to work together. This plan included working with Brattleboro Memorial Hospital (BMH) and Doctors James Suozzi and John David Storn that oversee our quality insur-



ance and quality improvement.

It has been a positive experience to work with Golden Cross Ambulance, Brattleboro Memorial Hospital, Vermont Department of Health EMS Division, Dr. Storn, and Dr. Suozzi. The Brattleboro Fire Department has grown a great deal over the past year with collaborative efforts from all parties.

Golden Cross provides Brattleboro with three ambulances, and 2 EMS providers 24 hours a day, one being a paramedic and the second provider an advanced emergency medical technician. The fire department provides two EMS providers that staff two ambulances with a Golden Cross member and a BFD member on each of the ambulances. Two ambulances operate out of the Central Fire Station. The third ambulance is at Station #2 and is cross staffed with the two BFD members that work out of that station.

As I write this report 1/9/2023, we have been operating under this model for 6 months, and we have responded to 1,501 medical emergencies. We have transported 1,098 folks and 518 were non-transported. We have needed 2 ambulances 15.84% or 256 times and a third ambulance 2.48% or 40 times. We have required a mutual aid ambulance 0.12% or 2 times and have required a mutual ambulance to cover our station 4 times. Golden Cross has billed for 324 advanced life support calls, and 106 basic life support calls, for a total of \$527,427.60 billed out, and has collected \$313,035.10 for a collection rate of 71%.

Respectively,  
Leonard A. Howard III  
Fire Chief

## FIRE ALARM, COMMUNICATIONS, AND TRAFFIC SIGNALS

### Municipal Fire Alarm

2022 was a busy year for the municipal alarm system. Work continues refurbishing existing master and street boxes as well as upgrading sections of cable 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.

We currently have 41 radio boxes in-service.

*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](mailto:jnewton@brattleboro.org)*

### Fire/Police/DPW-Communications

Upgrades to the Fire Dept radios system finished this year. This much anticipated project brings the fire dept communications into the modern era. With this project we also upgraded the portable radios that the firefighters carry.

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

2022 was an active year for the signals. Upgrades happened at the canal and fair-ground intersection and will be finishing that project up in the spring of 2023. Further upgrades will be happening to the vehicle detection system and the lower main street intersection.

# FIRE PREVENTION AND INSPECTION REPORT

"Fire won't wait. Plan your escape." This was the 2022 safety message from the National Fire Protection Association (NFPA). Fire prevention is the cornerstone of any fire department and here at the Brattleboro Fire Department, it continues to be an essential mission for our members to bring to the community.

In 2022 the Brattleboro Fire Department responded to 3,511 calls for service. Of that number, ten (10) were building fires inside residential buildings and three (3) were commercial buildings in the Town of Brattleboro. This number continues to be low for a town of our size, as our members continually look for ways to educate and reach out to the community. Don't forget to check out our weekly "Fire Safety Friday" on all the social media platforms.

According to the NFPA cooking fires account for more fires than any other nationwide. In Brattleboro, although a very narrow scope compared to nationwide statistics, we saw fires that were caused by cooking or originated in the kitchen area, along with improper use of space heaters accounting for the most fires for our community. The Brattleboro Fire Department would like to remind folks, to watch what they are cooking (never walk away), and keep space heaters at least 3 feet away from anything that can burn, including people.

Our inspection team has changed a bit since the previous report. In July, Inspector Davis ended his employment with the Town of Brattleboro to pursue another career field. The Town of Brattleboro was fortunate to hire Retired Captain Steve Nelson for the position and we are grateful to now call him "Inspector Nelson".

Inspector Nelson "Steve" brings a great deal of experience and knowledge to the department. Steve was an active career member with over 20 years of experience in fire suppression. Steve was an inspirational leader then and is still to this day. After his time as a Brattleboro Firefighter, he then became a fire marshal for Entergy in St. Francisville, La. We look forward to seeing him grow in his new role.

In 2022 the Brattleboro Fire Department performed initial inspections of over 350 units and over 50 health inspections. We are currently inspecting "zone #3" (South Brattleboro area). Still making up for the Covid-19 pandemic where inspections could not take place, the goal of completing all four zones as presented in 2019 by June of 2023 is a bit off track. We expect to complete "zone #3" by June of 2023 and begin "zone #4" (West Brattleboro area) by July of 2023.

The Brattleboro Fire Department follows several different code references when performing inspections. Largely, the three commonly noted codes are NFPA 1, NFPA 101, and Vermont Rental Housing Health Code. In September of 2022, the Town of Brattleboro adopted an ordinance allowing for municipal fines to be issued to non-compliant property owners or tenants. I am pleased to say we have not issued any fines at the writing of this report.

In the fall of 2022, the Brattleboro Fire Department launched "Community Connect". Community Connect allows residents, businesses, and property managers the ability to create household and property life safety profiles in minutes and empowers the Brattleboro Fire Department members with information while responding to an incident

they normally would not have. Feel safe when creating a profile. Community Connect and safe and secure with bank-level encryption and is HIPAA compliant. If you have not created a profile yet, you can at: [www.communityconnect.io/info/vy-brattleboro](http://www.communityconnect.io/info/vy-brattleboro)

Lastly, smoke/carbon monoxide detectors save lives. Early notification is essential to getting out of your home in an emergency. Removing or tampering with smoke and carbon monoxide detection remains the #1 (highest) violation noted during inspections. A combination smoke and carbon monoxide detector should be on each level of your home and a smoke alarm in every bedroom. Carbon monoxide is colorless, odorless, and tasteless. This by-product of combustion kills over 430 folks every year yet can be detected very easily.

Often fire/health code complaints and concerns come to the Brattleboro Fire Department after issues occur. We always like to see homeowners, occupants, and property owners be proactive and reach out to the fire department if they have a question. The code sets mentioned can be complicated and cumbersome to interpret. Always feel free to reach out to any fire department member with questions or concerns related to fire and health codes. We may not always have an answer for you but will always get you to somebody that can.

Charles W. Keir III  
Assistant Chief / Town Health Officer  
Brattleboro Fire Department

# FIRE TRAINING REPORT

The primary focus of training in 2022 was getting our newest members up to speed with department operations while simultaneously getting all members comfortable with operating ambulances and handling patient transport. Members had to hit the ground running on July 1 and take on the responsibilities of running an ambulance service while also maintaining proficiency in all other aspects of our job.

To start the year all members attended an EMS simulation lab hosted by Vermont Technical College that allowed us to practice interventions and get real-time feedback on our skills on computerized mannequins. In February we hosted a National Fire Academy course focused on leadership in supervision. This was followed up by a Swiftwater rescue course that took place in May. Simultaneously, 7 members took on the task of attending an

Advanced EMT course hosted in New Hampshire. Shortly thereafter, 3 members began an accelerated 12-month paramedic program in Chicopee Massachusetts. Other members attended EMT, VTEFR, FF1, and other tech rescue training throughout the year with a grand total of over 3,500 hours of individual training.

In the late summer and fall, members trained other town employees on the proper usage of fire extinguishers as well as basic first aid and CPR. As the weather cooled off and outdoor training slowed down, we were able to take advantage of some new EMS training equipment that included a pediatric and adult airway mannequin as well as an arm designed for IV training.

2022 also saw continued usage of our new training program called FireRescue1 (FR1)

Academy. Every week, members completed P3 reports which consisted of EMS protocols, Department policies, and procedures. Members also utilized FR1 Academy for continued Standard Operating Guideline updates and tracking our training hours. Properly logging our training is crucial to assist with ISO audits in the future.

At the end of the year, the AP Triton study was released and gave the department crucial data that will aid in the direction of our training in 2023. As always, we will continue to operate with Focus, Integrity, Respect, and Excellence to deliver the best possible service to the citizens of Brattleboro and our surrounding communities.

Kevin J. Lambert  
Lieutenant/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. In 2021-22 many of our programs started to rebound from COVID and many youth, adults, and families became more comfortable with going out and participating in group activities.

Please see below a complete listing of our facility improvements and program/special event offerings.

## Facility Improvements

Project	Improvements
Paving Living Memorial Park	Repaved LMP Road from the Park entrance to the Kiwanis Shelter and installed six speed bumps
Utility Upgrade at LMP	The Department of Public Works upgraded the water line coming into LMP from Guilford Street and connected to the line leading to the upper portions of the Park and installed a fire hydrant. The increased piping size provided the additional capacity needed for fire flow.
Swimming Pool Repairs	Removed the loose concrete under the stainless-steel gutter and refilled (200 linear feet).
Gibson Aiken Fire Alarm System	Installed Addressable Fire Alarm System with A Radio Box for communication with the Brattleboro Fire Dept.

## Civil War Monument

Recreation and Parks worked closely with former Town Manager Peter Elwell and a committee of community members to erect an interpretive and corrective plaque next to the Town's Civil War Monument. We obtained a new structure for the plaque and created digital materials for the public to access more information. The Parks Maintenance Staff installed pavers around the existing and new structure to tie the two together. This project resulted from the research of numerous Brattleboro Area Middle School students and their Social Studies teacher who documented errors on the original monument, including the exclusion of soldiers of color and substitute soldiers who served in the place of wealthier residents. Three of the students (Avery Bennett, Priya Kitzmiller, and Annabelle Thies) and their teacher (Joe Rivers) urged the Town to take action to correct those errors. They served on the committee with Mel Motel, Curtiss Reed, and John Hagen. The plaque that they recommended and the Selectboard approved provides both factual correction and historical context. To underscore the importance of the new plaque as a matter of racial and social equity, a ceremony to dedicate it was held on Juneteenth (June 19, 2022).

## Programming

In 2021 - 2022 the Department started to see a rebound in program participation as youth, adults, and families wanted to move back to the new normal as we worked our way through the pandemic. The pandemic taught us that we can be creative and think outside of the box and offer programming in a different way. We moved away from some of our traditional programs. Many programs and special events looked much different than they did prior to COVID.

During the summer of 2021 we focused on our summer camp options on offering programs that made families feel

comfortable with participating in group activities again. In doing so we increased the number of camps being offered and reduced the number of camp slots available to citizens. We offered 19 camps and programs which attracted 1,150 participants. Also, during the summer of 2021, we opened the Living Memorial Park Swimming Pool for full operations, over 8,148 swimmers utilized the Pool.

Summer Camp / Program	Participants
Day Camp	576
Fencing	23
Softball Camp	11
Tennis Camp	11
Baseball Camp	19
Mt. Biking Camp	8
Voltage Soccer	52
Gymnastics Camp	138
Hoop It Up Basketball Camp	30
Magical Earth	9
Mad Science	16
Mad Science Jr	10
Track & Field	34
Boys Lacrosse Camp	15
Girls Lacrosse Camp	8
Field Hockey Camp	10
Everywhere Philosophy	5
Skateboarding Camp	11
Swimming Lessons	164

As we moved through the year into fall programming, we offered our traditional field hockey, flag football and youth soccer programs. In doing so, we had over 205 participants. When we moved indoors for winter programming, we were faced with bigger challenges as the State Guidance became a little tighter for indoor programming requiring masks to be worn. As a result, our numbers were a little low but still rebounding.

Youth & Adult Programs	Participants
Adults Badminton	59
Youth Basketball Clinic	17
Youth Basketball	73
Instructional Basketball	33
Kindergarten Basketball	14
Youth Indoor Soccer	48
Adult Futsal	162
Chess Classes	30
Gymnastics Classes	593
Movie Matinee	35
Table Tennis	59
Mini Camp	17
Evening Pickleball	62
Speed Skate	19
Skate Lessons	8
Open Gym/Game Room	9 (Daily Average)



# RECREATION & PARKS DEPARTMENT

Open Tot Gym	10
Men's Basketball League	130 (13 Teams)
Women's Basketball League	31 (3 Teams)
Public Skating Attendance / Stick Time	9,084

In the Spring of 2022 COVID Guidance started to loosen up. As that happened, we moved to our outdoor programming and offered our traditional Spring Youth Sports (Girls Youth Softball, Small Fry Baseball, T-Ball, and Youth Lacrosse). Our programs were well received as families were starting to feel like things were starting to look a little more normal.

Program	Participants
SmallFryBaseball	79
T-Ball	54
IntrotoT-Ball	19
BoysLacrosse	15
GirlsLacrosse	11
YouthSoftball	21
Men'sSoftballLeague	220(17Teams)
Women'sSoftballLeague	95(7Teams)

## Facility Rentals & Parks Usage

Over the course of 2020 – 2021 we noticed increased usage in Park Rentals and usage of our Parks in general whether it be for active or passive recreation (please see the rental chart below). Our Park Rentals include - Living Memorial Park, Field Rentals, Kiwanis Shelter, Wells Fountain, Pliny Park, Plaza Park, Brattleboro Common, West Brattleboro Common, Union Station Park, Crowell Lot, and West River Park.

Many citizens continued to find the Parks to be a safe place to have small gatherings of family and friends. The Rotary Disc Golf Course, The Fred Harris Tennis/Pickleball Courts and walking/hiking/biking trails at Living Memorial Park all experienced increased usage as they were a safe place to go and recreate in a COVID friendly environment.

Facility	Number of Rentals
KiwanisShelter	58
MiscellaneousMiniParkRentals	34

## Special Activities

In 2021-2022 all our Special Events took on a new look or in some cases were canceled altogether to keep our citizens healthy and safe by following the State of Vermont Guidelines.

The Annual Fourth of July Family Day, along with the Annual Duck Derby, The Family Pool Party, Santa's Visit, and the Annual Phil & Mary Dunham Ski Skate Snowboard Sale all we canceled.

The Department held a 100<sup>TH</sup> Birthday Celebration of the Gibson Aiken Center in 2022 which included art exhibitions, program exhibitions, music by the Stockwell Brothers, Face Painting, Sand Art, and a historical slide show. In the early 1920's the Recreation & Parks Department was established. In the beginning the Department shared the community building with the National Guard. The building was built in 1922 and is now known as the Gibson-Aiken Center. In the early 1970's the town purchased the building from the National Guard and renovated it into a Recreation Center including a Senior Center. Special Thanks To: The Brattleboro Floral Arts & Garden Club and Jill MacMenamin for the on-going beautification work of the surrounding flower

gardens at the Gibson-Aiken Center in preparation for the 100<sup>TH</sup> Celebration.

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

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

Our Annual Halloween Event took on a new look with the Trunk-or-Treat Drive through in the Municipal Center Parking Lot. We had over 300 ghosts and goblins join us as they meandered their way through the parking lot to gather spooky goodie bags and treats. A special thank you to the following Departments for helping make the event successful – Brooks Memorial Library, The Brattleboro Fire Department, The Brattleboro Police Department and The Department of Public Works.

## Senior Programming

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

Program	Participants
Mixed Fiber Arts	164
Movie Matinee	81
Great Courses	108
Senior Learning Network	24
Advanced Tai Chi	63
Yoga	118
Strength & Balance	251
Tai Chi	212
Beginner Line Dance	68
Line Dance	404
Indoor Pickleball	1,480
Beginner Bridge	112
Computer Use	64
Duplicate Bridge	504
Pick Up Bridge	120
Ice Cream Social	103
Nickel Bingo	61
Oil Painting	291
TELL Talk Group	11
Writing Group	13
Watercolor Painting	107
Socializing	400
Flu & Pneumonia Vaccination Clinic	31
Footcare Clinic	43
Blood Pressure Clinic	57



# RECREATION & PARKS DEPARTMENT

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

The Brattleboro Senior Meals Program that rents space from the Town continues to offer the daily meals on wheels program. Over the course of 2022 The Brattleboro Senior Meals Program prepared approximately 200 meals a day, those meals included: brown bag pick-up, meals on wheels, contracted meals, and congregate meals.

## **Cemetery Maintenance / Committee Report**

The Brattleboro Cemetery Committee met two times in 2022. The feasibility of a green burial section which would also be realigned to meet the needs of many faiths was the primary topic of discussion at these meetings. The continuing concern of the Morningside Cemetery mausoleum roof and damaged stones in the town owned cemeteries were also discussed. The cemetery committee is advisory only, so no action was taken. Changes to the cemetery ordinance will be required to add the green burial section – wording for these changes will be presented to the Selectboard when completed.

In 2022 we had Abbiati Monuments repair 22 headstones in Prospect Hill Cemetery. Some of the repairs were small in nature and others were more involved and complicated. Additionally, we had Independent Landscape and Property Management and addressed several overgrown areas within Prospect Hill and Morningside Cemetery.

My thanks and appreciation go to the Recreation and Parks Staff, Sarah Clark (Assistant Director), Matt Tibbs (Program Coordinator), Amy Goodnow (Administrative Assistant) Doug Morse (Maintenance), Paul Ethier (Park Supervisor), Sean Nix, Tony Lebron and Tyler McKay (Park Staff), and to the 42 part time employees who generously give their time and effort to make our recreation programs and park facilities appealing to the community. We will miss Ron Wells and Kim Isaacsen as they enjoy their retirement years, and best wishes to Erin Cooke in her new position at BAMS.

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



Facepainting During Gibson Aiken 100th Celebration



Recreation and Parks Director Carol Lolatte cutting the cake during Gibson Aiken 100th Celebration



Swimming Pool



Senior Strength and Conditioning Class



Participants Waiting for their turn at the Winter Carnival Downhill Races

# DEPARTMENT OF PUBLIC WORKS

2022 brought exciting changes to the Department of Public Works through retirements in administrative, supervisory, and senior positions allowing for advancement in several areas. There is an abundance of energy and innovative ideas which continues to raise the bar that was set high by the previous administration. The management team has created an environment to promote openness and collaboration throughout Public Works. We recognize that maintaining and improving



Brattleboro's infrastructure is our number one priority and are constantly finding ways to accomplish that.

Public Works is responsible for the planning, maintenance, and upgrade of our roads, bridges, drainage, sidewalks, equipment, water supply, wastewater treatment and the distribution and storage of utilities. The Public Works structure includes five divisions. The Administration oversees the Divisions as well as long term planning, capital project oversight, procurement, billing, permitting, and personnel management. The Highway Division is responsible for approximately 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.

## RETIREMENTS

Through the retirements Brian King, Al Franklin, and Steve Ferris in the Highway Division, we lost 116 years of experience. Brian King began his career in 1978 and was joined by Al and Steve in 1986. The dedication of all three men, including nights, weekends, and holidays was unwavering. They should be immensely proud of their accomplishments, and we wish them a long and happy retirement.



Brian King, Al Franklin, and Steve Ferris

## ADMINISTRATION

The administrative staff managed operations, oversaw multiple capital projects including the Water Treatment Plant upgrade, Retreat and Exit 1 pump station upgrades, storm water, roads, sidewalks, and other smaller projects. We responded as needed to support emergency services, oversaw departmental finances, and evaluated many systems and procedures. The Administration along with the entire management team are in the process of creating and/or updating Standard Operating Guidelines. We have also put an emphasis on safety and competence and professionalism through employee training.

## 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. This year major projects on South Main, High, Organ, Olive, Crosby, Larkin, and Williams Streets were the focus of the engineer. The technician has been inventorying of all the town's stormwater outfalls, to comply with the state MRGP program. The technician continues to digitize records to update the GIS database making the records more accessible in the field. Using the DPW drone, aerial imaging has provided real time information on Public Works and other Town Department projects. The engineering technician plays an integral role in planning for future projects.

## HIGHWAY DIVISION

The Highway Division found ways this year to increase routine seasonal maintenance and work on capital projects that improved vehicle and foot travel while maintaining our budget. In an effort to find a better means for temporarily improving the ongoing pothole issues, crews have started milling and paving sections of streets. This reduces the weekly visits to open potholes in the spring and allows crews to focus on other projects. On gravel roads we began using vibratory roller to compact the roads after grading creating a longer lasting smooth surface. Crews also removed hazard trees, debris, and garbage to allow safer travel ways with greater visibility. Better signage and signaling have been added to intersections and sidewalks on Canal, Fairview, Western, and around our schools.

The Highway Division capital improvement plan included the drainage repair, resurfacing roads and sidewalks. The road and sidewalk improvements include South Main, Old Guilford, Cotton Mill, Estabrook, Marlboro Ave, Lawrence, Clark St, High, Organ, Olive, Crosby Williams, Larkin, Green, Westgate, Sunset Lake, Upper Dummerston, Ames Hill, Barrows, Abbott, Gateway, and Akley.

The mixed temperatures and changing weather patterns provided extra challenges in 2022. Winter rains created icing and thawing, sometimes in the same storm. In one instance we had snow and then heavy rain. Crews plowed snow, salted, and sanded all night, spent the day opening culverts, repairing wash outs, and making gravel roads passable. As soon as roads were opened the temperature dropped and they spent the next night salting and sanding. That storm required an entire week of road repair following the event.

## 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. The mechanics work on large



# DEPARTMENT OF PUBLIC WORKS

and small trucks, tractors, loaders, graders, backhoes, and specialty equipment such as the sewer flusher and the rodding machine. This year we purchased a diagnostic computer with software that is capable of troubleshooting issues for most of our computerized equipment. This has benefited us by saving time locating the actual problem and replacing the correct parts. They also work on all the small equipment such as pumps, saws, mowers, and trimmers. Maintenance staff does metal fabricating for the maintenance and repair of snowplows, trucks, trailers, and small items that require attention. Ensuring timely repairs on our critical equipment includes maintaining a parts inventory to avoid supply chain shortages. Our mechanics are certified to perform the annual Vermont safety inspections on all Public Works vehicles. The federal requirements for obtaining a commercial driver's license changed in 2022 and our maintenance staff are taking the lead on a training program for new personnel that meets the new testing criteria. Maintenance personnel are cross trained in other positions and available for storms and other situations where they may be needed.

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

Construction of the new Pleasant Valley Water Treatment Facility is now at 62.5% completion and has been dramatically hampered by supply chain issues. The building shell is erected and much of the underground pipping has been installed. During the renovation of the raw water pump building, the contractor discovered that the exterior concrete block walls were deteriorated beyond reasonable repair. As a result, that part of the renovation will include new exterior walls on the 16'x16' building. The move-in date is now estimated to be the end of 2023, and we hope to be finished with the project in 2024. Until now there has never been a water pump station at Exit 1. A station has been added that will better manage the volume of that flows through daily.

The Retreat Wells roof was fully replaced by a local contractor and all the associated water damage in the lab was repaired. While the lab was vacated the entire room was painted and new equipment installed. The Ames Brook pump station roofing was also in need of replacement and the Water Treatment staff took that project on.



## WASTEWATER TREATMENT PLANT

This year, our Wastewater Treatment Plant and staff received and treated over 430 million gallons of raw sewage from our collection system. This equates to approximately 1.18 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. In 2022 1,880 tons of solids were hauled away at a significant cost. Wastewater staff along with assistance from outside engineers and State agencies are looking for ways to increase efficiencies at the Plant, including the reduction of solids that need to be hauled away.

Our capitol improvements at Wastewater include the upgrades of the Retreat and Exit 1 pump stations. The Retreat pump station is susceptible to flooding and the pumps and electrical are worn out. All three are being addressed in the upgrade which will go out to bid in the spring. The Exit 1 pump station will now better handle the volume of wastewater that flows through daily.

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.

## DISTRIBUTION AND STORAGE

Routine annual operations for the Utilities Division include water and sewer line maintenance, tracing waterlines, quarterly meter reading, quarterly backflow testing, right-of-way maintenance, flushing water mains twice per year, and assisting other departments as needed. Staff also attended training to maintain their certifications.

Crews spent several weeks replacing 860' of sewer and drainage lines and an associated structure on Organ Street. This project required the water, wastewater, and sewer to continue to flow for the residents during construction. This was a big project for Utilities, and they successfully completed it at a great savings to the taxpayers. In addition, 200' of sewer line was replaced on Brattle Street. 150' of sewer line was replaced on Walnut Street on the embankment by the railroad tracks. Utility assisted crews at the Water Treatment Plant tying pipes from the new Water Plant into the existing Town water supply lines.

Yearly maintenance included flushing 23,600' of sewer lines, treating roots in 3000' of sewer line, and the use of a camera to inspect sewer lines on 60 streets. The Camera used to inspect the lines was purchased this year, and has been used multiple times to locate issues in our underground piping. Crews performed maintenance on 40 structures prior to streets being paved. Two fire hydrants were replaced and 30 painted.

In terms of emergencies the Utilities Division responded to watermain breaks on Vernon, Grove, Elliot, Williams, Technology, and Lynden. Sewer main breaks included Greenleaf, Green Hill, Anna Marsh, Oak, Allerton, and West Streets. Every break requires immediate response and several Staff to restore services quickly and efficiently to the system users.

For more information about the Brattleboro Department of Public Works, please visit the Town of Brattleboro Website at [www.brattleboro.org](http://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 working in a holistic approach. HR's primary responsibilities focus on managing all employees related matters including, recruitment, benefits, labor laws, orientation, safety, and wellness, Diversity, Equity, and Inclusion (DEI), coaching, development, discipline, terminations, policies, procedures, personnel records, retention, collective bargaining, and wages. The HR department works collectively and actively listening with all departments on all personnel related matters.

We are dedicated to maintaining and cultivating a work environment in which employees recognize their vital role in the operation of the town. We strive to maintain a work environment where we work as partners, providing mutual respect, and continue development of professional growth. The town's Inclusion, Diversity, Equity & Accessibility (IDEA) Committee developed the town's employee Inclusion Statement this year. We are committed to our goal of an environment in which differences between people are recognized, understood, and accepted. This year the committee met one of their goals of implementing an employee newsletter.

We continue to expand the use of our Human Resources Information System (HRIS) a web-based platform KRONOS UKG (Ultimate Kronos Group). UKG provides the town a centralized database that stores applicant tracking, onboarding procedures, compensation history, employee demographics and time-tracking. This year we expanded, adding the payroll module which increased our ability to maintain accurate payroll records, providing employees instant access to their pay statements.

Job seekers interested in employment with the town must apply online or contact HR if they require an alternate application, for any of vacancies. The Town of Brattleboro's (TOB) Career site: <https://secure4.saashr.com/ta/6155296.careers?CareersSearch> has been available since April 2020. Applicant information is available immediately for the hiring manager to screen applicants, offering an opportunity to filter the candidates' qualifications and provide a quicker recruitment process. During 2022, we advertised thirty-three (33) employment opportunities for either full or part-time, seasonal, or temporary employment, compared to thirty-one (31) in 2021. There was a total of 777 applicants during 2022, compared to 772 in 2021.

- Sally Nix, Director

**Town Employee Data 2022** (as of 12/31/2022)

<b>Full-Time</b>	<b>126</b>
<b>Part-Time</b>	<b>19</b>
<b>Seasonal</b>	<b>22</b>
<b>Temp.</b>	<b>3</b>

Total: 170

**Town Employee Type by Department** (as of 12/31/2022)

Department	FT	PT	Total
Assessor	3	0	3
Maintenance	4	0	4
Finance	6	0	6
Fire	24	1	25
Human Resources	1	0	1
Dept. Public Works	34	0	34
Library	6	14	20
Parking Enforcement	3	0	3
Planning	4	0	4
Police Dept.	27	3	30
Rec & Parks	8	0	8
Town Clerk	2	1	3
Town Manager	3	0	3

Total 144 (no seasonal or temporary)

**Employee's Years of Service** (as of 12/31/2022)

Less than 1 Year	25
1 – 5 Years	45
6 – 10 Years	28
11 – 15 Years	15
16 – 20 Years	9
21 – 25 Years	9
26 – 30 Years	5
31 – 35 Years	4
36 – 40 Years	4

Total 144 (no seasonal or temporary)



# HUMAN RESOURCES DEPARTMENT

## New Hires 2022

Full-Time	Part-Time	Seasonal	Temporary
36	4	35	2

Total: 77

## Exit Data 2022

Full-Time	Part-Time	Seasonal	Temporary
32	3	37	1

Total: 73

## Reason for Exit 2022

Retirement	Voluntary Resignation	Involuntary Resignation	Season Ended
8	23	5	37

Total: 73

## Open Enrollment 2022

The Town's health insurance coverage was renewed with Blue Cross Blue Shield of VT (BCBS). HR coordinated the Town's Annual Employee Open Enrollment and successfully enrolled 137 eligible employees, including eligible retirees; the enrollment period was November 14 – November 23, 2022.

Full Time (30+ hours)	Part Time (20 – 29 hours)	Retired
125 staff	8 staff	4

Total: 137

HR assists Town employees and/or retirees concerning changes or other requests regarding 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 their plan details and they may also utilize our Employee Navigator portal <https://www.employeenavigator.com/benefits/Account/Login?ReturnUrl=%2fbenefits%2fCompany%2f> with 24/7 self-serve access to update their Life Changing Events (marriage, birth, etc.).

This year's employee appreciation days, we held the Employee BBQ on August 26, 2022, at the Kiwanis Shelter at Living Memorial Park. In place of the Employee Breakfast, held each December, each employee received a gift box from Dakin Farm.

The Town's Safety & Wellness Committee meets every 3<sup>rd</sup> Monday of the month on TEAMS virtual platform from 10:00 am – 11:00 am. The HR Director is the facilitator, joined by ten (10) various department members, including a representative from VLCT, The Richards Group and Blue Cross Blue Shield of VT. Meeting summaries are included in the employee's monthly newsletter.

The Town's Inclusion, Diversity, Equity & Accessibility (IDEA) Committee meets every 2<sup>nd</sup> Tuesday of the month on TEAMS virtual platform from 10:00 am – 12:00 pm. The HR Director is the Facilitator of the committee, joined by a Co-Facilitator, Historian and six (6) various department members (and an alternate for each department). Meeting summaries, including a shared vocabulary, and referenced video links or articles are included in the employee's monthly newsletter.

## Town's current Staff Demographics by Race & Ethnicity 2022 (staff as of 12/31/2022; includes seasonal and temporary 170 staff)

	FT	PT	Seasonal & Temp.	% Combined
White (not Hispanic or Latino)	100	15	19	78.82 %
Hispanic or Latino 2 1			1	2.35 %
Black or African American (not Hispanic or Latino)	6	0	0	3.53 %
Unidentified/Opted Out	16	3	4	13.53 %
Two or More Races (not Hispanic or Latino)	2	0	1	1.76 %
Totals	126	19	25	

## Identified Gender 2022 2022 (staff as of 12/31/2022 includes seasonal and temporary 170 staff)

Undefined	Male	Female	Non-Binary
7	99	63	1
4.11 %	58.24%	37.06%	0.59%

# 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 Hepatitis C testing, a syringe services program, referrals, HIV and Hepatitis C presentations, safer sex supplies and information, and a website with links to additional resources.

During the period of July 1, 2021 – June 30, 2022, we served 298 Brattleboro residents through our Direct Services and Prevention Programs.

## **AMERICAN RED CROSS – NEW HAMPSHIRE AND VERMONT REGION**

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

## **BIG BROTHERS AND BIG SISTERS OF VERMONT**

Big Brothers Big Sisters of Vermont (BBBSVT) is a Vermont-based 501(c)3 charitable organization headquartered in Brattleboro. BBBSVT provides evidence-based community and site-based one-to-one mentoring for children ages 6-18+.

Developing healthy relationships, improving self confidence and self-esteem, and achieving academic success are benchmarks of our program. 96 Brattleboro residents were served by BBBSVT between 7/1/2021 and 6/30/2022.

## **BOYS AND GIRLS CLUB OF BRATTLEBORO**

The Boys & Girls Club of Brattleboro (BGCB) continues to be an integral resource for young people in our community. We operate our Farm and Forest Program in partnership with Retreat Farm, serving youth ages 5-11 by providing an outdoor education and skill-building experience. Our downtown facility on Flat Street serves youth ages 12-18. The young people who utilize our downtown clubhouse facility participate in age appropriate activities where they can explore their interests, have access to food, and connect with their peers. We have built a number of community partnerships including the New England Youth Theatre, HatchSpace, River Gallery School, and the New England Center for Circus Arts that provide collaborative programming that engages the young people we serve.

## **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 our services are offered free of charge. We are requesting funding in 2023/24 to support our end-of-life hospice and bereavement care programs. These two programs are the core of our mission and need extra support, and funding, to maintain their levels of operation during this time: The level of care requested, and the number of complicated cases, has increased, even as the cost of services has gone up. In 2021/22, Brattleboro Area Hospice directly served 102 unduplicated Brattleboro residents: 37 individuals and their families were served by the Hospice Care Program; 39 residents were served by our Bereavement Program; and 26 residents worked with Advance Care Planning (ACP) facilitators. Eight of our nine current board members are Brattleboro residents. Forty 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](http://www.brattleborohospice.org).

## **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 three multi-age, 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. We cared for 32 Brattleboro children and interacted with 27 Brattleboro families during the time period July 1, 2021 through June 22, 2022. In 2020, 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**

Brattleboro Senior Meals, Inc. is a non-profit food service organization that assumes the responsibility of meal preparation for both in-house congregate dining and meal distribution through Meals on Wheels for the over 60 and disabled population of the greater Brattleboro Area. Our home delivered meal program is designed to serve people over 60 who face challenges in preparing healthy, adequate meals due to such situations as advancing age, hospital recovery or physical disability. Any person over 60 who experiences "Food Insecurity", will qualify for the program. Our

noon time congregate dining program is available every week day by reservation. As government sources provide less than 50% of the cost of a meal, we rely heavily on donations and fundraising. Brattleboro Senior Meals is requesting funding through the town of Brattleboro for assistance with the cost of preparing these meals for our area seniors.

## **BUILDING A POSITIVE COMMUNITY**

Building a Positive Community (BAPC) is composed of people throughout our community who are deeply committed to fostering the well-being of our young people, promoting the resilience of their families, and reducing harm related to substance use. BAPC has served those who live, work, and play in the Windham Southeast area since 1995. BAPC provides education, resources, programming, and technical assistance to local and state decision-makers, health and human service providers, parents and guardians, businesses, and more in order to meet its mission. Building a Positive Community (BAPC) dedicates much of its effort toward community youth, working directly with the five public schools in Brattleboro. BAPC has expanded opportunities for youth development and leadership programs over the past few years: Coordinating the Social Competency Development Curriculum for the Windham Southeast School District; co-creating a Peer Mentor Program at the Brattleboro High School; co-facilitating the Brattleboro high school's Our Voices Exposed and the middle school's Vermont Kids Against Tobacco groups (youth advocacy for nicotine use prevention); overseeing the Quality Youth Development Community Project, and housing the Brattleboro Area Youth Council (which was designed by twenty youth). BAPC worked directly with 70 Brattleboro youth serving on their middle school leadership teams and/or as Quality Youth Development Committee members and the Youth Council Design Team members. Through these programs, BAPC is indirectly serving approx. 1500 school-age youth in Brattleboro (with a focus on 5th to 12th grade). Additionally, BAPC has served approximately 900 community residents and groups.

## **FAMILY GARDEN**

The Family Garden provides high quality childcare to 35 of Windham County's youngest children (ages six weeks to five years) at 861 Western Avenue in Brattleboro. 23 of those children are Brattleboro residents. We deliver high quality, family style care to these children on a tight, organized budget while striving to compensate our teachers fairly, offering stimulating enrichment activities, and maintaining a cozy, nurturing, and safe physical environment. We always balance these goals along with our philosophy that the benefits of multi-age settings and teacher continuity are enormous with the economic reality of our families. Approximately seventy-five percent of our parents receive Financial Assistance and there are certainly many tuition-paying families for whom childcare takes up a significant piece of their family budget. Increasing tuition is difficult, if not devastating, for both families paying co-pays and outright tuition. We cannot provide this high quality early education experience with its unique attributes (multi-age, low

# HUMAN SERVICE AGENCIES

ratio, teacher continuity) with revenue from tuition payments and financial assistance reimbursements alone. Funding from outside sources, like the Town of Brattleboro, is critical to our ability to continue operating our program. The Family Garden is a non-profit organization.

## FOOD CONNECTS

Food Connects is a non-profit organization working to cultivate healthy food and farm connections in classrooms, cafeterias, and communities in and around Southern Vermont. Food Connects achieves this mission by providing educational services through a Farm to School program, which provides consulting and technical assistance for schools in its region and by operating a local Food Hub. The Food Hub aggregates and delivers from over 250 local farms and food producers to over 200 buyers in Southeast Vermont and Southwest New Hampshire to increase wholesale access to locally produced food and develop new markets for local food producers while contributing to a vibrant local economy. Together these core programs contribute to a vibrant local economy by increasing local food purchases by schools and improving students' nutrition and academic performance. Food Connects is seeking funding for its Farm To School Program. Acknowledged as a statewide leader, the program supports over 30 schools to increase local food purchasing, school meal participation and food, farm and nutrition education. From July 1, 2021 through June 30, 2022, Food Connects Farm To School program served a total of 1,848 students and their families at Academy School, Green Street School, Oak Grove School, Brattleboro Area Middle School, and Brattleboro Union High School, through educational services, school garden support, and summer and holiday break meal boxes for families.

## 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 and independence and ensure their 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 affordable alternative to nursing facility placement. The center is open Monday through Friday from 8:00 AM to 5:00 PM, and 52% 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

Brattleboro non-profit organizations continued to offer a wide variety of programs, activities, and services to the public and most all of them utilize volunteers, many of whom are senior citizens. Green Mountain RSVP (GMRSPV? is now part of AmeriCorps Seniors and specializes in recruiting and placing people aged 55+ with non-profits. We sponsor the popular Bone Builders exercise classes as well. GMRSPV provided 47 volunteers to organizations around Brattleboro. There are two in-person bone builder classes and two offered via zoom, utilizing seven total volunteer instructors. A new class began at Red Clover Commons. GMRSPV provides all the instructor training, technical assistance, and weights and there is no cost to participants. We have been working with closed sites to re-open them and start a new meeting site in West Brattleboro. Please check our class schedules [www.rsvpvt.org/bonebuilders](http://www.rsvpvt.org/bonebuilders). The senior center has twelve GMRSPV volunteers, helping out with the congregate meals and delivering meals on wheels. Interest in MOW since Covid has spurred an increased volunteer recruiting effort, adding four new drivers over the last year. The senior center also hosts one of the Brattleboro AARP Tax-Aide sites which shifted to a distanced format during the covid pandemic. Volunteers also serve at Vermont Foodbank sites, the Summer Free Lunches, Loaves and Fishes, Brooks Library, and Foodworks. The Gathering Place and Bradley House utilized a volunteer for presenting a variety of activities bi-weekly. The Vermont Association of the Blind and Visually Impaired utilized two volunteers for office help and for driving clients to shop and medical appointments. During Covid-19, all of these programs continued uninterrupted with minor adjustments, helping volunteers to stay engaged in the community. GMRSPV recruits and provides volunteers to Senior Solutions—the Southeastern Vermont Council on Aging which then provides special training and pairs the volunteer with a client in their Driving, Friendly Visitor, Respite Care, and Vet-to-Vet programs. Five volunteers have been routinely visiting, driving, and doing errands for twelve Brattleboro residents during the last year. All of these services are focused on providing healthy social interactions, staying independent, and helping to successfully age in place.

## GROUNDWORKS COLLABORATIVE

Groundworks Collaborative has a long history of serving the greater Brattleboro area—providing ongoing support to our neighbors facing housing and/or food insecurities. Our mission is to work with people and systems creating solutions to end hunger and homelessness for all people in our region. 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 and connection to resources they need to improve the conditions in their lives. Groundworks is requesting support from the Town of Brattleboro to further our programming—providing food, shelter and supportive services to members of our

community. This programming includes Housing Case Management, Brattleboro's Day Shelter, and our region's most heavily utilized food shelf program—Foodworks. Altogether, Groundworks served an estimated 2,994 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 Windham and Windsor counties. HCRS assists and advocates for individuals, families, and children who are living with mental illness, developmental disabilities, and substance use disorders. HCRS supports community members through its outpatient mental health services, alcohol and drug treatment services, community rehabilitation and treatment services, developmental disability services, and emergency service programs, including a 24/7 mental health crisis line open to all residents of Brattleboro.

## MEETING WATERS YMCA

Since 1895 Meeting Waters YMCA has been responding to community needs, and 2021 was a shining example of this. In the fall of 2020 when schools continued to prohibit use of the buildings by outside organizations and our Y-ASPIRE programs were unable to run in those locations as they have for the past 21 years, Meeting Waters YMCA stepped up to fill the gap. In response to Governor Scott's call to youth development organizations across Vermont to develop "hubs" to support children and working parents as schools went back to a hybrid model of remote and in-person learning, within one week we established an off-site Y-ASPIRE Hub on the campus of Winston Prouty Center (and one in BF). Through this program, we provided five days a week of full day (8AM-5:30PM) care, enrichment, remote learning support, and physical activity for 56 children, on the days they were not in school. When schools returned to four day in person school, we continued to provide the remote learning full day care on Wednesday through the end of the school year, and provided much needed care during the vacation weeks. At that time, we also provided afterschool care at Academy School for the in-person days. Participation in the food service program ensured that all those children received breakfast and lunch each full day they were in our care, and afterschool meals during the afterschool program. In addition, our summer program returned as it has for 57 years, providing 8 weeks of enriching summer camp at our Springfield location. As has been the case since we first provided bussing to/from Camp from Brattleboro in 2000, we had more campers from Brattleboro than any other town, including Springfield where the camp is located. 79% of those children in our care received financial assistance to attend. Funding from the residents of Brattleboro enabled Meeting Waters YMCA to continue to provide the much needed "access" to our quality programs through direct financial support to families and support for the transportation necessary to utilize our summer camp programs.



# HUMAN SERVICE AGENCIES

## OUT IN THE OPEN

Out in the Open (OITO) connects rural LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer, +. The 'plus' is used to signify all of the gender identities and sexual orientations that are not specifically covered by the other five initials. An example is Nonbinary—someone whose gender is something other than male or female.) people to build community, visibility, knowledge, and power. This is accomplished through mutual aid, peer support groups, one-to-one crisis support, community organizing, educational multimedia projects, and support for allied organizations. OITO lifts up the voices and centers the experiences of Brattleboro LGBTQ+ people, our families, and allies. Funds granted provide direct support to Brattleboro community members through the Rural LGBTQ+ Community Care Network, our new (in 2022!) Health Equity & Access for Rural TLGBQ+ (HEART) Program, the QTBIPOC/LGBTQ+ Mutual Aid Fund, care packages, and peer support group spaces. These programs directly served at least 770 Brattleboro residents (unduplicated count) in the previous fiscal year between July 1 2021 - June 30, 2022.

## PUTNEY FOODSHELF

The Putney Foodshelf's mission is "to provide supplemental healthy food to area people in need," which we have been doing since 2008 from our space in the Putney Community Center. In order to reduce stigma and preserve human dignity, we do not ask for names or proof of income. We do, however, ask for town of residence and for the number of people in the household. With the reduction of COVID restrictions, in mid-January 2022 we returned to in-person shopping during our Open Hours: Friday afternoons from 1:30-3:30 and Saturday mornings from 9:00-10:30. We are open 52 weeks a year. Each week we offer shoppers meat, milk, eggs, fresh produce, shelf-stable groceries, and frozen Everyone Eats meals. From July 01, 2021 to December 31, 2021, when we were still doing drive-up service only, we served 210 Brattleboro households in a total of 1,510 area households. (During the COVID pandemic and drive-up service, we did not collect data on the number of people in the household.) From January 01, 2022 to June 30, 2022, we served 239 Brattleboro households/700 people in a total of 1,754 area households/4,652 people.

## 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 communities in Windham and Windsor Counties since 1973 as an 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. We provided services to 653 Brattleboro residents during the period from July 1, 2021, to June 30, 2022.

## SOUTHEASTERN VERMONT COMMUNITY ACTION (SEVCA)

Southeastern Vermont Community Action (SEVCA) was created in 1965 as part of the 'War on Poverty' and chartered as a Community Action Agency (CAA)—a private non-profit designated by public officials as the 'anti-poverty agency' serving Windham and Windsor Counties. Its mission is to *empower and partner with individuals and communities to alleviate the hardships of poverty, to provide opportunities to thrive, and to eliminate root causes of poverty in southeastern Vermont*. It does this by giving people the knowledge, tools and support to break the cycle of dependence, and works to find solutions to the deep-seated problems of poverty, largely by empowering and collaborating with those whose lives are affected by it daily. Support from the town will be used to enable SEVCA to provide critical emergency, stabilization, and self-sufficiency services to meet the diverse needs of low-income Brattleboro residents experiencing financial hardships. In the past year, SEVCA provided 1,334 services to 599 Brattleboro households consisting of 1,046 individuals. Our Family Services / Crisis Resolution Program, whose Brattleboro Outreach office is supported by this funding, provided a total of 486 services to 332 Brattleboro residents in 208 households. We provided 99 crisis fuel / utility assists to 132 residents in 67 households and 171 emergency housing assists to 251 Brattleboro residents from 138 households and weatherized 61 homes with 103 individuals. Our Covid-related programs also provided a significant amount of services to Brattleboro residents, most notably the VT Everyone Eats (VEE) program, which provided thousands of meals using CARES Act and FEMA funds by working with local restaurants and farmers to prepare the meals and local non-profits to distribute them to residents struggling with food insecurity due to Covid, while at the same time helping to preserve those businesses, the jobs they provided, and the local economies they supported.

## SUSU COMMUNITY FARM

SUSU Community Farm is a nonprofit Afro-Indigenous community farm and healing center that employs sustainable, no-till farming methods to provide free food distribution boxes to local Black, Indigenous, people of color, refugee and migrant farmworker families in the Brattleboro area. SUSU was launched in Brattleboro in 2020 to address critical food access disparities and provide spaces for our communities to learn, gather, heal from racialized trauma, and build multiracial community. With community support, SUSU has successfully distributed 2,480 free CSA Boxes—containing free fresh food, culturally relevant produce, care products, and additional items from community partners. In 2022, SUSU distributed 1,260 boxes, providing a week of meals for 3,400 individuals (duplicated count) throughout the farming season.

## THE ROOT SOCIAL JUSTICE CENTER

The Root Social Justice Center is a Vermont based Black Indigenous People of Color (BIPOC), woman identified, and majority queer led racial justice organization centering Blackness. Our board is also BIPOC-led,

with youth board members serving as equal decision making partners. The Root prioritizes BIPOC and their communities by shifting resources to BIPOC for leadership, connection, healing, education and the arts and supports BIPOC led racial justice movement work. Today, the organization's six programs (Youth 4 Change, BIPOC Caucus, Soul Food Sunday, I Am Vermont Too, Families United, and Healing in Practice) provide healing space, leadership development, and community for BIPOC in Brattleboro and the surrounding area. The Root partners with Lost River Racial Justice, our white racial accountability partners, to form Healing In Practice (HIP). Healing in Practice focuses on healing, education, and building together while collaborating on various projects centering and supporting BIPOC communities. One such project, the Mutual Aid Support Network, creates space for BIPOC community members to identify critical housing, financial, safety, and other needs, allowing others within HIP's network to meet those needs. In addition to these programs, The Root offers community support and consulting to help build the social infrastructure of the town and region. This is achieved through one on one and collaborative partnerships to dismantle white supremacy culture. Furthermore the Root provides a physical and financially accessible space for individuals and organizations to use for meetings, workshops and events. The Root hosts nearly 100 events each year and has reached approximately 950 Brattleboro residents (more than a quarter of whom identify as people of color), and several hundred more individuals throughout the state.

## THEATRE ADVENTURE, INC

Theatre Adventure was co-founded by Laura Lawson Tucker and Darlene Jenson in 2004, originally as a program of the New England Youth Theatre. In November 2019, Theatre Adventure received 501(c)(3) nonprofit status and became an independent organization. The mission of Theatre Adventure is to empower youth and adults with disabilities through the expressive arts while building self-confidence, leadership, and community. Our programming includes fall and winter/spring theater classes, which use the arts to teach life skills. Theatre Adventure participants annually stage performances in the fall and spring. Our Wednesday Troupe is for mixed ages, including persons who are newer to theater. This group is supported by experienced actors who serve as Mentors and participate in our Mentor Training Program. Our Thursday Troupe serves adults, most of whom have been attending Theatre Adventure programming for many consecutive years. We also offer an intensive summer program that teaches a full range of expressive arts. All Theatre Adventure programming is offered through a hybrid format, as some participants attend in person and others attend online. This hybrid model allows our organization to accommodate people who experience health, mobility, or transportation challenges, and inclement weather. Our participants build the skills they need to lead productive lives in their communities. We currently serve 12 students with developmental disabilities who reside in



# HUMAN SERVICE AGENCIES

Brattleboro. Several of these students were referred to Theatre Adventure by local service providers including Families First and Health Care and Rehabilitative Services (HCRS). Our staff includes two teachers from Brattleboro. Theatre Adventure participants are supported by 8 direct support professionals and home providers who are also Brattleboro residents. Our audiences typically include 75-100 Brattleboro residents across each of our three-day performance runs.

## TURNING POINT

Turning Point is a community recovery center that relies on the lived experience of people who are most impacted by the effects of substance-use disorder: those who seek recovery, those who seek to understand and support their loved ones, those who employ harm-reduction methods, and those who have made lifestyle changes to embrace a life in recovery. Our trained recovery peers fulfill their potential by helping others to find wellness and purpose, no matter their lifestyle choices. We connect in compassion, dignity, and recovery. Turning Point helps people tap into the mind-changing, game-changing, and life-changing positivity of being their best self. We provide means and methods; they provide the grit and desire. Together, we create energy, hope, and family. At our peer-led center, we meet people where they are. Some guests attend treatment programs; some have histories with the correctional system; others may find support through 12-step and other programs, spiritual, holistic, or cognitive or behavioral in nature. For participants who use substances, we provide support with moderation management and harm-reduction resources. When people have changed their relationship to substances, we're here to help. We serve 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. We've adapted our programs in response to the pandemic, providing more remote supports and performing increased outreach in the community—literally meeting people where they are! Our grant-funded Recovery Coaching in the Emergency Department program partners Turning Point coaches with medical staff at the Brattleboro Memorial Hospital (in partnership with HCRS and Habit Opco) to provide coaching supports for people living with substance-use disorder. We've built upon the success of the Project CARE community-policing partnership to expand outreach supports. We also have satellite recovery supports in Wilmington thanks to our partnership with Voices of Hope and Townshend thanks to our coaching partnership with Grace Cottage. Among all of our programs, we serve an estimated 500 individuals each quarter at the center, the hospital, in the community through outreach, and at partner locations to serve their clients. Some may continue for longer than a quarter, as new participants engage with us. The overall numbers are fluid for us because we primarily count visits not visitors. However, our more formal programs (coaching, outreach, and group support) do track individual participation and inform the numbers referenced here.

## VERMONT ADULT LEARNING

Vermont Adult Learning, a 501(c)(3) nonprofit, has served tens of thousands of adult learners, ages 16 years and older, since our founding in 1980. Our programs include basic education and literacy, high school completion, GED tutoring and testing, courses for English Language Learners, workforce readiness and development, and transition to post-secondary education. Our services are free. We served 78 Brattleboro residents during the period spanning July 1, 2021 – June 30, 2022.

## 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 39 adult clients and 11 students in Brattleboro in FY22, and a total of 78 adult clients and 22 students in Windham County.

## VERMONT CENTER FOR INDEPENDENT LIVING

In FY'22 (10/2021-9/2022) VCIL responded to thousands of requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to 158 individuals to help increase their independent living skills and 6 peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted 172 households with information on technical assistance and/or alternative funding for modifications; 80 of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided 91 individuals with information on assistive technology; 39 of these individuals received funding to obtain adaptive equipment. 454 individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. Our Vermont Telecommunications Equipment Distribution Program (VTEDP) served 29 people and provided 16 peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone. Due to the pandemic VCIL was able to start a new (temporary) program, Resilience and Independence in a State of Emergency (RISE) which served over 600 people in the 2 years it was funded. The Rise Program helped provide an array of items or services if the needs were directly related to the Covid-19 epidemic.

## VERMONT FAMILY NETWORK

The Vermont Family Network is a state-wide organization whose mission is to empower and support all Vermont children, youth, and families, especially those with disabilities or special health needs. Through our Family Support Program, we offer families a variety of services such as trainings, parent matches, school meeting support, and a helpline. Our Family Support Consultants are all experienced parents of children with special needs, allowing them to relate to and understand the unique needs of families dealing with the special needs of their children. Last fiscal year we supported 39 families in Windham County, 11 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. VNH services reduce costs associated with town programs for emergency response and elder care. With quality care provided at home, there is less need for costly hospital and emergency room trips. And with VNH support, residents can age in place rather than relocating to a state or local nursing home. Between July 1, 2021 and June 30, 2022 VNH made 7,219 homecare visits to 307 Brattleboro residents. This included approximately \$73,987 in unreimbursed care to residents.

## WINDHAM COUNTY DENTAL CENTER

The Windham County Dental Center (WCDC) was established in May 2019 with support from a cost-sharing partnership between United Way of Windham County and Brattleboro Memorial Hospital. As a coordinated response to an oral health crisis in our region, WCDC provides a Dental Home for uninsured and Medicaid patients. Our mission is to provide Windham County community members comprehensive and accessible oral care and education in a supportive, respectful, and compassionate environment, with the goal of improving overall well-being. WCDC has incrementally expanded our practice to be open more hours in order to offer more appointments delivered by a larger staff team. We have over 70 years of experience among our staff team working in dental practices and providing oral health care. WCDC provides access to a range of oral health services from preventative care such as exams, cleanings, x-rays, and sealants to more extensive treatments like root canals, crowns and removable prosthetics. Our staff team helps patients learn to value their teeth and understand how improved oral health can result in better quality of life. Brattleboro Human Services funding will be used to support the expansion of our practice as we relocate to a new facility. During the period of July 1, 2021 – June

# HUMAN SERVICE AGENCIES

30, 2022, WDCD provided oral health care services to 425 Brattleboro residents.

## **WINDHAM COUNTY HUMANE SOCIETY**

The Windham County Humane Society (WCHS) is requesting an appropriation of \$2,000 to provide essential veterinary care to low-income residents of Brattleboro, Vermont through our **Pet Care Assistance program**. In FY 22, 319 Brattleboro residents participated in the program. WCHS provided 261 cat spay/neuter surgeries, 51 dog spay/neuter surgeries, 5 rabbit spay/neuter surgeries, 429 dog/cat "distemper vaccines", 282 rabies vaccines, 94 diagnostic blood tests, 20 pet euthanasias, 21 microchips, 73 boxes of parasite prevention and 6 dental procedures, and much more.

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

Windham County Safe Place serves all children and adult survivors of sexual and physical violence throughout the life of their investigation. Safe Place is the hub for the investigative and treatment team that manages each investigation. We collaborate with each discipline that serves our survivors (law enforcement, child protection, states attorney, victim advocate, medical, mental health and our in-house forensic interviewer) to ensure the cases are coordinated and teamed effectively. We host team meetings every month to ensure proper attention and service to these cases. This integrated approach allows us to streamline services and support to our clientele and the community members effected by these crimes. All team members receive specialized training for best practices regarding child development, sexual assault, trauma, specialized interviewing and more. Safe Place provides specialized interviews to all survivors, on-site, as well as advocacy and support for them prior to reaching court. Upon receipt of a report of sexual or significant physical violence, Safe Place begins working with the victim (and their family, when applicable), until their case reaches resolution. We are able to reduce trauma for our victims and to promote prevention of future sex crimes with the actions of the approach from our team. In fiscal year 2022 Safe Place served more than 100 Brattleboro residents and more than 220 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 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 who have experienced chronic homelessness. The project provides 27 permanent and supportive homes in Brattleboro and served 31 Brattleboro households during FY23.

## **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 in Windham County assisting over 600 families a year through two primary programs: Community Based Services (CBS) and the Early Learning Center (ELC). CBS includes Children's Integrated Services (CIS), which comprises Early Intervention, Early Childhood Family Mental Health, Nursing and Specialized Child Care. Other CBS programs are Family Supportive Housing, Supervised Visitation, Child Care Referral and Child Care Financial Assistance Eligibility Services. We also provide resources to other early education programs throughout Windham County via the Early Learning Express (ELE) Bookmobile and the Child and Adult Care Food Program. Our ELC is licensed to serve 55 children and integrates typically developing children with those with special needs. Our 184-acre campus is home to an array of mission-driven business and non-profits. Many events and activities are hosted on the campus that are valuable to the community. Our woodland trails are open to the public and provide an important oasis of green space.

## **WOMEN'S FREEDOM CENTER**

The Women's Freedom Center (WFC) is the domestic and sexual violence, stalking and human sex trafficking 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, 2021 through June 30, 2022, the Women's Freedom Center responded to over 1,800 crisis telephone calls, sheltered 128 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 936 people (546 women, 3 non-binary individuals, 18 men, and 369 children) who had been abused. These figures include 317 survivors from Brattleboro, 47 of whom were sheltered with us. In addition, we provided 38 community outreach activities including school presentations and workshops to over 600 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.

## **WINDHAM SOUTHEAST SUPERVISORY UNION SUMMER FOOD PROGRAM**

The Windham Southeast Supervisory Union requests \$8,000 in funding to assist with the operation of the Summer Food Service Program. This is offered as part of the Vermont Child Nutrition Programs, an agency of the United States Department of Agriculture. In Brattleboro, and throughout the state, all children eat free this school year as a result of the Universal School Meals Act. This new law does not extend into the summer, when many of the children in the greater Brattleboro area could lose access to their most reliable source of nutrition. The program is designed to address food insecurity for the children in our community. In fiscal year 2023, as of today, the SFSP served 11,307 breakfasts and 12,866 lunches to area youth at no cost. There were an additional 2,336 meals in June after the school year ended.

## **YOUTH SERVICES**

For over 50 years, Youth Services has served the needs of youth, young adults and families in and around Windham County. Youth Services restorative justice department includes programs in the Brattleboro Community Justice Center and Windham County Court Diversion. This has proven to provide easier access to restorative justice programming in Brattleboro with a goal to engage with community members to repair harm caused by conflict and crime using restorative justice principles and processes. In all programs 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 restorative justice. Current offerings include programs that focus on youth development, mediation, workforce development and substance use prevention, treatment and recovery. Services include case management for youths and young adults, youth-led screen-printing business, 24/7 emergency housing and youth crisis line, transitional living programs, pre-trial services, court diversion for youth and adults, youth substance awareness safety program, Reparative panels, Circles of Support and Accountability, Pre-Charge Justice Alternatives. 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. This past year, 400 residents were served by Youth Services and 150 residents served by the Brattleboro Community Justice Center. 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.

# CONNECTICUT RIVER JOINT COMMISSIONS



The Connecticut River Joint Commissions (CRJC) is a bi-state organization dedicated to helping preserve the visual, ecological, and working landscape of the Connecticut River Valley while encouraging and maintaining economic viability throughout.

Guided by this mission, the CRJC strives to help guide proposed watershed activities by initiating, reviewing, and commenting on a wide variety of projects and regulatory proposals such as shoreland protection, energy issues and clean water initiatives. While the Vermont and New Hampshire Commissioners and the local representatives focus on independent activities, they are all united in a shared regard and reverence for the Connecticut River, the surrounding landscape, and the regional ecosystem. This spirit allows them to appreciate successes over the past century, and to identify and share efforts for responsible stewardship into the future. With its full commissions board and its five Local River Subcommittees (LRS), more than 60 volunteers regularly engaged in the CRJC mission during Fiscal Year 2022 (FY22) or July 1, 2021 through June 30, 2022.



Ashley Ferry Boat Landing, Claremont, NH, 2022.

With its full commissions board and its five Local River Subcommittees (LRS), more than 60 volunteers regularly engaged in the CRJC mission during Fiscal Year 2022 (FY22) or July 1, 2021 through June 30, 2022. We are pleased that both Vermont and New Hampshire have again agreed to fund and sustain the CRJC. The CRJC acknowledges the funding assistance of the New Hampshire Charitable Foundation and the Vermont LaRosa Partnership to advance the year's water quality monitoring by CRJC.

During FY22 the CRJC Commissioners specifically engaged in the following activities through research and proactive engagement of local and state stakeholders from both states:

Commissioners work of FY22 was informed by the CRJC's longstanding Connecticut River Corridor Management Plan, its current 2020-2025 Strategic Plan, and 30 years of experience. Commissioners prioritized a full review of organizational functioning, as well as advance bi-state interaction, especially on water quality. During FY22 the CRJC Commissioners specifically engaged in the following activities through research and proactive engagement of local and state stakeholders from both states:

- Water quality conditions and data gaps of the Connecticut River
- FERC hydro-power dam relicensing for the Vernon, Bellows Falls, and Wilder stations
- Climate migration in the Connecticut River Valley
- Series of virtual expert presentations on watershed management topics for CRJC Commissioners, local representatives, and the public
- Public meeting laws that support CRJC functioning as a bi-state organization that convenes representatives from 53 riverfront communities.

We are pleased that both Vermont and New Hampshire have again agreed to fund and sustain the CRJC as we move forward on this array of projects. State funding allows the CRJC to consistently serve communities of the Valley. The CRJC continues to value connection, advocacy, and mutual support, and is dedicated to elevating collective efforts and collaborating with partners. The CRJC acknowledges the funding assistance of the New Hampshire Charitable Foundation and

the Vermont LaRosa Partnership to advance water quality monitoring in the Connecticut River during the 2021 and 2022 seasons.

In the coming year, the CRJC will:

- Continue to make improvements to CRJC communications to be accessible and informative
- Convene bi-state staff and stakeholders to discuss collaborative management of the Valley around topics such as local business, local government, agriculture, riverfront landowners, recreation, and conservation
- Advance activities on water quality priorities with state partners and each LRS
- Convene stakeholders to gather input for the Tactical Basin Plans in Vermont
- Produce a New Hampshire Biennial LRS report

The following individuals comprised the Executive Committee of the Joint Commissions for FY22: Steve Lembke, President (VT); Jennifer Griffin, Vice President (NH); Ted Cooley, Secretary (NH); Jason Rasmussen, Treasurer (VT); Ken Hastings (NH); and Marie Caduto (VT).

If you would like more information on any of our projects, or if you are interested in assisting us, please e-mail us at [info@crjc.org](mailto:info@crjc.org). For general information on the CRJC see <https://www.crjc.org/>

- Bi-state interaction on water quality conditions and data gaps of the Connecticut River
- FERC hydro-power dam relicensing for the Vernon, Bellows Falls, and Wilder stations
- Climate migration in the Connecticut River Valley
- Series of virtual expert presentations on watershed management topics
- Public meeting laws that support CRJC functioning
- In the coming year, the CRJC will:
- Continue to make improvements to CRJC communications to be accessible and informative
- Convene bi-state staff and stakeholders to discuss collaborative management of the Valley
- Advance activities on water quality priorities with state partners and each LRS
- Convene stakeholders to gather input for the Tactical Basin Plans in Vermont
- Produce a New Hampshire Biennial LRS report



# *Wantastiquet Local River Subcommittee*

## of the Connecticut River Joint Commissions

New Hampshire – Walpole, Westmoreland, Chesterfield, Hinsdale

Vermont – Westminster, Putney, Dummerston, Brattleboro, Vernon



### ***Connecticut River – Wantastiquet Local River Subcommittee – Annual Report 2022***

The Wantastiquet Subcommittee of the Connecticut River Joint Commissions (CRJC) meets every two months and consists of up to two volunteers nominated by riverfront municipalities, with allowance for alternates. Throughout 2022, the Subcommittee has maintained a hybrid meeting format where a quorum of participating municipalities is required to be present in person. Current members of Vermont are Kathy Urffer and Michael Fairchild from Brattleboro, Andy White from Vernon, Jim Calchera from Westminster, and openings in Putney and Dummerston. Current members of New Hampshire are Roland Volbehr from Chesterfield, Mike Darcy from Hinsdale, Samantha Loch from Walpole, and Perry Sawyer from Westmoreland. Those with one representative have an opening for a second volunteer. During 2022, Perry Sawyer from Westmoreland served as chair. Meetings and events are open to the public.

Wantastiquet is one of the five subcommittees a part of the CRJC since 1989. The Subcommittees provide a local voice to help steward the resources on or affecting the Connecticut River, particularly on topics related to the maintenance of good water quality and wildlife habitat. Specific responsibilities include providing feedback on river-related topics to NH Department of Environmental Services, VT Agency of Natural Resources, and municipalities. Feedback covers comments on proposed permits and plans, and maintaining a bi-state corridor management plan.

During 2022, Wantastiquet engaged on several issues. Permits that were reviewed include an alteration of terrain permit in Walpole, ACT250 permit in Dummerston, stormwater discharges in Westminster, and a fish passage settlement for the relicensing of Vernon Dam. Wantastiquet also kept track of River impacts at the new Putney rowing club and a chemical discharge due to fire in Brattleboro.

Wantastiquet also supported outreach efforts in service of the Connecticut River, including a virtual speaker series (see [www.crjc.org/riverwide](http://www.crjc.org/riverwide)) that delved into conversations on the local river recreation economy, stormwater retrofits, native american history & current experiences, and human & beaver dams. Further, Wantastiquet supported water quality monitoring efforts at six sites along the Connecticut River.

In 2023, Wantastiquet will continue their activities in management, outreach, and learning for the Connecticut River. Wantastiquet welcomes local participation in permit reviews, educational events, watershed planning, and water quality monitoring. If you are interested to learn more, please contact us at [info@crjc.org](mailto:info@crjc.org).





# WINDHAM SOLID WASTE MANAGEMENT DISTRICT



WINDHAM SOLID WASTE MANAGEMENT DISTRICT  
327 OLD FERRY ROAD, BRATTLEBORO, VT 05301  
(802) 257-0272 [windhamsolidwaste.org](http://windhamsolidwaste.org)

## 2022 ANNUAL REPORT TO MEMBER TOWNS Bob Spencer, Executive Director John Fay, Programs Manager

**History and Current Status:** The Windham Solid Waste Management District (WSWMD) was formed in 1988 by eight towns who cooperatively managed a 30-acre landfill on Old Ferry Road, Brattleboro until it closed in 1995. As more towns joined the District, a regional materials recovery facility (MRF) was constructed by the District adjacent to the closed landfill and processed dual-stream recyclable materials for 20 years until it stopped operating in 2017. Currently 18 towns are members of WSWMD which employs 6 full-time and 3 part-time persons to provide educational programs and operate the transfer station and composting facility on Old Ferry Road.

**Town Solid Waste Services:** Seven member towns, Dover, Jamaica, Readsboro, Stratton, Townshend, Wardsboro, and Wilmington operate transfer stations for trash and recyclable materials. Other materials such as tires and electronics are also collected by some transfer stations, and most of the single stream recyclables are processed at the Casella MRF in Rutland. All town transfer stations are required to provide containers for drop-off of food scraps. Three towns, Brookline, Halifax, and Marlboro provide 24-7 drop-off sites for recyclables. Three towns, Brattleboro, Vernon, and Westminster provide residential curbside trash and recycling collection. Five towns, Dummerston, Guilford, Newfane, Putney, and Somerset do not provide any trash or recycling services. Residents and businesses can contract with haulers for trash and recycling collection services. There are also two companies providing subscription collection of food scraps. The WSWMD website has a map showing the services provided by each town.

**Financial Report:** WSWMD finished fiscal year 2022 (FY22) with a budget surplus of \$224,887, which has been allocated toward the construction of the expanded compost facility. Revenues of \$1,500,194 off-set total expenses of \$1,206,748 and \$68,559 of capital reserves and expenses.

The annual assessment to member towns for fiscal year 2023 was kept the same as the prior year, although each town's respective assessment varied due to population changes using the new 2020 census figures.

**Transfer Station:** The WSWMD transfer station is a regional drop-off center for trash, recyclables, organics/food scraps, construction & demolition debris, scrap metal, and appliances. The transfer station also handles electronics, fluorescent tubes, ballasts, lead-acid and household batteries, waste oil and oil filters, paint, sharps/syringes, textiles, books, tires, and household hazardous waste. Use of the transfer station is limited to residents and businesses from member communities and requires the purchase of an access sticker at \$40/year. Approximately 3,000 customers purchase annual access stickers. There is no additional charge for recycling and composting. Fees are presented at [www.windhamsolidwaste.org](http://www.windhamsolidwaste.org).

**Materials Recovery Facility (MRF):** The District voted to close the MRF in July 2017 but continues to accept cardboard from commercial sources. Cardboard is baled and sold, generating revenue for the District. Revenue in FY22 was exceptionally high at \$166,000 due to the strong markets for recycled cardboard.

**Composting Facility:** Of all recyclable materials handled by the District, the only ones that are reused locally are food scraps and yard debris. The food scrap composting facility is in its 9th year of operation and is the 2nd largest food scrap composting facility in Vermont. WSWMD donates compost for school and community gardens.

As the food scrap composting mandates of Act 148 have been phased in, the total quantity of food scraps processed at the site have increased each year, and therefore the District is pursuing a capital expansion project at the facility. The new composting facility will have a building with aerated windrows, air collection for odor

## WINDHAM SOLID WASTE MANAGEMENT DISTRICT

control, as well as rainwater and liquid management systems for the compost piles. The expansion will allow the District to continue to locally manage organic wastes while meeting state permitting requirements for a larger capacity facility.

**Solid Waste Implementation Plan (SWIP):** All towns in Vermont are required to meet state solid waste management requirements through implementation of an authorized SWIP. The District writes and implements a SWIP on behalf of all its member towns, and so provides compliance and the accompanying services to each member town. 2022 was the third year of the five-year term of the current SWIP, which addresses household hazardous waste collection, education and outreach, as well as numerous other requirements.

**Solar Array:** WSWMD leases its capped landfill to Greenbacker Capital to operate a 5 mega-watt solar array, the largest group net-metered project in the state. Greenbacker has contracted to provide solar power for 20 years to the towns of Brattleboro, Dummerston, Halifax, Newfane, Readsboro, Vernon, Wardsboro, and Wilmington.; schools in Brattleboro, Marlboro, Putney, and Vernon; as well as Landmark College, Marlboro College, and the Brattleboro Retreat. The project provides significant cost savings for municipal and school budgets. Greenbacker Capital has a 20-year lease and pays the District a minimum of \$120,290/year for use of the landfill, as well as 50% of renewable energy credits, for total annual revenue of over \$250,000.

**Household Hazardous Waste:** Management of household hazardous waste is a costly and difficult service required by state regulations. Member towns benefit by having the District provide this service to all District residents and small businesses. In 2022, the WSWMD operated the Household Hazardous Waste (HHW) Depot and sponsored special one-day events in Readsboro and Wilmington. This year, 355 households were served by the program, a slight increase from last year. The HHW Depot is open by appointment one day each week from May through October. The average cost per user at the Depot is \$75, which is covered by a user fee of \$10, a Vermont DEC grant program, and operating costs of the District. At the special one-day events, costs are much higher, typically about \$200 per user. The Depot provides a convenient and cost-effective way for residents and small businesses to dispose of their hazardous waste.

**Community Outreach & Technical Assistance:** The District continues to provide technical assistance for schools, businesses, and towns. In 2022, WSWMD's programs were expanded by a grant of \$68,000 from the US Department of Agriculture. Under the grant project, the District has been able to provide member town transfer stations with new signage and technical assistance; recycling and composting workshops at schools in Guilford, Marlboro, Vernon, Newfane/Brookline, and Brattleboro; assistance in how to improve waste management in over 40 businesses; and new videos and other educational resources available on our website. A \$5,000 grant from the Windham Foundation was instrumental in establishing food scrap collection in four downtown Brattleboro buildings with a mix of retail, office, and residential tenants.

**Special Event Outreach and Technical Assistance:** WSWMD has 20 sets of bins for collecting recyclables, food scraps, and trash at special events. They are available to towns, businesses, residents, and institutions for use at fairs, festivals, weddings, etc. In addition, WSWMD offers free technical assistance to help events reduce their waste.

# WINDHAM SOLID WASTE MANAGEMENT DISTRICT

Windham Solid Waste Management District							
Fiscal Year 2024 as of 10/24/22			Budget	-	Budget	Budget	Budget
	Actual	Approved	Actual	Approved	Approved	Approved	
	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	
211	<b>Total WSWMD</b>						
212	<b>Revenues</b>						
213	Sale of Recycled Materials-OCC	61,731	23,400	131,492	31,800	58,800	76,567
214	Collection Fees - HHW	3,425	2,500	6,184	2,500	2,440	3,011
215	Renewable Energy Credits	120,434	75,000	132,881	105,348	125,000	130,000
216	Tipping Fees - General (CC)	367,713	294,500	399,660	294,500	309,499	364,197
217	Recycling Revenue- all other	19,063	32,600	34,744	32,600	19,063	27,479
218	Tip Fees- Organics	80,721	120,280	74,862	79,222	66,538	92,723
219	Access Stickers	111,560	88,000	111,080	93,200	111,560	111,560
220	Day Pass Fees	13,170	16,725	12,505	14,250	12,450	12,149
221	Compost Sales	79,465	53,000	54,070	73,900	94,150	79,560
222	Bldg Lease Revenue	6,000	6,000	6,072	6,000	6,254	6,817
223	Grant Revenue	62,708	39,667	166,575	39,000	56,000	89,000
224		0	0	0	0	0	0
225	Interest Income	158	200	406	200	150	250
226	Credit Card Fees	4,787	2,255	5,631	3,160	4,500	6,194
227	All Other Inc	9,516	2,200	11,255	3,720	5,500	8,073
228	Solar Lease Revenue	120,290	120,290	120,290	120,290	120,290	120,290
229	<b>Total Revenues</b>	<b>1,060,740</b>	<b>876,617</b>	<b>1,267,707</b>	<b>899,690</b>	<b>992,194</b>	<b>1,127,870</b>
230	<b>Expense</b>						
231	Salaries & Wage	367,886	377,466	416,751	385,064	463,805	523,972
232	Emp Ins Bene	166,695	107,045	130,757	110,397	119,868	122,114
233	PR Tax & Bene	35,024	30,198	39,705	34,656	46,380	52,397
234	VT Corrections	0	2,340	330	2,340	2,340	2,340
235	SEP Payments	17,240	18,283	18,639	18,743	22,238	25,299
236	<b>Total Salaries &amp; Benefits</b>	<b>586,845</b>	<b>535,332</b>	<b>606,182</b>	<b>551,200</b>	<b>654,631</b>	<b>726,122</b>
237	Worker's Comp	21,503	19,419	16,379	22,878	19,084	26,715
238	Insurance	12,341	13,627	13,705	14,309	17,705	14,678
239	Materials/Supplies	30,675	16,800	13,989	17,000	14,250	14,000
240	Uniform Expense	3,257	3,216	5,020	3,216	3,300	4,000
241	Pick Up Truck	6,027	2,000	2,908	1,500	1,000	2,000
242	Prof Svcs Audit	8,200	8,400	9,200	8,400	8,400	9,200
243	Prof Svcs Legal	2,310	3,000	330	2,000	1,500	1,000
244	Prof Svc Computer	16,779	6,000	14,801	9,000	11,200	14,200
245	Prof Svc Engineering and Other	7,656	6,000	6,136	6,000	5,000	1,000
246	Contracted Services	0	-	-	-	-	-
247	Hauling Trash/CD	25,380	19,950	28,350	22,155	27,720	35,500
248	All Other Disposal	16,237	2,000	22,886	5,000	8,000	24,000
249	Loan Interest	3,600	3,555	2,261	2,229	872	10
250	Single Stream Recycling	38,871	48,875	27,879	43,875	36,265	49,156
251	Trash Disposal	104,172	92,250	110,591	97,250	96,256	127,278
252	Waste Disposal - Haz. Waste	32,165	40,000	20,230	40,000	36,000	26,000
253	Organics Additives	0	-	-	1,250	1,000	1,000
254	Brush Recycling	720	2,400	-	2,400	2,400	1,200
255	C&D Disposal	49,188	56,375	53,887	56,000	56,624	54,397
256	Compost Residual Disposal	10,975	10,000	28,176	10,000	6,000	6,000
257	Diesel	10,165	15,000	18,081	10,000	10,000	14,000
258	Truck Maint Rep	13,890	15,000	11,979	13,000	12,000	12,000
259	Postage	741	2,100	1,559	1,000	800	900
260	Adv. & Printing	5,521	6,000	8,703	5,500	3,900	5,500
261	Training & Trav	3,067	2,650	3,451	2,650	2,700	3,500
262	Dues & Prof Exp	7,817	8,075	7,199	8,075	7,975	7,225
263	Office Expense	3,650	6,000	5,323	4,800	3,200	3,200
264	Utilities Elec	26,475	20,933	31,403	23,900	25,000	30,000
265	Utilities Heat	10,245	11,500	10,892	10,500	10,500	11,000
266	Utilities Phone	6,174	4,100	7,274	4,500	6,100	7,440
267	Rental Exp	4,389	3,700	3,596	3,700	3,700	3,800
268	Equip Maint Rep	34,319	9,000	25,074	15,000	12,000	15,000
269	Build Grounds Maint	45,685	17,500	27,695	20,000	17,000	18,000
270	Loan Payments	40,568	40,651	41,993	42,030	43,334	3,664
271	Misc Expense (All Other)	13,069	-	15,257	2,500	10,000	11,073
272	PILOT	4,360	4,406	4,360	4,360	4,130	4,623
273	<b>Total Expense</b>	<b>1,207,035</b>	<b>1,055,814</b>	<b>1,206,747</b>	<b>1,087,177</b>	<b>1,179,546</b>	<b>1,288,380</b>
274	Inc/Loss Before Cap Exp	(146,295)	(179,197)	60,960	(187,487)	(187,352)	(160,510)
275	Capital Reserve Plan/Compost Expansion	0	-	269,888	45,000	45,000	95,000
276	Gain/ Loss	2,500	-	1,797	-	-	-
277	Capital Spends	9,158	53,290	25,357	0	0	0
278	<b>Surplus (Deficit)</b>	<b>(152,953)</b>	<b>(232,487)</b>	<b>(232,488)</b>	<b>(232,487)</b>	<b>(232,352)</b>	<b>(255,510)</b>
279							
280	Assessment	232,487	232,487	232,487	232,487	232,352	255,510
281	<b>Net Total</b>	<b>79,534</b>	<b>-</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>0</b>

# WINDHAM SOLID WASTE MANAGEMENT DISTRICT

## WSWMD Town Assessments for the Fiscal Year 2024

### Permanent Population Based

US Census		proposed		Assessment Change Amount
10/24/2022 Town Name	2020 % population by Town	Assessment for FY 24	Assessment for FY 23	
BATTLEBORO	12,184	\$84,052.43	\$76,434.39	\$7,618.04
BROOKLINE	540	\$3,725.24	\$3,387.60	\$337.63
DOVER	1,798	\$12,403.67	\$11,279.47	\$1,124.20
DUMMERSTON	1,865	\$12,865.87	\$11,699.78	\$1,166.09
GUILFORD	2,120	\$14,625.01	\$13,299.48	\$1,325.53
HALIFAX	771	\$5,318.81	\$4,836.75	\$482.07
JAMAICA	1,005	\$6,933.08	\$6,304.71	\$628.38
MARLBORO	1,722	\$11,879.37	\$10,802.69	\$1,076.68
NEWFANE	1,645	\$11,348.18	\$10,319.65	\$1,028.54
PUTNEY	2,617	\$18,053.61	\$16,417.33	\$1,636.28
READSBORO	702	\$4,842.81	\$4,403.89	\$438.93
SOMERSET	6	\$41.39	\$37.64	\$3.75
STRATTON	440	\$3,035.38	\$2,760.27	\$275.11
TOWNSHEND	1,291	\$8,906.08	\$8,098.88	\$807.20
VERNON	2,192	\$15,121.71	\$13,751.16	\$1,370.55
WARDSBORO	869	\$5,994.88	\$5,451.53	\$543.34
WESTMINSTER	3,016	\$20,806.15	\$18,920.40	\$1,885.75
WILMINGTON	2,255	\$15,556.32	\$14,146.38	\$1,409.94
	37,038	<b>\$255,510.00</b>	<b>\$232,352.00</b>	<b>\$23,158.00</b>

Percentage Change

10%



# BRATTLEBORO HOUSING AUTHORITY D/B/A BRATTLEBORO HOUSING PARTNERSHIPS

Dear Town Meeting Members:

At its Annual Meeting in November, Brattleboro Housing Partnerships (BHP) celebrated 60 years of serving Brattleboro and the surrounding area. During the meeting, residents and BHP employees shared their perspectives about what housing means to them. The focus has expanded from considering housing only as buildings and leases to housing as communities, neighborhoods, and neighbors. Residents shared how the stability of affordable housing has drastically changed their lives for the better. They shared the importance of community building and strengthening the connection between neighbors.

The work of BHP requires a tremendous amount of thoughtfulness in building and maintaining relationships. Currently, BHP houses over 450 households in our community within seven housing neighborhoods and through our Housing Choice Voucher program, which subsidizes rent for homes in the community. This work requires building relationships between residents and support staff, maintenance and contractors, residents and other residents, BHP, and other agencies we collaborate with to continue growing.

After several years of planning, BHP, in collaboration with Windham and Windsor Housing Trust, received a Congressional Directed Spending Award to pilot Support And Services at Home For All (SASH For All). This exciting new program embeds staff and services in our two family properties by offering programming, coordination of services, community partnerships, and clinical wellness support. The SASH For All team is working exceptionally hard to develop the framework of this innovative program based on participant needs and feedback. At a time when so many are facing unprecedented challenges, I am incredibly grateful to the SASH For All Team and residents for pioneering this much-needed program.

At no time has affordable housing been more needed in our community. But also, when people feel divided, fearful, and alone, our connections and relationships are also crucially needed. BHP housing neighborhoods are not just bricks and mortar; they are places to connect with others and create positive change.

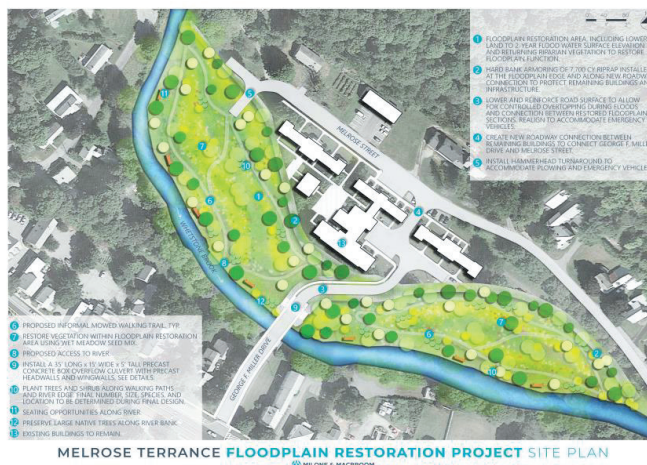
Christine Hazzard, Executive Director  
*It is the Mission of the Brattleboro Housing Partnerships to ensure the provision of quality low income and affordable housing within viable communities to support independence and create opportunity.*

2022 Annual Report of the Brattleboro Housing Authority d/b/a



Brattleboro Housing  
PARTNERSHIPS

*Low income housing supporting independence, creating opportunities*



## **Melrose Terrace Flood Mitigation Project:**

In November of this year, the Melrose Floodplain Mitigation Area was completed, and in December, it flooded! Water from the Whetstone Brook covered four acres of the mitigation area and flowed as planned. The area will slow flood waters down and create space for water and debris during storms to reduce flooding of other residential properties along the Whetstone Brook. The project was the final phase of the Melrose Project which removed all 80 households from Melrose and relocated them to two new buildings at Red Clover Commons. When not carrying overflow from the Whetstone, the Flood Mitigation Area adds a lovely tree and grass park to the Melrose site. The project was financed by a 2.6 million dollar grant from FEMA and \$600,000 of HUD funds for capital improvements specific to Melrose Terrace. Five residential buildings, the BHP offices, and the main BHP garage remain on the property. The BHP Board and staff will discuss possible uses for the remaining residential buildings in the coming year. BHP thanks all its numerous partners in this 11-year project for their dedication to removing residents from a highly flood-prone area, creating two beautiful, efficient new residential buildings and the new multi-use floodplain/park.

## **Creating change now and planning for the future:**

BHP Board of Commissioners welcomed Elizabeth Harrison as the new Chair and Elisha Underwood as the new Vice Chair. The 5-person board currently has four Commissioners with direct lived experience related to BHP housing, including one current and one former resident. A BHP Board subcommittee developed new onboarding tools to support new board members in understanding the role and responsibility of the board. BHP thanks outgoing Commissioners Janet Cramer, Donna Rathbun, and Byron Stookey for their years of dedication to BHP and BHP residents.

BHP completed an extensive 5-year Strategic Plan, which began in 2022. The plan is based on the Town of Brattleboro Housing Needs Assessment and feedback from seven community leaders, three Public Housing Executive Directors from across Vermont, the Resident Advisory and Communication Committee, resident surveys from every BHP housing neighborhood, a review of all complaint forms submitted in 2019 and 2021, all BHP staff members and the BHP Board of Commissioners.

# **BRATTLEBORO HOUSING AUTHORITY D/B/A BRATTLEBORO HOUSING PARTNERSHIPS**

The goals and objectives outlined here address BHP's approach to addressing the critical issues realized in its research. These goals and strategies are not intended to be a complete catalog of every BHP effort, do not reflect all continuing organizational initiatives, and are not presented in order of chronology or priority. Instead, they represent the organization's key priorities over the next five years.

## **#1 Strengthen BHP neighborhoods.**

BHP aims to facilitate a sense of pride, safety, and community for its residents. To do so, BHP will focus on improving the interior and exterior condition of its properties and increasing positive resident engagement through resident-selected activities, education, and volunteer opportunities.

- A. Improve condition and aesthetics of BHP properties.
  - o Solidify capital improvement plan for BHP properties with prioritized short-term and long-term projects for each property and identification of potential revenue sources.
  - o Secure funding to enhance property amenities including additional play structures, community spaces, and laundry facilities.
  - o Develop organizational plan to address chronic issues of smoking, trash, and resident conflict.
- B. Increase resident engagement to develop sense of safety, belonging, and community.
  - o Evaluate potential programming opportunities using resident feedback.
  - o Develop staffing structure for increased family site presence and engagement.
  - o Offer programming to include:
    - Education/activity classes for residents (skills: budgeting, CPR, parenting; issues: public health, homelessness; and wellness activities).
    - Mediation services for resident conflict.
    - Onsite and collaborative programs for children and youth.
    - Volunteer opportunities.
  - o Increase participation from every property on the Resident Advisory and Communication Committee.

## **#2 Increase housing units in Brattleboro.**

Brattleboro is in the midst of an escalating housing crisis with constricted conditions throughout the housing continuum, and a particular shortage of affordable housing for lower-income households. BHP has the opportunity to contribute to the development of new housing units in the community by pursuing re-development of three properties: Melrose Terrace, Moore Court, and Hayes Court. In-town, developable parcels are increasingly rare and both of these properties offer opportunity to create new housing units. The concurrent development of the properties merits exploration. While re-development of these properties is a priority, BHP will also pursue partnerships that create new housing with voucher availability and that create housing opportunities with services for aging community residents and/or other specific populations with unmet housing needs.

- A. Explore replacement of housing units.
  - o Complete Melrose Terrace Flood Mitigation project and evaluate final determination of change to flood map lines.
  - o Conduct feasibility study focused on Melrose Terrace, Moore Court, and Hayes Court with the consideration of using Melrose Terrace as transitional units for other re-development projects, expanding Moore Court with mixed-income new and rehabbed units, and creating permanent housing at Melrose Terrace in the future.
  - o Pursue selected housing development project as determined by feasibility study.
- B. Consider other housing development partnerships to create additional Housing Choice Voucher opportunities in the community.
- C. Continue advocacy and involvement in expanding options for low-income housing with a focus on: housing with supportive services for aging in place; youth and people aging out of foster care; permanent supportive housing; and recovery housing.

## **#3 Foster resident, organizational, and community resilience.**

Windham County's demographics trends reflect an aging population. Extreme weather events and global crisis are more frequent. BHP staff—the backbone of the organization—must grapple with these challenges, while also supporting residents who have experienced trauma, discrimination, and the impacts of generational poverty. Over the next five years, BHP will focus on efforts that foster resident, neighborhood, and organizational resilience.

- A. Support the safety and health of community residents.
  - o Expand the Support and Services at Home (SASH) program's services, geography, and eligibility.
  - o Pursue opportunities to develop housing with increased services for residents who can no longer live independently.
- B. Pursue energy efficiency upgrades for all BHP properties.
- C. Strengthen emergency preparedness efforts.
  - o Develop resident information infrastructure.
    - Install Wi-Fi in all properties.
    - Connect residents with needed electronic communication devices.
    - Create and record resident disaster plans to include "buddy system", plans for pets, and contact list in database.
- C. Provide staff training to deepen understanding of residents and prevent professional burnout.
  - o Provide staff training related to diversity, equity, and inclusion.
  - o Provide staff training related to generational poverty and trauma-informed practices.

## **#4 Align programs and operations with Moving to Work opportunities.**

BHP's shift to a Moving to Work organization creates opportunities to simplify complex processes, approach situations and challenges with more flexibility, and support residents' self-determined goals. Over the next five years, BHP will explore the opportunities afforded by the Moving to Work shift with a focus on better addressing the needs and housing goals of BHP residents.

- A. Analyze and re-organize staffing structure to support MTW and address the following:
  - o Establish staffing for family site engagement and volunteer coordination.
  - o Increase property management/occupancy administrative capacity.
  - o Re-envision all BHP staff roles.

# BRATTLEBORO HOUSING AUTHORITY D/B/A BRATTLEBORO HOUSING PARTNERSHIPS

- Decrease direct reporting to Executive Director by establishing Operations (Occupancy including Section 8, Finance, Maintenance) and Wellness & Services (SASH, Resident Services & Activities) departments with director-level staff members.
- B. Prioritize initiatives that reinforce resident self-determination in their housing future.
  - Provide resident education to include financial literacy and homebuyer education.
  - Pursue education and incentive programs that connect residents to alternative homeownership strategies like homeownership vouchers and multi-family investments.
- C. Simplify processes to reduce administrative and financial burdens.
  - Develop plan for income-earning young adults to avoid disincentivizing situations.
  - Move annual certifications to three years.
  - Increase self-certified assets cap.
  - Streamline property-specific applications.
  - Conduct comprehensive survey of residents and community partners to determine further changes.

## **#5 Create organizational and community leadership opportunities**

BHP's assets include its staff members and Commissioners. Over the next five years, BHP will strengthen the internal connections between Board and staff, and also create opportunities for the organization's leaders to have a stronger external, community focus in their roles.

- A. Charge Commissioners with re-establishing Brattleboro Housing Opportunities Inc. (BHOI) as vehicle for fundraising, volunteering, and outreach.
  - Identify Commissioner(s) committed to re-establishing BHOI.
  - Recruit additional Board members.
  - Develop mission and key initiatives to pursue.
- B. Create regular opportunities for Commissioner and staff education and connection.
  - Incorporate regular program staff presence at Commissioner meetings
  - Hold quarterly Commissioner-staff "Lunch & Learns."
- C. Use staff re-organization to create Executive Director capacity for focus on long-term organizational goals and community leadership, including housing advocacy and community collaborations.
  - Develop and implement staffing re-organization project.
  - Review Executive Director job description to re-align with adjusted staffing and emphasize external and long-term responsibilities.

## **Supporting independence and creating opportunity**

BHP's Wellness and Supportive Services Team focused on the feedback from residents and implemented changes such as additional programming and staff presence in their neighborhoods. Staff was added to provide programming around health and wellness, self-sufficiency, and neighborhood connectedness.

The Wellness and Supportive Services Team now offers services consistently in all BHP neighborhoods. BHP offers Support And Services at Home (SASH) at Hayes Court, AW Richards, Samuel Elliot Apartments, and Red Clover Commons 1 and 2. SASH connects residents and community participants to services around health and wellness, offers Wellness programs, and assists with transitions in and out of hospitalization. For residents at these locations and has been operating for over ten years. This program consists of two full-time Coordinators, a full-time Implementation manager, and a part-time Wellness Nurse. We are currently working on expanding SASH to Bellows Falls. This year we have focused on supporting our residents to get their COVID vaccines/boosters and Flu vaccine. Our goal is to help our residents in remaining healthy and have the ability to stay living in their homes.

The pilot program Support And Services at Home For All (SASH For All) is embedded in the Ledgewood Heights and Moore Court neighborhoods. SASH For All connects residents and community participants to services in the area around health and wellness as well as child development, offers Wellness programs, and assists with transitions in and out of hospitalization and rehabilitation facilities for residents/families at these locations. This program is modeled after the traditional SASH program. The BHP SASH For All program consists of one full-time SASH Coordinator, a part-time SASH Wellness Nurse, and soon a part-time Peer Support Advocate. The program partners with many organizations, including critical partners HCRS, the Winston Prouty Center, Turning Point, and Brattleboro Memorial Hospital, to support families in connecting to services to support the whole family in their health and wellness goals.

Food insecurity is an ongoing threat to many, significantly as prices rise. BHP collaborates with the Vermont Foodbank, Food Works, Everyone Eats, Brattleboro Senior Meals, the Brattleboro Sunrise Rotary Club, and the Commodity Supplemental Food Program to address the need in our neighborhoods.

Isolation continues to be a concern as people transition back to everyday life from the COVID pandemic. The programs are trying to support neighborhood connectedness as they offer programming at all locations.

Learning Education Academic Program (LEAP), formerly known as Family Self-Sufficiency (FSS), also participates in the programming. This program connects residents and community participants to services in the area to support growth in self-sufficiency leading towards employment and education goals. This program has been operating for over 15 years but is now changing through the HUD Moving To Work program to assist more residents and meet more of the needs in the community. One of the significant changes will be that all household members aged 18-54 will be eligible for the program instead of just the head of the household. This expansion means the program will also work with adult children wanting to transition out of the home and the support they need to make this challenging move. The new program's goal will be to support the entire adult population in the household in becoming more self-sufficient and support opportunities for education and employment goals.

All of these programs collaborate with many of our local partners, including Senior Solutions, Brattleboro Memorial Hospital, Visiting Nurses of VT/NH, Bayada, the Gathering Place, Groundworks, Health Care and Rehabilitative Services, Turning Point, Winston Prouty Early Learning Center, Brattleboro Sunrise Rotary Club, Insight Photography, Waterways, Art in the Neighborhood, New England Circus Arts, Brattleboro Fire and Police Departments, Rescue Inc, Brattleboro Retreat, Windham Southeast Supervisory Union, United Way, the Hunger Council, Youth Services, Windham Workforce Partnerships, Brattleboro Development Credit Corp, SEVCA, VT Department of Labor, VT Agency of Human Services, and the VT Foodbank.

# BRATTLEBORO HOUSING AUTHORITY D/B/A BRATTLEBORO HOUSING PARTNERSHIPS

## ***Expanding housing opportunities:***

BHP owns and or manages 297 units of federally subsidized housing for low-income families, the elderly, and persons with disabilities. BHP has housed 23 new households at BHP properties in 2022. Of the 23 households, seven households came from homelessness or housing insecurity.

BHP properties are throughout Brattleboro and consist of the following:

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

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

67 BHP households participated in the Vermont Emergency Rental Assistance Program (VERAP). VERAP was created to help renters deal with financial challenges related to the COVID-19 pandemic. The program offers rental and utility assistance to help Vermonters avoid eviction or loss of utility service for eligible households. VERAP was established by the Consolidated Appropriations Act 2021. Since the program began, BHP has collected \$314,440.28 in funds allocated to past-due rent, current rent, and other fees (legal fees, security deposits, etc.). The program is no longer accepting applications.

Waitlist time for Rental Assistance Demonstration (RAD) 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 Commons One and Two and The Ann Wilder Richards Building are not listed; each unit has different restrictions and income limits determined when an apartment becomes available.

BHP remains strongly connected to the private and non-profit rental housing market in the Brattleboro area through our Housing Choice Voucher (HCV), Shelter Plus Care, and Mainstream Voucher programs. The HCV program has provided approximately 150 subsidies, housing choices, and project-based vouchers to low-income individuals and families this past year and continued funding over 200 project-based vouchers in our BHP RAD units.

The HUD Continuum of Care program, Shelter Plus Care, provides rental subsidies and case management support from 3 local service providers (Groundworks, HCRS and Pathways VT) to those experiencing homelessness and have a disability and continues to serve approximately 22 once-homeless individuals and families. It continues to be a challenge this year for service providers to take on any new program participants due to their case management capacity.

BHP collaborates with over 100 private and non-profit housing providers. BHP is always looking to expand partnerships with local private housing providers.

Currently, 25 households are searching in the community for housing with a HCV, with many more on the waitlist.

If you are interested in becoming a housing provider for one of these households, don't hesitate to get in touch with BHP.

The Fair Market Rental payment standard amounts increased by 18-20% for 2023, this is the largest increase in BHP history:

2023 BHA	1BR	2BR	3BR	4BR	5BR+
PAYMENT STANDARD	\$1039	\$1265	\$1568	\$1699	\$1774
					(+\$75 OF 4 B/R)

Though BHP's non-profit Board, Brattleboro Housing Opportunities Inc. (BHOI) just over \$25,000 has been raised towards a new playground and outdoor community area at Ledgewood Heights. This much needed area will begin construction this coming 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 thanks all those who continue to recognize the importance of providing and supporting affordable housing in our community.



## BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

The Brooks Memorial Library Board of Trustees completed an active year in support of the library. 2022 to 2023 was a transitional year as the library began to move out of pandemic mode and back towards the “new normal “. The trustees were very active in several categories that will impact the future of BML.

Our efforts to enhance the Library of Things gained much momentum with the arrival and opening of our Field to Fork tool library, funded by a grant from the Vermont Foodbank, which was facilitated by Sustainability Coordinator, Stephen Dotson. Located behind the rear entrance to the library, in the municipal center parking area, the tool library includes an array of gardening equipment, as well as a panoply of kitchen implements to help individuals and groups prepare, process and preserve food. The library of things also welcomed year two of our E bike loan program, which is heavily utilized. These enhancements complement our snowshoe and hiking pole program as well as other treasures.

The trustees spent much time in an engaged process to update the strategic plan of Brooks Memorial library. We used the help of highly qualified, local consultant, Gregg Hessel, and engaged the community deeply to determine our priorities going forward. We designed a survey that received over 350 responses, held two forums, and met with several stakeholder groups. By engaging the community and the staff we arrived at four primary themes.

The themes that will carry us forward for the next few years are services, space, collaborations, and public relations. Our service theme involves engaging the community through a wide range of educational, recreational, and cultural opportunities that support diversity, equity, and inclusion.

Our space theme intends to support our efforts to provide welcoming and accessible spaces for all members of the community. Collaborations allows us to establish, strengthen, and sustain community connections to promote a culture that is accessible and welcom-

ing to all, making a concerted effort to reach out to groups that have been historically marginalized. Lastly, a focus on public relations allows us to increase awareness of library services, resources, and impact. We feel strongly that the process of engaging the community, library staff and Board of Trustees in establishing these priorities will lead to a better library for all.

The trustees are also working to support library staff and patrons address increasingly complex human services needs. The library is a welcoming place for all, warm in winter and cool in summer. Some challenges come with the complexity and intensity of individual circumstances, and the trustees are working with the staff, town and community partners to apply the most skill, resources and compassion to all who come to Brooks.

Another Trustee-led project in process is the effort to create more small meeting room and work spaces for patrons. This has led us to an examination to consider deaccession of some of the more obscure accumulated artifacts collected from the past hundred plus years. This is a complicated endeavor that requires research, public notice, and contracted expertise. We are hopeful that the end result will be more usable public space.

Finally, the Trustees are working on the external visibility and usage of the Brooks footprint. We hope to secure new and improved signage for the building, and some inviting outdoor public space on the north side of our property.

The Brooks Library Board of Trustees are an enthusiastic and ambitious group of Library stewards and advocates, and we welcome community interest and participation.

Leo Schiff  
Board of Trustees President

# COMMUNITY MARKETING INITIATIVE

## Community Marketing Initiative

Campaign Update 2022 - Town Meeting March 2023

The Brattleboro Town Meeting Representatives have annually appropriated the sum equal to 10% of the Meals and Rooms tax collected by the town for the joint promotion of Brattleboro by the Brattleboro Area Chamber of Commerce and the Downtown Brattleboro Alliance. This joint promotion is named The Community Marketing Initiative (CMI), and its mission is to develop and execute an outward facing, strategic and tactical marketing plan to attract visitors to Brattleboro to shop, dine, stay and enjoy our town.

It's critical for Brattleboro to maintain a high profile and drive the narrative we want shared about our town. Marketing initiatives such as #lovebrattleborovt are designed to remind folks that we are here and that there are many engaging ways to explore Brattleboro. We see Vermont as a destination continuing to trend, and this will play a vital role in a robust post-pandemic economic rebound.

It is CMI's belief that an ideal campaign continually presents who we are and what we have to offer at all times. We want to shine a light on our strengths and unique assets that make us "the one and only" Brattleboro. This year we plan to focus on urban centers like New York, Boston, and Montreal with a "36 hours" approach to Brattleboro. These are places that can easily attract weekend guests and convert them into lifetime visitors.

We are excited to share this past year's campaign highlights! Our team at Blue Whale PR has an approach that is hands-on, personal, and super-engaging to create custom itineraries for each travel quest. Their extensive network of contacts to go the extra mile in securing editorial stories and social influencer posts. The results have been impressive:

- ★ 9 visits from writers, bloggers and influencers
- ★ 15+ pitches created and disseminated
- ★ 28 published stories
- ★ All stories combined have a circulation reach of 326,666,141

Social Media Growth:

- Total Audience: +39.4%
- Total Impressions: +19%
- Total Engagements: +40.4%

*"I think the most rewarding part for me, is visible and tangible results from the writer- whether that's an article I can share and put on my website, or it's our local guests commenting that they saw the coverage. It's just a really, much needed pat on the back and infusion of positive regard for my business"* - Jason Lively (Tine)

### Examples of published stories:

USA Today: [10 best Farm to Table restaurants in New England](#)

New York Post: [How to explore New England's most magnificent historic homes](#)

USA Today: [Quick Guide to Brattleboro: 10 best things to see and do](#)

Travel Squire: [Brattleboro, VT: a town that is easy to call home](#)

## COMMUNITY MARKETING INITIATIVE

From Travel writer Michael Alpiner: On warmer days and with a sturdy pair of shoes, fit travelers can walk into the heart of Brattleboro but those who wish to drive will find ample parking. In town, there is no shortage of shops, eateries, and “things to do” to fill up a weekend. For instance, [Stone Church](#), formerly All Souls Unitarian Church, was recently restored and renovated to become a food, drink and music venue. The onerous yet satisfying process is described on their website as a “dance between creating a modern venue, and preserving the patina & soul of the 140-year-old building.” Stone Church features local and transplanted artists, hosts weddings and corporate events, serves food and top-shelf drinks, all illuminated by stage lighting and the kaleidoscope of stained glass.

### Examples of social media posts:

@Forkingwitharmani - [Instagram Post](#)

@TravellikealocalMA - [Instagram Post](#)

The CMI team is guided by an advisory committee:

Leda Scheintaub	Dosa Kitchen
Jon Potter	Latchis Theatre
Anne Latchis	Community Resident
Curtiss Reed	Vermont Partnership for Fairness and Diversity
Casey Haynes	BDCC
Francesca Bourgault	Windham Movement Apparel
Lissa Weinmann	Brattleboro Words Project & 118 Elliot
Lindsay Fahey	Retreat Farm

The CMI Team also works with countless partners in our town to host the media writers who come to visit. We build robust and exciting itineraries highlighting everyone we can! Some of those partners are: Yalla, Beadniks, Vermont Jazz Center, HatchSpace, The Stone Church, Brattleboro Farmers' Market, Brattleboro Museum & Art Center, Tine, The Porch, Vermont Table, Harmony Collective, The Retreat Farm, Harris Hill Ski Jump, Memorial Park, Brattleboro Food Coop an additional 50+ more partners. Here is some of the feedback we have received:

The CMI continues to be about forming partnerships and working together to highlight our incredible community. This is a collaborative community effort with our businesses, non-profit organizations and individuals. Thank you—we look forward to continuing our momentum!

# THE DOWNTOWN BRATTLEBORO ALLIANCE

## -THE DOWNTOWN BRATTLEBORO ALLIANCE-

### -ANNUAL REPORT 2022-

#### **Who are we?**

Founded in 1999 as "Building a Better Brattleboro" and then renamed in 2014 to Downtown Brattleboro Alliance (DBA), we are the official non-profit Designated Downtown Organization for the Town of Brattleboro. We are one of 23 downtown organizations in the state of Vermont. This designation provides access to grants, technical assistance, and networking opportunities. The DBA represents more than 90 businesses and organizations and is led by a volunteer Board of Directors which includes local business owners, property owners, educators, and town representatives.

Our strategy focuses on building community and resilience through innovative programming and proactive promotion that supports the arts, entertainment, education, outdoor recreation, community spaces, and businesses in downtown. Holistic community organizing is time consuming, high intensity work, but we believe that it represents the best opportunity to create the long-lasting impact of being the town we want to be.

#### **How are we funded?**

Our programming is funded by grants, donations and a special assessment tax on downtown properties in the Downtown Improvement District. The DBA works with members, including the downtown property owners, to develop a work plan and budget. Before submitting these to the town, DBA members vote and approve the work plan and budget.

#### **What have we achieved this year?**

Our programs and promotions are collaborative efforts that support downtown and our community partners. It is our goal to share to amplify the work of others through curated experiences and events.

This year, we are proud to report that DBA:

- ★ supported over 100 local businesses
- ★ invested more than 1.5 million dollars locally
- ★ worked in coalition with more than 75 local organizations
- ★ reimaged and executed an expanded program: Gallery Walk (8 months)
- ★ worked in coalition with the Brattleboro Area Chamber to host 9 travel writers
- ★ actively engaged over 150 volunteers

## -2021 PROGRAMS & ACCOMPLISHMENTS-

### -EVERYONE EATS-

Everyone Eats (EE) is a program that purchases to-go meals made by local restaurants, requires a minimum inclusion of local ingredients, and distributes the meals to eaters in need.



# THE DOWNTOWN BRATTLEBORO ALLIANCE

Everyone Eats started during the economic shock of the pandemic with a plan to leverage CARES Act funds to help Vermonters in need. The program was later fully reimbursed by FEMA through July 1. After that, a new 10% FEMA cost-share requirement has been covered by a VT legislature allocation of \$1.3M.

Statewide, Vermont Everyone Eats has distributed over 3 million meals and engaged over 700 restaurants, farmers, and community organizations since the program began in August 2020.

There are three pillars of the program:

- feeding our community
- supporting our restaurants
- supporting our local farmers and food producers

Earlier in the pandemic, our marketing focused on this program being for everyone negatively impacted by COVID, including those who could not access food due to a COVID infection, those who had lost income due to lockdown, and those under stress who simply needed a break from cooking on a given night. 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.

Throughout the duration of the program, we have distributed an average of **3146** meals per week for a total of **352,383** meals. We did this by partnering with more than 25 organizations and working with 100+ volunteers. Some of our eaters were community members who were accessing food assistance for the first time, and some are already connected with a food support organization or path.

In July 2021, we transitioned to a different phase of the program that no longer had an direct individual distribution on Flat Street but instead relied almost exclusively on distribution relationships with our community organizations. Since then, we continue to distribute meals to walk-up individuals at Winston Prouty and the Retreat Farm Stand.

EE! has supported our local restaurants, ensuring they didn't close their doors forever and sustaining them with an additional revenue source as capacity limits, consumer trust in dining, supply chain challenges, and staffing hurdles have caused struggle and the inability to return to business as usual. We have partnered with 30 restaurants in the area, the majority in Brattleboro.

*The Everyone Eats Program has been critical to our survival. As a live music venue we were completely shuttered for over a year and even now with our doors open we don't anticipate pre-pandemic activity until some point in 2022. There is no way we'd be able to maintain without the revenue we have received from Everyone Eats." - Robin Johnson, The Stone Church*

Everyone Eats provided direct support to Vermont food producers through a minimum of 10% local ingredient purchasing and by connecting restaurants and growers. Since the start of the program, over **\$196,762.73** has been spent by our Brattleboro hub restaurants on high-quality ingredients sourced from local farmers and producers.

Lastly, Everyone Eats has broadened and deepened DBA's relationships with non-profit organizations such as Groundworks, Boys & Girls Club, Winston Prouty Center, and Edible Brattleboro. Developing relationships with the countless organizations working in meaningful ways in our community.

# THE DOWNTOWN BRATTLEBORO ALLIANCE

## -GALLERY WALK-

We are nearing completion of our second full season of Gallery Walk and we are thrilled with the series. Since adopting the program in August of 2020, we have successfully executed 12 events with two more in the works for this November & December. The program continues to grow and thrive with an estimate of 1500-2000 people filling our downtown during each Gallery Walk night. Restaurants are completely full, sidewalks, Harmony Lot and the Elliot St. block party are packed with happy faces, locals and visitors. The most significant success of the program has got to be the massive amount of positive feedback we've received from the community- locals and visitors alike are enamored with the new and re-invigorated Gallery Walk! After each event, social media is ablaze with expressions of pride- pride about living in Brattleboro. Our core belief, and the fundamental driving force behind our passion for this program, is that we believe it distills the best of the Brattleboro spirit into a night of wildly creative, wholly accessible fun, for all of our community members.

The potential for economic impact can't be overstated- Brattleboro Flea, the outdoor market, has represented 60+ local artists & makers, each of whom benefit from this revenue stream. DBA has hired and compensated 11 bands and 2 Sound Engineers. We have hosted 16 local food vendors with gross revenue exceeding \$90,000 over the course of the series. Our collaborations with local NPOs and businesses number in the dozens with more and more asking to join the fun each month. Gallery Walk has come to be the most visible and forward facing representation of Community in the greater Brattleboro area- bringing together our community's rich and varied array of artists, our food producers, musicians, businesses, and it all takes place right in the heart of Downtown Brattleboro.

- 220% increase in visitors at BMAC over a non-Gallery Walk Friday night. "I just want to thank you and everyone at DBA once again for your stellar work on the revived and revamped Gallery Walk. The new, post-pandemic energy and enthusiasm are fantastic. As the previous iteration of Gallery Walk wound down, it was a real question for us at BMAC as to whether it was worth participating. Now, there's no question whatsoever. The crowds, the excitement, the cross-promotion are all hugely beneficial for BMAC, and we're grateful to be a part of it. Keep up the great work... please!" - Executive Director Danny Lichtenfeld
- 50% increase in sales at Blueberry Haus over a non-Gallery Walk Friday night
- Both Echo restaurant and The Collective recorded the highest grossing services in the history of their establishments during June's Gallery Walk
- Jaci's BBQ reported sales of \$4000 during one Gallery Walk event
- 300+ people visit Harmony Collective each Gallery Walk
- Brattleboro Food Coop offers food at the 4-7\$ price range each event while they solicit shareholders- accessibility!
- DBA spent \$7000 in support of local/regional performing arts (musicians) at Gallery Walk
- \$1200 spent with our local newspaper - The Commons
- VCP- 180 visitors during October's event. Overall 100% increase in visitors at VCP compared to 2019 Gallery Walk. "I think it's safe to say that average attendance numbers at Gallery Walk in the last year have at least doubled since the era of pre-covid Gallery Walk". -Director Josh Farr
- River Garden Marketplace sees a 25% increase in revenue as compared to non-Gallery Walk nights.

# THE DOWNTOWN BRATTLEBORO ALLIANCE

## -COMMUNITY MARKETING INITIATIVE-

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

We are currently contracting with Rosalie Hagel Martin of *Blue Whale Public Relations* who actively pitches media writers and influencers on experiences unique to Brattleboro. We offer the visiting media fully curated itineraries that match the angle they are looking for with the best Brattleboro has to offer. Program Highlights include:

[Sizzle Reel 2022](#)

327.3 million: Total Publicity and Social Media Impressions/Reach Combined

28: Total Press Placements (tracked) [link](#)

9: Total Visits Completed

73: Partners Featured [link](#)

### **Social Media Growth:**

- Total Audience: +39.4%
- Total Impressions: +19%
- Total Engagements: +40.4%

## -ONGOING PROGRAMS-

### -THE DOWNTOWN FLOWER PROGRAM: BLOOM-

Beautifying the downtown streetscape for everyone to enjoy is the goal of our Design Committee and chairperson, Dick DeGray. The program changes with the seasons beginning in late spring with flowers, transitioning to mums, and ending with holiday lights. This year we planted and maintained 92 flower planters, 28 hanging planters, 23 window boxes, and 20 hayracks. Next year we plan to spend more time and energy on our holiday display and increase support from volunteers in the community.

## -DIGITAL OUTREACH-

DBA continues to expand our digital outreach, making DBA services and information more accessible to businesses, residents, and visitors alike. We continually update our website, and maintain and cultivate PLANAGOGO, the community calendar for Brattleboro & beyond. The private Facebook page for merchants and organizations is a primary source of connection, interaction, and idea sharing. Our social media posts and monthly e-newsletters outperform national non-profit averages for views, likes, open rates, and sharing.

Partnership with New England Digital during Gallery Walk delivered targeted digital display advertising delivered over 440,000 impressions. We have plans to continue this relationship and expand into print media and radio advertising to showcase Brattleboro as a travel destination.

# THE DOWNTOWN BRATTLEBORO ALLIANCE

## -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.

## -LOOKING FORWARD-

## -CONCLUSION AND NEXT STEPS-

It felt great to host Gallery Walk 8 months this year creating a vibrant and engaging program that attracted residents and visitors. And we believe we can be doing more. In order to attract all, we need to continually promote all the reasons to visit Brattleboro. We continue to support the development of Gallery Walk as a regional event destination, amplify the work of our community partners, continued outreach by the Community Marketing Initiative to bring new visitors to town, and work hand in hand with the town and state to make the most of COVID relief & recovery & funding and programs. We will continue to activate new spaces in our downtown, creating inclusive engagement, fostering joyful participation, and offering a welcoming and relentless invitation to visitors from our community and beyond.

The DBA is also embarking on our next phase of strategic planning. As we think about the next five years, we feel strongly that our vision for downtown Brattleboro should be developed in collaboration with regional economic development goals, municipal priorities, and our community's interests in mind. Building our plan for the future of Brattleboro will hold much more impact if it reflects and amplifies a shared vision. We continue to move boldly towards our goal of cultivating and supporting a vibrant downtown. We know our small businesses, our organizations, and our downtown community need a continued infusion of energy and support. To this end, we plan to provide quarterly professional development workshops for business owners and continue to host community building events like Gallery Walk. We actively seek to engage in conversations that promote Brattleboro as a welcoming and thriving community for all.





## SeVEDS Impact Statement for Brattleboro Town Report March 2023

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

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

### Background & Request

To support this work, SeVEDS requests funding at \$3.00 per person from all 27 towns we serve. **Therefore, we are asking the Town of Brattleboro to appropriate \$36,552.00 (based on a population of 12,184) to support SeVEDS.**

In 2022, 19 communities, representing over 80% of Windham residents, voted to invest in SeVEDS. We use this municipal funding in three key ways:

1. To directly **fund implementation** of programs & projects serving local communities, businesses and people.
2. For **capacity**. We use SeVEDS regional municipal funds to create programs, conduct research and planning, secure and administer grants, and to help regional partners – in FY21 we helped bring over **\$8 Million** directly to other organizations – towns, businesses and nonprofits.
3. As **seed funding**. We leverage your dollars to bring additional money to the region to provide technical assistance and programs: **every dollar contributed by towns is matched to bring in outside funding.**

### BDCC Implements SeVEDS-Led Programs for Communities, Small Businesses, and Workforce Development

- Our **Business Services Team** provides access to technical assistance, microlending, and business succession services for businesses of all sizes. We work with businesses from startup to retirement.
- Our **Workforce Team** creates programs like **Pipelines and Pathways**: a program that in 2022 provided career training and support to **550** students in area High Schools. **The Welcoming Communities** program supported **61** New Americans who have filled positions in **19** local companies. The **Southern Vermont Young Professionals** group helps young adults in their 20's-40's advance their careers and deepen their connections in the region.
- Our **Community Programs** include the **Community Facilities Technical Assistance Program** and **The Southern Vermont Economy Project**, both of which help towns and non-profits improve community vibrancy through local projects. Since 2017 SVEP has provided 100+ trainings with over 2,000 participants to help community projects solve problems and find resources.

### More SeVEDS-Led Programming

For a deeper overview of our programs in FY22, visit our website at [www.brattleborodevelopment.com](http://www.brattleborodevelopment.com). You can download our annual report, or call the office to receive your own copy 802-257-7731 x230. To learn more about the CEDs, CEDs projects, the Southern Vermont Economy Summit visit [www.sovermontzone.com](http://www.sovermontzone.com).

Our website also features upcoming events and trainings, ongoing programs, and resources. You can sign up for our e-newsletter to get updates including state and federal economic and community development resources.



*empowering our connection to the future*



## **Deerfield Valley Communications Union District**

### **2022 Year in Review**

The Deerfield Valley Communications Union District's (DVCUD, dba DVFiber) accomplishments in 2022 include:

- Developing its working partnership with Great Works Internet (GWI) of Biddeford, ME;
- Receiving an American Rescue Plan Act (ARPA) grant for \$4.1 million for pre-construction activities such as high-level design, final design and engineering, pole studies, and a "make ready" process;
- Receiving a second ARPA grant for \$21.9 million to fund the construction of 513 miles of fiber optic cable capable of connecting up to two-thirds of the more than 7,700 unserved and underserved addresses in our communications union district (CUD);
- Contracting with the Brattleboro Development Credit Corporation (BDCC) to manage our grant reporting because these grants require specific and detailed reports to the Vermont Communications Broadband Board (VCBB);
- Adding an Executive Committee to act on behalf of the Governing Board for quicker decision making because the pace and volume of work have increased significantly. Also for that reason, we hired Gabrielle Ciuffreda of Guilford to be full-time executive director and anticipate hiring additional administrative support in the 2023 budget.

### **Thank You**

We are grateful to the Select Boards of all our member towns for their continued support and for appointing capable and dedicated representatives and alternates who have committed not just their talents but thousands of hours of their time to bring us to this point of construction. These volunteers serve the public on DVFiber's Governing Board and its working committees (Operations, Communications, and Finance and Audit Committees). This committee structure is key to keeping us on track as we do our work. These volunteers are the foundation of DVFiber's success as your community-owned and -operated high-speed fiber optic Internet service provider.

Our commitment from the beginning has been to ensure that all on-grid homes and businesses in our municipal district have access to the 21st century technology that will be the basis for our continued growth and prosperity. This means not just availability of the technology but to be sure that affordability is not an obstacle to customer access and use.

For more information and to follow the latest developments and learn more about DVFiber, be sure to sign up for DVFiber's newsletter at [dvfiber.net](https://dvfiber.net).

Contact Patrick Moreland, Sue Fillion, and Ian Goodnow if you have any questions or concerns or would like to get involved. They can be reached at [brattleboro@dvfiber.net](mailto:brattleboro@dvfiber.net).

## 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. The Homeownership's Home Repair Program assisted 42 homeowners by providing low-cost loans to make critical repairs. The one-to-one counseling assist 41 new homeowners in 2022 by navigating them through the purchase process to closing on their new home. The Shared Equity program has 140 homes currently and provides grants to income-eligible homebuyers to subsidize

the purchase of single-family homes which lowers the cost to the homebuyer. The VHIP (Vermont Housing Improvement Program) works with private landowners to rehab and/or create new units. There are 40 Active projects spread across the whole of Windham and Windsor Counties with 45 potential projects and awaiting shovel-readiness. Our Housing Retention Program has assisted renters and homeowners impacted by Covid in stabilizing their housing with access to relief funding.

Housing Development: WWHT develops affordable rental housing opportunities which meets the diverse housing needs of a community. This takes the form of both rehabilitation of existing housing and the construction of new apartments. The Bellows Falls Garage, slated to open at the end of March '23, will introduce 27 new apartments to Downtown Bellows Falls, and contribute to the revitalization of this portion of the historic Vermont village. The Alice Holway Drive development in Putney is proposed to create 25 new homes within the village and awaits the end of the appeal process. This year, WWHT worked on deep retrofits and renovations on 26 apartments in Brattleboro and Windsor, comprising some of the oldest buildings in our portfolio. Breathing new life into these units will allow us to serve our residents into the coming decades. The Central & Main development in downtown Windsor is entering into the permitting phase at the beginning of 2023.

Property Management: WWHT owns 878 residential properties and 16 commercial properties with rental apartments with 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's VERAP program before it closed in the Fall of '22. We've expanded our supportive services capacity through participating in the SASH For All program, connecting residents of all ages to critical resources to meet their self-driven health and well-being goals. Although WWHT is a non-profit, we pay local property taxes on our rental properties and our shared-equity homeowners pay property taxes to the Towns and Villages.

For more information, please visit us on the web at [www.homemattershere.org](http://www.homemattershere.org)

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

Ph/TTY (802) 254-4604  
Fax (802) 254-4656

## THE WINDHAM REGIONAL COMMISSION



The mission of the Windham Regional Commission (WRC) is to assist towns in Southeastern Vermont to provide effective local governance and to work collaboratively with them to address regional issues. The region is comprised of 27 member towns: the 23 towns of Windham County; Readsboro, Searsburg and Winhall in Bennington County; and Weston in Windsor County.

The Commission, a political subdivision of the state, is composed of and governed by town-appointed Commissioners. Towns choose their own representatives to serve on the Commission. After town meeting, each Selectboard appoints up to two representatives to serve on the Commission for a one-year term. Brattleboro is currently represented by Sue Fillion and Ralph Meima. Each Commissioner represents their town's interests within a regional context before the Commission, brings information from the Commission back to their town, and serves on at least one of a number of WRC committees that address regional and municipal issues and concerns. All WRC meetings are open to the public and subject to Vermont open meeting law. Committees and meeting schedules can be found on our website [www.windhamregional.org](http://www.windhamregional.org).

We assist towns with a wide variety of activities, including town plans and bylaws; community and economic development; local emergency and hazard mitigation planning, including flood hazard area and river corridor

bylaw assistance; natural resources, including assisting towns with watershed restoration projects and implementation of the state's clean water law; Act 174 town energy planning; transportation, including traffic counts (automotive, 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 to the state as a result of flooding; redevelopment of Brownfields sites (sites that are or may be contaminated by hazardous substances); review of projects submitted for review through Act 250 (land use), Section 248 (energy generation and transmission, telecommunications), and federal permitting processes; grant application and administration; training of municipal officials and volunteers across a range of topics; and mapping and geographic information system (GIS) analyses. The maps in your town office were likely produced by the WRC.

We help towns, both individually and collectively, make the most of the financial and human resources they have, assisting with projects in, between, and among towns, building and augmenting the capacity of volunteer-based town boards and commissions, and providing professional services to towns that may want to take on a project that is beyond what they can comfortably manage with their own staff and volunteers. Our relationship with towns is inherently collaborative. For instance, towns may choose to have their town plans reviewed by the Commission; town plan review and approval by the WRC is not mandatory, but is a requirement of some state municipal grant programs. The regional plan, which was readopted in 2021, is developed in consultation with member towns, reflects

town plan policies, and is ultimately approved by our towns.

2022 has been a busy year. We continued assisting towns with American Rescue Plan Act (ARPA) management and deliberation about how to use these funds. We successfully applied for Congressionally directed spending (an earmark) through Senator Sanders to collaborate with Green Mountain Power to assist towns with planning for greater electricity resiliency in the event of grid stability or outages using renewable energy and battery storage. This project will get underway in 2023. We are developing a report for the Windham Region Seniors' Health Collaborative, which seeks to prepare the region for the needs of our rapidly growing senior population. Our Brownfields program continues to assist with the assessment and remediation of contaminated sites, and we continue to assist our towns with flood mitigation, water quality, and habitat restoration projects.

Funding for the WRC is provided through contracts with state agencies, federal and other grants, and town assessments. Town assessments made up approximately 7 percent of our total budget. Each town's individual assessment makes it possible for us to leverage the resources to serve all towns. The town's assessment for this year is \$30,934.13. To see our detailed Work Program and Budget for FY2023, visit our website, [www.windhamregional.org](http://www.windhamregional.org), and click on the heading "About Us."

# VERMONT DEPARTMENT OF HEALTH



State of Vermont  
Department of Health  
Brattleboro Local Health Office  
232 Main Street, Suite 3  
Brattleboro, VT 05301

[phone] 802-257-2880  
[toll free] 888-253-8805  
[HealthVermont.gov](https://www.healthvermont.gov)

## Local Health Office Annual Report 2022

Twelve Local Health Offices around the state are your community connection with the Vermont Department of Health. Your district office is at the address and phone number above. We provide essential services and resources to towns in Windham County in order to protect and promote the health and well-being of people in Vermont. For example, in the past year and beyond, the Brattleboro Local Health Office:

**Stayed attentive to people and communities most underserved:** We provided services and resources to people who are more likely to experience adverse health outcomes due to health inequities. For example, we provided vaccine at schools without access, shelters, meal, and food distribution sites, farms, and more.

**Worked to prevent and control the spread of disease, including protecting communities from COVID-19:** We've been able to serve communities thanks to individuals, families, schools, businesses, first responders, and countless others that worked with us to meet the needs of local towns. These collaborations have enabled us to host over 60 COVID-19 vaccination clinics and provide over 6,300 COVID-19 doses. Since August 2021, all local health offices have also documented and helped manage 8,125 COVID-19-related situations, including 1,271 COVID-19 outbreaks.

Over the last year, the Brattleboro office has also been holding vaccination clinics in partnership with the Ethiopian Community Development Council (ECDC) for people coming from Afghanistan, Ukraine, and Central America. Additionally, the Brattleboro office has been working across the region to assure fair and equitable access to COVID test kits, distributing 4,324 individual tests to community members and local partners.

**Ensured local preparedness for future emergencies:** We worked with partners like schools, hospitals, and emergency personnel to ensure effective pandemic response and support preparedness to distribute medicine, supplies, and information during public health emergencies. This year, we responded to the emergence of human monkeypox virus by sharing information and providing vaccine to community members. As of November 15, 2022, 19 hMPXV vaccine doses have been administered.

**Collaborated with Town Health Officers around environmental health:** To help Vermonters better understand the relationship between their environment and their health, we collaborated with towns and other local partners. Find information about lead, cyanobacteria (blue-green algae), food safety, drinking water, climate change, healthy homes, healthy schools, and more at [www.healthvermont.gov/environment](https://www.healthvermont.gov/environment).

**Provided WIC services and resources to families and children:** Provided WIC nutrition education and support to 907 individuals from July 1, 2021 - June 31, 2022, while enabling them to save on groceries so they can have more to spend on other things their family needs. This includes services to new Vermonters from Afghanistan, Ukraine, and Central America. WIC also empowers families with breastfeeding/chestfeeding support and provides referrals to other health and nutrition services. Learn more at [www.healthvermont.gov/wic](https://www.healthvermont.gov/wic).

**Supported student health and youth empowerment:** According to the Vermont Youth Risk Behavior Survey, only 56% percent of students in Windham County agree or strongly agree that they "believe they matter to people in their community." Regionally, efforts like mentoring and after-school enrichment programs help to ensure youth feel valued and included.

**Promoted health in all policies:** Health is not just individual behaviors and access to care, it's also housing, transportation, food access, education, natural resources, and other social determinants of health. We worked with towns, schools, worksites, healthcare providers, and other community organizations to establish plans, policies, and programming that improve health and wellness. To achieve health, we must continue to work together to improve opportunities for health across all sectors and periods of our lives.

Learn more about what we do at <https://www.healthvermont.gov/local/Brattleboro>



# WINDHAM COUNTY HUMANE SOCIETY

## TIME TO SPAY AND NEUTER YOUR CATS AND DOGS!

The VT Spay Neuter Incentive Program (VSNIP), under the VT Department of Children & Families, is administered by VT Volunteer Services for Animals Humane Society. **Funded by a \$4.00 fee added to the licensing of dogs, this monetary resource is limited by the number of dogs licensed, which is required by law at six months of age.** By statute, unlicensed dogs can be confiscated. Puppies and kittens can have the first rabies vaccination after 12 weeks of age. If unable to schedule an appointment with a veterinary office for this vaccination, Tractor Supply Stores hold monthly clinics. Call for their schedules. After the vaccination, contact your town clerk and provide proof of the rabies vaccination to license your dog.

Rabies IS in Vermont and it IS deadly.

### Licensing a dog:

- 1) Helps identify your dog if lost.
- 2) Provides proof your dog is protected from rabies in the event your dog is bitten by a rabid animal {but still needs immediate medical attention}.
- 3) Protects your animal if they bite another animal {or person – which could result in the quarantine of your dog or possibly euthanized in order to test for rabies if not currently vaccinated}.
- 4) Pays for this necessary program addressing the population situation in VT.

For a VSNIP Application and a List of Participating Offices, send a 10" SASE: Self-Addressed, Stamped Envelope to: VSNIP, PO Box 104, Bridgewater, VT 05034. Note if your request is for a cat, dog or both. Once fully completed, please mail it back. If approved, you will receive a Voucher and instructions.

The cost for the surgery to you is only \$27.00, providing there are no complications. Fellow Vermonters pays the balance of your account from funds collected at the time of dog licensing. Please be SURE your cat or dog is completely flea and tick free **before** the visit, or you will be charged for treatment. Pain medication is highly recommended **after** the surgery, but would be your responsibility. It is also wise to buy an "E" collar to avoid having sutures pulled out. These are the right choices!

Animals left UN-neutered are more prone to forms of cancer.

Thank veterinarians for their participation in this important program. **These altruistic veterinarians are the backbone of the program!** If your veterinarian is not a participant, please encourage them to join. Several veterinarians have retired, leaving a reduced number of participating offices. VSNIP offices are accepting less reimbursement than what they would usually charge for their services. We NEED them :) Let them know you appreciate the difference they have made in our state over the years when euthanasia was the routine means of animal over-population control. Those days are behind us ~ let's keep it that way!

Sue Skaskiw, Administrator 1-800-HI VSNIP (1-844-448-7647)

# TOWN MANAGER'S BUDGET MESSAGE

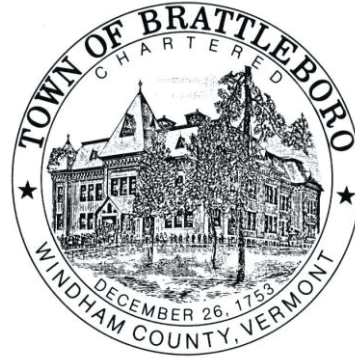
## MEMORANDUM

To: Brattleboro Selectboard

From: John Potter, Town Manager  
Patrick Moreland, Assistant Town Manager

Re: FY24 Proposed Budget

Date: January 30, 2023



This "Budget Message" provides an overview of the FY24 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 2023 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 1, 2022, staff transmitted to the Selectboard (and made available to the public) staff's proposed FY24 Budget. The Selectboard reviewed the budget over the course of ten meetings and directed certain changes be made. On January 24, 2023, 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 25, 2023.

### **THE BOTTOM LINE FOR FY24**

The proposed FY24 General Fund Budget includes total revenues and expenditures of \$21,688,677, which is an increase of \$1,625,035 (or 8.1%) over the adopted FY23 General Fund Budget of \$20,063,642.

Proposed expenditures are sufficient to maintain (and in a few cases increase) the existing levels of service in all Town functions. Notable cost decreases from FY23 to FY24 include a \$121,000 decrease in Risk Management, primarily driven by a reduction in Worker's Compensation costs, and a drop in Auxiliary Services of \$125,481 due to a reduction in Ambulance Services. Notable cost increases include \$434,563 in Staff Salaries, \$172,290 in associated staff benefits, driven primarily by the escalating cost of Health Insurance, and an increase of \$1,042,000 in the Transfer to Capital, however the corresponding tax increase is mitigated by the use of Fund Balance. There also are above average (as compared with the last five years) increases in employee wages as the Selectboard attempted to address the rising cost of living for staff by incorporating a 4% cost of living adjustment. In addition to pay adjustments for existing staff, one new position is recommended, the Communications Coordinator, at a cost of \$45,536.

As currently proposed, funding the FY24 Budget would require property taxes to increase from \$15,929,331 to \$16,554,505 (or by 3.9%). Assuming no change in the Grand List, this would require a municipal tax rate increase of \$0.0512. As a result, taxes paid for FY24 would increase by an estimated \$51.20 for each \$100,000 of property value.

# TOWN MANAGER'S BUDGET MESSAGE

## **REVENUES**

Total General Fund Revenues are proposed to increase by \$1,625,035 (or 8.1%) from \$20,063,642 in FY23 to \$21,688,677 in FY24. The summary of broad revenue categories is as follows:

<b>REVENUES</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>\$ Change</b>	<b>% Change</b>
Property Taxes	\$ 15,594,281	\$ 15,929,331	\$ 16,554,505	\$ 625,174	3.9%
Downtown Improvement District	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	0.0%
Rooms & Meals Taxes	\$ 385,000	\$ 395,000	\$ 475,000	\$ 80,000	20.3%
Sales Taxes	\$ 825,000	\$ 1,000,000	\$ 1,070,000	\$ 70,000	7.0%
Solid Waste	\$ 307,000	\$ 307,000	\$ 307,000	\$ -	0.0%
Transfer from Other Funds	\$ 346,800	\$ 353,736	\$ 398,291	\$ 44,555	12.6%
Use of Fund Balance	\$ 605,000	\$ 300,000	\$ 1,087,306	\$ 787,306	262.4%
Other Revenue	\$ 1,540,910	\$ 1,698,575	\$ 1,716,575	\$ 18,000	1.1%
<b>TOTAL REVENUE</b>	<b>\$ 19,683,991</b>	<b>\$ 20,063,642</b>	<b>\$ 21,688,677</b>	<b>\$ 1,625,035</b>	<b>8.1%</b>

### ***Property Taxes***

This category represents the Town's portion of local property taxes collected from all sources. As described above, the proposed 3.9% property tax increase would cost each individual taxpayer an estimated additional \$51.20 for the year (or \$12.80 per quarter) per \$100,000 of property value. The total overall increase in property taxes (excluding the Downtown Improvement District) collected by the Town for municipal services would be \$625,174 from 15,929,331 in FY23 to \$16,554,505 in FY24.

### ***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. Meals & Rooms tax revenue is now exceeding pre-pandemic levels, which explains why this revenue line has been increased by \$80,000, from \$395,000 in FY23 to \$475,000 in FY24.

### ***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. Revenues from Sales Tax continues to outperform our initial expectations. For FY24, we predict an increase of \$70,000 in sales tax revenue from \$1,000,000 in the FY23 to \$1,070,000 in FY24.

### ***Solid Waste***

This category includes the proceeds from the sales of pay-as-you-throw garbage bags and containers for compost and recycling. It had been shown separately for a number of years, but was reintroduced into the General Fund in FY22 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

## TOWN MANAGER'S BUDGET MESSAGE

amount of anticipated Solid Waste revenue for FY24 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. Finance Director Kimberly Frost evaluated the calculation established by her predecessor John O'Connor and found it to be helpful, but in need of an update to include additional expenses (such as the Human Resources budget) that should be supported by the Town's two enterprise funds. The updated formula increased the total amount of these transfers by \$45,555 (or 12.6%) from \$353,736 in FY23 to \$398,291 in FY24.

### ***Use of Fund Balance***

Although not actually a revenue for the General Fund, the use of fund balance is how we show the spending from our collective "savings account". Per the Selectboard's adopted guideline, once the Unassigned General Fund Balance is calculated (each June 30), an amount equal to 10% of the previous year's budget is retained, with the excess amount incorporated into the proposed budget to be used for one-time capital expenditures. In the proposed FY24 budget, the sum included from excess fund balance is \$1,087,306. This is a significant increase over the \$300,000 used in the FY23 budget, and many will recall that such an increase was predicted. The reason for this involved an unplanned increase in prepaid expenses last year which, according to accounting rules, reduced the available unassigned general fund balance that could be put to use last year in the preparation of the FY23 budget. The \$1,087,306 is proposed to be used as follows: \$515,000 as the required 10% match for the replacement of the Melrose Bridge; \$400,000 for an emergency repair of a washout on Williams Street; \$50,000 for a Pool Planning study at Living Memorial Park; and the remaining \$122,306 to be used to reduce the borrowing necessary for the proposed Living Memorial Park Generational Improvements.

### ***Other Revenue***

This category represents all General Fund revenue sources that are not included in any other categories. It is expected to increase by \$18,000 (or 1.1%) from \$1,698,575 in FY23 to \$1,716,575 in FY24. The increase is the net of \$70,520 in increased revenues, the largest of which is interest income, tempered by \$52,520 in revenue decreases, the largest of which is the loss of Rescue Inc dispatch fees.

## **EXPENDITURES**

Total General Fund Expenditures are proposed to increase by \$1,625,035 (or 8.1%) from \$20,063,642 in FY23 to \$21,688,677 in FY24. The summary of broad expenditure categories is as follows:



## TOWN MANAGER'S BUDGET MESSAGE

EXPENDITURES	FY22	FY23	FY24	\$ Change	% Change
Staffing	\$ 7,934,393	\$ 8,266,631	\$ 8,701,194	\$ 434,563	5.3%
Employee Benefits	\$ 3,421,860	\$ 3,612,986	\$ 3,785,276	\$ 172,290	4.8%
Risk Management	\$ 845,000	\$ 738,000	\$ 617,000	\$ (121,000)	-16.4%
Department Expenses	\$ 2,128,930	\$ 2,350,770	\$ 2,434,130	\$ 83,360	3.5%
Legal	\$ 118,571	\$ 115,822	\$ 118,118	\$ 2,296	2.0%
Human Services	\$ 276,400	\$ 275,575	\$ 280,891	\$ 5,316	1.9%
Solid Waste	\$ 897,825	\$ 896,701	\$ 862,311	\$ (34,390)	-3.8%
Transfer to Capital Projects	\$ 785,000	\$ 650,000	\$ 1,615,000	\$ 965,000	148.5%
Transfer to Capital Equipment	\$ 795,000	\$ 839,000	\$ 916,000	\$ 77,000	9.2%
Transfer to Living Memorial Park	\$ -	\$ -	\$ 122,306	\$ 122,306	100%
Transfer to Global Warming Solutions	\$ -	\$ 70,000	\$ 70,000	\$ -	0.0%
Transfer to Parking	\$ 45,900	\$ -	\$ -	\$ -	0.0%
Transfer to Community Safety Fund	\$ -	\$ -	\$ 50,000	\$ 50,000	100%
Debt/Debt Service	\$ 1,259,075	\$ 1,109,300	\$ 1,100,309	\$ (8,991)	-0.8%
Other	\$ 1,176,037	\$ 1,138,857	\$ 1,016,142	\$ (122,715)	-10.8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 19,683,991</b>	<b>\$ 20,063,642</b>	<b>\$ 21,688,677</b>	<b>\$ 1,625,035</b>	<b>8.1%</b>

### ***Staffing***

This category includes the cost of all employee salaries (including all pay increases – the cost of living adjustment and all step 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 \$435,563 (or 5.3%) from \$8,266,631 in FY23 to \$8,701,194 in FY24. The increase is slightly larger this year than in the recent past as the Selectboard has made an effort to address the rising cost of living for Town employees.

It should be noted that we are moving to eliminate unnecessary detail in the General Fund Budget this year. One example, for years Clerical expenses have been separated from Staff Salaries in several departments, for reason that no one can explain. So, this year, staff eliminated this practice and included the Clerical expense (a staff salary) with the other Staff Salaries. We welcome feedback on this approach.

A only new position added to the FY24 budget is that of Communication Coordinator. The world is changing all around us and local governments are not typically quick to react. Social Media has helped set new expectations for how and how often we can keep the public informed.

During the development of the FY22 budget, the sum of \$75,000 was included for the development of a new Town website. One very valid criticism expressed at the time by a member of the Selectboard was that any new website will quickly become stale and dysfunctional unless there is a staff member responsible for keeping it updated. The Communications Coordinator position, in addition to broad responsibility for the Town website, is also a natural to assume responsibility for using the multitude of social media platforms available today. This new position is intended to awaken the public's desire to be engaged with their community and more completely satisfy their

## TOWN MANAGER'S BUDGET MESSAGE

desire to stay informed. A full-time permanent Communications Coordinator position is included in the FY24 Budget, at a salary of \$45,536.

### ***Employee Benefits***

This category reflects the total cost of employee benefits. That cost is proposed to increase by \$172,290 (or 4.8%) from \$3,612,986 in FY23 to \$3,785,276 in FY24. This is primarily due to an increase of \$128,000 (or 6.7%) for the employee health insurance program. After an initial renewal of 14% from Blue Cross/Blue Shield, a minor plan change, requiring all plan members to identify a primary care physician, helped to reduce the increase in plan premiums to 6.7%. In an environment with high inflation, an increase of 6.7% (after an initial warning of 20%, and an initial renewal at 14%) is much lower than it could have been. Other notable increases include a 5% increase in Social Security and Employee Retirement.

### ***Risk Management***

The Town's budget for property, liability, and workers' compensation insurance costs is proposed to decrease by \$121,000 (-16.4%) from \$738,000 in FY23 to \$617,000 in FY24. Almost all of this savings (\$140,000) is in Workers' Compensation, where we are seeing the financial impact of several years of concentrated efforts to reduce the number and severity of employee injuries and the duration of the resulting employee absences. This decrease is offset slightly by an increase in our General Liability of \$12,000 and some additional expenses for Occupational Health like employee health exams and AED supplies in Town facilities.

### ***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 \$83,360 (or 3.5%) from \$2,350,770 in FY23 to \$2,434,130 in FY24. This is the result of a great number of small and sometimes not so small changes in the cost of delivering Town services.

Before addressing to the specifics of individual departmental changes, please take note of how certain expenses that appear in many departmental budgets are calculated. Heating costs are set based on a rolling five years average. We expect higher heating costs this year, but we have also been fortunate to implement a number of energy savings measures in recent years, so there are both upward and downward pressure on heating costs. It is also the case that weather is an unknown but significant contributor to the need for heating fuel. Electric costs are estimated at a 4% increase over the most recent years actual. Similarly, utility costs are set to a 6% increase over the most recent years actual. Gasoline and Diesel costs have been rising more rapidly and they have been set to a 10% increase over the previous year's actual. It is also true, especially at DPW, that transportation fuels are weather dependent. The greater the number of plowable events, the greater the use of gasoline and diesel. Weather is the significant wildcard with these expenses.

Another change involves the processing of payroll, formerly a Finance Department function, has been assumed by Human Resources. This impacts department expenses by eliminating the cost of Kronos (timekeeping and payroll software tools) from Finance and shifting that expense to Human Resources. Other significant changes can be found in the Police Department, where departmental expenses dropped by \$119,774, due mostly to a restructuring of where certain expenses fall in this budget. Project Care has been removed from the PD budget and can now be found in the Auxiliary

## TOWN MANAGER'S BUDGET MESSAGE

Services portion of the detail budget, and the Transfer to Community Safety Fund is similarly removed from the PD budget and can be found alongside the other transfers on the last page of the detail budget.

Other departments, such as DPW, are seeing the costs of goods and services rise. This and the Selectboard's commitment to improving traffic safety have resulted in an increase of \$159,794 or (17.3%), from \$923,060 in FY23 to \$1,082,854 in FY24. As noted above, gasoline and diesel costs are expected to go up and so is hot mix (up \$12,000), which is used to patch potholes. An increase can also be seen in line striping, which represents our increasing emphasis on the little things that can be done to maintain safe streets. Other approaches to improving traffic safety can be seen in the increase of \$13,000 in Engineering (Highways Section) that would be used to better evaluate intersection configurations, and a \$30,000 increase in Traffic Safety (Highway Miscellaneous), which is funding that would be used to install additional Rectangular Rapid Flashing Beacons (RRFB). Such RRFB installations can significantly increase the visibility at pedestrian crossings. Road salt and sand are also seeing especially high increases in pricing. The Recreation and Parks department is expecting increases for heat, gasoline, and diesel, but also just everyday materials that keep recreation programming up and running, such as ice paint, field paint, and even little things like replacement string for string trimmers. These small increases have found their way into small but numerous operating supplies lines for each location e.g. Parks, Pool, Rink.

### ***Legal***

This category includes the fees for the Town Attorney's comprehensive legal services and some small, related costs. The category is proposed to increase by \$2,296 (or 2.0%) from \$115,822 in FY23 to \$118,118 in FY24.

### ***Human Services***

This category is the funding for the recommendations from Representative Town Meeting's Human Services Committee. Per the direction provided by Representative Town Meeting, a total of \$280,891 is allocated to this category, equivalent to 1.4% of the total FY23 General Fund Budget.

### ***Solid Waste***

This category was created in FY22 to more transparently report all of the 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. In total, these costs are proposed to be down slightly, due in part to a reduction on the cost of recycling. In total, solid waste expenses are set to decrease by \$34,390 (or 3.8%) from \$896,701 in FY23 to \$862,311 in FY24.

### ***Transfer to Capital Projects***

This category identifies the cash transfer from the General Fund to the Capital Fund for infrastructure projects. That transfer is proposed to increase by \$965,000 (or 148.5%) from \$650,000 in FY23 to \$1,615,000 in FY24. As itemized below, the Selectboard recommends that the allocation to street paving be increased to \$425,000 (from \$400,000), that the allocation for sidewalk replacement be increased to \$150,000 (from \$120,000) and, that we continue to fund to-be-determined annually "bicycle infrastructure" projects each year at \$20,000. This

## TOWN MANAGER'S BUDGET MESSAGE

last item was used most recently as the match for the Western Ave Bike Lane project. For FY24, the following capital project expenditures are proposed:

PROJECTS	Current Year Taxes	Use of Fund Balance
Street Paving	\$425,000.00	\$0.00
Sidewalk Replacement	\$150,000.00	\$0.00
Bicycle Infrastructure	\$20,000.00	\$0.00
Required Local Match (10%) Melrose Bridge	\$0.00	\$515,000.00
Williams Street Washout	\$0.00	\$400,000.00
Brooks Memorial Library - 2nd Floor Windows/ Soffit	\$55,000.00	\$0.00
Swimming Pool Planning Study	\$0.00	\$50,000.00
Total Projects	\$650,000.00	\$965,000.00
Vehicles & Equipment	Current Year Taxes	Use of Fund Balance
Future Fire Truck Reserve Fund	\$120,000.00	\$0.00
Replace FD 2005 Radio System (Year 2 of 4)	\$55,000.00	\$0.00
12 Lead EKG	\$35,000.00	\$0.00
Thermal Imaging	\$11,000.00	\$0.00
Utility 10 (Cab Replacement)	\$15,000.00	\$0.00
Hardware Replacement	\$47,000.00	\$0.00
Patrol Cars P4 & P5 (2019)	\$150,000.00	\$0.00
Tactical Balistic Vests	\$13,000.00	\$0.00
Server (2016)	\$15,000.00	\$0.00
Radios (2014)	\$140,000.00	\$0.00
HD-11 International (2013)	\$90,000.00	\$0.00
HD-15 International (1993)	\$100,000.00	\$0.00
HD-15A Versa Vac	\$125,000.00	\$0.00
	\$916,000.00	\$0.00

### ***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 \$77,000 (or 9.2%) from \$839,000 in FY23 to \$916,000 in FY24. The Selectboard has endeavored to stabilize these costs by implementing a 25-year Capital Equipment Replacement Program (CERP). However, this year we have had to face some emergent challenges. One example, radios in the Police Department which we know today need to be moved forward in the CERP from what had been FY26 last year to FY24. Why, because the radios are failing and therefore represent a serious threat to officer safety. After a review, it was identified that several years ago the radios had been in for replacement in FY24 and had been moved out a few years, likely during a rebalancing of the overall plan. Balancing the plan needs to occur in order to keep the increase in the cost of the plan on a slow and steady pace, but we must also keep a close eye on the useful life of the equipment we maintain.

The average annual increase in equipment replacement costs between now and FY48 is \$24,060, several years are higher, some lower. The idea has been to keep this increase slow and steady and



## TOWN MANAGER'S BUDGET MESSAGE

not subject the taxpayers to wild swings. Long term planning and stable funding will provide greater certainty and transparency to Town taxpayers, maintain a functional Town fleet of vehicles and other capital equipment, reduce maintenance costs, increase trade-in values, and facilitate more realistic planning of capital infrastructure projects. The total cost for all vehicle and equipment replacement will require a transfer of \$916,000 in real time tax revenue.

Projects - Current Year Taxes	\$650,000.00
Projects - Use of Fund Balance	\$965,000.00
Vehicles & Equipment - Current Year Taxes	\$916,000.00
Total Transfer to Capital	\$2,531,000.00

The combined transfer to the Capital Fund will be \$2,531,000 of which \$1,566,000 (\$650,000 for projects and \$916,000 for vehicles and equipment) will come from real time tax revenue and the remaining \$965,000 will come from the use of fund balance.

### ***Transfer to Living Memorial Park Project Fund***

The FY24 Budget makes use of \$1,087,306 in Fund Balance, as per the Town's Use of Fund Balance Guidelines. As noted above \$965,000 has been applied to non-recurring capital projects, the remaining \$122,306 is to be used to lower the amount needed to borrow for the Living Memorial Park Generational Improvement project.

### ***Transfer to Global Warming Solutions Fund (Formerly Known As the Fossil Fuel Free Facilities Fund)***

The Global Warming Solutions Fund is the new name for what had been the Fossil Free Facilities Fund. The name change corresponded to a slight modification in the appropriate uses for the fund. Initially the fund had been intended for facilities, meaning that smaller scale transitions, such as a transition to electric leaf blowers and string trimmers had to wait until the department's budget could afford to make the transition. By allowing the fund to assist with these small types of costs we have accelerated the impact of this fund.

### ***Debt Service***

This category of expenditure reflects payments the Town must make on its debt for the General Fund. The Town's debt service costs are expected to decrease by \$8,991, from \$1,109,300 in FY23 to \$1,100,309 in FY24. Three changes are occurring, debt from the purchase of a Ladder Truck is being retired, reducing Bond Principal by \$25,000. Note Interest is also decreasing by \$1,190. The third change is in Bond Interest, which is increasing by \$17,199, which is the net impact of a reduction of \$22,399 (as bonds are paid off the associated interest lowers over time) and the increase in interest in the amount of \$39,499 associated with the proposed 20-year bond for the Living Memorial Park Generational Improvements project.

### ***Other Expenses***

This category includes all General Fund expenses that are not included in any of the other categories, as well as accounting for a partial dollar rounding from across the whole budget. These costs are expected to decrease by \$122,715 (or 10.8%) from \$1,138,857 in FY23 to \$1,016,142 in FY24. This reflects the net impact from a decrease in General Services, slight increases in Municipal

## **TOWN MANAGER'S BUDGET MESSAGE**

Center and the Windham Regional Commission assessment but most notably to a drop in Auxiliary Services that stems from a reduction in the Ambulance Service line item.

### **CONCLUSION**

Having worked diligently to prepare and refine this budget with substantial public input during the past four months, the Selectboard is pleased to recommend it for approval by Representative Town Meeting on March 25, 2023. Together the Selectboard and the administration see the proposed FY24 budget as a modest investment in an environment marked by significant inflation and rising costs.

# BUDGET SUMMARY General Fund Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET - SELECTBOARD PROPOSED SUMMARY BY TYPE OF REVENUE AND EXENDITURE

	BUDGET FY: 2023	BUDGET FY:2024	\$ Change	% Change
Revenue				
Taxes				
Property Taxes	\$ 15,929,331	\$ 16,554,505	\$ 625,174	3.9%
Downtown Improvement District	\$ 80,000	\$ 80,000	\$ -	0.0%
Meals/Rooms	\$ 395,000	\$ 475,000	\$ 80,000	20.3%
Sales Tax	\$ 1,000,000	\$ 1,070,000	\$ 70,000	7.0%
In Lieu of Taxes	\$ 180,000	\$ 180,000	\$ -	0.0%
Total	\$ 17,584,331	\$ 18,359,505	\$ 775,174	4.4%
Penalties/Interest				
Finance	\$ 175,000	\$ 175,000	\$ -	0.0%
Assessor's Office	\$ 1,800	\$ 1,800	\$ -	0.0%
Police	\$ 18,000	\$ 18,000	\$ -	0.0%
Total	\$ 194,800	\$ 194,800	\$ -	0.0%
Fees for Service				
Town Clerk	\$ 150,000	\$ 150,000	\$ -	0.0%
Library	\$ 17,500	\$ 17,500	\$ -	0.0%
Fire	\$ 83,495	\$ 83,495	\$ -	0.0%
Solid Waste	\$ 307,000	\$ 307,000	\$ -	0.0%
Municipal Center	\$ 4,800	\$ 4,800	\$ -	0.0%
Police	\$ 82,260	\$ 34,240	\$ (48,020)	-58.4%
Rec & Parks	\$ 243,600	\$ 260,600	\$ 17,000	7.0%
Total	\$ 888,655	\$ 857,635	\$ (31,020)	-3.5%
License/Permits				
Finance	\$ 50,000	\$ -	\$ (50,000)	-100.0%
Assessor's Office	\$ -	\$ 50,000	\$ 50,000	100.0%
Town Clerk	\$ 31,600	\$ 27,100	\$ (4,500)	-14.2%
Planning	\$ 30,000	\$ 30,000	\$ -	0.0%
Police	\$ 20	\$ 20	\$ -	0.0%
Total	\$ 111,620	\$ 107,120	\$ (4,500)	-4.0%
Other				
Governmental	\$ 440,000	\$ 455,000	\$ 15,000	3.4%
Employee Contributions	\$ 120,000	\$ 128,040	\$ 8,040	6.7%
Fund Balance	\$ 300,000	\$ 1,087,306	\$ 787,306	262.4%
Transfers	\$ 353,736	\$ 398,291	\$ 44,555	12.6%
Misc	\$ 70,500	\$ 100,980	\$ 30,480	43.2%
Total	\$ 1,284,236	\$ 2,169,617	\$ 885,381	68.9%
Total Revenue	\$ 20,063,642	\$ 21,688,677	\$ 1,625,035	8.1%
Expenses				
Salaries				
Town Manager	\$ 273,660	\$ 276,692	\$ 3,032	1.1%
Finance	\$ 320,525	\$ 331,711	\$ 11,186	3.5%
Human Resources	\$ 118,648	\$ 180,908	\$ 62,260	52.5%
Town Clerk	\$ 149,225	\$ 155,167	\$ 5,942	4.0%
Assessor	\$ 172,835	\$ 179,764	\$ 6,929	4.0%
Planning	\$ 250,765	\$ 261,461	\$ 10,696	4.3%
Library	\$ 554,460	\$ 602,636	\$ 48,176	8.7%
Fire	\$ 1,845,680	\$ 1,961,118	\$ 115,438	6.3%
Facility Maintenance	\$ 149,700	\$ 156,148	\$ 6,448	4.3%
Police	\$ 2,136,903	\$ 2,245,736	\$ 108,833	5.1%
Dispatch	\$ 553,525	\$ 550,119	\$ (3,406)	-0.6%
DPW	\$ 1,154,135	\$ 1,195,050	\$ 40,915	3.5%
Rec & Parks	\$ 586,570	\$ 604,685	\$ 18,115	3.1%
Total	\$ 8,266,631	\$ 8,701,194	\$ 434,563	5.3%

# BUDGET SUMMARY General Fund Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET - SELECTBOARD PROPOSED SUMMARY BY TYPE OF REVENUE AND EXENDITURE

	BUDGET FY: 2023	BUDGET FY:2024	\$ Change	% Change
Employee Benefits				
Vacation Accrual	\$ 30,000	\$ 30,000	\$ -	0.0%
Social Security	\$ 589,387	\$ 618,856	\$ 29,469	5.0%
Employee Retirement	\$ 598,495	\$ 628,420	\$ 29,925	5.0%
Health Insurance	\$ 1,900,000	\$ 2,028,000	\$ 128,000	6.7%
Opt Out / HSA	\$ 170,000	\$ 180,000	\$ 10,000	5.9%
HRA Expense	\$ 266,875	\$ 250,000	\$ (16,875)	-6.3%
HRA Administration	\$ 12,000	\$ 12,000	\$ -	0.0%
Unemployment	\$ 10,000	\$ 5,000	\$ (5,000)	-50.0%
Life insurance	\$ 34,729	\$ 33,000	\$ (1,729)	-5.0%
Dependent Care	\$ 1,500	\$ -	\$ (1,500)	-100.0%
Total	\$ 3,612,986	\$ 3,785,276	\$ 172,290	4.8%
Department Expense				
Town Manager	\$ 8,650	\$ 8,650	\$ -	0.0%
Finance	\$ 32,050	\$ 19,150	\$ (12,900)	-40.2%
Human Resources	\$ 41,150	\$ 60,350	\$ 19,200	46.7%
Town Clerk	\$ 60,500	\$ 57,700	\$ (2,800)	-4.6%
Assessor	\$ 20,700	\$ 20,700	\$ -	0.0%
Planning	\$ 32,500	\$ 32,500	\$ -	0.0%
Library	\$ 160,865	\$ 164,615	\$ 3,750	2.3%
Fire	\$ 319,295	\$ 336,775	\$ 17,480	5.5%
Facility Maintenance	\$ 1,825	\$ 1,825	\$ -	0.0%
Police	\$ 434,165	\$ 314,391	\$ (119,774)	-27.6%
Dispatch	\$ 12,185	\$ 13,185	\$ 1,000	8.2%
DPW	\$ 923,060	\$ 1,082,854	\$ 159,794	17.3%
Rec & Parks	\$ 303,825	\$ 321,435	\$ 17,610	5.8%
Total	\$ 2,350,770	\$ 2,434,130	\$ 83,360	3.5%
General				
General Services	\$ 303,775	\$ 301,750	\$ (2,025)	-0.7%
Municipal Center	\$ 78,585	\$ 81,624	\$ 3,039	3.9%
Debt/Debt Service	\$ 1,109,300	\$ 1,100,309	\$ (8,991)	-0.8%
Risk	\$ 738,000	\$ 617,000	\$ (121,000)	-16.4%
Attorney	\$ 115,822	\$ 118,118	\$ 2,296	2.0%
Human Services	\$ 275,575	\$ 280,891	\$ 5,316	1.9%
Auxiliary Services	\$ 543,059	\$ 417,578	\$ (125,481)	-23.1%
Solid Waste	\$ 896,701	\$ 862,311	\$ (34,390)	-3.8%
Windham Regional	\$ 29,183	\$ 30,934	\$ 1,751	6.0%
County Tax	\$ 104,255	\$ 104,255	\$ -	0.0%
Downtown Program	\$ 80,000	\$ 80,000	\$ -	0.0%
Total	\$ 4,274,255	\$ 3,994,770	\$ (279,485)	-6.5%
Transfer To Capital	\$ 1,489,000	\$ 2,531,000	\$ 1,042,000	70.0%
Transfer to LMP Improvements Fund	\$ -	\$ 122,306	\$ 122,306	100.0%
Transfer to Fossil Fuel Free Facilities Fund	\$ 70,000	\$ 70,000	\$ -	0.0%
Transfer to Community Safety Fund	\$ -	\$ 50,000	\$ 50,000	100.0%
Total	\$ 1,559,000	\$ 2,773,306	\$ 1,214,306	77.9%
Total Expenses	\$ 20,063,642	\$ 21,688,677	\$ 1,625,035	8.1%



# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Town Manager's Office</b>								
Donations	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
MM - Investment Income	\$ 106,202.06	\$ 93,820.99	\$ 20,638.87	\$ 19,744.71	\$ 40,000	\$ 77,480	\$ 37,480	93.7%
In Lieu of Taxes	\$ 180,329.39	\$ 181,513.16	\$ 173,796.67	\$ 169,881.52	\$ 180,000	\$ 180,000	\$ -	0.0%
Miscellaneous Revenue	\$ 5,484.30	\$ 5,290.38	\$ 2,950.00	\$ 1,905.24	\$ 2,500	\$ 2,500	\$ -	0.0%
	\$ 292,090.75	\$ 280,624.53	\$ 197,385.54	\$ 191,531.47	\$ 222,500	\$ 259,980	\$ 37,480	16.8%
<b>Taxes</b>								
Current Taxes	\$ 14,800,545.70	\$ 14,725,184.94	\$ 15,285,639.61	\$ 15,736,748.37	\$ 15,929,331	\$ 16,554,505	\$ 625,174	3.9%
Downtown District	\$ -	\$ 79,687.11	\$ 80,001.24	\$ 80,021.87	\$ 80,000	\$ 80,000	\$ -	0.0%
Meals, Alcohol and Rooms	\$ 437,488.80	\$ 375,511.91	\$ 371,590.84	\$ 450,288.98	\$ 395,000	\$ 475,000	\$ 80,000	20.3%
Sales Tax	\$ -	\$ 833,775.23	\$ 953,052.60	\$ 1,018,559.02	\$ 1,000,000	\$ 1,070,000	\$ 70,000	7.0%
Interest	\$ 59,470.11	\$ 56,408.14	\$ 74,667.88	\$ 77,939.79	\$ 75,000	\$ 75,000	\$ -	0.0%
Penalty	\$ 67,218.90	\$ 47,541.72	\$ 74,219.80	\$ 71,722.51	\$ 75,000	\$ 75,000	\$ -	0.0%
Collection Charges	\$ 10,131.67	\$ 14,258.42	\$ 27,733.78	\$ 47,516.29	\$ 25,000	\$ 25,000	\$ -	0.0%
	\$ 15,374,855.18	\$ 16,132,367.47	\$ 16,866,905.75	\$ 17,482,796.83	\$ 17,579,331	\$ 18,354,505	\$ 775,174	4.4%
<b>Finance Department</b>								
Business Licenses	\$ 49,952.84	\$ 45,384.90	\$ 46,203.70	\$ 46,600.00	\$ 50,000	\$ -	\$ (50,000)	-100.0%
Reimbursements/Insurance	\$ -	\$ 663.73	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Interest on Receivables	\$ 71.61	\$ 200.46	\$ 424.09	\$ 527.35	\$ -	\$ -	\$ -	0.0%
Miscellaneous Income	\$ 3,150.00	\$ 0.01	\$ 42.18	\$ 0.67	\$ -	\$ -	\$ -	0.0%
State Covid Reimbursement	\$ -	\$ -	\$ 58,720.86	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 53,174.45	\$ 46,249.10	\$ 105,390.83	\$ 47,128.02	\$ 50,000	\$ -	\$ (50,000)	-100.0%
<b>Town Clerk</b>								
Liquor & Tobacco License	\$ 9,664.00	\$ 9,305.00	\$ 8,140.00	\$ 9,745.00	\$ 9,600	\$ 9,600	\$ -	0.0%
Dog License Revenue	\$ 21,945.00	\$ 16,360.00	\$ 17,274.00	\$ 17,456.00	\$ 22,000	\$ 17,500	\$ (4,500)	-20.5%
Town Clerk Fees	\$ 86,854.28	\$ 121,710.06	\$ 151,218.53	\$ 151,516.71	\$ 150,000	\$ 150,000	\$ -	0.0%
Town Clerk Misc Income	\$ 2,547.12	\$ 894.95	\$ 1,121.38	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 121,010.40	\$ 148,270.01	\$ 177,753.91	\$ 178,717.71	\$ 181,600	\$ 177,100	\$ (4,500)	-2.5%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Assessor's Office</b>								
Business Licenses	\$ 2,399.00	\$ (300.00)	\$ 6,495.00	\$ 4,582.96	\$ 1,800	\$ 50,000	\$ 50,000	100.0%
Personal Property Fines	\$ -	\$ 1,097.75	\$ -	\$ -	\$ -	\$ 1,800	\$ -	0.0%
Listers Office Misc	\$ 2,399.00	\$ 797.75	\$ 6,495.00	\$ 4,582.96	\$ 1,800	\$ 51,800	\$ 50,000	2777.8%
<b>Risk Management</b>								
Insurance Payments	\$ -	\$ -	\$ 1,071.00	\$ -	\$ -	\$ -	\$ -	0.0%
Restitution	\$ 1,475.00	\$ 525.00	\$ -	\$ 852.82	\$ -	\$ -	\$ -	0.0%
	\$ 1,475.00	\$ 525.00	\$ 1,071.00	\$ 852.82	\$ -	\$ -	\$ -	0.0%
<b>Planning</b>								
ZBA & Planning Commission	\$ 283.60	\$ 155.12	\$ 11.00	\$ 38.17	\$ -	\$ -	\$ -	0.0%
Planning Permit Fees	\$ 28,811.32	\$ 25,114.91	\$ 22,871.28	\$ 64,083.28	\$ 30,000	\$ 30,000	\$ -	0.0%
Planning Fines	\$ -	\$ 2.00	\$ -	\$ 555.00	\$ -	\$ -	\$ -	0.0%
Planning Misc Revenue	\$ 485.00	\$ 47.00	\$ -	\$ 138.17	\$ -	\$ -	\$ -	0.0%
	\$ 29,579.92	\$ 25,319.03	\$ 22,882.28	\$ 64,814.62	\$ 30,000	\$ 30,000	\$ -	0.0%
<b>Benefits</b>								
Employee Contributions	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ 128,040	\$ 8,040	6.7%
Cobra Health Insurance Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous Revenue	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 120,000	\$ 128,040	\$ 8,040	6.7%
<b>Library</b>								
Library Copier Revenue	\$ 6,267.71	\$ 4,323.85	\$ 96.35	\$ 4,026.30	\$ 4,500	\$ 4,500	\$ -	0.0%
Library Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Reimbursements	\$ 1,902.50	\$ 1,552.00	\$ 2,238.50	\$ 1,950.72	\$ 3,000	\$ 3,000	\$ -	0.0%
Library Fines	\$ 239.55	\$ 197.00	\$ 66.00	\$ 35.00	\$ -	\$ -	\$ -	0.0%
Non-Resident Fees	\$ 16,793.00	\$ 12,924.00	\$ 12,070.00	\$ 14,598.00	\$ 13,000	\$ 13,000	\$ -	0.0%
Gift Books & Replacement	\$ 2,653.18	\$ 1,340.63	\$ 935.89	\$ 1,034.16	\$ 2,500	\$ 2,500	\$ -	0.0%
Library Postage Revenue	\$ 82.25	\$ 42.50	\$ 5.00	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous Income	\$ 1,668.64	\$ 1,338.22	\$ 474.00	\$ 754.15	\$ 1,000	\$ 1,000	\$ -	0.0%
	\$ 29,606.83	\$ 21,718.20	\$ 15,885.74	\$ 22,398.33	\$ 24,000	\$ 24,000	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Fire</b>								
Tower Rent	\$	\$ 6,567.30	\$ 5,471.20	\$ 6,565.75	\$ 6,245	\$ 6,245	\$ -	0.0%
Insurance Proceeds	\$ 978.50	\$ 8,120.00	\$ 5,400.00	\$ -	\$ -	\$ -	\$ -	0.0%
Fire Dept - Banner	\$ 10,350.00	\$ 6,750.00	\$ 2,850.00	\$ 5,100.00	\$ 11,000	\$ 11,000	\$ -	0.0%
Rental Housing Fees	\$ -	\$ 21,750.00	\$ 24,975.00	\$ 31,300.00	\$ 56,250	\$ 56,250	\$ -	0.0%
Fire Outside Revenue	\$ 16,979.88	\$ 6,524.18	\$ 2,716.48	\$ 6,005.70	\$ 10,000	\$ 10,000	\$ -	0.0%
	\$ 28,308.38	\$ 49,711.48	\$ 41,412.68	\$ 48,971.45	\$ 83,495	\$ 83,495	\$ -	0.0%
<b>Solid Waste</b>								
Refuse Bag Revenue	\$ -	\$ -	\$ -	\$ 298,905.00	\$ 305,000	\$ 305,000	\$ -	0.0%
Container Sales	\$ -	\$ -	\$ -	\$ 1,353.00	\$ 2,000	\$ 2,000	\$ -	0.0%
	\$ -	\$ -	\$ -	\$ 300,258.00	\$ 307,000	\$ 307,000	\$ -	0.0%
<b>Municipal Center</b>								
Municipal Center Rental	\$ 27,212.24	\$ 19,995.55	\$ 18,787.26	\$ 16,115.26	\$ 4,800	\$ 4,800	\$ -	0.0%
Reimbursements	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 27,212.24	\$ 20,295.55	\$ 18,787.26	\$ 16,115.26	\$ 4,800	\$ 4,800	\$ -	0.0%
<b>Police</b>								
Town Ordinance	\$ 15,263.81	\$ 12,300.57	\$ 13,494.67	\$ 5,576.16	\$ 15,000	\$ 15,000	\$ -	0.0%
Bicycle Registration	\$ 21.00	\$ 13.00	\$ 11.00	\$ 216.00	\$ 20	\$ 20	\$ -	0.0%
Police Dept Copy Charges	\$ 1,436.78	\$ 577.20	\$ 2,324.85	\$ 1,692.14	\$ 1,000	\$ 1,000	\$ -	0.0%
Police Dept Donations	\$ 1,000.00	\$ 6,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Buy-Outs	\$ 13,275.00	\$ -	\$ 94.00	\$ -	\$ -	\$ -	\$ -	0.0%
Rental Income	\$ 27,197.28	\$ 27,456.00	\$ 27,061.35	\$ 15,866.64	\$ 22,240	\$ 22,240	\$ -	0.0%
Up-Fit Reimbursement	\$ 11,268.84	\$ 11,268.84	\$ 4,695.35	\$ -	\$ -	\$ -	\$ -	0.0%
Reimbursements/Insurance	\$ 1,103.81	\$ 140.00	\$ 120.00	\$ 1,986.78	\$ -	\$ -	\$ -	0.0%
False Alarm Fees	\$ 3,594.25	\$ 3,728.90	\$ 2,873.95	\$ 3,493.20	\$ 3,000	\$ 3,000	\$ -	0.0%
Miscellaneous Revenue	\$ 1,884.80	\$ 673.00	\$ 1,188.61	\$ 60.00	\$ 2,000	\$ 2,000	\$ -	0.0%
Police Outside Revenue	\$ 3,252.07	\$ 131.04	\$ -	\$ 2,261.34	\$ 10,000	\$ 10,000	\$ -	0.0%
Animal Control	\$ 1,780.00	\$ 750.00	\$ 150.00	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Rescue Inc Dispatch Fees	\$ 48,020.04	\$ 48,020.04	\$ 48,020.04	\$ 48,020.04	\$ 48,020	\$ -	\$ (48,020)	-100.0%
	\$ 129,097.68	\$ 111,358.59	\$ 100,033.82	\$ 79,172.30	\$ 102,280	\$ 54,260	\$ (48,020)	-46.9%
<b>Public Works</b>								
Insurance/Reimbursements	\$ 11,328.82	\$ 17,049.38	\$ 3,428.50	\$ 14,013.82	\$ -	\$ -	\$ -	0.0%
Miscellaneous Revenue	\$ 1,589.60	\$ -	\$ 1,800.00	\$ 175.00	\$ -	\$ -	\$ -	0.0%
Public Works Outside Reve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Access Permits	\$ -	\$ -	\$ -	\$ 60.00	\$ -	\$ -	\$ -	0.0%
	\$ 12,918.42	\$ 17,049.38	\$ 5,228.50	\$ 14,248.82	\$ -	\$ -	\$ -	0.0%
<b>Public Works Gas</b>								
Gasoline Sales	\$ 21,168.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 21,168.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Regional</b>								
Railroad Revenue Sharing	\$ 5,108.19	\$ 5,108.19	\$ 5,108.19	\$ 2,554.10	\$ 5,000	\$ 5,000	\$ -	0.0%
State Road Construction	\$ 229,698.75	\$ 235,647.08	\$ 240,318.99	\$ 245,930.54	\$ 250,000	\$ 250,000	\$ -	0.0%
State Current Use Payment	\$ 173,444.00	\$ 187,080.00	\$ 180,137.00	\$ 194,974.00	\$ 185,000	\$ 200,000	\$ 15,000	8.1%
Overweight Permits	\$ 225.00	\$ 265.00	\$ 315.00	\$ 315.00	\$ -	\$ -	\$ -	0.0%
	\$ 408,475.94	\$ 428,100.27	\$ 425,879.18	\$ 443,773.64	\$ 440,000	\$ 455,000	\$ 15,000	3.4%
<b>Recreation &amp; Parks</b>								
Reimbursements	\$ 14,468.43	\$ 1,341.70	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Basketball	\$ 4,800.00	\$ 5,275.00	\$ -	\$ 4,000.00	\$ 5,000	\$ 5,000	\$ -	0.0%
Softball Field Rental	\$ 26,210.00	\$ 955.00	\$ 17,899.00	\$ 17,370.00	\$ 26,000	\$ 26,000	\$ -	0.0%
Swimming Pool	\$ 22,826.27	\$ 12,350.05	\$ 10,781.60	\$ 23,105.09	\$ 22,000	\$ 22,000	\$ -	0.0%
Snack Bar	\$ 1,341.00	\$ 2,239.00	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	0.0%
Kiwanis Shelter	\$ 4,122.50	\$ 1,725.00	\$ 4,500.00	\$ 5,550.00	\$ 4,000	\$ 5,000	\$ 1,000	25.0%
Skating Rink Revenue	\$ 110,700.38	\$ 112,763.86	\$ 62,102.26	\$ 104,396.80	\$ 115,000	\$ 115,000	\$ -	0.0%
Gibson-Aiken Center	\$ 5,862.59	\$ 5,883.57	\$ 5,883.57	\$ 6,646.43	\$ 6,600	\$ 6,600	\$ -	0.0%
Day Camp	\$ 27,753.65	\$ 22,810.00	\$ 35,416.50	\$ 52,811.00	\$ 29,000	\$ 40,000	\$ 11,000	37.9%
Facilities Use Fees	\$ 5,337.50	\$ 5,251.25	\$ 5,304.31	\$ 12,748.23	\$ 5,000	\$ 10,000	\$ 5,000	100.0%
Miscellaneous Revenue	\$ 17,595.63	\$ 9,286.25	\$ 10,223.75	\$ 6,879.12	\$ 15,000	\$ 8,000	\$ (7,000)	-46.7%
Cemetery Plots	\$ 2,950.00	\$ 850.00	\$ 6,400.00	\$ 3,000.00	\$ 3,000	\$ 3,000	\$ -	0.0%
Sr Program Donations	\$ 430.66	\$ 4,354.45	\$ 750.00	\$ 4,368.50	\$ 4,500	\$ 4,500	\$ -	0.0%
Non-Resident Fees	\$ 27,673.50	\$ 16,563.00	\$ 20,092.75	\$ 24,462.70	\$ 26,000	\$ 26,000	\$ -	0.0%
	\$ 272,072.11	\$ 201,648.13	\$ 179,353.74	\$ 265,337.87	\$ 263,100	\$ 273,100	\$ 10,000	3.8%
<b>Fund Balance</b>								
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,087,306	\$ 787,306	262.4%
	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,087,306	\$ 787,306	262.4%
<b>Transfers</b>								
Transfer Rec Self Support	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer Skate Rink Imp	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer Utility Fund	\$ 265,200.00	\$ 290,004.00	\$ 295,008.00	\$ 300,900.00	\$ 306,918	\$ 346,666	\$ 39,748	13.0%
Transfer Parking Fund	\$ 37,500.00	\$ 39,999.96	\$ 45,000.00	\$ 45,900.00	\$ 46,818	\$ 51,625	\$ 4,807	10.3%
	\$ 317,700.00	\$ 330,003.96	\$ 340,008.00	\$ 436,800.00	\$ 353,736	\$ 398,291	\$ 44,555	12.6%
<b>TOTAL REVENUE</b>	\$ 17,121,145.19	\$ 17,815,038.45	\$ 18,504,473.23	\$ 19,597,500.10	\$ 20,063,642	\$ 21,688,677	\$ 1,625,035	8.1%



# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>EXPENDITURES</b>								
<b>Town Manager's Office</b>								
Department Head Salary	\$ 102,843.38	\$ 105,714.51	\$ 115,118.25	\$ 117,690.74	\$ 128,800	\$ 130,000	\$ 1,200	0.9%
Staff Salaries (2)	\$ 123,412.61	\$ 188,622.83	\$ 214,883.21	\$ 133,952.88	\$ 139,510	\$ 141,132	\$ 1,622	1.2%
Vacation BB - Retire Pay	\$ 8,682.75	\$ 8,963.63	\$ 9,381.11	\$ 88,202.55	\$ 5,350	\$ 5,560	\$ 210	3.9%
Equipment	\$ -	\$ -	\$ 119.93	\$ 3,077.38	\$ 150	\$ 150	\$ -	0.0%
Training	\$ -	\$ 152.90	\$ 1,712.75	\$ -	\$ -	\$ -	\$ -	0.0%
Conferences/Memberships	\$ 695.00	\$ 346.24	\$ 639.23	\$ 748.81	\$ 750	\$ 750	\$ -	0.0%
Postage Expense	\$ 143.32	\$ 177.95	\$ 936.44	\$ 110.29	\$ 250	\$ 250	\$ -	0.0%
Office Supplies	\$ 2,493.12	\$ 1,526.80	\$ 3,059.43	\$ 661.57	\$ 1,000	\$ 1,000	\$ -	0.0%
Transportation	\$ 6,532.30	\$ 5,654.87	\$ 5,941.40	\$ 5,467.04	\$ 6,500	\$ 6,500	\$ -	0.0%
	\$ 244,802.48	\$ 311,159.73	\$ 351,791.75	\$ 349,911.26	\$ 282,310	\$ 285,342	\$ 3,032	1.1%
<b>Finance</b>								
Department Head Salary	\$ 78,108.00	\$ 63,474.21	\$ 18,776.16	\$ 20,930.61	\$ 83,785	\$ 93,085	\$ 9,300	11.1%
Staff Salaries (5)	\$ 235,603.66	\$ 240,434.92	\$ 238,893.06	\$ 237,023.73	\$ 236,740	\$ 238,626	\$ 1,886	0.8%
Vacation BB - Retire Pay	\$ 1,104.00	\$ 6,781.33	\$ 4,094.61	\$ 3,869.50	\$ -	\$ -	\$ -	0.0%
Equipment	\$ 15.00	\$ -	\$ 170.16	\$ -	\$ 500	\$ 500	\$ -	0.0%
Training	\$ 977.54	\$ 145.00	\$ 718.25	\$ 536.57	\$ 1,500	\$ 1,500	\$ -	0.0%
Conferences/Memberships	\$ 332.64	\$ 70.00	\$ 200.00	\$ 234.80	\$ 1,000	\$ 1,000	\$ -	0.0%
Office Equipment Maint	\$ -	\$ -	\$ 899.99	\$ 413.14	\$ 1,200	\$ 1,200	\$ -	0.0%
Computer Supplies	\$ -	\$ 90.00	\$ 1,005.07	\$ 1,167.08	\$ 600	\$ 600	\$ -	0.0%
Payroll Services	\$ 32,578.77	\$ 19,580.95	\$ 27,936.72	\$ 30,393.15	\$ 12,000	\$ -	\$ (12,000)	-100.0%
Tax Bills	\$ 647.00	\$ -	\$ 1,377.40	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Finance Consultant	\$ -	\$ 22,487.00	\$ 23,037.00	\$ 18,250.00	\$ -	\$ -	\$ -	0.0%
Bank Service Charges	\$ 131.76	\$ 24.46	\$ 14.07	\$ (0.50)	\$ 1,000	\$ 100	\$ (900)	-90.0%
Postage Expense	\$ 8,603.18	\$ 8,564.30	\$ 8,806.35	\$ 9,303.45	\$ 9,000	\$ 9,000	\$ -	0.0%
Office Supplies	\$ 3,935.41	\$ 4,256.64	\$ 6,630.76	\$ 8,614.08	\$ 4,250	\$ 4,250	\$ -	0.0%
Miscellaneous	\$ -	\$ -	\$ 2,554.84	\$ 1.01	\$ -	\$ -	\$ -	0.0%
	\$ 362,036.96	\$ 365,908.81	\$ 335,114.44	\$ 330,736.62	\$ 352,575	\$ 350,861	\$ (1,714)	-0.5%
<b>Human Resources</b>								
Department Head Salary	\$ -	\$ -	\$ -	\$ 79,040.07	\$ 75,280	\$ 84,652	\$ 9,372	12.4%
Staff Salaries (2)	\$ -	\$ -	\$ -	\$ -	\$ 43,368	\$ 94,256	\$ 50,888	117.3%
Vacation BB - Retire Pay	\$ -	\$ -	\$ -	\$ 1,341.75	\$ -	\$ 2,000	\$ 2,000	100.0%
Equipment	\$ -	\$ -	\$ -	\$ 18.28	\$ 150	\$ 150	\$ -	0.0%
Personnel Mgmt Expense	\$ -	\$ -	\$ -	\$ 71,561.57	\$ 20,000	\$ 20,000	\$ -	0.0%
Employee Recognition	\$ -	\$ -	\$ -	\$ 8,095.08	\$ 2,000	\$ 2,000	\$ -	0.0%
Conferences/Memberships	\$ -	\$ -	\$ -	\$ 667.00	\$ 750	\$ 750	\$ -	0.0%
Computer Supplies	\$ -	\$ -	\$ -	\$ 737.61	\$ 250	\$ 600	\$ 350	140.0%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>KRONOS &amp; NEMRC</b>								
Advertising	\$ -	\$ -	\$ -	\$ 8,637.26	\$ 12,000	\$ 28,000	\$ 16,000	133.3%
Postage	\$ -	\$ -	\$ -	\$ 16,058.41	\$ 5,000	\$ 5,000	\$ -	0.0%
Office Supplies	\$ -	\$ -	\$ -	\$ 75.66	\$ -	\$ 100	\$ 100	100.0%
Transportation	\$ -	\$ -	\$ -	\$ 2,142.60	\$ 500	\$ 2,000	\$ 1,500	300.0%
	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 250	\$ (250)	-50.0%
				\$ 188,375.29	\$ 159,798	\$ 241,258	\$ 81,460	51.0%
<b>Attorney</b>								
Contracted Legal Services	\$ 106,610.40	\$ 108,742.47	\$ 111,101.21	\$ 113,321.36	\$ 114,822	\$ 117,118	\$ 2,296	2.0%
Conferences/Memberships	\$ 732.03	\$ -	\$ 295.16	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Litigation Expenses	\$ 440.65	\$ 765.75	\$ -	\$ 386.73	\$ -	\$ -	\$ -	0.0%
	\$ 107,783.08	\$ 109,508.22	\$ 111,396.37	\$ 113,708.09	\$ 115,822	\$ 118,118	\$ 2,296	2.0%
<b>Town Clerk</b>								
Department Head Salary	\$ 65,525.63	\$ 68,279.34	\$ 70,544.54	\$ 71,985.63	\$ 73,985	\$ 76,936	\$ 2,951	4.0%
Staff Salaries (1ft 1pt)	\$ 67,648.67	\$ 69,624.18	\$ 69,988.40	\$ 72,262.96	\$ 75,240	\$ 78,231	\$ 2,991	4.0%
Vacation BB - Retire Pay	\$ -	\$ -	\$ -	\$ 1,377.75	\$ -	\$ -	\$ -	0.0%
Election Salaries	\$ 8,402.67	\$ 4,830.81	\$ 6,627.71	\$ 2,977.73	\$ 11,300	\$ 7,000	\$ (4,300)	-38.1%
Conferences/Memberships	\$ 813.31	\$ 625.87	\$ 55.00	\$ 868.88	\$ 1,800	\$ 1,800	\$ -	0.0%
Records Restoration	\$ -	\$ 5,975.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000	\$ 6,000	100.0%
Computer - Land Records	\$ 11,996.55	\$ 10,543.02	\$ 14,284.95	\$ 13,758.01	\$ 17,000	\$ 17,000	\$ -	0.0%
Election Expense	\$ 13,799.60	\$ 6,394.60	\$ 17,033.17	\$ 10,381.48	\$ 21,000	\$ 15,000	\$ (6,000)	-28.6%
Copier Expense	\$ 2,059.14	\$ 1,108.61	\$ 1,071.05	\$ 1,125.68	\$ 2,100	\$ 2,100	\$ -	0.0%
Postage Expense	\$ 2,481.62	\$ 3,145.00	\$ 3,237.61	\$ 3,864.08	\$ 3,000	\$ 4,500	\$ 1,500	50.0%
Office Supplies	\$ 3,877.42	\$ 4,122.37	\$ 3,434.17	\$ 4,297.56	\$ 4,000	\$ 4,000	\$ -	0.0%
Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 300	\$ -	0.0%
	\$ 176,604.61	\$ 174,648.80	\$ 186,276.60	\$ 188,899.76	\$ 209,725	\$ 212,867	\$ 3,142	1.5%
<b>Assessor's Office</b>								
Department Head Salary	\$ 62,365.51	\$ 64,197.79	\$ 66,402.50	\$ 70,481.00	\$ 73,985	\$ 76,936	\$ 2,951	4.0%
Staff Salaries (2)	\$ 70,869.92	\$ 66,673.63	\$ 85,754.04	\$ 93,567.82	\$ 98,850	\$ 102,828	\$ 3,978	4.0%
Vacation BB - Retire Pay	\$ -	\$ -	\$ -	\$ 2,560.00	\$ -	\$ -	\$ -	0.0%
Board of Listers Salaries	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ 1,950	\$ 1,950	\$ -	0.0%
Equipment Purchases	\$ 30.72	\$ -	\$ 426.84	\$ 2,500.00	\$ 2,000	\$ 2,000	\$ -	0.0%
Professional Services	\$ 686.15	\$ 290.00	\$ 309.74	\$ 788.60	\$ 1,250	\$ 1,250	\$ -	0.0%
Training	\$ -	\$ 330.96	\$ 364.90	\$ 230.00	\$ 1,200	\$ 1,200	\$ -	0.0%
Conferences/Memberships	\$ 296.64	\$ 523.29	\$ 75.00	\$ 213.37	\$ 2,000	\$ 2,000	\$ -	0.0%
Tax Map Maintenance	\$ 2,700.00	\$ 2,550.00	\$ 1,775.00	\$ 2,075.00	\$ 2,200	\$ 2,200	\$ -	0.0%
Annual Software Fees	\$ 4,890.52	\$ 5,078.64	\$ 9,462.13	\$ 3,560.00	\$ 5,200	\$ 5,200	\$ -	0.0%
Postage Expense	\$ 1,207.45	\$ 1,314.91	\$ 2,102.05	\$ 1,166.12	\$ 1,500	\$ 1,500	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
Office Supplies	\$ 416.87	\$ 1,223.63	\$ 531.63	\$ 262.72	\$ 1,200	\$ 1,200	\$ -	0.0%
Equipment Maintenance Fee	\$ 1,331.02	\$ 1,492.29	\$ 991.95	\$ 1,207.59	\$ 1,200	\$ 1,200	\$ -	0.0%
Transportation	\$ 593.61	\$ 337.79	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
	\$ 147,338.41	\$ 145,962.93	\$ 170,145.78	\$ 180,562.22	\$ 193,535	\$ 200,464	\$ 6,929	3.6%
<b>General Services</b>								
Board Salaries	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 42,000.12	\$ 42,000	\$ 42,000	\$ -	0.0%
Dependent Care Reimbursement	\$ -	\$ -	\$ -	\$ 1,732.50	\$ 4,000	\$ 4,000	\$ -	0.0%
IT Salaries	\$ -	\$ 5,020.00	\$ 4,226.09	\$ 4,623.47	\$ 8,525	\$ -	\$ (8,525)	-100.0%
Personnel Mgmt Expense	\$ 9,100.17	\$ 25,989.79	\$ 22,241.87	\$ -	\$ -	\$ -	\$ -	0.0%
Employee Recognition	\$ 1,849.26	\$ 1,937.60	\$ 10,283.53	\$ -	\$ -	\$ -	\$ -	0.0%
Conferences/Memberships	\$ 18,765.69	\$ 38,175.54	\$ 3,693.63	\$ 19,996.16	\$ 20,000	\$ 20,000	\$ -	0.0%
Computer Equipment Maint	\$ 60,421.00	\$ 60,126.00	\$ 68,248.29	\$ 72,325.00	\$ 72,500	\$ 72,500	\$ -	0.0%
Software Licenses	\$ 11,295.00	\$ 16,162.67	\$ 20,596.65	\$ 18,327.03	\$ 20,000	\$ 20,000	\$ -	0.0%
Printing & Public Notices	\$ 12,025.96	\$ 17,817.39	\$ 12,099.39	\$ 4,247.71	\$ 12,000	\$ 12,000	\$ -	0.0%
Professional Services	\$ 5,419.10	\$ 75.00	\$ 46,908.49	\$ 2,870.75	\$ -	\$ -	\$ -	0.0%
Administrative Services	\$ 5,617.01	\$ 12,250.96	\$ 16,185.50	\$ 12,004.98	\$ 15,000	\$ 15,000	\$ -	0.0%
Technical Services	\$ 19,844.50	\$ 7,654.00	\$ 9,620.70	\$ 23,338.25	\$ 15,000	\$ 15,000	\$ -	0.0%
Town Report	\$ 3,931.31	\$ 4,620.65	\$ 2,561.10	\$ 2,880.68	\$ 3,750	\$ 3,750	\$ -	0.0%
GIS Mapping	\$ 13,146.47	\$ 14,020.48	\$ 13,379.70	\$ 12,215.36	\$ 14,000	\$ 14,000	\$ -	0.0%
Online Permitting	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ -	0.0%
Auditing	\$ 18,541.00	\$ 12,725.00	\$ 20,966.00	\$ 15,133.00	\$ 21,000	\$ 30,000	\$ 9,000	42.9%
Telephone	\$ 17,966.59	\$ 17,648.92	\$ 20,159.43	\$ 22,056.03	\$ 19,500	\$ 22,000	\$ 2,500	12.8%
Postage Expense	\$ 2,152.66	\$ 5,201.68	\$ 3,150.14	\$ 3,026.27	\$ 2,500	\$ 2,500	\$ -	0.0%
Office Supplies	\$ 899.29	\$ 848.90	\$ 866.44	\$ 1,092.17	\$ 2,000	\$ 2,000	\$ -	0.0%
Tax Abatements	\$ 17,654.13	\$ 88,083.54	\$ 9,209.93	\$ 1,539.02	\$ 15,000	\$ 10,000	\$ (5,000)	-33.3%
Interest Abatements	\$ 1,383.33	\$ 529.31	\$ 3,409.51	\$ 147.35	\$ 1,000	\$ 1,000	\$ -	0.0%
Penalty Abatements	\$ 437.80	\$ 167.84	\$ 341.92	\$ 54.14	\$ 1,000	\$ 1,000	\$ -	0.0%
Other Abatements	\$ -	\$ -	\$ 974.53	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous	\$ 237,450.27	\$ 346,208.27	\$ 307,596.06	\$ 260,257.58	\$ 303,775	\$ 301,750	\$ (2,025)	-0.7%
<b>Risk Management</b>								
Worker's Compensation	\$ 611,698.35	\$ 594,818.92	\$ 520,517.81	\$ 378,869.39	\$ 550,000	\$ 410,000	\$ (140,000)	-25.5%
General Liability	\$ 156,715.00	\$ 158,657.00	\$ 180,735.00	\$ 178,309.00	\$ 168,000	\$ 180,000	\$ 12,000	7.1%
Occupational Health	\$ 17,458.00	\$ 3,092.00	\$ 12,350.26	\$ 27,027.86	\$ 15,000	\$ 22,000	\$ 7,000	46.7%
Insurance Deductible	\$ 8,423.65	\$ 5,129.48	\$ 4,000.00	\$ 2,000.00	\$ 5,000	\$ 5,000	\$ -	0.0%
	\$ 794,295.00	\$ 761,697.40	\$ 717,603.07	\$ 586,206.25	\$ 738,000	\$ 617,000	\$ (121,000)	-16.4%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Planning</b>								
Department Head Salary	\$ 67,120.12	\$ 72,644.52	\$ 77,603.08	\$ 79,373.59	\$ 81,405	\$ 84,652	\$ 3,247	4.0%
Staff Salaries (3)	\$ 80,562.27	\$ 108,508.32	\$ 149,743.44	\$ 165,001.55	\$ 169,360	\$ 176,809	\$ 7,449	4.4%
Vacation BB - Retire Pay	\$ 6,042.62	\$ -	\$ 2,378.67	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment	\$ 360.89	\$ 295.00	\$ 802.03	\$ 120.72	\$ 800	\$ 800	\$ -	0.0%
Training	\$ 562.33	\$ 571.12	\$ 417.57	\$ 763.31	\$ 2,000	\$ 2,000	\$ -	0.0%
Conferences/Memberships	\$ 1,978.06	\$ 1,475.27	\$ 1,178.20	\$ 2,029.96	\$ 2,000	\$ 2,000	\$ -	0.0%
Computer Supplies	\$ 1,335.62	\$ 1,691.78	\$ 1,396.01	\$ 530.86	\$ 2,000	\$ 2,000	\$ -	0.0%
Legal Notices	\$ 1,526.37	\$ 1,192.12	\$ 1,660.62	\$ 2,192.50	\$ 2,000	\$ 2,000	\$ -	0.0%
Professional Services	\$ 23,919.93	\$ 18,819.70	\$ 5,942.95	\$ 8,000.00	\$ 8,000	\$ 8,000	\$ -	0.0%
Sustainability Programming	\$ -	\$ -	\$ 8,766.80	\$ 10,000.00	\$ 10,000	\$ 10,000	\$ -	0.0%
Document Production	\$ 1,510.48	\$ 216.76	\$ 191.62	\$ 242.11	\$ 1,000	\$ 1,000	\$ -	0.0%
Postage Expense	\$ 943.92	\$ 681.30	\$ 619.47	\$ 742.18	\$ 1,000	\$ 1,000	\$ -	0.0%
Office Supplies	\$ 1,003.76	\$ 922.86	\$ 898.36	\$ 1,273.25	\$ 1,000	\$ 1,000	\$ -	0.0%
Equipment Maintenance	\$ 530.00	\$ 450.00	\$ 953.78	\$ 460.00	\$ 1,200	\$ 1,200	\$ -	0.0%
Transportation	\$ 1,155.16	\$ 699.27	\$ -	\$ 152.52	\$ 1,000	\$ 1,000	\$ -	0.0%
Miscellaneous Expenses	\$ 171.55	\$ 491.85	\$ 191.40	\$ 227.23	\$ 500	\$ 500	\$ -	0.0%
	\$ 188,723.08	\$ 208,659.87	\$ 252,744.00	\$ 271,109.78	\$ 283,265	\$ 293,961	\$ 10,696	3.8%
<b>Benefits</b>								
Vacation Accrual	\$ 39,235.63	\$ (8,522.55)	\$ 29,107.32	\$ (63,376.00)	\$ 30,000	\$ 30,000	\$ -	0.0%
Social Security	\$ 521,563.76	\$ 556,495.06	\$ 567,651.65	\$ 602,162.30	\$ 589,387	\$ 618,856	\$ 29,469	5.0%
Employee Retirement	\$ 494,683.59	\$ 564,473.48	\$ 597,044.34	\$ 638,259.45	\$ 598,495	\$ 628,420	\$ 29,925	5.0%
Health Insurance	\$ 1,437,730.55	\$ 1,651,724.45	\$ 1,710,984.41	\$ 1,708,847.09	\$ 1,900,000	\$ 2,028,000	\$ 128,000	6.7%
Life Insurance	\$ 25,630.86	\$ 28,040.28	\$ 28,627.05	\$ 27,804.05	\$ 34,729	\$ 33,000	\$ (1,729)	-5.0%
Opt-Out & HSA Payments	\$ 173,875.00	\$ 185,000.00	\$ 188,406.25	\$ 182,375.00	\$ 170,000	\$ 180,000	\$ 10,000	5.9%
HRA Expense	\$ 191,954.22	\$ 194,213.03	\$ 258,463.29	\$ 237,466.90	\$ 266,875	\$ 250,000	\$ (16,875)	-6.3%
HRA Administration	\$ 7,470.57	\$ 11,016.62	\$ 12,050.82	\$ 10,446.00	\$ 12,000	\$ 12,000	\$ -	0.0%
Unemployment Compensation	\$ 1,507.14	\$ 13,210.14	\$ 1,329.67	\$ 3,419.46	\$ 10,000	\$ 5,000	\$ (5,000)	-50.0%
Dependent Care Administration	\$ 240.00	\$ 144.00	\$ -	\$ -	\$ 1,500	\$ -	\$ (1,500)	-100.0%
	\$ 2,893,891.32	\$ 3,195,794.51	\$ 3,393,664.80	\$ 3,347,404.25	\$ 3,612,986	\$ 3,785,276	\$ 172,290	4.8%
<b>Bonds/Notes</b>								
Bond Principal	\$ 803,333.33	\$ 803,333.33	\$ 798,333.33	\$ 793,333.33	\$ 793,350	\$ 768,350	\$ (25,000)	-3.2%
Note Principal	\$ 158,000.00	\$ 208,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000	\$ 50,000	\$ -	0.0%
Bond Interest	\$ 331,999.59	\$ 318,693.18	\$ 299,428.51	\$ 279,242.87	\$ 257,700	\$ 274,899	\$ 17,199	6.7%
Note Interest	\$ 4,778.14	\$ 14,192.66	\$ 10,588.22	\$ 9,389.55	\$ 8,250	\$ 7,060	\$ (1,190)	-14.4%
Accrued Interest	\$ 3,410.90	\$ (9,516.56)	\$ (7,319.85)	\$ (7,367.88)	\$ -	\$ -	\$ -	0.0%
Lease Expense	\$ 126,920.18	\$ 126,920.18	\$ 126,920.18	\$ 126,920.18	\$ -	\$ -	\$ -	0.0%
	\$ 1,428,442.14	\$ 1,461,622.79	\$ 1,277,950.39	\$ 1,251,518.05	\$ 1,109,300	\$ 1,100,309	\$ (8,991)	-0.8%



# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Human Services</b>								
Senior Solutions	\$ 3,000.00	\$ 3,000.00	\$ 2,970.00	\$ 3,000.00	\$ 4,000	\$ 4,800	\$ 800	20.0%
Brattleboro Senior Meals	\$ 7,000.00	\$ 7,000.00	\$ 5,775.00	\$ 7,000.00	\$ -	\$ 9,500	\$ 9,500	0.0%
Youth Services	\$ 10,000.00	\$ 10,000.00	\$ 11,220.00	\$ 12,000.00	\$ 21,500	\$ 17,000	\$ (4,500)	-20.9%
Women's Freedom Center	\$ 5,000.00	\$ 12,370.00	\$ 15,675.00	\$ 16,000.00	\$ 17,500	\$ 16,625	\$ (875)	-5.0%
Brattleboro Area Hospice	\$ 1,200.00	\$ 1,825.00	\$ 2,805.00	\$ 6,000.00	\$ 6,000	\$ 5,400	\$ (600)	-10.0%
VNA & Hospice of VT & NH	\$ 10,000.00	\$ 12,200.00	\$ 12,078.00	\$ 12,200.00	\$ 12,200	\$ 10,980	\$ (1,220)	-10.0%
Green Mountain RSVP	\$ 700.00	\$ 700.00	\$ 770.00	\$ 900.00	\$ 900	\$ 900	\$ -	0.0%
Vt Center for Ind Living	\$ 1,600.00	\$ 1,600.00	\$ 1,760.00	\$ 1,600.00	\$ 1,600	\$ 1,360	\$ (240)	-15.0%
Aids Project of So. Vt.	\$ 2,000.00	\$ 2,000.00	\$ 2,200.00	\$ 2,000.00	\$ 2,000	\$ 1,900	\$ (100)	-5.0%
SEVCA	\$ 12,000.00	\$ 12,000.00	\$ 12,540.00	\$ 14,000.00	\$ 14,000	\$ 13,300	\$ (700)	-5.0%
The Gathering Place	\$ 4,000.00	\$ 4,000.00	\$ 4,125.00	\$ 5,000.00	\$ 5,000	\$ 4,250	\$ (750)	-15.0%
Boys & Girls Club	\$ 15,000.00	\$ 17,275.00	\$ 18,700.00	\$ 20,000.00	\$ 24,275	\$ 17,000	\$ (7,275)	-30.0%
Vt Assoc for the Blind	\$ -	\$ -	\$ 770.00	\$ 700.00	\$ 700	\$ 630	\$ (70)	-10.0%
HCRS	\$ 3,500.00	\$ 7,725.00	\$ 8,250.00	\$ 10,000.00	\$ 10,000	\$ 9,500	\$ (500)	-5.0%
Summer Lunch Program	\$ 6,000.00	\$ 7,500.00	\$ 7,012.50	\$ 8,000.00	\$ -	\$ 7,200	\$ 7,200	0.0%
Kidsplayce	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Turning Point	\$ 10,000.00	\$ 17,375.00	\$ 16,500.00	\$ 25,000.00	\$ 15,000	\$ 16,000	\$ 1,000	6.7%
VT Adult Learning	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 2,400	\$ 900	60.0%
American Red Cross	\$ 1,000.00	\$ 3,950.00	\$ -	\$ 5,000.00	\$ -	\$ 3,750	\$ 3,750	0.0%
Family Garden	\$ 2,500.00	\$ 2,500.00	\$ 2,750.00	\$ 2,500.00	\$ 2,500	\$ 2,250	\$ (250)	-10.0%
Prevent Child Abuse	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	0.0%
Windham Co. Safe Place	\$ 1,500.00	\$ 2,500.00	\$ 2,970.00	\$ 3,000.00	\$ 3,500	\$ 3,600	\$ 100	2.9%
Meeting Waters YMCA	\$ 5,000.00	\$ 7,500.00	\$ 7,837.50	\$ 7,500.00	\$ 10,000	\$ 9,500	\$ (500)	-5.0%
Groundworks Collaborative	\$ 20,000.00	\$ 20,000.00	\$ 20,900.00	\$ 20,000.00	\$ 20,000	\$ 19,000	\$ (1,000)	-5.0%
Out in the Open	\$ 3,000.00	\$ 6,625.00	\$ 9,350.00	\$ 15,000.00	\$ 16,500	\$ 14,850	\$ (1,650)	-10.0%
Big Brothers Big Sisters	\$ 7,500.00	\$ 7,500.00	\$ 7,012.50	\$ 7,500.00	\$ 7,500	\$ 6,750	\$ (750)	-10.0%
Bratt Centre for Children	\$ 4,000.00	\$ 5,000.00	\$ 4,950.00	\$ 4,500.00	\$ 4,500	\$ 5,400	\$ 900	20.0%
The Root	\$ 5,000.00	\$ -	\$ 7,000.00	\$ 15,000.00	\$ 20,000	\$ 12,975	\$ (7,025)	-35.1%
Vermont Family Network	\$ 1,500.00	\$ 2,150.00	\$ -	\$ 2,500.00	\$ 2,500	\$ 1,875	\$ (625)	-25.0%
Building a Positive Community	\$ -	\$ 6,300.00	\$ 12,375.00	\$ 17,500.00	\$ 8,750	\$ 7,120	\$ (1,630)	-18.6%
Windham County Humane Society	\$ -	\$ 1,000.00	\$ 1,100.00	\$ 2,000.00	\$ 2,000	\$ 1,900	\$ (100)	-5.0%
Brattleboro Area Community Justice	\$ -	\$ -	\$ 6,545.00	\$ 7,500.00	\$ -	\$ -	\$ -	0.0%
Putney Foodshelf	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,000	\$ 1,514	\$ 514	51.4%
Rich Earth Institute	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	0.0%
Windham & Windsor Housing Trust	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000	\$ 6,497	\$ (3,503)	-35.0%
Winston Prouty Center for Children	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000	\$ 15,000	\$ 5,000	50.0%
Community Asylum Seekers Project, Inc.	\$ -	\$ -	\$ -	\$ -	\$ 3,750	\$ -	\$ (3,750)	-100.0%
Food Connects	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 8,000	\$ 3,000	60.0%
Retreat Farm	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ (2,500)	-100.0%
Theater Adventures, Inc.	\$ -	\$ -	\$ -	\$ -	\$ 1,900	\$ 1,710	\$ (190)	-10.0%
Windham County Dental Center (United Way)	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	\$ -	0.0%
SUSU Community Farm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,955	\$ 12,955	100.0%
	\$ 146,000.00	\$ 185,595.00	\$ 205,940.50	\$ 276,400.00	\$ 275,575	\$ 280,891	\$ 5,316	1.9%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Auxiliary Services</b>								
Street Lights	\$ 120,961.74	\$ 128,157.63	\$ 127,320.09	\$ 134,403.61	\$ 130,000	\$ 130,000	\$ -	0.0%
Public Sanitation	\$ -	\$ 7,021.17	\$ 8,695.77	\$ 3,194.23	\$ 10,000	\$ 10,000	\$ -	0.0%
Civil Defense	\$ 1,892.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Local Bus Service	\$ 50,000.00	\$ 50,000.00	\$ 50,616.00	\$ 50,000.00	\$ 50,000	\$ 50,000	\$ -	0.0%
Ambulance Service	\$ 240,792.26	\$ 253,562.88	\$ 266,453.84	\$ 285,504.96	\$ 285,600	\$ 131,250	\$ (154,350)	-54.0%
Museum & Art Center	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000	\$ 7,000	\$ -	0.0%
BCTV	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00	\$ 7,000	\$ 7,000	\$ -	0.0%
Work Today	\$ -	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	0.0%
Climate Protection	\$ -	\$ 4,939.66	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
West River Watershed	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000	\$ 1,000	\$ -	0.0%
Green Up Day	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ 300	\$ 300	\$ -	0.0%
Project Care	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Community Marketing Initiative	\$ -	\$ 42,119.00	\$ 43,748.00	\$ 37,551.00	\$ 37,159	\$ 45,028	\$ 7,869	21.2%
Town Arts Fund	\$ -	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000	\$ 20,000	\$ 5,000	33.3%
	\$ 421,946.29	\$ 514,100.34	\$ 589,833.70	\$ 540,653.80	\$ 543,059	\$ 417,578	\$ (125,481)	-23.1%
<b>Library</b>								
Department Head Salary	\$ 74,809.25	\$ 76,600.70	\$ 77,837.39	\$ 79,423.59	\$ 81,405	\$ 84,652	\$ 3,247	4.0%
Staff Salaries (20)	\$ 374,008.09	\$ 407,249.72	\$ 420,836.29	\$ 447,430.21	\$ 468,055	\$ 512,985	\$ 44,930	9.6%
Custodian	\$ 29,090.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	\$ 8,899.84	\$ 3,108.80	\$ 6,545.50	\$ 5,013.32	\$ 5,000	\$ 5,000	\$ -	0.0%
Office Equipment	\$ 4,164.94	\$ 3,738.26	\$ 3,781.15	\$ 3,273.21	\$ 4,500	\$ 4,500	\$ -	0.0%
Lost Book Refund Pmt Fees	\$ 210.94	\$ -	\$ -	\$ 200.00	\$ 200	\$ 200	\$ -	0.0%
Computer Equipment Maint	\$ 14,887.23	\$ 11,153.42	\$ 11,275.68	\$ 3,101.52	\$ 6,000	\$ 6,000	\$ -	0.0%
Computer Supplies	\$ 3,053.65	\$ 3,398.89	\$ 3,547.16	\$ 3,048.41	\$ 4,000	\$ 4,000	\$ -	0.0%
Book & Non-Print Supplies	\$ 4,000.00	\$ 5,380.11	\$ 4,261.65	\$ 5,457.80	\$ 5,000	\$ 5,000	\$ -	0.0%
Professional Services	\$ 45.00	\$ 52.50	\$ 140.00	\$ 69.27	\$ 200	\$ 200	\$ -	0.0%
Reimbursable Expense	\$ 1,738.90	\$ 1,552.00	\$ 2,223.50	\$ 1,769.00	\$ 3,500	\$ 3,500	\$ -	0.0%
Heating Fuel	\$ 16,330.43	\$ 9,376.15	\$ 8,785.43	\$ 9,513.78	\$ 10,000	\$ 11,500	\$ 1,500	15.0%
Electric	\$ 21,446.70	\$ 17,448.06	\$ 20,342.11	\$ 24,189.22	\$ 18,875	\$ 18,875	\$ -	0.0%
Water/Sewer	\$ 1,998.30	\$ 1,702.14	\$ 1,008.55	\$ 1,260.65	\$ 1,840	\$ 1,840	\$ -	0.0%
Building Equip & Maint	\$ 16,840.00	\$ 17,312.30	\$ 16,542.66	\$ 16,415.02	\$ 20,000	\$ 20,000	\$ -	0.0%
Maintenance Supplies	\$ 3,173.22	\$ 2,512.15	\$ 2,523.57	\$ 3,975.19	\$ 4,000	\$ 4,000	\$ -	0.0%
Telephone	\$ 2,477.05	\$ 2,247.18	\$ 2,257.25	\$ 3,092.33	\$ 3,000	\$ 3,000	\$ -	0.0%
Postage Expense	\$ 1,500.00	\$ 3,503.55	\$ 4,616.72	\$ 6,800.55	\$ 7,500	\$ 7,500	\$ -	0.0%
Office Supplies	\$ 3,603.78	\$ 2,713.12	\$ 4,222.24	\$ 3,575.96	\$ 4,000	\$ 4,000	\$ -	0.0%
Books - General	\$ 5,000.00	\$ 5,000.00	\$ 5,013.00	\$ 6,000.00	\$ 6,000	\$ 7,000	\$ 1,000	16.7%
Reference Sources	\$ 17,000.00	\$ 17,587.25	\$ 17,102.59	\$ 18,250.00	\$ 18,250	\$ 18,000	\$ (250)	-1.4%
Juvenile Books	\$ 7,361.20	\$ 5,986.07	\$ 6,644.75	\$ 7,819.29	\$ 8,500	\$ 8,500	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
Young Adult Sources	\$ 1,500.00	\$ 1,478.08	\$ 1,422.15	\$ 1,976.63	\$ 3,000	\$ 3,000	\$ -	0.0%
Replacement Books	\$ 1,669.36	\$ 1,499.40	\$ 1,500.00	\$ 1,719.31	\$ 2,500	\$ 2,000	\$ (500)	-20.0%
Periodicals & Newspapers	\$ 7,000.00	\$ 6,889.57	\$ 6,497.46	\$ 7,500.00	\$ 7,500	\$ 7,500	\$ -	0.0%
Digital Subscriptions	\$ -	\$ -	\$ -	\$ 9,813.63	\$ 10,000	\$ 12,000	\$ 2,000	20.0%
Non-Print Materials/Adult	\$ 4,997.93	\$ 3,014.55	\$ 3,379.03	\$ 4,818.63	\$ 6,000	\$ 6,000	\$ -	0.0%
Non-Print Mat./Children	\$ 2,916.61	\$ 3,608.52	\$ 852.40	\$ 4,609.66	\$ 4,500	\$ 4,500	\$ -	0.0%
Equipment Maintenance	\$ 1,655.84	\$ 1,500.00	\$ 1,329.96	\$ 2,077.16	\$ 2,000	\$ 2,000	\$ -	0.0%
	\$ 631,378.89	\$ 615,612.49	\$ 634,488.19	\$ 682,193.34	\$ 715,325	\$ 767,251	\$ 51,926	7.3%
<b>Fire</b>								
Department Head Salary	\$ 85,613.63	\$ 87,590.93	\$ 86,381.89	\$ 87,836.82	\$ 89,915	\$ 97,201	\$ 7,286	8.1%
Staff Salaries (25)	\$ 1,303,843.16	\$ 1,342,720.75	\$ 1,329,094.40	\$ 1,373,894.11	\$ 1,468,280	\$ 1,604,802	\$ 136,522	9.3%
Retroactive Pay	\$ 38.88	\$ -	\$ -	\$ 894.31	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	\$ 9,992.70	\$ 9,450.04	\$ 72,527.35	\$ 44,508.94	\$ 10,750	\$ 10,750	\$ -	0.0%
Incentive Pay	\$ 52,219.81	\$ 54,287.25	\$ 51,491.89	\$ 50,280.00	\$ 58,655	\$ 69,750	\$ 11,095	18.9%
Overtime	\$ 95,309.68	\$ 91,029.40	\$ 143,920.89	\$ 138,171.36	\$ 102,000	\$ 110,000	\$ 8,000	7.8%
Fire Outside Overtime	\$ 2,171.26	\$ 2,333.90	\$ 264.68	\$ 1,904.39	\$ 5,100	\$ 3,000	\$ (2,100)	-41.2%
Banner Outside Overtime	\$ 6,413.74	\$ 4,763.06	\$ 3,213.46	\$ 5,048.64	\$ 6,325	\$ 6,000	\$ (325)	-5.1%
Rental Housing Overtime	\$ -	\$ 4,243.67	\$ 2,364.19	\$ 21,043.95	\$ 5,000	\$ -	\$ (5,000)	-100.0%
Probationary School Overtime	\$ -	\$ -	\$ 6,151.32	\$ 4,050.00	\$ -	\$ -	\$ -	0.0%
Holiday Pay	\$ 41,173.36	\$ 41,026.72	\$ 42,344.96	\$ 38,114.72	\$ 53,025	\$ 59,615	\$ 6,590	12.4%
Auxiliary Staff	\$ 4,788.00	\$ 5,877.00	\$ 3,960.00	\$ 5,520.00	\$ 4,500	\$ -	\$ (4,500)	-100.0%
Clerical	\$ 36,543.30	\$ 38,580.73	\$ 40,706.10	\$ 41,409.89	\$ 42,130	\$ -	\$ (42,130)	-100.0%
Equipment	\$ 18,809.95	\$ 18,082.69	\$ 65,472.55	\$ 10,745.13	\$ 23,500	\$ 23,500	\$ -	0.0%
Training	\$ 6,449.39	\$ 3,395.47	\$ 5,821.12	\$ 13,237.87	\$ 12,000	\$ 30,000	\$ 18,000	150.0%
Conferences/Memberships	\$ 4,786.63	\$ 3,681.84	\$ 4,040.50	\$ 5,605.69	\$ 8,000	\$ 6,000	\$ (2,000)	-25.0%
Reimbursable Expense	\$ 978.50	\$ 8,427.93	\$ 440.00	\$ -	\$ -	\$ -	\$ -	0.0%
Heating Fuel	\$ 20,218.43	\$ 19,586.00	\$ 17,570.00	\$ 18,994.66	\$ 18,000	\$ 19,100	\$ 1,100	6.1%
Gasoline	\$ 7,250.70	\$ 6,652.56	\$ 4,136.67	\$ 6,050.66	\$ 6,615	\$ 6,655	\$ 40	0.6%
Diesel	\$ 13,615.13	\$ 11,592.75	\$ 12,759.35	\$ 21,095.43	\$ 14,335	\$ 23,205	\$ 8,870	61.9%
Electric	\$ 26,834.16	\$ 25,200.14	\$ 23,490.46	\$ 22,290.06	\$ 27,260	\$ 23,182	\$ (4,078)	-15.0%
Water /Sewer	\$ 12,654.24	\$ 12,415.32	\$ 10,567.68	\$ 10,833.39	\$ 13,435	\$ 11,483	\$ (1,952)	-14.5%
Building Repairs	\$ 6,692.23	\$ 8,915.39	\$ 11,080.32	\$ 34,160.86	\$ 15,000	\$ 22,000	\$ 7,000	46.7%
Telephone	\$ 11,797.32	\$ 11,271.34	\$ 14,033.49	\$ 16,198.61	\$ 13,000	\$ 13,000	\$ -	0.0%
Postage Expense	\$ 388.49	\$ 560.83	\$ 414.96	\$ 574.28	\$ 700	\$ 700	\$ -	0.0%
Inspector Expenses	\$ -	\$ -	\$ -	\$ 831.86	\$ -	\$ -	\$ -	0.0%
Office Supplies	\$ 7,633.90	\$ 7,499.60	\$ 8,047.67	\$ 10,841.10	\$ 10,000	\$ 10,000	\$ -	0.0%
Operating Supplies	\$ 14,957.33	\$ 19,392.65	\$ 18,795.27	\$ 40,354.61	\$ 18,000	\$ 18,000	\$ -	0.0%
Medical Oversight	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	100.0%
Medical Supplies	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%
Clothing	\$ 24,762.35	\$ 27,664.56	\$ 40,187.06	\$ 38,521.25	\$ 32,500	\$ 35,000	\$ 2,500	7.7%
Fire Prevention	\$ 377.45	\$ 234.60	\$ 700.60	\$ 561.28	\$ 700	\$ 700	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
Fire Alarm Repair	\$ 14,424.42	\$ 16,215.83	\$ 6,402.07	\$ 17,641.72	\$ 18,500	\$ 18,500	\$ -	0.0%
Equipment Maintenance	\$ 5,732.63	\$ 5,306.76	\$ 12,279.96	\$ 7,924.13	\$ 7,750	\$ 7,750	\$ -	0.0%
Vehicle Maintenance	\$ 40,811.32	\$ 38,463.71	\$ 67,255.12	\$ 50,520.32	\$ 45,000	\$ 50,000	\$ 5,000	11.1%
Transportation	\$ -	\$ -	\$ (0.26)	\$ 535.78	\$ -	\$ -	\$ -	0.0%
Strategic Plan - Year 1	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ (25,000)	-100.0%
	\$ 1,877,282.09	\$ 1,926,463.42	\$ 2,105,915.72	\$ 2,140,195.82	\$ 2,164,975	\$ 2,297,893	\$ 132,918	6.1%
<b>Solid Waste</b>								
Refuse Collection	\$ -	\$ -	\$ -	\$ 147,359.40	\$ 144,065	\$ 145,505	\$ 1,440	1.0%
Recycling Collection	\$ -	\$ -	\$ -	\$ 294,869.84	\$ 292,505	\$ 295,430	\$ 2,925	1.0%
Town Dumpsters	\$ -	\$ -	\$ -	\$ 46,445.57	\$ 43,391	\$ 43,824	\$ 433	1.0%
Tipping Fee - Refuse	\$ -	\$ -	\$ -	\$ 92,290.80	\$ 92,500	\$ 92,500	\$ -	0.0%
Tipping Fee - Recycling	\$ -	\$ -	\$ -	\$ 100,089.13	\$ 155,000	\$ 115,000	\$ (40,000)	-25.8%
Tipping Fee - Compost	\$ -	\$ -	\$ -	\$ 48,575.39	\$ 48,000	\$ 48,000	\$ -	0.0%
WSWMD Assessment	\$ -	\$ -	\$ -	\$ 79,272.52	\$ 83,240	\$ 84,052	\$ 812	1.0%
Management & Education	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	0.0%
Refuse Containers	\$ -	\$ -	\$ -	\$ 8,923.16	\$ 1,000	\$ 1,000	\$ -	0.0%
Refuse Bags	\$ -	\$ -	\$ -	\$ 30,092.28	\$ 35,000	\$ 35,000	\$ -	0.0%
	\$ -	\$ -	\$ -	\$ 847,918.09	\$ 896,701	\$ 862,311	\$ (34,390)	-3.8%
<b>Facilities Maintenance</b>								
Staff Salaries (3)	\$ -	\$ 129,667.75	\$ 142,174.57	\$ 127,440.24	\$ 134,700	\$ 141,148	\$ 6,448	4.8%
Vacation Buy Back	\$ -	\$ -	\$ 4,918.49	\$ 1,071.20	\$ -	\$ -	\$ -	0.0%
Overtime	\$ -	\$ 13,080.74	\$ 14,080.67	\$ 19,464.32	\$ 15,000	\$ 15,000	\$ -	0.0%
Seasonal Employees	\$ -	\$ 735.00	\$ 7,498.13	\$ -	\$ -	\$ -	\$ -	0.0%
Clothing	\$ -	\$ 1,125.00	\$ 1,125.00	\$ 750.00	\$ 1,125	\$ 1,125	\$ -	0.0%
Automotive Maintenance	\$ -	\$ 10.00	\$ -	\$ -	\$ 700	\$ 700	\$ -	0.0%
	\$ -	\$ 144,618.49	\$ 169,796.86	\$ 148,725.76	\$ 151,525	\$ 157,973	\$ 6,448	4.3%
<b>Municipal Center</b>								
Staff Salaries	\$ 44,457.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	\$ 1,960.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Overtime	\$ 8,936.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment	\$ 6,608.92	\$ 625.62	\$ 96.61	\$ 1,953.76	\$ 3,000	\$ 3,000	\$ -	0.0%
Heating Fuel	\$ 28,813.69	\$ 24,143.97	\$ 15,866.93	\$ 28,754.25	\$ 17,000	\$ 23,595	\$ 6,595	38.8%
Electric	\$ 21,650.65	\$ 19,330.03	\$ 12,773.28	\$ 16,475.11	\$ 20,910	\$ 17,134	\$ (3,776)	-18.1%
Water/Sewer	\$ 4,280.05	\$ 4,322.36	\$ 4,437.68	\$ 5,089.27	\$ 4,675	\$ 5,395	\$ 720	15.4%
Building Repairs	\$ 19,831.73	\$ 12,000.48	\$ 14,050.01	\$ 16,999.37	\$ 15,000	\$ 15,000	\$ -	0.0%
Maintenance Supplies	\$ 3,550.58	\$ 5,050.16	\$ 5,917.85	\$ 7,556.74	\$ 6,000	\$ 6,000	\$ -	0.0%
Maintenance Contracts	\$ 9,565.78	\$ 9,323.70	\$ 7,486.04	\$ 8,021.98	\$ 10,500	\$ 10,500	\$ -	0.0%
Grounds Maintenance	\$ 654.31	\$ 954.93	\$ 671.32	\$ 538.37	\$ 1,500	\$ 1,000	\$ (500)	-33.3%
Clothing	\$ 192.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Automotive Maintenance	\$ 1,003.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 151,505.87	\$ 75,751.25	\$ 61,299.72	\$ 85,388.85	\$ 78,585	\$ 81,624	\$ 3,039	3.9%



# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Police</b>								
Department Head Salary	\$ 96,177.76	\$ 98,747.35	\$ 51,329.37	\$ 84,651.46	\$ 96,825	\$ 104,711	\$ 7,886	8.1%
Staff Salaries (23)	\$ 1,259,060.55	\$ 1,367,223.71	\$ 1,301,820.09	\$ 1,283,317.81	\$ 1,687,205	\$ 1,914,482	\$ 227,277	13.5%
Vacation BB - Retire Pay	\$ 21,220.02	\$ 6,581.55	\$ 64,062.80	\$ 83,003.59	\$ 15,000	\$ 15,000	\$ -	0.0%
Educational Incentive	\$ 34,118.21	\$ 36,435.52	\$ 30,200.41	\$ 34,092.91	\$ 25,000	\$ 25,000	\$ -	0.0%
Overtime	\$ 212,537.65	\$ 143,844.37	\$ 224,588.98	\$ 233,225.12	\$ 140,608	\$ 140,608	\$ -	0.0%
Police Outside Overtime	\$ 2,850.84	\$ 252.81	\$ 106.42	\$ 2,611.17	\$ 10,000	\$ 10,000	\$ -	0.0%
Holiday Pay	\$ 23,447.24	\$ 26,250.48	\$ 26,364.00	\$ 25,221.12	\$ 30,935	\$ 30,935	\$ -	0.0%
Auxiliary Staff	\$ 24,248.25	\$ 1,545.00	\$ -	\$ 90.00	\$ 5,000	\$ 5,000	\$ -	0.0%
Clerical	\$ 105,556.57	\$ 115,129.32	\$ 117,988.75	\$ 122,205.30	\$ 126,330	\$ -	\$ (126,330)	-100.0%
Equipment	\$ 7,376.63	\$ 4,833.41	\$ 6,310.47	\$ 7,917.94	\$ 8,400	\$ 8,400	\$ -	0.0%
Poundkeeper	\$ 8,191.94	\$ 8,725.27	\$ 8,110.94	\$ 8,244.56	\$ 12,000	\$ 12,000	\$ -	0.0%
Training	\$ 28,412.06	\$ 22,914.88	\$ 23,333.01	\$ 20,426.17	\$ 27,000	\$ 27,000	\$ -	0.0%
Conferences/Memberships	\$ 4,293.54	\$ 3,667.85	\$ 1,230.00	\$ 1,638.02	\$ 4,500	\$ 4,500	\$ -	0.0%
Computer Supplies	\$ 9,838.45	\$ 3,115.10	\$ 4,752.74	\$ 7,071.55	\$ 9,000	\$ 9,000	\$ -	0.0%
Professional Services	\$ -	\$ 1,950.00	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Project Care	\$ -	\$ -	\$ 13,204.65	\$ 16,000.00	\$ 16,000	\$ -	\$ (16,000)	-100.0%
Reimbursements/Insurance	\$ 1,658.85	\$ -	\$ -	\$ 808.53	\$ -	\$ -	\$ -	0.0%
Heating Fuel	\$ 20,693.96	\$ 17,492.78	\$ 18,911.34	\$ 18,749.00	\$ 19,000	\$ 19,205	\$ 205	1.1%
Gasoline	\$ 31,381.45	\$ 30,956.58	\$ 27,869.43	\$ 31,266.00	\$ 35,000	\$ 34,393	\$ (607)	-1.7%
Diesel	\$ -	\$ 209.48	\$ -	\$ 177.85	\$ 500	\$ 250	\$ (250)	-50.0%
Electric	\$ 25,123.58	\$ 23,926.59	\$ 22,180.68	\$ 22,015.65	\$ 25,880	\$ 22,896	\$ (2,984)	-11.5%
Water /Sewer	\$ 4,162.50	\$ 4,282.56	\$ 4,244.10	\$ 4,242.78	\$ 4,635	\$ 4,497	\$ (138)	-3.0%
Building Maintenance	\$ 5,372.70	\$ 14,116.13	\$ 9,619.25	\$ 15,592.49	\$ 10,400	\$ 10,400	\$ -	0.0%
Maintenance Supplies	\$ 2,473.73	\$ 1,773.05	\$ 2,367.34	\$ 2,996.16	\$ 3,800	\$ 3,800	\$ -	0.0%
Grounds Maintenance	\$ 12,669.78	\$ 14,332.50	\$ 10,815.00	\$ 11,360.99	\$ 15,000	\$ 15,000	\$ -	0.0%
Telephone	\$ 25,027.70	\$ 25,326.21	\$ 28,036.52	\$ 26,379.38	\$ 26,500	\$ 26,500	\$ -	0.0%
Valcour	\$ 16,217.41	\$ 11,861.50	\$ 11,103.32	\$ -	\$ 12,500	\$ 12,500	\$ -	0.0%
Office Furniture	\$ 107.84	\$ -	\$ 291.96	\$ 936.91	\$ 1,000	\$ 1,000	\$ -	0.0%
Copier Expense	\$ 4,658.45	\$ 3,847.27	\$ 5,391.71	\$ 4,839.47	\$ 5,000	\$ 5,000	\$ -	0.0%
Postage Expense	\$ 913.00	\$ 812.49	\$ 923.71	\$ 761.63	\$ 1,000	\$ 1,000	\$ -	0.0%
Office Supplies	\$ 4,940.17	\$ 6,193.12	\$ 5,766.07	\$ 5,933.83	\$ 6,500	\$ 6,500	\$ -	0.0%
Books/Reference	\$ 228.80	\$ 228.80	\$ 261.99	\$ 247.00	\$ 250	\$ 250	\$ -	0.0%
Operating Supplies	\$ 8,593.00	\$ 7,686.37	\$ 9,463.84	\$ 8,998.68	\$ 11,300	\$ 11,300	\$ -	0.0%
Clothing	\$ 24,127.56	\$ 16,544.63	\$ 12,099.21	\$ 21,342.74	\$ 25,000	\$ 25,000	\$ -	0.0%
Equipment Maintenance	\$ 2,410.41	\$ 14,688.42	\$ 13,988.63	\$ 18,723.15	\$ 18,500	\$ 18,500	\$ -	0.0%
Automotive Equipment	\$ -	\$ 1,191.92	\$ 266.79	\$ -	\$ 2,000	\$ 2,000	\$ -	0.0%
Automotive Maintenance	\$ 21,589.94	\$ 23,442.43	\$ 17,765.98	\$ 15,236.20	\$ 22,500	\$ 22,500	\$ -	0.0%
Prisoner Expense	\$ 3,818.02	\$ 3,535.12	\$ 2,287.64	\$ 3,016.41	\$ 4,000	\$ 4,000	\$ -	0.0%
Crime Prevention	\$ 2,113.18	\$ 702.19	\$ 442.67	\$ 1,411.43	\$ 2,500	\$ 2,500	\$ -	0.0%
Transportation	\$ 3,274.93	\$ 1,552.44	\$ -	\$ 3,985.76	\$ 3,500	\$ 3,500	\$ -	0.0%
Transfer to Community Safety Fund	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ (100,000)	-100.0%
	\$ 2,058,886.67	\$ 2,065,929.20	\$ 2,077,499.81	\$ 2,148,738.76	\$ 2,571,068	\$ 2,560,127	\$ (10,941)	-0.4%

GENERAL FUND BUDGET Fiscal Year 2024

TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET  
SELECTBOARD PROPOSED

ACTUAL		ACTUAL		ACTUAL		BUDGET		%	
FY: 2019		FY: 2020		FY: 2021		FY: 2022		FY: 2023	

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Bridges</b>								
Painting & Repair	\$ 10,264.70	\$ 9,336.17	\$ 879.63	\$ 8,630.93	\$ 14,000	\$ 14,000	\$ -	0.0%
	\$ 10,264.70	\$ 9,336.17	\$ 879.63	\$ 8,630.93	\$ 14,000	\$ 14,000	\$ -	0.0%
<b>Highways</b>								
Stormwater Upgrades	\$ -	\$ 792.00	\$ 27,270.66	\$ 29,120.27	\$ 70,000	\$ 50,000	\$ (20,000)	-28.6%
Engineering	\$ -	\$ -	\$ 11,461.25	\$ (943.75)	\$ 12,000	\$ 25,000	\$ 13,000	108.3%
Permits & Compliance	\$ -	\$ 12,110.06	\$ 21,186.65	\$ 1,198.40	\$ 25,000	\$ 20,000	\$ (5,000)	-20.0%
Pipes	\$ 11,030.74	\$ 7,298.14	\$ 10,802.10	\$ 7,780.34	\$ 10,600	\$ 10,600	\$ -	0.0%
Grates & Risers	\$ 4,094.40	\$ 4,317.70	\$ 3,459.90	\$ 261.68	\$ 4,800	\$ 4,800	\$ -	0.0%
Other Materials	\$ 7,915.46	\$ 10,481.02	\$ 2,254.71	\$ 3,924.70	\$ 10,500	\$ 10,500	\$ -	0.0%
	\$ 23,040.60	\$ 34,998.92	\$ 76,435.27	\$ 41,341.64	\$ 132,900	\$ 120,900	\$ (12,000)	-9.0%
<b>Equipment</b>								
Parts	\$ 148,823.56	\$ 99,731.30	\$ 94,090.16	\$ 99,083.82	\$ 104,000	\$ -	\$ (104,000)	-100.0%
Tires & Accessories	\$ 18,020.27	\$ 11,121.51	\$ 15,047.13	\$ 12,606.65	\$ 13,000	\$ -	\$ (13,000)	-100.0%
Small Tools	\$ 6,136.66	\$ 6,587.81	\$ 6,704.62	\$ 6,833.93	\$ 6,500	\$ -	\$ (6,500)	-100.0%
	\$ 173,980.49	\$ 117,440.62	\$ 115,841.91	\$ 118,524.40	\$ 123,500	\$ -	\$ (123,500)	-100.0%
<b>Highway Equipment and Vehicle Maintenance</b>								
Gasoline Pump Maintenance (delete)	\$ 20,564.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Gasoline	\$ 7,316.81	\$ 5,708.14	\$ 6,257.97	\$ 8,869.16	\$ 9,000	\$ 9,756	\$ 756	8.4%
Diesel	\$ 84,605.48	\$ 70,564.73	\$ 66,666.58	\$ 116,861.62	\$ 90,000	\$ 128,548	\$ 38,548	42.8%
Parts						\$ 104,000	\$ 104,000	100.0%
Tires and Accessories						\$ 13,000	\$ 13,000	100.0%
Lube & Oil	\$ 5,654.50	\$ 8,311.28	\$ 8,208.86	\$ 7,114.30	\$ 8,000	\$ 8,000	\$ -	0.0%
	\$ 118,141.17	\$ 84,584.15	\$ 81,133.41	\$ 132,845.08	\$ 107,000	\$ 263,304	\$ 156,304	146.1%
<b>Summer Roads</b>								
Chloride	\$ 21,156.24	\$ 23,650.48	\$ 22,857.45	\$ 23,942.16	\$ 28,000	\$ 28,000	\$ -	0.0%
Hot Mix	\$ 29,799.71	\$ 23,525.98	\$ 29,823.64	\$ 42,841.11	\$ 33,000	\$ 45,000	\$ 12,000	36.4%
Cold Patch	\$ 1,072.95	\$ 1,736.96	\$ 1,047.18	\$ 922.76	\$ 1,000	\$ 1,000	\$ -	0.0%
Gravel	\$ 51,833.50	\$ 30,600.95	\$ 38,243.49	\$ 36,132.83	\$ 35,000	\$ 40,000	\$ 5,000	14.3%
Guard Rails	\$ 5,311.48	\$ 4,854.17	\$ 15,442.80	\$ 6,195.15	\$ 12,500	\$ 16,000	\$ 3,500	28.0%
Broom Material	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	100.0%
Line Stripping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	100.0%
	\$ 109,173.88	\$ 84,368.54	\$ 107,414.56	\$ 110,034.01	\$ 109,500	\$ 173,500	\$ 64,000	58.4%
<b>Sidewalks</b>								
Sidewalk Repairs	\$ 12,977.78	\$ 22,636.57	\$ 17,095.16	\$ 28,059.75	\$ 32,500	\$ 32,500	\$ -	0.0%
	\$ 12,977.78	\$ 22,636.57	\$ 17,095.16	\$ 28,059.75	\$ 32,500	\$ 32,500	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Highway Miscellaneous</b>								
Retaining Walls & Rails	\$ 13,074.41	\$ 2,282.81	\$ 4,286.75	\$ 12,720.20	\$ 15,000	\$ 15,000	\$ -	0.0%
Signs	\$ 9,760.35	\$ 9,445.89	\$ 12,560.18	\$ 11,188.80	\$ 13,500	\$ 13,500	\$ -	0.0%
Small Tools	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500	100.0%
Property Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750	100.0%
Broom Material	\$ 2,735.00	\$ 1,275.00	\$ 3,257.89	\$ 3,310.98	\$ 3,500	\$ -	\$ (3,500)	-100.0%
Traffic Safety	\$ 9,999.00	\$ 7,927.98	\$ 3,312.50	\$ 10,498.90	\$ 10,000	\$ 40,000	\$ 30,000	300.0%
Roadside Rubbish Removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	100.0%
Line Striping	\$ 24,492.49	\$ 22,700.70	\$ 38,601.75	\$ 39,786.25	\$ 28,000	\$ -	\$ (28,000)	-100.0%
Tree Removal	\$ 31,093.75	\$ 7,000.00	\$ 11,233.99	\$ 11,875.00	\$ 12,500	\$ 14,000	\$ 1,500	12.0%
Tree Care	\$ 437.50	\$ 937.50	\$ 22.33	\$ 2,424.95	\$ 2,500	\$ 5,000	\$ 2,500	100.0%
	\$ 91,592.50	\$ 51,569.88	\$ 73,275.39	\$ 91,805.08	\$ 85,000	\$ 96,150	\$ 11,150	13.1%
<b>Winter Roads</b>								
Salt	\$ 129,120.30	\$ 121,188.64	\$ 126,044.57	\$ 143,857.41	\$ 127,510	\$ 165,000	\$ 37,490	29.4%
Sand	\$ 38,536.30	\$ 37,921.00	\$ 32,020.80	\$ 41,838.22	\$ 33,465	\$ 50,000	\$ 16,535	49.4%
Chains & Blades	\$ 24,536.22	\$ 19,833.64	\$ 15,645.87	\$ 15,650.86	\$ 15,800	\$ 15,800	\$ -	0.0%
Equipment Maintenance	\$ 29,900.25	\$ 21,031.02	\$ 20,292.69	\$ 21,519.59	\$ 21,500	\$ 21,500	\$ -	0.0%
	\$ 222,093.07	\$ 199,974.30	\$ 194,003.93	\$ 222,866.08	\$ 198,275	\$ 252,300	\$ 54,025	27.2%
<b>Yard</b>								
Heating Fuel	\$ 14,520.69	\$ 13,554.49	\$ 8,251.34	\$ 12,511.62	\$ 10,000	\$ 12,035	\$ 2,035	20.4%
Electric	\$ 8,896.57	\$ 10,325.86	\$ 7,853.18	\$ 9,864.38	\$ 11,170	\$ 10,259	\$ (911)	-8.2%
Water/Sewer	\$ 6,833.42	\$ 7,050.56	\$ 7,711.27	\$ 8,739.74	\$ 7,630	\$ 9,264	\$ 1,634	21.4%
Building Repairs	\$ 16,861.02	\$ 27,416.23	\$ 13,864.52	\$ 22,958.46	\$ 16,000	\$ 16,000	\$ -	0.0%
Maintenance Supplies	\$ 1,635.94	\$ 1,231.77	\$ 953.08	\$ 1,493.31	\$ 1,100	\$ 1,100	\$ -	0.0%
Refuse Charges	\$ 947.65	\$ 955.14	\$ 1,123.80	\$ 1,642.22	\$ 1,400	\$ -	\$ (1,400)	-100.0%
	\$ 49,695.29	\$ 60,534.05	\$ 39,757.19	\$ 57,209.73	\$ 47,300	\$ 48,658	\$ 1,358	2.9%
<b>Traffic Lights</b>								
Electric	\$ 4,199.49	\$ 4,328.38	\$ 4,419.52	\$ 4,559.27	\$ 4,685	\$ 4,742	\$ 57	1.2%
Contractual Repairs	\$ 6,894.55	\$ 1,725.00	\$ -	\$ -	\$ 2,500	\$ 7,000	\$ 4,500	180.0%
Parts	\$ 5,514.92	\$ 3,028.00	\$ 4,020.00	\$ 2,735.52	\$ 3,500	\$ 3,500	\$ -	0.0%
	\$ 16,608.96	\$ 9,081.38	\$ 8,439.52	\$ 7,294.79	\$ 10,685	\$ 15,242	\$ 4,557	42.6%
<b>Regional</b>								
Windham Regional	\$ 26,862.00	\$ 27,276.45	\$ 27,339.06	\$ 27,776.48	\$ 29,183	\$ 30,934	\$ 1,751	6.0%
County Tax	\$ 81,366.00	\$ 83,159.00	\$ 101,481.00	\$ 104,251.00	\$ 104,255	\$ 104,255	\$ -	0.0%
	\$ 108,228.00	\$ 110,435.45	\$ 128,820.06	\$ 132,027.48	\$ 133,438	\$ 135,189	\$ 1,751	1.3%
<b>Total Public Works</b>	\$ 1,962,182.46	\$ 1,853,559.27	\$ 1,959,160.76	\$ 2,164,640.29	\$ 2,210,633.00	\$ 2,413,093	\$ 202,460	9.2%
<b>Recreation &amp; Parks</b>								
Department Head Salary	\$ 73,056.51	\$ 75,858.82	\$ 78,237.39	\$ 79,823.59	\$ 81,805	\$ 85,052	\$ 3,247	4.0%
Staff Salaries (3)	\$ 75,361.88	\$ 74,342.47	\$ 78,893.22	\$ 90,401.37	\$ 99,295	\$ 150,685	\$ 51,390	51.8%



# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
Vacation BB - Retire Pay	\$ 4,158.67	\$ 3,498.95	\$ 2,972.79	\$ 3,783.43	\$ 5,000	\$ 5,000	\$ -	0.0%
Overtime	\$ 2,168.26	\$ 2,545.11	\$ 234.85	\$ 381.81	\$ 4,300	\$ 4,300	\$ -	0.0%
Clerical	\$ 33,365.25	\$ 35,661.84	\$ 36,543.45	\$ 42,404.05	\$ 45,585	\$ -	\$ (45,585)	-100.0%
Conferences/Memberships	\$ 755.00	\$ 800.00	\$ 406.00	\$ 780.00	\$ 800	\$ 800	\$ -	0.0%
Insurable Expense	\$ 3,246.00	\$ 393.00	\$ 293.61	\$ -	\$ -	\$ -	\$ -	0.0%
Telephone	\$ 5,865.59	\$ 5,674.78	\$ 9,087.12	\$ 11,085.96	\$ 7,400	\$ 11,100	\$ 3,700	50.0%
Postage Expense	\$ 705.95	\$ 605.55	\$ 507.00	\$ 511.00	\$ 900	\$ 900	\$ -	0.0%
Office Supplies	\$ 3,565.47	\$ 3,966.31	\$ 4,437.29	\$ 4,734.64	\$ 4,000	\$ 4,500	\$ 500	12.5%
Transportation	\$ 546.90	\$ 383.61	\$ 80.75	\$ 80.75	\$ 1,700	\$ 1,700	\$ -	0.0%
	\$ 202,795.48	\$ 203,730.44	\$ 211,693.47	\$ 233,986.60	\$ 250,785	\$ 264,036	\$ 13,251	5.3%
<b>Gibson-Aiken Center</b>								
Heating Fuel	\$ 20,906.67	\$ 16,964.05	\$ 9,917.39	\$ 16,146.86	\$ 14,000	\$ 15,900	\$ 1,900	13.6%
Electric	\$ 15,486.88	\$ 14,366.24	\$ 11,231.78	\$ 12,953.93	\$ 15,540	\$ 13,472	\$ (2,068)	-13.3%
Utilities	\$ 4,660.90	\$ 4,447.36	\$ 3,892.20	\$ 4,434.18	\$ 4,810	\$ 4,700	\$ (110)	-2.3%
Building Repairs	\$ 19,643.30	\$ 14,638.23	\$ 14,299.89	\$ 18,925.64	\$ 15,000	\$ 17,000	\$ 2,000	13.3%
Maintenance Supplies	\$ 2,228.05	\$ 3,750.91	\$ 3,955.82	\$ 2,471.21	\$ 4,200	\$ 4,200	\$ -	0.0%
Maintenance Contracts	\$ 25,570.72	\$ 45.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 129,166.98	\$ 54,251.56	\$ 43,297.08	\$ 54,996.90	\$ 53,550	\$ 55,272	\$ 1,722	3.2%
<b>Parks</b>								
Staff Salaries (4)	\$ 157,255.46	\$ 177,797.18	\$ 176,035.92	\$ 176,860.21	\$ 190,085	\$ 184,999	\$ (5,086)	-2.7%
Vacation BB - Retire Pay	\$ 668.80	\$ -	\$ 2,087.93	\$ 8,138.15	\$ 750	\$ 750	\$ -	0.0%
Overtime	\$ 8,754.67	\$ 14,614.40	\$ 9,130.73	\$ 14,184.31	\$ 10,500	\$ 14,500	\$ 4,000	38.1%
Holiday/Weekend Pay	\$ 2,950.52	\$ 5,536.17	\$ 4,997.94	\$ 5,716.57	\$ 8,085	\$ 6,000	\$ (2,085)	-25.8%
Seasonal Employees	\$ 22,084.52	\$ 19,533.07	\$ 26,595.69	\$ 19,554.72	\$ 32,000	\$ 32,000	\$ -	0.0%
Equipment	\$ 5,488.24	\$ 6,566.93	\$ 3,793.47	\$ 6,968.23	\$ 7,200	\$ 7,200	\$ -	0.0%
Contractual Repairs	\$ 800.00	\$ 986.05	\$ 82.21	\$ -	\$ 800	\$ 800	\$ -	0.0%
Training	\$ 615.00	\$ 315.00	\$ 600.44	\$ 663.26	\$ 600	\$ 600	\$ -	0.0%
Heating Fuel	\$ 4,767.99	\$ 3,602.32	\$ 2,878.72	\$ 2,651.68	\$ 4,000	\$ 3,670	\$ (330)	-8.3%
Gasoline	\$ 4,448.57	\$ 3,797.63	\$ 5,047.84	\$ 7,388.41	\$ 5,500	\$ 8,127	\$ 2,627	47.8%
Electric	\$ 12,980.30	\$ 8,633.73	\$ 7,424.56	\$ 8,527.42	\$ 9,340	\$ 9,380	\$ 40	0.4%
Water/Sewer	\$ 4,788.69	\$ 7,157.28	\$ 3,926.17	\$ 4,250.39	\$ 6,240	\$ 4,505	\$ (1,735)	-27.8%
Building Repairs	\$ 6,323.56	\$ 9,999.88	\$ 12,683.87	\$ 11,416.47	\$ 10,500	\$ 11,500	\$ 1,000	9.5%
Maintenance Supplies	\$ 1,504.09	\$ 1,541.89	\$ 1,603.32	\$ 1,117.70	\$ 1,500	\$ 1,500	\$ -	0.0%
Program Supplies	\$ -	\$ -	\$ 34.13	\$ 5,766.37	\$ 7,700	\$ 10,200	\$ 2,500	32.5%
Refuse/Landfill	\$ 326.56	\$ 514.16	\$ 244.72	\$ 156.20	\$ 500	\$ 500	\$ -	0.0%
Grounds Maintenance	\$ 15,504.60	\$ 21,459.58	\$ 28,214.17	\$ 23,205.33	\$ 27,000	\$ 27,000	\$ -	0.0%
Equipment Parts	\$ 4,426.36	\$ 4,770.44	\$ 3,121.74	\$ 2,400.77	\$ 4,500	\$ 4,500	\$ -	0.0%
Tires	\$ 438.48	\$ -	\$ 970.70	\$ 752.00	\$ 1,100	\$ 1,100	\$ -	0.0%
Clothing	\$ 1,677.99	\$ 1,516.68	\$ 1,709.99	\$ 1,500.00	\$ 1,700	\$ 1,700	\$ -	0.0%
Safety Equipment	\$ 648.67	\$ 1,823.15	\$ 1,460.34	\$ 1,646.99	\$ 1,400	\$ 1,400	\$ -	0.0%
Lube & Oil	\$ 600.08	\$ 596.70	\$ 360.64	\$ 380.96	\$ 1,100	\$ 500	\$ (600)	-54.5%
Lawn and Tree Care	\$ 4,795.48	\$ 3,972.00	\$ 6,525.87	\$ 6,564.41	\$ 6,000	\$ 7,000	\$ 1,000	16.7%
Miscellaneous	\$ 2,751.57	\$ 1,863.41	\$ 2,036.35	\$ 14,190.40	\$ -	\$ -	\$ -	0.0%
	\$ 264,600.20	\$ 296,597.65	\$ 301,567.46	\$ 324,000.95	\$ 338,100	\$ 339,431	\$ 1,331	0.4%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Cemetery Maintenance</b>								
Contractual Repairs	\$ 24,347.55	\$ 22,840.53	\$ 18,933.98	\$ 22,757.41	\$ 26,000	\$ 27,000	\$ 1,000	3.8%
Lawn & Tree Care	\$ 300.00	\$ 400.00	\$ -	\$ 2,650.00	\$ 3,000	\$ 3,000	\$ -	0.0%
	\$ 24,647.55	\$ 23,240.53	\$ 18,933.98	\$ 25,407.41	\$ 29,000	\$ 30,000	\$ 1,000	3.4%
<b>Gibson Aiken Programs</b>								
Staff Salaries	\$ 9,272.97	\$ 8,786.25	\$ 1,553.96	\$ 9,625.98	\$ 11,000	\$ 11,000	\$ -	0.0%
	\$ 9,272.97	\$ 8,786.25	\$ 1,553.96	\$ 9,625.98	\$ 11,000	\$ 11,000	\$ -	0.0%
<b>Senior Center</b>								
Building Maint Contract	\$ 1,753.47	\$ 1,592.88	\$ 1,599.66	\$ 1,705.00	\$ 1,900	\$ 1,900	\$ -	0.0%
Operating Supplies	\$ 2,699.13	\$ 2,517.96	\$ 2,539.78	\$ 2,897.09	\$ 2,500	\$ 2,500	\$ -	0.0%
	\$ 4,452.60	\$ 4,110.84	\$ 4,139.44	\$ 4,602.09	\$ 4,400	\$ 4,400	\$ -	0.0%
<b>Skating Rink</b>								
Staff Salaries	\$ 11,136.98	\$ 11,137.35	\$ (256.73)	\$ 12,933.22	\$ 13,900	\$ 14,400	\$ 500	3.6%
Heating Fuel	\$ 20,592.00	\$ 17,923.85	\$ 7,741.11	\$ 14,452.22	\$ 17,000	\$ 15,710	\$ (1,290)	-7.6%
Electric	\$ 27,689.12	\$ 31,284.44	\$ 23,104.38	\$ 32,988.74	\$ 33,840	\$ 34,308	\$ 468	1.4%
Water/Sewer	\$ 4,761.68	\$ 9,028.04	\$ 3,130.95	\$ 2,849.95	\$ 7,800	\$ 3,020	\$ (4,780)	-61.3%
Building Repairs	\$ 8,487.36	\$ 6,820.45	\$ 10,963.84	\$ 8,849.81	\$ 7,700	\$ 9,000	\$ 1,300	16.9%
Operating Supplies	\$ 12,764.08	\$ 16,490.13	\$ 15,626.53	\$ 12,103.78	\$ 11,600	\$ 15,000	\$ 3,400	29.3%
	\$ 85,431.22	\$ 92,684.26	\$ 60,310.08	\$ 84,177.72	\$ 91,840	\$ 91,438	\$ (402)	-0.4%
<b>Day Camp</b>								
Staff Salaries	\$ 34,092.68	\$ 34,442.68	\$ 40,680.59	\$ 48,278.41	\$ 42,000	\$ 50,000	\$ 8,000	19.0%
Overtime	\$ -	\$ -	\$ -	\$ 127.78	\$ -	\$ -	\$ -	0.0%
	\$ 34,092.68	\$ 34,442.68	\$ 40,680.59	\$ 48,406.19	\$ 42,000	\$ 50,000	\$ 8,000	19.0%
<b>Pool</b>								
Staff Salaries	\$ 32,856.79	\$ 34,336.56	\$ 35,890.66	\$ 41,619.04	\$ 42,265	\$ 46,000	\$ 3,735	8.8%
Overtime	\$ -	\$ -	\$ -	\$ 158.34	\$ -	\$ -	\$ -	0.0%
Electric	\$ 6,442.47	\$ 3,752.69	\$ 4,942.58	\$ 5,518.82	\$ 4,060	\$ 5,739	\$ 1,679	41.4%
Water/Sewer	\$ 7,075.30	\$ 6,372.56	\$ 7,506.56	\$ 9,720.80	\$ 6,895	\$ 10,304	\$ 3,409	49.4%
Building Repairs	\$ 991.01	\$ 1,428.00	\$ 2,896.30	\$ 1,564.96	\$ 1,500	\$ 1,500	\$ -	0.0%
Snack Bar	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Operating Supplies	\$ 8,982.55	\$ 10,553.46	\$ 12,663.92	\$ 16,674.13	\$ 15,000	\$ 17,000	\$ 2,000	13.3%
	\$ 56,348.12	\$ 56,443.27	\$ 63,900.02	\$ 75,256.09	\$ 69,720	\$ 80,543	\$ 10,823	15.5%
<b>Total Parks and Recreation</b>	\$ 810,807.80	\$ 774,287.48	\$ 746,076.08	\$ 860,459.93	\$ 890,395.00	\$ 926,120	\$ 35,725	4.0%

# GENERAL FUND BUDGET Fiscal Year 2024

## TOWN OF BRATTLEBORO FY24 GENERAL FUND BUDGET SELECTBOARD PROPOSED

	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	ACTUAL FY: 2022	BUDGET FY: 2023	BUDGET FY: 2024	\$ Change	% Change
<b>Downtown Association</b>								
Downtown Alliance	\$ 78,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000	\$ 80,000	\$ -	0.0%
	\$ 78,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000	\$ 80,000	\$ -	0.0%
<b>Transfers</b>								
Transfer to Capital Fund	\$ 1,715,000.00	\$ 1,295,000.04	\$ 1,223,004.00	\$ 1,679,254.00	\$ 1,489,000	\$ 2,531,000	\$ 1,042,000	70.0%
Transfer to Solid Waste	\$ 510,000.00	\$ 550,000.00	\$ 587,256.68	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer To LMP Improvements Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,306	\$ -	0.0%
Transfer to Global Warming Solutions Funds	\$ -	\$ -	\$ 70,000.00	\$ 70,000.00	\$ 70,000	\$ 70,000	\$ -	0.0%
Transfer to Community Safety Fund	\$ -	\$ -	\$ -	\$ 200,000.00	\$ -	\$ 50,000	\$ 50,000	100.0%
Transfer to Fund 07	\$ -	\$ -	\$ -	\$ 7,983.23	\$ -	\$ -	\$ -	0.0%
Transfer Skatepark Fund	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer to Parking Fund	\$ -	\$ 90,000.00	\$ -	\$ 45,900.00	\$ -	\$ -	\$ -	0.0%
	\$ 2,285,000.00	\$ 1,935,000.04	\$ 1,880,260.68	\$ 2,003,137.23	\$ 1,559,000	\$ 2,773,306	\$ 1,214,306	77.9%
<b>TOTAL EXPENDITURES</b>	\$ 17,497,727.60	\$ 17,767,642.32	\$ 18,125,848.30	\$ 19,588,559.30	\$ 20,063,642	\$ 21,688,677	\$ 1,625,034	8.1%
<b>SURPLUS (DEFICIT)</b>	\$ (376,582.41)	\$ 47,396.13	\$ 378,624.93	\$ 8,940.80	\$ -	\$ -	\$ -	

## CAPITAL REQUEST Fiscal Year 2024

FY24 Capital Request		
Projects		
DPW	Street Paving & Improvements	\$ 425,000
DPW	Bicycle Infrastructure	\$ 20,000
DPW	Sidewalk Repair & Replacement	\$ 150,000
DPW	Melrose Bridge State Match (10%)	\$ 515,000
DPW	Williams Street Washout	\$ 400,000
REC	Skating Rink Refrigeration	\$ 1,528,643
REC	Skating Rink Roof & Code Improvements	\$ 1,975,068
REC	Maintenance Facility	\$ 724,269
REC	Kiwanis Shelter Parking	\$ 40,000
REC	Upper Field Lighting	\$ 75,000
REC	Pool Planning	\$ 50,000
BML	2nd Floor Windows & Eaves (Additional Funding)	\$ 55,000
Vehicles/Equipment		
BFD	Future Fire Truck Reserve Fund	\$ 120,000
BFD	Replace 2005 Radio System (Year 2 of 4)	\$ 55,000
BFD	12 Lead EKG	\$ 35,000
BFD	Thermal Imaging	\$ 11,000
BFD	Utility 10 (Cab Replacment)	\$ 15,000
MC	Hardware Replacement	\$ 47,000
BPD	P4 & P5 (2019)	\$ 150,000
BPD	Tactical Ballistic Vests	\$ 13,000
BPD	Server (2016)	\$ 15,000
BPD	Radios (2014)	\$ 140,000
DPW	HD-11 International (2013)	\$ 90,000
DPW	HD-15 International (1993)	\$ 100,000

Total \$ 6,873,980  
 Borrowed Funds \$ 4,342,980  
**Transfer from General Fund \$ 2,531,000**



# CAPITAL PROJECT PLAN (2023-2027)

Town of Brattleboro Capital Project Plan (2024-2028)									
LIBRARY		FY2024	FY2025	FY2026	FY2027	FY2028			
Land/Buildings	Brooks Memorial Library								
	2nd Floor Windows & Eaves (Additional Funding)	\$ 55,000							
	Fire Alarm								
	<b>Library Totals</b>	<b>\$ 55,000</b>							
<b>DPW HIGHWAY PROJECTS</b>									
Infrastructure	Streets								
	Street Paving & Improvements	\$ 425,000	\$ 450,000	\$ 475,000	\$ 500,000	\$ 525,000			
	Bicycle Infrastructure	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000			
	Williams Street Washout	\$ 400,000							
	Melrose Bridge State Match (10%)	\$ 515,000							
	<b>Intersection Improvements</b>								
	Williams Street Intersection		\$ 400,000						
	Green & High Intersection		\$ -	\$ 200,000					
	Maple & Fairview Intersection			\$ 30,000	\$ 300,000				
	Canal & Maple Street Intersection				\$ 30,000	\$ 300,000			
	<b>Sidewalk</b>								
	Sidewalk Repair & Replacement	\$ 150,000	\$ 175,000	\$ 200,000	\$ 225,000	\$ 250,000			
	<b>DPW Highway Subtotals</b>	<b>\$ 1,510,000</b>	<b>\$ 1,045,000</b>	<b>\$ 925,000</b>	<b>\$ 1,075,000</b>	<b>\$ 1,095,000</b>			
<b>RECREATION &amp; PARKS DEPARTMENT</b>									
Land/Buildings	Skating Rink								
	Rink Roof Replacement & Code Improvements	\$ 1,975,068							
	Refrigerant Conversion (Natural)	\$ 1,528,643							
	<b>Memorial Park</b>								
	Maintenance Building	\$ 724,269							
	Upper Field Lighting	\$ 75,000							
	<b>Morningside Cemetery</b>								
	Replace vault roof								
	<b>Esteyville Park</b>								
	Gazebo		\$ 10,000						
	<b>Gibson Aiken Center</b>								
	Kiwanis Shelter Parking	\$ 40,000							
	Kiwanis Roof			\$ 30,000					
	Generator								
	<b>Pool</b>								
	Pool Planning	\$ 50,000			\$ 30,000	\$ 40,000			
	<b>Recreation &amp; Parks Department - Totals</b>	<b>\$ 4,392,980</b>	<b>\$ 10,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 40,000</b>			
<b>General Fund Subtotal</b>		<b>\$ 5,957,980</b>	<b>\$ 1,055,000</b>	<b>\$ 955,000</b>	<b>\$ 1,105,000</b>	<b>\$ 1,135,000</b>			
Current Year Taxes		\$ 650,000	\$ 655,000	\$ 755,000	\$ 805,000	\$ 835,000			
Fund Balance		\$ 965,000							
Grants		\$ -	\$ 400,000	\$ 200,000	\$ 300,000	\$ 300,000			
Borrowed Funds		\$ 4,342,980	\$ -	\$ -	\$ -	\$ -			

**CAPITAL EQUIPMENT REPLACEMENT PROGRAM  
(2024-2048)**

**CAPITAL EQUIPMENT  
REPLACEMENT PROGRAM**

The large spreadsheet entitled  
“Capital Equipment  
Replacement Program  
(2024–2048)”  
is posted on the home page  
of the Town of Brattleboro’s website  
([www.brattleboro.org](http://www.brattleboro.org))

Click on **“FY24 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, 2022**

### **AND INDEPENDENT AUDITOR'S REPORT**



**TOWN OF BRATTLEBORO, VERMONT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2022**  
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## **INDEPENDENT AUDITOR'S REPORT**

To the Brattleboro Selectboard  
Town of Brattleboro, Vermont

### **Opinions**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Brattleboro, Vermont as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Town of Brattleboro, Vermont's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Brattleboro, Vermont, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America (GAAP).

### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAP). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Brattleboro, Vermont, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP), and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Brattleboro, Vermont's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Brattleboro, Vermont's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Brattleboro, Vermont's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America (GAAP) require that the management's discussion, pages 5 through 10, 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 and Budget and Actual General Fund on Schedule 5 and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), 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 (GAAP), which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Brattleboro, Vermont's basic financial statements. The combining and individual nonmajor fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAP). In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

#### **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

*Batchelder Associates, P.C.*

Batchelder Associates, PC  
Barre, VT 05641  
License #945  
November 1, 2022

**TOWN OF BRATTLEBORO, VERMONT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2022**

This discussion and analysis are 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 custodian 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 like the accounting used by most private-sector companies. All 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, 2022**

*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 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 soon 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, 2022**

**Financial Highlights**

- The net position of the Town's governmental activities increased by \$1,267,421 or approximately 6.0%. The net position of our business-type activities increased by \$3,510,467, or approximately 9.7%.
- The General Fund reported an increase in fund balance this year of \$8,941, which was better than budgeted. This favorable budget variance was due to higher tax collections, lower expenditures in risk management, and emergency services.
- The unassigned fund balance of the General Fund was \$3,093,671 as of June 30, 2022. This represents the amount of funds available for future budgets. The committed fund balance was \$300,000 to fund paving projects. The non-spendable fund balance was \$113,600, including \$82,860 in prepaid expenditures, inventories of \$30,740 and assigned fund balance for web design of \$59,300.
- The Development Fund reported a decrease in fund balance this year of \$ 90,319 compared to a decrease of \$ 358,668 in the prior year. This decrease was largely due to an increase in expenditures in the SBAP fund.
- The Capital Projects Fund reported an increase in fund balance this year of \$493,950, compared to a decrease of \$558,031 in the prior year. This increase from the previous year was primarily due to projects planned in 2022 to be completed at a future date.

**Government-wide Financial Analysis**

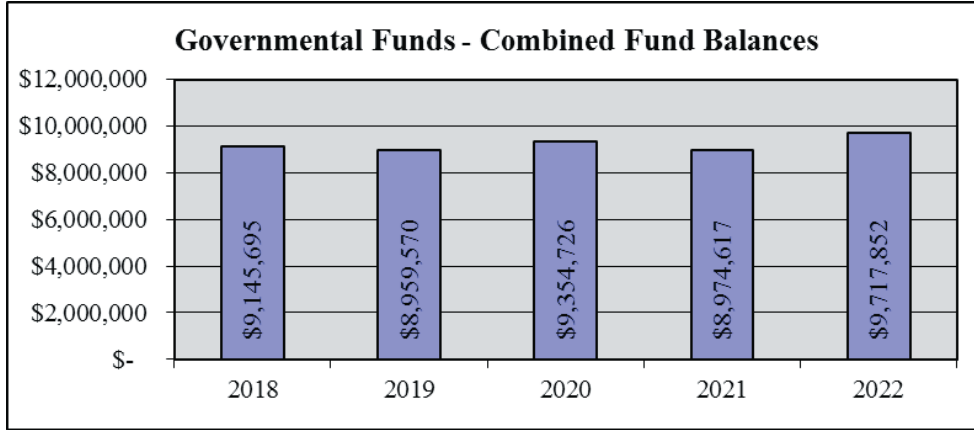
The Statement of Net Position as of June 30, 2022, shows total recorded assets of the Town are \$106,776,527. This includes the net value of capital assets of \$82,253,121. Total assets reported in 2021 were \$102,493,408. Of the 2022 assets, \$20,905,741 are current assets. The noncurrent assets are 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 on June 30, 2022 totaled \$2,355,785. The liabilities of the Town on June 30, 2022 totaled \$37,893,129 including \$5,879,689 in current liabilities, and \$32,013,440 in noncurrent liabilities. The liabilities of the Town on June 30, 2021 totaled \$42,664,610 including \$2,267,802 in current liabilities, and \$40,396,808 in noncurrent liabilities. Deferred inflows of the Town on June 30, 2022 totaled \$8,453,501.

The Statement of Activities reports total operating expenses for 2022 of \$27,260,242 which includes depreciation of capital assets of \$4,828,649. Total expenses for 2021 were \$27,991,376 (including depreciation of capital assets of \$4,698,809). 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 \$17,187,417 and \$16,717,486 for 2022 and 2021, 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, 2022, the Town's total revenues exceeded expenses by \$4,777,889 and increased net position on June 30, 2022 to \$62,785,682. This is due to the Town receiving significant loan forgiveness from the state's water revolving loan fund in FY2022. For the year ending June 30, 2021, expenses exceeded revenues, decreasing government-wide net position by \$121,176.

**TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022**

**Governmental Funds**

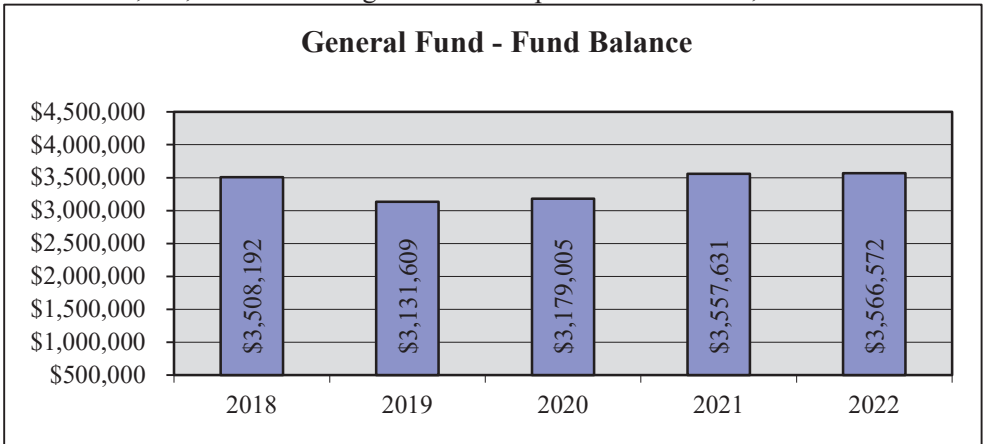


The Town's governmental funds reported combined ending fund balances of \$9,717,851 an increase of \$743,235 for the year then ended.

In 2021 the General Fund experienced an increase in fund balance of \$378,626. In 2022 the General Fund recorded an increase in fund balance of \$8,941, resulting in a June 30, 2022 fund balance of \$3,566,571, of which \$59,300 was assigned, \$300,000 was committed and \$3,093,671 was unassigned and non-spendable was \$113,600.

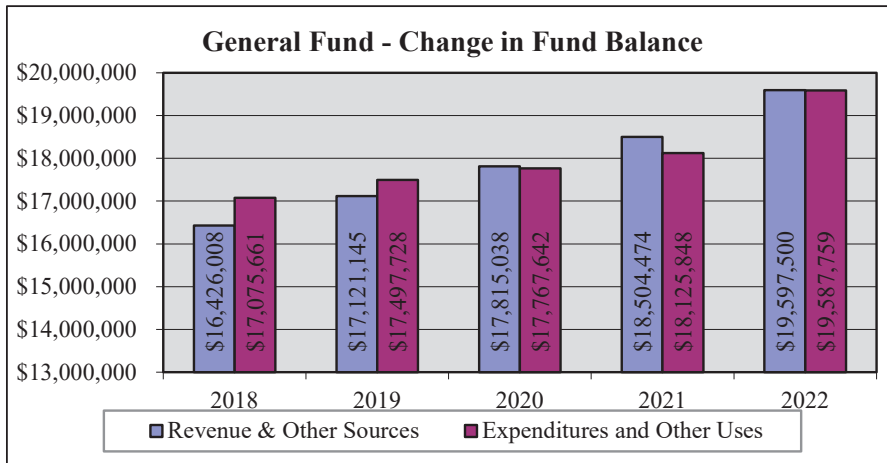
The 2022 increase in fund balance resulted from favorable budget variances in tax revenues and lower expenditures in risk management and Emergency services.

The 2021 increase in fund balance resulted from favorable budget variances in tax revenues and lower expenditures in risk management, the police department, public works, and in recreation and parks.





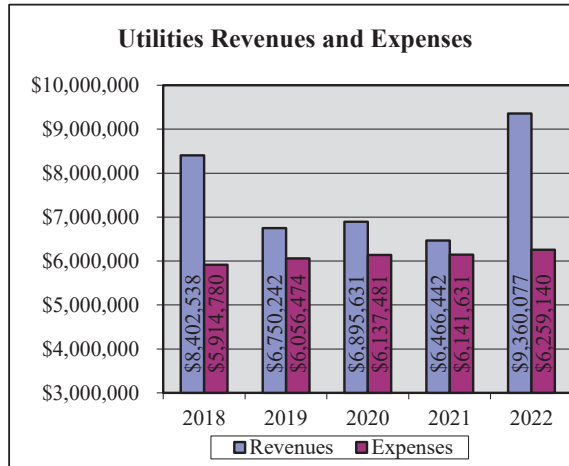
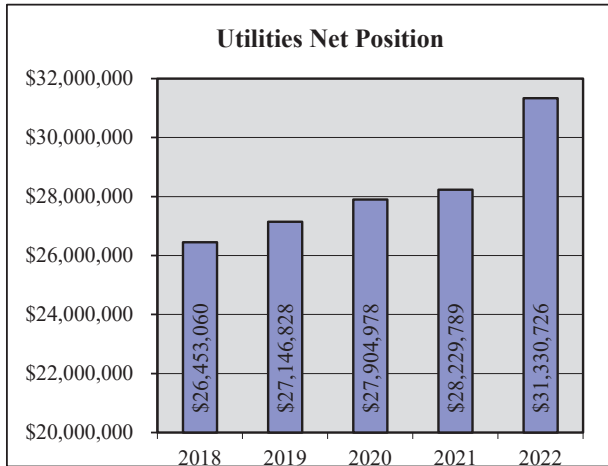
**TOWN OF BRATTLEBORO, VERMONT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2022**



As shown on the Statement of Revenues and Expenditures - Budget and Actual - General Fund, revenues exceeded the budget by \$428,509. Actual expenditures were less than the budgeted expenditures by \$472,669. Monitoring of expenditures and revenues is conducted on an on-going basis with financial reports being reviewed on a monthly basis by the Selectboard.

**Proprietary Funds**

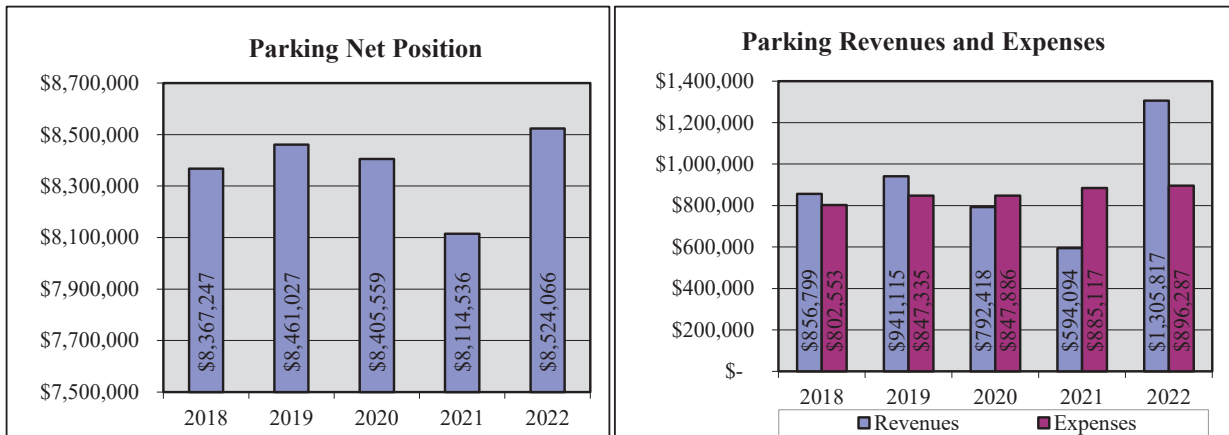
The Utilities Fund net position increased by \$3,100,937 in 2022. The large increase is due to the Town receiving significant loan forgiveness in the amount of \$2,682,747 from the state's water revolving loan fund. This fund remains on target as it continues to maintain a substantial cash balance in preparation for upgrades to the water plant.



Operating revenues exceeded operating expenses by \$3,824,729 and non-operating revenue was \$30,071 in 2022 compared to \$31,122 in 2021. Non-operating expense for interest for the years ending June 30, 2022, and 2021 were \$452,963 and \$318,294, respectively. Transfers out were \$300,900 and \$295,008 in 2022 and 2021.

**TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022**

The Parking Fund showed an increase in net position of \$409,530.



Operating revenue Increased by \$77,295 from the previous year. Operating expenses decreased by \$32,574 primarily due to a decrease in Contractual services and maintenance expense. Non-operating revenues decreased by \$10,797. Operating expenses exceeded operating revenues by \$140,603 and non-operating revenue was \$433 in 2022 compared to \$11,230 in 2021. Non-operating expense for interest for the years ending June 30, 2022, and 2021 were \$5,525 and \$6,781, respectively. Transfers in were \$645,245 in 2022 due to replacement of lost revenue from ARPA funds and \$0 in 2021. Transfers out were \$90,000 in 2022 and \$45,000 in 2021.

### Capital Assets and Debt Administration

#### Capital Assets

On June 30, 2022, the Town had \$82,253,121 compared to \$79,997,186 on June 30, 2021. The Town is 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 increase (including additions and deductions) of \$2,255,935 from last year.

#### Debt Administration

As of June 30, 2022, the Governmental Activities had \$9,003,335 in debt and capital leases outstanding compared to \$9,970,618 on June 30, 2021, a net decrease of \$967,283 (11.0%). This decrease is the result of principal payments on governmental debt \$843,333 and leases \$123,951. As of June 30, 2022, the Utilities Fund had \$15,626,169 in debt outstanding compared to \$19,962,953 on June 30, 2021, a decrease of \$4,436,784 (29.0%). This decrease is due to principal payments on debt of \$1,654,037 and principal forgiveness from the state water revolving loan fund of \$2,682,747. As of June 30, 2022, the Parking Fund had \$0 in outstanding debt compared to \$0 on June 30, 2021, representing no change.

**TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2022**

**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 2023, 52.5% of the property taxes billed by the Town of Brattleboro will be used to fund public education. The portion collected for municipal services is sufficient to fund previously approved levels of service for all basic Town functions and an increased commitment to Human Services funding, capital funding and compensation for Town employees.

For fiscal year 2023, Representative Town Meeting approved a General Fund Budget with a total of \$20,063,642 in expenditures, an increase of \$379,651 (or 1.9%) from the total budgeted General Fund expenditures for fiscal year 2022. This increase is primarily the result of increases in staff salaries and capital project funding. The municipal portion of the Town's property taxes approved by the Brattleboro Selectboard as part of the overall fiscal year 2023 budget was \$15,929,331 which represents an increase of \$355,050 (or 2.1%) from the property taxes approved in fiscal year 2021.

For fiscal year 2023, the Selectboard approved a Utility Fund budget with a total of \$6,330,313 in expenditures, an increase of \$76,070 (or 1.0%) from the total budgeted Utility Fund expenditures for fiscal year 2022. The fiscal year 2023 Utility Fund budget includes a total of \$6,779,660 in revenues, an increase of \$504,551 (or 8.0%) from the total budgeted Utility Fund revenues for fiscal year 2022.

**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**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2022**

Exhibit A

	Governmental Activities	Business-type Activities	Totals
<b>ASSETS:</b>			
Cash and cash equivalents	\$ 15,394,504	\$ 224,978	\$ 15,619,482
Investments	2,220,739	-	2,220,739
Receivables: net of allowance for uncollectibles			
Property taxes	518,541	-	518,541
Accounts	489,570	1,781,597	2,271,167
Internal balances	(6,924,841)	6,924,841	-
Prepaid expenses	90,138	12,320	102,458
Inventory	30,740	142,613	173,353
Loans receivable, net of allowance for uncollectibles	3,617,665	-	3,617,665
Capital assets (net of accumulated depreciation)			
Land and land improvements	4,893,303	2,798,858	7,692,161
Construction in Progress	207,791	6,455,510	6,663,301
Buildings and building improvements	13,244,417	30,994,353	44,238,770
Vehicles and equipment	4,241,617	1,003,176	5,244,793
Roads, Bridges and sidewalks	7,502,688	-	7,502,688
Distribution and Collection Systems	-	10,911,408	10,911,408
Total Assets	<u>45,526,873</u>	<u>61,249,654</u>	<u>106,776,527</u>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>			
Related to Town's Participation in VMERS	1,947,982	258,363	2,206,345
Deferred OPEB Outflows	149,440	-	149,440
Total deferred outflows	<u>2,097,422</u>	<u>258,363</u>	<u>2,355,785</u>
<b>LIABILITIES:</b>			
Accounts payable	407,461	1,220,479	1,627,940
Accrued Payroll	302,042	46,649	348,691
Accrued Compensated absences	93,923	119,427	213,350
Accrued Interest	46,102	107,721	153,823
Due to fiduciary funds	30,000	-	30,000
Note payable	-	3,505,885	3,505,885
Noncurrent Liabilities			
Compensated Absences	405,827	-	405,827
Net OPEB Liability	2,689,210	-	2,689,210
Net Pension Liability	3,786,669	502,231	4,288,900
Due within One year	961,553	1,241,342	2,202,895
Due in more than One Year	8,041,781	14,384,827	22,426,608
Total Liabilities	<u>16,764,568</u>	<u>21,128,561</u>	<u>37,893,129</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Deferred revenue and grants	4,620,184	224,928	4,845,112
Deferred OPEB Inflows	1,048,727	-	1,048,727
Related to Town's Participation in VMERS	2,259,926	299,736	2,559,662
Total deferred inflows of resources	<u>7,928,837</u>	<u>524,664</u>	<u>8,453,501</u>
<b>NET POSITION:</b>			
Net investment in capital assets	21,086,482	36,537,136	57,623,618
Restricted for:			
Community Development	3,042,975	-	3,042,975
Capital Projects	1,741,424	-	1,741,424
Recreation and Parks	355,414	-	355,414
Reappraisal	470,670	-	470,670
Other	540,797	-	540,797
Unrestricted	(4,306,872)	3,317,656	(989,216)
Total net position	<u>\$ 22,930,891</u>	<u>\$ 39,854,792</u>	<u>\$ 62,785,682</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF BRATTLEBORO, VERMONT**  
**GOVERNMENT-WIDE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2022**

Exhibit B

		Program Revenues		Net (Expense) Revenue and Changes in Net Position		
Expenses		Grants and Contributions	Charges for Services	Governmental Activities	Business-type Activities	Totals
FUNCTIONS/PROGRAMS:						
Governmental activities -						
General government	\$ 9,104,188	\$ 2,633,382	\$ 821,473	\$ (5,649,333)	\$ -	\$ (5,649,333)
Public safety	6,028,095	93,595	128,143	(5,806,357)	-	(5,806,357)
Public works	2,878,910	248,800	14,249	(2,615,861)	-	(2,615,861)
Culture and recreation	2,200,288	108,321	489,857	(1,602,110)	-	(1,602,110)
Recycling and solid waste	-	-	-	-	-	-
Interest	284,234	-	-	(284,234)	-	(284,234)
Total governmental activities	20,495,715	3,084,098	1,453,722	(15,957,895)	-	(15,957,895)
Business-type activities -						
Utilities	5,958,240	2,929,630	6,262,397	-	3,233,787	3,233,787
Parking	806,287	-	660,154	-	(146,133)	(146,133)
Total business-type activities	6,764,527	2,929,630	6,922,551	-	3,087,654	3,087,654
	\$ 27,260,242	\$ 6,013,728	\$ 8,376,273	(15,957,895)	3,087,654	(12,870,241)
GENERAL REVENUES:						
				17,187,417	-	17,187,417
				81,312	156,953	238,265
				210,913	11,535	222,448
				(254,325)	254,325	-
				17,225,317	422,813	17,648,130
CHANGE IN NET POSITION				1,267,421	3,510,467	4,777,889
NET POSITION, July 1, 2021				21,663,469	36,344,326	58,007,795
NET POSITION, June 30, 2022				\$ 22,930,891	\$ 39,854,792	\$ 62,785,682

The notes to financial statements are an integral part of this statement.



**TOWN OF BRATTLEBORO, VERMONT**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**JUNE 30, 2022**

Exhibit C

	General Fund	Development Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 15,394,379	\$ -	\$ -	\$ 125	\$ 15,394,504
Investments	-	2,220,739	-	-	2,220,739
Receivables:					
Property taxes	518,541	-	-	-	518,541
Loans receivable, net of allowance for uncollectibles	-	3,617,665	-	-	3,617,665
Accounts receivable - other	382,844	-	-	106,726	489,570
Due from other funds	-	580,171	1,866,852	2,504,127	4,951,150
Prepaid expenditures	82,860	-	-	7,278	90,138
Inventory	30,740	-	-	-	30,740
Total assets	\$ <u>16,409,365</u>	\$ <u>6,418,575</u>	\$ <u>1,866,852</u>	\$ <u>2,618,256</u>	\$ <u>27,313,048</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>					
<b>LIABILITIES:</b>					
Warrants and accounts payable	\$ 260,742	\$ -	\$ 125,428	\$ 21,291	\$ 407,461
Accrued liabilities -					
Payroll	302,042	-	-	-	302,042
Compensated absences	93,923	-	-	-	93,923
Accrued Interest	46,102	-	-	-	46,102
Due to other funds	11,905,991	-	-	-	11,905,991
Total liabilities	<u>12,608,800</u>	<u>-</u>	<u>125,428</u>	<u>21,291</u>	<u>12,755,519</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>					
Deferred property taxes	219,494	-	-	-	219,494
Deferred revenue and grants	14,500	3,375,600	-	1,230,084	4,620,184
Total deferred inflows of resources	<u>233,994</u>	<u>3,375,600</u>	<u>-</u>	<u>1,230,084</u>	<u>4,839,678</u>
<b>FUND BALANCES:</b>					
Nonspendable	113,600	242,065	-	7,278	362,943
Restricted	-	2,425,575	-	567,324	2,992,899
Committed	300,000	375,335	-	792,279	1,467,614
Assigned	59,300	-	1,741,424	-	1,800,724
Unassigned	3,093,671	-	-	-	3,093,671
Total fund balances	<u>3,566,571</u>	<u>3,042,975</u>	<u>1,741,424</u>	<u>1,366,881</u>	<u>9,717,851</u>
Total liabilities, deferred inflows of resources and fund balances	\$ <u>16,409,365</u>	\$ <u>6,418,575</u>	\$ <u>1,866,852</u>	\$ <u>2,618,256</u>	\$ <u>27,313,048</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF BRATTLEBORO, VERMONT**  
**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO NET POSITION**  
**OF GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION**  
**JUNE 30, 2022**

Exhibit D

Amount reported on Balance Sheet - Governmental Funds - total fund balances	\$ 9,717,851
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	65,650,919
Accumulated depreciation	(35,561,103)
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.	
	(405,827)
Liabilities not due and payable in the year are not reported in the governmental funds.	
Long-term debt (incl'd Capital lease) - current	(961,553)
Long-term debt (incl'd Capital lease) - noncurrent	(8,041,781)
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	1,947,982
VMERS Deferred Inflows - pension credits	(2,259,926)
VMERS Net pension liability	(3,786,669)
Deferred OPEB Outflow - expense	149,440
Deferred OPEB Inflows - credits	(1,048,727)
Net OPEB liability	(2,689,210)
Deferred property taxes are reported in the governmental funds to offset uncollected property taxes which are not available financial resources.	
	<u>219,494</u>
Net position of governmental activities - Government-wide Statement of Net Position	\$ <u>22,930,891</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**  
**FOR THE YEAR ENDED JUNE 30, 2022**

Exhibit E

	General Fund	Development Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
<b>REVENUES:</b>					
Property taxes	\$ 17,285,618	\$ -	\$ -	\$ -	\$ 17,285,618
Licenses and permits	243,533	-	-	-	243,533
Investment income (loss)	197,179	10,696	2,118	920	210,913
Intergovernmental	443,774	-	534,164	2,071,687	3,049,625
Donations	-	-	919	33,554	34,473
Other departmental revenue	990,596	-	81,313	219,593	1,291,502
Total revenues	<u>19,160,700</u>	<u>10,696</u>	<u>618,514</u>	<u>2,325,754</u>	<u>22,115,664</u>
<b>EXPENDITURES:</b>					
Current -					
General government	3,763,827	101,015	-	1,158,338	5,023,180
Human services	276,400	-	-	-	276,400
Public safety	5,371,007	-	-	59,554	5,430,561
Public works	2,032,613	-	-	46,292	2,078,905
Culture and recreation	1,542,653	-	-	363,665	1,906,318
Recycling and solid waste	-	-	-	-	-
Pension and benefits	3,347,404	-	-	-	3,347,404
Capital Expenditures				-	
General government	-	-	36,755	-	36,755
Public safety	-	-	138,509	-	138,509
Public works	-	-	1,414,154	-	1,414,154
Culture and recreation	-	-	214,399	-	214,399
Debt service - Principal	843,333	-	-	-	843,333
- Capital lease principal	123,951	-	-	-	123,951
- Interest	284,234	-	-	-	284,234
Total expenditures	<u>17,585,422</u>	<u>101,015</u>	<u>1,803,817</u>	<u>1,627,849</u>	<u>21,118,103</u>
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	<u>1,575,278</u>	<u>(90,319)</u>	<u>(1,185,303)</u>	<u>697,905</u>	<u>997,561</u>
<b>OTHER FINANCING SOURCES (USES):</b>					
Proceeds from borrowing	-	-	-	-	-
Operating transfers in (out), net	(1,566,337)	-	1,679,253	(367,242)	(254,326)
Total other financing sources (uses)	<u>(1,566,337)</u>	<u>-</u>	<u>1,679,253</u>	<u>(367,242)</u>	<u>(254,326)</u>
<b>NET CHANGE IN FUND BALANCES</b>	<u>8,941</u>	<u>(90,319)</u>	<u>493,950</u>	<u>330,663</u>	<u>743,235</u>
<b>FUND BALANCES, July 1, 2021</b>	<u>3,557,631</u>	<u>3,133,294</u>	<u>1,247,474</u>	<u>1,036,218</u>	<u>8,974,617</u>
<b>FUND BALANCES, June 30, 2022</b>	\$ <u>3,566,571</u>	\$ <u>3,042,975</u>	\$ <u>1,741,424</u>	\$ <u>1,366,881</u>	\$ <u>9,717,851</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF BRATTLEBORO, VERMONT**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2022**

Exhibit F

Net change in fund balances - total governmental funds	\$ 743,235
Amounts reported for governmental activities in the Government-wide Statement of Activities are different because -	
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.	
Additions to capital assets, net	1,758,673
Depreciation	(2,023,995)
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	(317,695)
Current year	219,494
Accrued compensated absences are fully accrued for the governmental activities, exceeding the limited accrual for fund accounting by these amounts.	
Prior year	627,371
Current year	(405,827)
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	45,672
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position.	
Proceeds from borrowing	-
Debt service - principal	843,333
Capital lease - principal	123,951
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	(346,790)
Change in net position of governmental activities - Government-wide Statement of Activities	\$ <u>1,267,421</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF BRATTLEBORO, VERMONT**  
**STATEMENT OF NET POSITION - PROPRIETARY FUNDS**  
**JUNE 30, 2022**

Exhibit G

	<u>Utilities Fund</u>	<u>Parking Fund</u>	<u>Totals Proprietary Funds</u>
<b>ASSETS:</b>			
Current assets -			
Cash and cash equivalents	\$ 224,928	\$ 50	\$ 224,978
Accounts receivable: net of allowance for uncollectibles	-	-	-
Accounts	1,781,597	-	1,781,597
Due from other funds	6,408,569	657,288	7,065,857
Inventory	142,613	-	142,613
Prepaid expenses	9,750	2,570	12,320
Capital assets (net of accumulated depreciation)			
Land and land improvements	1,551,337	1,247,521	2,798,858
Construction in Progress	6,455,510		6,455,510
Buildings and building improvements	24,276,621	6,717,732	30,994,353
Distribution and Collection Systems	10,911,408	-	10,911,408
Vehicles and equipment	851,235	151,941	1,003,176
Total assets	<u>52,613,568</u>	<u>8,777,102</u>	<u>61,390,670</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Related to Town's Participation in VMERS	<u>219,531</u>	<u>38,832</u>	<u>258,363</u>
<b>LIABILITIES:</b>			
Accounts payable	1,216,082	4,397	1,220,479
Accrued payroll	40,785	5,864	46,649
Accrued Compensated absences	99,371	20,056	119,427
Accrued Interest	107,721	-	107,721
Due to other funds	-	141,016	141,016
Note payable	3,505,885	-	3,505,885
Noncurrent Liabilities	-	-	-
Net Pension Liability	426,746	75,485	502,231
Due within One year	1,241,342	-	1,241,342
Due in more than One Year	14,384,827	-	14,384,827
Total liabilities	<u>21,022,759</u>	<u>246,818</u>	<u>21,269,577</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Deferred revenue and grants	224,928	-	224,928
Related to Town's Participation in VMERS	254,686	45,050	299,736
Total Deferred Inflows of Resources	<u>479,614</u>	<u>45,050</u>	<u>524,664</u>
<b>NET POSITION:</b>			
Net investment in capital assets	28,419,939	8,117,197	36,537,136
Unrestricted	<u>2,910,787</u>	<u>406,869</u>	<u>3,317,656</u>
Total net position	<u>\$ 31,330,726</u>	<u>\$ 8,524,066</u>	<u>\$ 39,854,792</u>

The notes to financial statements are an integral part of this statement. The notes to the financial statements are an integral part of this statement.



**TOWN OF BRATTLEBORO, VERMONT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES**  
**IN FUND NET POSITION - PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

Exhibit H

	Utilities <u>Fund</u>	Parking <u>Fund</u>	Totals Proprietary <u>Funds</u>
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 6,262,397	\$ 660,154	\$ 6,922,551
Interest and penalties	84,076	-	84,076
Intergovernmental	2,929,630	-	2,929,630
Miscellaneous	<u>53,903</u>	<u>5</u>	<u>53,908</u>
Total operating revenues	<u><u>9,330,006</u></u>	<u><u>660,159</u></u>	<u><u>9,990,165</u></u>
<b>OPERATING EXPENSES:</b>			
Personnel services	1,674,432	321,164	1,995,596
Contractual services	466,980	111,616	578,596
Supplies and materials	290,355	23,350	313,705
Maintenance	94,741	9,984	104,725
Heat, light and power	330,299	35,796	366,095
Depreciation	2,520,655	284,000	2,804,655
Miscellaneous	<u>127,815</u>	<u>14,852</u>	<u>142,667</u>
Total operating expenses	<u><u>5,505,277</u></u>	<u><u>800,762</u></u>	<u><u>6,306,039</u></u>
Operating income (loss)	<u><u>3,824,729</u></u>	<u><u>(140,603)</u></u>	<u><u>3,684,126</u></u>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Gain on sale of assets	18,969	-	18,969
Investment income	11,102	433	11,535
Interest expense	<u>(452,963)</u>	<u>(5,525)</u>	<u>(458,488)</u>
Total nonoperating revenues (expenses)	<u><u>(422,892)</u></u>	<u><u>(5,092)</u></u>	<u><u>(427,984)</u></u>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	3,401,837	(145,695)	3,256,142
Operating transfers in	-	645,225	645,225
Operating transfers out	<u>(300,900)</u>	<u>(90,000)</u>	<u>(390,900)</u>
Total Operating transfers in (out)	(300,900)	555,225	254,325
<b>CHANGE IN NET POSITION</b>	3,100,937	409,530	3,510,467
<b>NET POSITION, July 1, 2021</b>	<u><u>28,229,789</u></u>	<u><u>8,114,536</u></u>	<u><u>36,344,325</u></u>
<b>NET POSITION, June 30, 2022</b>	\$ <u><u>31,330,726</u></u>	\$ <u><u>8,524,066</u></u>	\$ <u><u>39,854,792</u></u>

The notes to financial statements are an integral part of this statement.

**TOWN OF BRATTLEBORO, VERMONT**  
**STATEMENT OF CASH FLOWS - PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

Exhibit I

	Utilities <u>Fund</u>	Parking <u>Fund</u>	Totals Proprietary <u>Funds</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Cash received from customers	\$ 9,852,851	\$ 719,120	\$ 10,571,971
Cash paid to suppliers for goods and services	(151,991)	(196,891)	(348,882)
Cash payments to employees for services	<u>(1,691,600)</u>	<u>(321,426)</u>	<u>(2,013,026)</u>
Net cash provided (used) by operating activities	<u>8,009,260</u>	<u>200,803</u>	<u>8,210,063</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Interest received on investments	<u>11,102</u>	<u>433</u>	<u>11,535</u>
Net cash provided (used) by investing activities	<u>11,102</u>	<u>433</u>	<u>11,535</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>			
(Increase)Decrease in pooled cash due from other funds	(344,540)	(701,005)	(1,045,545)
Operating transfer from (to) other funds	<u>(300,900)</u>	<u>555,225</u>	<u>254,325</u>
Net cash provided (used) by noncapital financing activities	<u>(645,440)</u>	<u>(145,780)</u>	<u>(791,220)</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>			
Purchase of capital assets, net	(5,306,944)	-	(5,306,944)
Net pension liability	2,721,814	(49,931)	2,671,883
Payments on bonds and bond anticipation note	(4,336,784)	-	(4,336,784)
Interest expense on bonds and notes	<u>(452,963)</u>	<u>(5,525)</u>	<u>(458,488)</u>
Net cash provided (used) by capital and related financing activities	<u>(7,374,877)</u>	<u>(55,456)</u>	<u>(7,430,333)</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>			
	45	-	45
<b>CASH AND CASH EQUIVALENTS, July 1, 2021</b>	<u>224,883</u>	<u>50</u>	<u>224,933</u>
<b>CASH AND CASH EQUIVALENTS, June 30, 2022</b>	\$ <u>224,928</u>	\$ <u>50</u>	\$ <u>224,978</u>
<b>ADJUSTMENTS TO RECONCILE OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY/(USED FOR) OPERATING ACTIVITIES:</b>			
<b>OPERATING ACTIVITIES:</b>			
Operating income (loss)	\$ 3,824,729	\$ (140,603)	\$ 3,684,126
Depreciation expense	2,520,655	284,000	2,804,655
(Increase) decrease in accounts receivable	178,899	-	178,899
(Increase) decrease in inventory	5,278	-	5,278
(Increase) decrease in prepaid expenses	75,171	9,473	84,644
(Increase) decrease in deferred outflow	96,017	15,073	111,090
Increase (decrease) in accounts payable	1,077,750	(10,766)	1,066,984
Increase (decrease) in deferred inflow	247,929	43,888	291,817
Increase (decrease) in accrued liabilities	<u>(17,168)</u>	<u>(262)</u>	<u>(17,430)</u>
Net cash provided by (used for) operating activities	\$ <u>8,009,260</u>	\$ <u>200,803</u>	\$ <u>8,210,063</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, 2022**

Exhibit J

	Public Trust Funds Held By <u>Trustees</u>	Lundberg and Auditorium <u>Fund</u>	Library Trust <u>Fund</u>	Custodial <u>Fund</u>	Total Fiduciary <u>Funds</u>
<b>ASSETS:</b>					
Cash and cash equivalents	\$ 1,472	\$ 18,864	\$ 292,550	\$ -	\$ 312,886
Investments, at fair value	298,194	-	2,078,005	-	2,376,199
Due from other funds	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
Total assets	<u>329,666</u>	<u>18,864</u>	<u>2,370,555</u>	<u>-</u>	<u>2,719,085</u>
<b>LIABILITIES:</b>					
Accounts payable	-	9,114	29,121	-	38,235
Intergovernmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u>-</u>	<u>9,114</u>	<u>29,121</u>	<u>-</u>	<u>38,235</u>
<b>NET POSITION:</b>					
Held in trust for specific purpose	329,666	5,000	2,341,434	-	2,676,100
Held in trust for restricted purpose	<u>-</u>	<u>4,750</u>	<u>-</u>	<u>-</u>	<u>4,750</u>
Total net position	<u>\$ 329,666</u>	<u>\$ 9,750</u>	<u>\$ 2,341,434</u>	<u>\$ -</u>	<u>\$ 2,680,850</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF BRATTLEBORO, VERMONT**  
**STATEMENT OF CHANGES IN NET POSITION**  
**FIDUCIARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

Exhibit K

	Public Trust Funds Held by <u>Trustees</u>	Lundberg and Auditorium <u>Fund</u>	Library Trust <u>Fund</u>	Custodial <u>Fund</u>	Total Fiduciary <u>Funds</u>
ADDITIONS:					
Investment earnings -					
Investment income	\$ 8,081	\$ 4	\$ 106,929	\$ -	\$ 115,014
Net increase (decrease) in fair value of investments	8,558	-	(469,192)	-	(460,634)
Property taxes collected for Schools	-	-	-	16,169,447	16,169,447
Contributions	-	-	6,681	-	6,681
Total additions	<u>16,639</u>	<u>4</u>	<u>(355,582)</u>	<u>16,169,447</u>	<u>15,830,508</u>
DEDUCTIONS:					
Broker fees	-	-	12,774	-	12,774
Payments of taxes to Schools	-	-	-	16,169,447	16,169,447
Miscellaneous	<u>33,514</u>	<u>4</u>	<u>107,021</u>	<u>-</u>	<u>140,539</u>
Total deductions	<u>33,514</u>	<u>4</u>	<u>119,795</u>	<u>16,169,447</u>	<u>16,322,760</u>
CHANGE IN NET POSITION	<u>(16,875)</u>	<u>-</u>	<u>(475,377)</u>	<u>-</u>	<u>(492,252)</u>
NET POSITION, July 1, 2021	<u>346,541</u>	<u>9,750</u>	<u>2,816,811</u>	<u>-</u>	<u>3,173,102</u>
NET POSITION, June 30, 2022	\$ <u>329,666</u>	\$ <u>9,750</u>	\$ <u>2,341,434</u>	\$ <u>-</u>	\$ <u>2,680,850</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**1. Summary of significant accounting policies:**

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.

**The Financial 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.

**Basis of Presentation**

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 retracted 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



**TOWN OF BRATTLEBORO, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**1. Summary of significant accounting policies (continued):**

and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

The net costs (by activity) are normally covered by general revenues (Property taxes, intergovernmental revenue, interest income, etc.). This government-wide focus is more on the sustainability of the Town as an entity and the change in the Town's net position resulting from the current year's activities.

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  
FOR THE YEAR ENDED JUNE 30, 2022**

**1. Summary of significant accounting policies (continued):**

Fiduciary Funds - The Town also reports two types of fiduciary funds which are used to account for assets held in a trustee capacity (trust funds) or in a custodial capacity (as an agent) for the benefit of parties outside of the Town. Fiduciary trust funds include trusts held by the Trustees of Public Funds, the Lundberg and Auditorium Fund, and the Library Trust Fund. The custodial fund includes taxes collected on behalf of other governments.

**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.

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**1. Summary of significant accounting policies (continued):**

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.

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 Selectboard delegates the authority.

Unassigned fund balance is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose. If another governmental fund has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund. Positive unassigned amounts will be reported only in the General Fund.

Nonspendable and Restricted funds are 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

**TOWN OF BRATTLEBORO, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**1. Summary of significant accounting policies (continued):**

outstanding balances between funds are reported as “due to/from other funds”. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

Pension for purposes of measuring the proportionate share of the net pension liability and the related deferred outflows/inflows of resources and pension expense, information about the fiduciary net position of the Vermont Municipal 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, 2022, 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, 2022, are as follows:

**TOWN OF BRATTLEBORO, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**2. Cash and investments (continued):**

	Governmental Activities	Fiduciary Funds	Total
U.S. Government obligations	\$ 2,220,739	\$ -	\$ 2,220,739
International obligations	-	-	-
Municipal obligations	-	47,187	47,187
Corporate obligations	-	222,013	222,013
Common and preferred stock	-	1,756,879	1,756,879
Mutual funds - various	-	350,120	350,120
	<u>\$ 2,220,739</u>	<u>\$ 2,376,199</u>	<u>\$ 4,596,938</u>

Credit risk – Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. The Town's investment in debt related securities include U.S. Government obligations with an implicit rating of AAA.

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, 2022, 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 obligations	\$ 2,220,739	\$ 80,263	\$ 2,140,476	\$ -	\$ -
International obligations	-	-	-	-	-
Municipal obligations	47,187	-	-	-	47,187
Corporate obligations	<u>222,013</u>	<u>25,053</u>	<u>114,287</u>	<u>82,673</u>	<u>-</u>
	<u>\$ 2,489,939</u>	<u>\$ 105,316</u>	<u>\$ 2,254,763</u>	<u>\$ 82,673</u>	<u>\$ 47,187</u>

Foreign currency risk – Foreign currency risk is the risk that changes in foreign exchange rates will adversely affect the fair value of an investment. The Town does not have any such investments, or policies for foreign currency risk.

Concentration of credit risk - Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The Town's policy states this risk will be addressed by diversifying so that the impact of losses from any one type of investment will be minimized. As of June 30, 2022, the Town holds \$2,220,739 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 47% of the Town's total investments. No other investments exceed 5% in any one issuer.

Investment policy - The Town's investment policy allows the investment of Town funds in savings accounts, certificates of deposit, money market accounts, and repurchase agreements with qualified public depositories, banker's acceptances, and commercial paper rated in the highest tier, investment grade obligations of state and local governments and public authorities, and in obligations of the U.S. Government and its agencies. The Public Trust Funds Held by Trustees and the Library Trust Funds are managed under separate investment policies adopted by their trustees which allow investments in corporate stocks, corporate obligations and mutual funds, as well.



**TOWN OF BRATTLEBORO, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**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 2023.

**4. Capital assets:**

Capital asset activity for the year ended June 30, 2022 was as follows:

	Balance June 30, 2021	Increase	Decrease	Balance June 30, 2022
<b>Governmental activities -</b>				
Capital assets, not depreciated:				
Land	\$ 2,338,144	-	-	\$ 2,338,144
Construction in process	98,477	126,581	17,267	207,791
Total capital assets, not depreciated	<u>2,436,621</u>	<u>126,581</u>	<u>17,267</u>	<u>2,545,935</u>
Capital assets, depreciated:				
Buildings and improvements	19,063,520	37,956	-	19,101,476
Improvements, other	7,171,330	89,410	-	7,260,740
Machinery and equipment	10,654,311	385,441	285,115	10,754,637
Infrastructure	24,806,435	1,181,696	-	25,988,131
Total capital assets, depreciated	<u>61,695,596</u>	<u>1,694,503</u>	<u>285,115</u>	<u>63,104,984</u>
Less accumulated depreciation for:				
Buildings and improvements	5,287,545	569,514		5,857,059
Improvements, other	4,439,862	265,719		4,705,581
Machinery and equipment	5,983,343	769,648	239,971	6,513,020
Infrastructure	18,066,329	419,114		18,485,443
Total accumulated depreciation	<u>33,777,078</u>	<u>2,023,995</u>	<u>239,971</u>	<u>35,561,103</u>
Total capital assets, depreciated, net	<u>27,918,518</u>	<u>(329,492)</u>	<u>45,144</u>	<u>27,543,881</u>
Capital assets, net, governmental	<u>30,355,139</u>	<u>(202,911)</u>	<u>62,411</u>	<u>30,089,816</u>

Depreciation expense of \$2,023,995 in the governmental activities was allocated to expenses of the general government (\$286,814), public safety (\$643,206), public works (\$800,005) and culture and recreation (\$293,970) programs based on capital assets assigned to those functions.

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**4. Capital assets (continued):**

	Balance <u>June 30, 2021</u>	<u>Increase</u>	<u>Decrease</u>	Balance <u>June 30, 2022</u>
Business-type activities -				
Capital assets, not depreciated:				
Land - Utilities	802,415			802,415
Land - Parking	609,974			609,974
Construction in process	<u>1,888,029</u>	<u>5,089,264</u>	<u>566,851</u>	<u>6,410,442</u>
Total capital assets, not depreciated	<u>3,300,418</u>	<u>5,089,264</u>	<u>566,851</u>	<u>7,822,831</u>
Capital assets, depreciated:				
Utilities - water	25,015,985	696,403	67,927	25,644,461
Utilities - sewer	51,937,629	107,097	29,000	52,015,726
Parking	<u>11,839,744</u>	<u>-</u>	<u>-</u>	<u>11,839,744</u>
Total capital assets, depreciated	<u>88,793,358</u>	<u>803,500</u>	<u>96,927</u>	<u>89,499,931</u>
Less accumulated depreciation for:				
Utilities - water	14,174,551	693,615	67,927	14,800,239
Utilities - sewer	24,228,657	1,827,039	29,000	26,026,696
Parking	<u>4,048,521</u>	<u>284,000</u>	<u>-</u>	<u>4,332,521</u>
Total accumulated depreciation	<u>42,451,729</u>	<u>2,804,654</u>	<u>96,927</u>	<u>45,159,456</u>
Total capital assets, depreciated, net	<u>46,341,629</u>	<u>(2,001,154)</u>	<u>-</u>	<u>44,340,475</u>
Capital assets, net, business-type	<u>49,642,047</u>	<u>3,088,110</u>	<u>566,851</u>	<u>52,163,305</u>
Government-Wide Capital assets, net	\$ <u>79,997,186</u>	\$ <u>2,885,199</u>	\$ <u>629,262</u>	\$ <u>82,253,121</u>

Depreciation expense of \$2,804,654 in the business-type activities was recorded in the Utilities Fund (\$2,520,654) and the Parking Fund (\$284,000) in the proprietary fund statements.

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**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, 2022, are as follows:

Included in the interfund receivables for the Utilities Fund and Parking Fund is a \$141,016 advance from the Utilities Fund to the Parking Fund.

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
Governmental funds -		
General Fund	\$ -	\$ 11,905,991
Development Fund	580,171	-
Capital Projects Fund	1,866,852	-
Other Governmental Funds	2,504,127	-
	<u>4,951,150</u>	<u>11,905,991</u>
Proprietary funds -		
Utilities Fund	6,408,569	-
Parking Fund	657,288	141,016
	<u>7,065,857</u>	<u>141,016</u>
Fiduciary funds	30,000	-
	<u>\$ 12,047,007</u>	<u>\$ 12,047,007</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, 2022 were as follows:

The General Fund received transfers of \$436,800 from the proprietary funds as reimbursement of expenditures for administration and other operating costs.

The General Fund transferred \$277,983 to Other Governmental Funds and \$1,679,253 to the Capital Projects Fund.

	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 436,800	\$ 2,003,137
Development Fund	-	-
Capital Projects Fund	1,679,253	-
Other Governmental Funds	277,983	645,225
Utilities Fund	-	300,900
Parking Fund	645,225	90,000
Fiduciary funds	-	-
	<u>\$ 3,039,261</u>	<u>\$ 3,039,261</u>

**7. Note payable:**

The Town received a Drinking Water State Revolving Fund loan for the replacement of the existing water treatment facility. As of June 30, 2022, \$3,505,885 has been drawn on the loan. This is a note payable until project completion and the issuance of a long-term bond.

**TOWN OF BRATTLEBORO, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**8. Long-term Liabilities:**

Outstanding long-term liabilities for the year ended June 30, 2022, consisted of:

	Balance June 30, 2021	Additions	Reductions	Balance June 30, 2022	Due Within One Year
<b>Governmental activities -</b>					
Notes payable (1.51% - 2.32%):					
Fire Ladder Truck Note					
payments through July 2028	\$ 400,000	\$ -	\$ 50,000	\$ 350,000	\$ 50,000
General obligation bonds (0.44% - 5.24%):					
General purpose, maturities through -					
November 2022	50,000	-	25,000	25,000	25,000
November 2028	2,666,668	-	333,333	2,333,335	333,333
November 2031	490,000	-	45,000	445,000	45,000
November 2036	6,240,000	-	390,000	5,850,000	390,000
Capital Lease	123,950	-	123,951	(1)	118,220
Compensated Absences	627,371	-	221,544	405,827	-
Net OPEB Liability	2,501,574	-	(187,636)	2,689,210	-
Net Pension Liability	6,474,713	-	2,688,044	3,786,669	-
<b>Total governmental activities</b>	<b>\$ 19,574,276</b>	<b>\$ -</b>	<b>\$ 3,689,236</b>	<b>\$ 15,885,040</b>	<b>\$ 961,553</b>
<b>Business-type activities -</b>					
General obligation bonds (-3.00% - 5.64%):					
Parking, through December 2021	\$ -	\$ -	\$ -	\$ -	\$ -
Net Pension Liability - Parking	125,416	-	49,931	75,485	-
Wastewater, Revolving Loan Fund -					
RF1-127, through December 2033	7,018,319	-	3,160,823	3,857,496	287,613
RF1-024, through September 2031	1,562,861	-	128,433	1,434,428	131,001
RF1-171, through June 2036	736,297	-	42,577	693,720	43,428
Wastewater, Recovery Zone Economic Development, through December 2030	7,550,000	-	660,000	6,890,000	680,000
Special obligation bonds (-3.0% - 2.0%):					
Tri-Park Water, through June 2043	1,413,918	-	283,353	1,130,565	36,470
Tri-Park Sewer, through June 2033	1,681,558	-	61,598	1,619,960	62,830
Net Pension Liability - Utilities	734,163	-	307,417	426,746	-
<b>Total business-type activities</b>	<b>\$ 20,822,532</b>	<b>\$ -</b>	<b>\$ 4,694,132</b>	<b>\$ 16,128,400</b>	<b>\$ 1,241,342</b>

**TOWN OF BRATTLEBORO, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**8. Long-term Liabilities (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

RF1-127 - The Town received a loan of \$14,064,704 from the Clean Water State Revolving Loan Fund (CWSRLF) for planning, design engineering, and a portion of construction costs of a Wastewater Treatment Plant (WWTP) Upgrade. The loan has a 2.0% administration fee in lieu of interest. The Town recognized loan forgiveness subsidies of \$1,100,000, \$2,368,442 and \$2,682,747 in fiscal years 2014, 2018 and 2022, respectively. The loan is payable in annual installments of \$792,879 from December 2014 through December 2017 and annual installments of \$618,443 from December 2018 through December 2021 and annual installments of \$364,763 from December 2022 through December 2033.



**TOWN OF BRATTLEBORO, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**8. Long-term liabilities (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 town recognized a loan forgiveness subsidy in the amount of \$246,883 in FY 2022. The sewer replacement annual debt service is \$159,007 from June 2014 through June 2033. The water main annual debt service is \$36,469.86 from June 2022 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>
2023	\$ 843,333	\$ 265,852	\$ 1,241,343	\$ 343,183
2024	818,333	242,435	1,271,840	312,630
2025	818,333	213,463	1,302,547	280,778
2026	818,333	189,425	1,333,469	247,306
2027	818,333	163,884	1,364,609	211,780
2028-2032	2,936,667	482,828	6,488,100	491,818
2033-2037	1,950,000	148,249	1,507,325	32,334
2038-2042	-	-	622,406	-
2043-2048	-	-	275,711	-
2048-2052	-	-	182,349	-
2053-2057	-	-	36,470	-
	<u>\$ 9,003,335</u>	<u>\$ 1,706,136</u>	<u>\$ 15,626,169</u>	<u>\$ 1,919,829</u>

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**9. Capital leases:**

The Town has no active leases as of 6/30/22

**10. 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.

**11. Other postemployment benefit (OPEB) plan:**

Retirement Health Plan for Brattleboro public safety employees -

Plan description: In addition to the pension benefits described in note 11, the Town administers a single employer defined benefit healthcare plan for retired public safety employees ("the plan"). The plan provides healthcare insurance for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active employees and retired members. As of July 1, 2021, the measurement date, the Town's plan included Sixty-eight (68) members, with nine (9) retirees and spouses receiving benefits and Fifty-nine (59) active employees who could be eligible to receive future benefits. The plan does not issue a separate financial report.

The Town calculates and reports the cost of the healthcare benefits promised certain employees during the period of the employee's active employment while the benefits are being earned, although the Town pays for these benefits on a pay-as-you-go basis.

Funding policy: The Town will pay 40% of the two-person health insurance premium for members of the Brattleboro public safety employees who have worked for the Town continuously for 20 years and who retire after attaining age 50. At age 55 the Town will pay 60% of the two-person health insurance premium, until the former Brattleboro public safety employee is eligible for Medicare benefits. The retiree and the Town contributions are governed by the terms of the Brattleboro Professional Firefighters Association and the New England Police Benevolent Association union contracts.

The contribution requirements of plan members and the Town are established and may be amended through Town ordinances. The required contribution is based on the projected pay-as-you-go financing requirements. For the 2022 fiscal year, the total Town premiums plus implicit costs for the retiree medical

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**11. Other postemployment benefit (OPEB) plan (continued):**

programs are \$44,342. The Town is also to contribute to an OPEB Trust of \$0 for the 2022 fiscal year for a total contribution of \$130,000.

Investment policy: The Town has not established a formal Investment Policy related to OPEB funding.

Actuarially Determined Contribution (ADC): The Town's Actuarially Determined Contribution (ADC) is an amount actuarially determined in accordance with the parameters of GASB Statement No. 74/75 which represents the level of funding that, if paid on an ongoing basis, is projected to cover the service cost each year and amortize any unfunded actuarial liabilities (or funding excess). The components of the Town's annual ADC for the fiscal year and the amount actually contributed to the plan are shown in Schedule 4 *Actuarially Determined OPEB Contributions Excess/(Deficit)*.

OPEB liabilities, OPEB expense, deferred outflows of resources, deferred inflows of resources:

In 2017, the Town implemented a change in governmental accounting and reporting which was mandated by the Governmental Accounting Standards Board in GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The impact on these financial statements is to include the Town's net OPEB liability and deferred inflows and outflows of resources for OPEB expense and the related effects on government-wide net position and activities. Financial statements of the individual funds have not been affected by the change in 2017.

As of June 30, 2022, based on an actuarial valuation date of July 1, 2020, the plan was 0% funded and had a total OPEB liability of \$2,689,210, resulting in a net OPEB liability of \$2,689,210. For the year ended June 30, 2022, the Town recognized OPEB expense of \$50,585. As of June 30, 2022, the Town reported deferred outflows of resources of \$149,440, all of which arose from the recognition of the effects of differences between expected and actual experience. On June 30, 2022, the Town reported deferred inflows of resources of \$1,048,727, resulting from a change in assumptions. The deferred inflows and outflows of resources are recognized as OPEB expense over 7 years.

Components of the Town's OPEB Expenses for the Fiscal Year Ending June 30, 2022	
<i>Description</i>	<i>Amount</i>
I. Service Cost	\$ 230,215
II. Interest on Net OPEB Liability	\$ 53,678
III. Deferred (Inflows)/Outflows from Plan Experience*	\$ (266,274)
IV. Deferred (Inflows)/Outflows from Changes in Assumptions*	\$ 32,966
V. Projected Earnings on OPEB Plan Investments	\$ -
VI. Deferred (Inflows)/Outflows from Earnings on Plan Investments**	\$ -
VII. Financial Statement Expense Prior to Plan Design Changes	\$ 50,585
VII. Expense Related to Change in Benefit Terms***	\$ -
Net OPEB Expense	<u>\$ 50,585</u>
* Amortized over 7 years	
** Amortized over 5 years	
*** Recognized Immediately	

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**11. Other postemployment benefit (OPEB) plan (continued):**

Sensitivity of the Town's OPEB liability to changes in the healthcare trend rate and to changes in the discount rate: The following shows the OPEB liability calculated using the healthcare trend rate of 4.5% and the discount rate of 2.0% as well as the OPEB liability if it were calculated using a healthcare trend rate and a discount rate that is one percent lower or one percent higher.

<b>Healthcare Trend Rate</b>		
<u>1% Decrease (3.5%)</u>	<u>Current Trend Rate (4.5%)</u>	<u>1% Increase (5.5%)</u>
\$2,145,069	\$2,501,574	\$2,935,209
<b>Discount Rate</b>		
<u>1% Decrease (1.0%)</u>	<u>Current Trend Rate (2.0%)</u>	<u>1% Increase (3.0%)</u>
\$2,763,863	\$2,501,574	\$2,257,880

Funded status and funding progress: An independent actuary valued the Town's OPEB liabilities as of July 1, 2021. The net OPEB liability for the postemployment healthcare benefits promised to eligible retired public safety employees was \$2,501,574 as of June 30, 2021, all of which was unfunded. The covered payroll used in the valuation (annual payroll of active employees covered by the plan) was \$3,412,518, and the ratio of the net OPEB liability to the covered payroll was 73.3%.

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 2021 actuarial valuation used the Individual Entry Age Normal Actuarial Cost Method. Current employees and retirees only are considered; no provision is made for future hires. The actuarial assumptions include a healthcare inflation rate of 2.5% and an annual compensation increase assumption of 3.0%.

Required supplementary information: Implementation of GASB Statement No. 75 requires reporting of ten years of historical OPEB information by employers. This information will be built up by year for the next ten years in the *Change in the Net OPEB Liability (Schedule 3)* and *Actuarially Determined OPEB Contributions Excess/(Deficit) (Schedule 4)*.

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**12. 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, 2021, the measurement date selected by the State of Vermont, VMERS was funded at 86.29% and had a plan fiduciary net position of \$926,034,330 and a total pension liability of \$1,073,218,528 resulting in a net pension liability of \$147,184,198. As of June 30, 2022, the Town's proportionate share of this was 2.91397% resulting in a liability of \$4,288,903. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021. 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, 2021, the Town's proportion of 2.91397% was an increase of 0.01474% from its proportion measured as of June 30, 2020. For the year ended June 30, 2021, the Town recognized pension expense of \$680,680.

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 \$680,680 will be recognized as a reduction of the net pension liability in the year ended June 30, 2022.

	Deferred Outflow of	Deferred Inflow of
Difference between expected and actual experience	\$ 799,375	\$ -
Changes in assumptions	677,925	-
Difference between projected and actual earnings on pension plan investments	-	2,528,857
Changes in proportional share of contributions	48,365	-
Difference between the employer contributions and proportionate share of total contributions	-	30,805
Town's required employer contributions made subsequent to the measurement date	<u>680,680</u>	<u>-</u>
	<u>\$ 2,206,345</u>	<u>\$ 2,559,662</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
2022	13,493
2023	(108,158)
2024	(261,322)
2025	(678,010)
Total	<u>\$(1,033,997)</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, 2021, the retirement system consisted of 499 participating employers.



**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**12. 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  
FOR THE YEAR ENDED JUNE 30, 2022**

**12. 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 – 5.625%

Group D – 12.1%

*Employer Contributions:*

Group B – 6.25 %

Group D – 10.6%

*Retirement Stipend:* \$25 per month payable at the option of the Board or retirees.

Significant Actuarial Assumptions and Methods

*Investment rate of return:* 7.00%, net of pension plan investment expenses, including inflation

*Salary increases:* Varying service-based rates from 0-10 years of service, then a single rate of 4.50% per year.

*Pre-Retirement:*

Groups A/B/C – 40% PubG-2010 General Employee below-median and 60% of PubG-2010 General Employee, with generational projection using Scale MP-2019.

Group D – PubG-2010 General Employee above-median, with generational projection using Scale MP-2019.

*Healthy Post-retirement – Retirees:*

Groups A/B/C – 104% of 40% PubG-2010 General Employee below-median and 60% of PubG-2010 General Employee, with generational projection using Scale MP-2019.

Group D – PubG-2010 General Employee above-median, with generational projection using Scale MP-2019.

*Healthy Post-retirement – Beneficiaries:*

Groups A/B/C – 70% Pub-2010 Contingent Survivor below-median and 30% of Pub-2010 Contingent Survivor, with generational projection using Scale MP-2019.

Group D – Pub-2010 Contingent Survivor, with generational projection using Scale MP-2019.

*Disabled Post-retirement:*

All Groups – PubNS-2010 Non-safety Disabled Retiree, with generational projection using Scale MP-2019.

*Spouse's Age:* Females three years younger than male

**TOWN OF BRATTLEBORO, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**12. Pension plans: Vermont Municipal Employees' Retirement System (continued)**

Summary of System Provisions (continued)

*Cost-of-Living Adjustments:* Assumed to occur on January 1 following one year of retirement at the rate of 1.20% per annum for Groups B and D members (beginning at Normal Retirement eligibility age for members who elect reduced early retirement, at age 62 for members of Groups B, and D who receive a disability retirement benefit).

*Actuarial Cost Method:* Entry Age Actuarial Cost Method. Entry Age is the age at date of employment or, if date is unknown, current age minus years of service. Normal Cost and Actuarial Accrued Liability are calculated on an individual basis and are allocated by salary, with Normal Cost determined using the plan of benefits applicable to each participant.

*Actuarial Value of Assets:* A smoothing method is used, under which the value of assets for actuarial purposes equals market value less a five-year phase-in of the differences between actual and assumed investment return. The value of assets for actuarial purposes may not differ from market value of assets by more than 20%.

*Inflation:* 2.30%

*Long-term expected rate of return:* The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return weighting the expected future real rates of return by the target asset allocation percentage and adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2020, is summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Global Equity	29.00%	7.07%
US Equity – Large Cap	4.00	6.19
US Equity – Small/Mid Cap	3.00	6.93
Non-US Equity – Large Cap	5.00	7.01
Non-US Equity – Small/Mid	2.00	7.66
Emerging Markets Debt	4.00	3.66
Core Bond	20.00	0.39
Private & Alternate Credit	10.00	6.03
US TIPS	3.00	-0.20
Core Real Estate	5.00	4.06
Non-Core Real Estate	3.00	6.43
Private Equity	10.00	11.27
Infrastructure Farmland	<u>2.00</u>	5.44
	100.00%	

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**12. 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 7.00%. In accordance with paragraph 29 of GASB 68, professional judgement was applied to determine that the System's projected fiduciary net position exceeds projected benefit payments for current active and inactive members for all years. The analysis was based on the expectation that employers will continue to contribute at the rates set by the Board, which exceed the actuarially determined contribution, which is comprised on an employer normal cost payment and a payment to reduce the unfunded liability to zero by June 30, 2038. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The following presents the net pension liability, calculated using the discount rate of 7.00%, as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower (6.00%) or one percent higher (8.00%) than the current rate:

<u>1% Decrease (6.00%)</u>	<u>Discount Rate (7.00%)</u>	<u>1% Increase (8.00%)</u>
\$8,477,262	\$4,288,900	\$844,847

**12. 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, 2022:

Number of active plan participants	<u>8</u>
Current year covered payroll	\$ <u>314,301</u>
Current year total payroll	\$ <u>8,866,842</u>
Contributions by Town (9.5% of covered payroll)	\$ <u>30,441</u>
Contributions by employees (3.8% of covered payroll)	\$ <u>21,257</u>

**TOWN OF BRATTLEBORO, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

**13. Fund balances:**

The General Fund reported a nonspendable fund balance (\$113,600) for inventory and prepaid expenditures, and an assigned fund balance of \$59,300 for future web design. The General Fund also reported a \$300,000 committed fund balance for paving projects. The General Fund's unassigned fund balance on June 30, 2022, was \$3,093,671.

The Development Fund reported a nonspendable fund balance (\$242,065) for those loan balances not offset by deferred revenue; the remaining balance of these programs are restricted \$2,425,575 by program regulations or committed \$375,335 by Town Meeting Members.

The Capital Projects Fund reported a restricted fund balance (\$ 0), and an assigned fund balance that represents \$1,631,326 for capital projects which has not been used and \$110,098 for a Fire Truck Reserve 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
<b>Nonspendable:</b>				
General Fund	\$ 113,600	\$ -	\$ -	\$ -
Community Development Fund	242,065	-	-	-
Grants Fund	1,200	-	-	-
Recreation Programs	6,078	-	-	-
	<u>362,943</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Restricted:</b>				
Community Development Fund	2,425,575	-	3,042,975	-
Fire and Police Stations Upgrade	-	-	1,741,424	-
Reappraisal Reserve	470,670	-	470,670	-
Recreation and Parks	(6,078)	-	355,414	-
Records Restoration	97,620	-	-	-
Other Funds	5,112	-	540,797	-
	<u>2,992,899</u>	<u>-</u>	<u>6,151,280</u>	<u>-</u>
<b>Committed:</b>				
General Fund	300,000	-	-	-
Community Development Fund	375,335	-	-	-
Energy Efficiency Fund	154,011	-	-	-
Agricultural Land Trust Preservation Fund	52,441	-	-	-
Recreation Programs	290,240	-	-	-
Skating Rink Improvements	65,174	-	-	-
Community Safety Fund	200,068	-	-	-
Trees Program	30,345	-	-	-
	<u>1,467,614</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Assigned:</b>				
Capital Projects Fund	1,631,326	-	-	-
General	59,300	-	-	-
Fire Truck Fund	110,098	-	-	-
	<u>1,800,724</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Unassigned (governmental funds)/Unrestricted (business-type funds)</b>	<b>3,093,671</b>	<b>3,317,656</b>	<b>(4,306,872)</b>	<b>3,317,656</b>
<b>Invested in Capital Assets, Net of Related Debt:</b>				
Capital Assets, net of accumulated depreciation	-	52,163,305	30,089,816	52,163,305
Related Debt	-	(15,626,169)	(9,003,334)	(15,626,169)
	<u>-</u>	<u>36,537,136</u>	<u>21,086,482</u>	<u>36,537,136</u>
<b>Total Fund Balances/Net Position</b>	<b>\$ 9,717,851</b>	<b>\$ 39,854,792</b>	<b>\$ 22,930,891</b>	<b>\$ 39,854,792</b>



**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**14. 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, 2023, through 2024 the contractual commitments are \$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 2023.

Legal services - The Town has a one-year retainer contract for legal services through March 2023. The annual cost of the contract is \$114,822 from March 2022 to March 2023.

**15. 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.

**16. 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, 2021 is provided below because audited financial statements for the fiscal year ended June 30, 2022 were not available as of the date of this report.

Assets	\$ <u>1,519,947</u>	Operating revenues	\$ 983,471
		Operating expenses	<u>1,356,939</u>
Liabilities	\$ 239,565	Operating gain (loss)	(373,468)
Deferred inflows of resources	-	Nonoperating revenue, net	<u>308,687</u>
Net position	<u>1,250,309</u>		
	\$ <u>1,489,874</u>	Change in net position	\$ <u>(64,781)</u>

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2022**

**17. 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, 2022, the Town abated \$85,909 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	0%	\$ -
Equipment	0%	\$ -
Expanded Manufacturing Facility		
Real Estate	65%	\$ 14,173
Equipment	75%	\$ 49,872
Farmland Preservation (8)	100%	\$ 21,864
Total		<u>\$ 85,909</u>

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 \$64,065

The Town negotiates property tax abatements on an individual basis. The Town has tax abatement agreements with eight entities as of June 30, 2022.

**18. Change in Accounting Principle:**

In 2021, the Town adopted Governmental Accounting Standards Board in GASB Statement No. 84, *Fiduciary Activities*. This required establishing a new custodial fund that reports additions and deductions related to taxes collected for other governments. No restatement of beginning net position or fund balance was required.

**TOWN OF BRATTLEBORO, VERMONT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**  
**VMERS DEFINED BENEFIT PLAN**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	2022	2021	2020	2019	2018	2017	2016	2015
Total Plan Net Pension Liability	\$ 147,184,198	\$ 252,974,064	\$ 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	2.91397%	2.89923%	2.89317%	2.97110%	2.82094%	1.98470%	1.97556%	2.06554%
Town's Proportionate Share of the Net Pension Liability	4,288,903	7,334,295	5,019,410	4,179,625	3,417,726	2,554,228	1,523,072	188,514
Town's Covered Employee Payroll	8,552,541	8,337,426	7,950,667	7,399,233	6,999,447	5,905,014	3,062,370	2,832,336
Town's Proportionate Share of the Net Pension Liability as a Percentage of Town's Covered Employee Payroll	50.15%	87.97%	63.13%	56.49%	48.83%	43.26%	49.74%	6.66%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	86.29%	74.52%	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 decreased from 7.50% to 7.00%. Fiscal year 2015 was the first year of implementation, therefore only eight years are shown.

**TOWN OF BRATTLEBORO, VERMONT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF CONTRIBUTIONS**  
**VMERS DEFINED BENEFIT PLAN**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	2022	2021	2020	2019	2018	2017	2016	2015
Contractually Required Contribution (Actuarially Determined)	\$ 13,493	\$ 766,968	\$ 560,189	\$ 908,329	\$ 559,032	\$ 337,749	\$ 301,643	\$ 276,153
Contributions in Relation to Actuarially Determined Contribution	\$ 680,680	\$ 647,875	\$ 600,877	\$ 555,878	\$ 520,410	\$ 460,685	\$ 301,643	\$ 246,153
Contribution Excess/(Deficiency)	\$ (667,187)	\$ (119,093)	\$ (40,688)	\$ (352,451)	\$ (38,622)	\$ (122,936)	\$ -	\$ (30,000)
Town's Covered Employee Payroll	\$ 8,552,541	\$ 8,337,426	\$ 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	7.96%	7.77%	7.56%	7.51%	7.44%	7.80%	9.85%	8.69%

Notes to Schedule

Valuation Dates: June 30, 2020, 2018, 2017, 2016, 2015 and 2014  
Fiscal year 2015 was the first year of implementation, therefore only eight years are shown.

**TOWN OF BRATTLEBORO, VERMONT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**CHANGE IN THE NET OPEB LIABILITY**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	2022	2021	2020	2019	2018	2017
Total OPEB Liability						
Service Cost	230,215 \$	225,701 \$	237,261 \$	229,238 \$	178,623	236,902
Interest on Net OPEB Liability and Service Cost	53,678	109,153	100,791	125,557	98,283	89,700
Benefit Payments	(96,257)	(92,112)	(83,147)	(79,188)	(86,542)	(77,247)
Changes in Assumptions	-	90,811	-	(981,928)	-	(1,520,135)
Changes in Benefit Terms	-	104,070	-	-	-	-
Difference between Expected and Actual	-	(874,664)	-	(7,327)	-	204,533
Net Change in Total OPEB Liability	187,636 \$	(437,041) \$	254,905 \$	(713,648) \$	190,364	(1,066,247)
Total OPEB Liability July 1	2,501,574	2,938,615	2,683,710	3,397,358	3,206,994	4,273,241
Total OPEB Liability June 30	2,689,210 \$	2,501,574 \$	2,938,615 \$	2,683,710 \$	3,397,358	3,206,994
Plan Fiduciary Net Position						
Plan Fiduciary Net Position July 1	- \$	- \$	- \$	- \$	-	-
Plan Fiduciary Net Position June 30	-	-	-	-	-	-
Net OPEB Liability June 30	2,689,210 \$	2,501,574 \$	2,938,615 \$	2,683,710 \$	3,397,358	3,206,994
Fiduciary Net Position as a Percentage of the Total OPEB Liability	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Covered Employee Payroll	3,514,894 \$	3,412,518 \$	2,816,178 \$	2,734,153 \$	3,051,620	2,962,738
Net OPEB Liability as a Percentage of Covered Employee Payroll	76.5%	73.3%	104.3%	98.2%	111.3%	108.2%

Valuation Dates: July 1, 2020, June 30, 2018 and June 30, 2016



**TOWN OF BRATTLEBORO, VERMONT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**ACTUARIALLY DETERMINED OPEB CONTRIBUTIONS EXCESS/(DEFICIT)**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	2022	2021	2020	2019	2018	2017
Actuarially Determined Contributions	\$ 307,754	\$ 297,830	\$ 378,243	\$ 370,220	\$ 346,905	337,476
Contributions in Relation to the Actuarially Determined Contribution	\$ 96,257	\$ 92,112	\$ 83,147	\$ 79,188	\$ 86,542	86,542
Contribution Excess (Deficiency)	\$ (211,497)	\$ (205,718)	\$ (295,096)	\$ (291,032)	\$ (260,363)	(250,934)
Covered Employee Payroll	\$ 3,514,894	\$ 3,412,518	\$ 2,816,178	\$ 2,734,153	\$ 3,051,620	2,962,738
Contribution as a Percentage of Covered Employee Payroll	2.7%	2.7%	3.0%	2.9%	2.8%	2.9%

Valuation Dates: July 1, 2020, June 30, 2018 and June 30, 2016

Fiscal year 2017 was the first year of implementation, therefore only six years are shown

**TOWN OF BRATTLEBORO, VERMONT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2022**

Schedule 5

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	Original and Final <u>Budget</u>	Actual (Budgetary <u>Basis)</u>	Variance Favorable (Unfavorable)
REVENUES:			
Taxes	\$ 16,884,281	\$ 17,285,618	\$ 401,337
Interest income	135,000	197,179	62,179
Departmental revenue -			
Town Manager	212,500	191,531	(20,969)
Finance	50,000	47,128	(2,872)
Attorney	-	-	-
Town Clerk	136,600	178,718	42,118
Listers	1,800	4,583	2,783
General services	-	-	-
Risk management	-	853	853
Planning	30,000	64,815	34,815
Benefits	65,000	-	(65,000)
Library	31,500	22,398	(9,102)
Fire	83,370	48,971	(34,399)
Solid Waste/recycling	307,000	300,258	(6,742)
Municipal Center	18,000	16,115	(1,885)
Police	98,040	79,172	(18,868)
Public works	-	14,249	14,249
Parks and recreation	259,100	265,338	6,238
Intergovernmental - regional	420,000	443,774	23,774
Total revenues	<u>18,732,191</u>	<u>19,160,700</u>	<u>428,509</u>
EXPENDITURES:			
Administration -			
Town Manager	260,435	349,911	(89,476)
Finance	360,015	330,737	29,278
Human Resources	110,230	188,375	(78,145)
Town Attorney	118,571	113,708	4,863
Town Clerk	189,025	188,900	125
Listers	180,215	180,562	(347)
General services	357,475	260,258	97,217
Risk management	845,000	586,206	258,794
Planning	274,535	271,110	3,425
Employee benefits	3,421,860	3,347,404	74,456
Debt service - bonds, notes, lease	1,259,075	1,251,518	7,557
Human services	276,400	276,400	-

**TOWN OF BRATTLEBORO, VERMONT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2022**

Schedule 5

(Page 2 of 2)

	<u>Final Budget</u>	<u>Actual (Budgetary Basis)</u>	<u>Variance Favorable (Unfavorable)</u>
EXPENDITURES (CONTINUED):			
Auxiliary services	539,696	540,654	(958)
Library	675,210	682,193	(6,983)
Fire Department	2,114,903	2,140,196	(25,293)
Solid Waste/Recycling	897,825	847,918	49,907
Facilities Maintenance	147,000	148,726	(1,726)
Municipal center	82,255	85,389	(3,134)
Police Department	2,361,580	2,148,739	212,841
Police dispatch	570,460	541,418	29,042
Public works	1,990,915	2,032,613	(41,698)
Regional	116,611	132,027	(15,416)
Recreation and parks	828,800	860,460	(31,660)
Downtown Alliance	<u>80,000</u>	<u>80,000</u>	<u>-</u>
Total expenditures	<u>18,058,091</u>	<u>17,585,422</u>	<u>472,669</u>
 EXCESS OF REVENUES OR (EXPENDITURES)	 <u>674,100</u>	 <u>1,575,278</u>	 <u>901,178</u>
 OTHER FINANCING SOURCES (USES):			
Operating transfers in	346,800	436,800	90,000
Operating transfers out	<u>(1,625,900)</u>	<u>(2,003,137)</u>	<u>(377,237)</u>
Total other financing sources (uses)	<u>(1,279,100)</u>	<u>(1,566,337)</u>	<u>(287,237)</u>
 NET CHANGE IN FUND BALANCES	 \$ <u>(605,000)</u>	 \$ <u>8,941</u>	 \$ <u>613,941</u>

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING BALANCE SHEET - DEVELOPMENT FUND**  
**JUNE 30, 2022**

	Disaster Relief	Rental Housing	SBAP	UDAG Holstein	VCDP		Total
					1st Generation Active	1st Generation Deferred	
<b>ASSETS</b>							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	-	-	-
Due from other funds	49,134	71,143	255,058	-	204,836	-	580,171
Investments	-	-	-	2,220,739	-	-	2,220,739
Loans receivable, net	-	-	427,165	-	-	3,190,500	3,617,665
Total assets	\$ 49,134	\$ 71,143	\$ 682,223	\$ 2,220,739	\$ 204,836	\$ 3,190,500	\$ 6,418,575
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>							
<b>LIABILITIES:</b>							
Accounts payable	\$ -	\$ -	\$ -	\$ -	-	-	-
Due to other funds	-	-	-	-	-	-	-
Total Liabilities	\$ -	\$ -	\$ -	\$ -	-	-	-
<b>DEFERRED INFLOWS OF RESOURCES:</b>							
Deferred revenue	-	-	185,100	-	-	3,190,500	3,375,600
<b>FUND EQUITY:</b>							
Fund balances -							
Nonspendable	-	-	242,065	-	-	-	242,065
Restricted	-	-	-	2,220,739	204,836	-	2,425,575
Committed	49,134	71,143	255,058	-	-	-	375,335
Assigned	-	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-
Total fund balances	49,134	71,143	497,123	2,220,739	204,836	-	3,042,975
Total liabilities, deferred inflows of resources and fund equity	\$ 49,134	\$ 71,143	\$ 682,223	\$ 2,220,739	\$ 204,836	\$ 3,190,500	\$ 6,418,575

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES - DEVELOPMENT FUND**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	Disaster Relief	Rental Housing	SBAP	UDAG Holstein	VCDP 1st Generation Active	VCDP 1st Generation Deferred	Total
REVENUES:							
Investment income/change in value	\$ 96	\$ 139	\$ 6,256	\$ -	\$ 4,205	\$ -	\$ 10,696
Departmental and other revenue	-	-	-	-	-	-	-
Total revenues	96	139	6,256	-	4,205	-	10,696
EXPENDITURES:							
General government	-	-	57,372	28,403	15,240	-	101,015
Total expenditures	-	-	57,372	28,403	15,240	-	101,015
EXCESS OF REVENUES OR (EXPENDITURES)	96	139	(51,116)	(28,403)	(11,035)	-	(90,319)
Operating transfers in (out)	-	-	-	-	-	-	-
EXCESS OF REVENUES OR (EXPENDITURES)/NET CHANGE IN FUND BALANCES	96	139	(51,116)	(28,403)	(11,035)	-	(90,319)
FUND BALANCES, June 30, 2021	49,038	71,004	548,239	2,249,142	215,871	-	3,133,294
FUND BALANCES, June 30, 2022	\$ 49,134	\$ 71,143	\$ 497,123	\$ 2,220,739	\$ 204,836	\$ -	\$ 3,042,975



**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING BALANCE SHEET - CAPITAL PROJECTS FUND**  
**JUNE 30, 2022**

<b>ASSETS</b>	<b>Capital Projects Fund</b>	<b>Fire Truck Reserve Fund</b>	<b>Fire and Police Station</b>	<b>Total</b>
Cash and cash equivalents	\$ -	\$ -	-	\$ -
Accounts receivable	-	-	-	-
Due from other funds	<u>1,756,754</u>	<u>110,098</u>	-	<u>1,866,852</u>
Loans receivable, net	-	-	-	-
Total assets	<u>\$ 1,756,754</u>	<u>\$ 110,098</u>	<u>-</u>	<u>\$ 1,866,852</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>				
<b>LIABILITIES:</b>				
Accounts payable	\$ 125,428	\$ -	-	\$ 125,428
Due to other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u>125,428</u>	<u>-</u>	<u>-</u>	<u>125,428</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Deferred revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND EQUITY:</b>				
Fund balances -				
Restricted	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Assigned	<u>1,631,326</u>	<u>110,098</u>	<u>-</u>	<u>1,741,424</u>
Total fund balances	<u>1,631,326</u>	<u>110,098</u>	<u>-</u>	<u>1,741,424</u>
Total liabilities, deferred inflows of resources and fund equity	<u>\$ 1,756,754</u>	<u>\$ 110,098</u>	<u>-</u>	<u>\$ 1,866,852</u>

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES - CAPITAL PROJECTS FUND**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	Capital Projects <u>Fund</u>	Fire Truck Reserve <u>Fund</u>	Fire and Police Station <u>Station</u>	<u>Total</u>
<b>REVENUES:</b>				
Investment income/change in value	\$ 2,020	\$ 98		\$ 2,118
Intergovernmental	534,164	-	-	534,164
Donations and grants	919	-	-	919
Departmental and other revenues	81,313	-	-	81,313
Total revenues	<u>618,416</u>	<u>98</u>	<u>-</u>	<u>618,514</u>
<b>EXPENDITURES:</b>				
Capital outlay	1,803,817	-	-	1,803,817
Public safety	-	-	-	-
Capital outlay	-	-	-	-
Total expenditures	<u>1,803,817</u>	<u>-</u>	<u>-</u>	<u>1,803,817</u>
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	<u>(1,185,401)</u>	<u>98</u>	<u>-</u>	<u>(1,185,303)</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Proceeds from borrowing	-	-	-	-
Operating transfers in (out), net	1,585,935	110,000	(16,682)	1,679,253
Total other financing sources (uses)	<u>1,585,935</u>	<u>110,000</u>	<u>(16,682)</u>	<u>1,679,253</u>
<b>NET CHANGE IN FUND BALANCES</b>	400,534	110,098	(16,682)	493,950
<b>FUND BALANCES, July 1, 2021</b>	<u>1,230,792</u>	<u>-</u>	<u>16,682</u>	<u>1,247,474</u>
<b>FUND BALANCES, June 30, 2022</b>	<u>\$ 1,631,326</u>	<u>\$ 110,098</u>	<u>-</u>	<u>\$ 1,741,424</u>

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING BALANCE SHEET - OTHER GOVERNMENTAL FUNDS**  
**JUNE 30, 2022**

Schedule 10  
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	Grants Fund	Community Safety Fund	Solid Waste Disposal	Recreation Programs	Fossil Fuel Free Facilities Fund	Agricultural Land Trust Preservation Fund
<b>ASSETS</b>						
Cash and cash equivalents	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts receivable	106,726	-	-	-	-	-
Prepaid expenditures	1,200	-	-	6,078	-	-
Due from other funds	1,135,173	200,068	-	291,961	154,011	52,441
Total assets	\$ 1,243,224	\$ 200,068	\$ -	\$ 298,039	\$ 154,011	\$ 52,441
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>						
<b>LIABILITIES:</b>						
Accounts payable	\$ 13,492	\$ -	\$ -	\$ 7,799	\$ -	\$ -
Accrued liabilities	-	-	-	-	-	-
Due to other funds	-	-	-	-	-	-
Total liabilities	13,492	-	-	7,799	-	-
<b>DEFERRED INFLOWS OF RESOURCES:</b>						
Deferred revenue	1,229,732	-	-	-	-	-
<b>FUND EQUITY:</b>						
Fund balances -	\$ 1,200	\$ -	\$ -	\$ 6,078	\$ -	\$ -
Nonspendable	(1,200)	-	-	(6,078)	-	-
Restricted	-	200,068	-	290,240	154,011	52,441
Committed	-	200,068	-	290,240	154,011	52,441
Total fund balances	-	200,068	-	290,240	154,011	52,441
Total liabilities, deferred inflows of resources and fund equity	\$ 1,243,224	\$ 200,068	\$ -	\$ 298,039	\$ 154,011	\$ 52,441

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING BALANCE SHEET - OTHER GOVERNMENTAL FUNDS**  
**JUNE 30, 2022**

Schedule 10  
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<b>ASSETS</b>		<u>Reappraisal Reserve</u>	<u>Records Restoration</u>	<u>Skating Rink Improvements</u>	<u>Trees Program</u>	<u>Other Funds</u>	<u>Covid 19 Fund</u>	<u>Total</u>
Cash and cash equivalents	\$	-	\$ -	\$ -	\$ -	\$ -	-	\$ 125
Accounts receivable		-	-	-	-	-	-	106,726
Prepaid expenditures		-	-	-	-	-	-	7,278
Due from other funds		471,022	97,620	65,174	30,345	6,312	-	2,504,127
Total assets	\$	471,022	\$ 97,620	\$65,174	\$ 30,345	\$ 6,312	-	\$ 2,618,256
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>								
<b>LIABILITIES:</b>								
Accounts payable	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,291
Accrued liabilities		-	-	-	-	-	-	-
Due to other funds		-	-	-	-	-	-	-
Total liabilities		-	-	-	-	-	-	21,291
<b>DEFERRED INFLOWS OF RESOURCES:</b>								
Deferred revenue		352	-	-	-	-	-	1,230,084
<b>FUND EQUITY:</b>								
Fund balances -								
Nonspendable	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,278
Restricted		470,670	97,620	-	-	6,312	-	567,324
Committed		-	-	65,174	30,345	-	-	792,279
Total fund balances		470,670	97,620	65,174	30,345	6,312	-	1,366,881
Total liabilities, deferred inflows of resources and fund equity	\$	471,022	\$ 97,620	\$65,174	\$ 30,345	\$ 6,312	\$ -	\$ 2,618,256

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES - OTHER GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	Grants Fund	Community Safety Fund	Solid Waste Disposal	Recreation Programs	Fossil Fuel Free Facilities Fund	Agricultural Land Trust Preservation Fund
<b>REVENUES:</b>						
Investment income/change in value	\$ -	\$ 68	\$ -	\$ 511	\$ 239	\$ 102
Intergovernmental	2,028,861	-	-	-	-	-
Donations and grants	31,849	-	-	-	-	-
Departmental and other revenues	946	-	-	184,211	-	-
Total revenues	<u>2,061,656</u>	<u>68</u>	<u>-</u>	<u>184,722</u>	<u>239</u>	<u>102</u>
<b>EXPENDITURES:</b>						
General government	1,155,217	-	-	-	-	-
Human services	-	-	-	-	-	-
Public safety	59,554	-	-	-	-	-
Public works	46,292	-	-	-	-	-
Culture and recreation	155,368	-	-	159,203	-	-
Recycling and Solid Waste	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Total expenditures	<u>1,416,431</u>	<u>-</u>	<u>-</u>	<u>159,203</u>	<u>-</u>	<u>-</u>
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	645,225	68	-	25,519	239	102
<b>OTHER FINANCING SOURCES (USES):</b>						
Operating transfers in (out)	<u>(645,225)</u>	<u>200,000</u>	<u>-</u>	<u>-</u>	<u>70,000</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	-	200,068	-	25,519	70,239	102
<b>FUND BALANCES, June 30, 2021</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>264,721</u>	<u>83,772</u>	<u>52,339</u>
<b>FUND BALANCES, June 30, 2022</b>	<u>\$ -</u>	<u>\$ 200,068</u>	<u>\$ -</u>	<u>\$ 290,240</u>	<u>\$ 154,011</u>	<u>\$ 52,441</u>





INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

To the Brattleboro Selectboard  
Town of Brattleboro, Vermont

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Brattleboro, Vermont, as of and for the year ended June 30, 2022, 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 June 30, 2022.

**Report on 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) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of 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 or significant deficiencies may exist that were not identified.

**Report on 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Batchelder Associates, PC*

Batchelder Associates, PC  
Barre, Vermont 05641  
License #945  
November 1, 2022



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Batchelder Associates, PC

TOWN OF BRATTLEBORO, VT

REPORTS ON SCHEDULE OF EXPENDITURES OF  
FEDERAL AWARDS, INTERNAL CONTROLS AND  
COMPLIANCE WITH LAWS AND REGULATIONS

JUNE 30, 2022

TOWN OF BRATTLEBORO, VERMONT  
JUNE 30, 2022  
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# Batchelder Associates, PC

## INDEPENDENT AUDITOR'S REPORT

To the Brattleboro Selectboard  
Town of Brattleboro, Vermont

### Report on the Audit of the Schedule of Expenditures of Federal Awards

#### **Opinion**

We have audited the schedule of expenditures of federal awards for the Town of Brattleboro, Vermont for the year ended June 30, 2022, and the related notes.

In our opinion, the accompanying schedule of expenditures of federal awards presents fairly, in all material respects, the expenditures of federal awards for the Town of Brattleboro, Vermont for the year ended June 30, 2022, in accordance with accounting principles generally accepted in the United States of America (GAAP).

#### **Basis for Opinion**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAP); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).<sup>9</sup> Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Schedule section of our report. We are required to be independent of the Town of Brattleboro, Vermont and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Responsibilities of Management for the Schedule**

Management is responsible for the preparation and fair presentation of the schedule in accordance with accounting principles generally accepted in the United States of America (GAAP) and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the schedule that is free from material misstatement, whether due to fraud or error.

#### **Auditor's Responsibilities for the Audit of the Schedule**

Our objectives are to obtain reasonable assurance about whether the schedule as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the schedule.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the schedule, whether due to fraud, or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the schedule.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Town of Brattleboro, Vermont's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the schedule.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

*Batchelder Associates, P.C.*

Batchelder Associates, PC  
Barre, VT 05641  
License #945  
November 1, 2022





# 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

To the Brattleboro Selectboard  
Town of Brattleboro, Vermont

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Brattleboro, Vermont, as of and for the year ended June 30, 2022, 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 June 30, 2022.

### Report on 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) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of 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 or significant deficiencies may exist that were not identified.

### Report on 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Batchelder Associates, P.C.*

Batchelder Associates, PC  
Barre, Vermont 05641  
License #945  
November 1, 2022



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Brattleboro Selectboard  
Town of Brattleboro, Vermont

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited the Town of Brattleboro, Vermont's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Town of Brattleboro, Vermont's major federal programs for the year ended June 30, 2022. The Town of Brattleboro, Vermont's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Town of Brattleboro, Vermont complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Town of Brattleboro, Vermont's and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Town of Brattleboro, Vermont's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Town of Brattleboro, Vermont's federal programs.

***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Town of Brattleboro, Vermont's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Town of Brattleboro, Vermont's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Town of Brattleboro, Vermont's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Town of Brattleboro, Vermont's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Town of Brattleboro, Vermont's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

#### **Other Matters**

The results of our auditing procedures disclosed no instances of noncompliance which would be required to be reported in accordance with the Uniform Guidance and would be described in the accompanying schedule of findings and questioned costs as items. Our opinion on each major federal program is not modified.

*Government Auditing Standards* requires the auditor to perform limited procedures on the Town of Brattleboro, Vermont's response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The Town of Brattleboro, Vermont's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

#### **Report on Internal Control over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Batchelder Associates, P.C.*

Batchelder Associates, PC  
Barre, Vermont 05641  
License #945  
November 1, 2022

**TOWN OF BRATTLEBORO, VERMONT**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

<b>Federal Grantor/Pass-through Grantor/ Program Title</b>	<b>Federal Program</b>	<b>Federal CFDA Number</b>	<b>Award Number</b>	<b>Award Amount</b>	<b>From Pass- Through Awards</b>	<b>From Direct Awards</b>	<b>Total</b>	<b>Passed through to Subrecipients</b>
<b>U.S. Department of Housing &amp; Urban Development</b>								
Passed through Vermont Agency of Commerce and Community Development Block Grants/State's Program	Community Develop- ment Block Grant							
(subgranted to Groundworks Collaborative	CDBG	14.228	IG-2018- Brattleboro-00011	\$ 500,000	\$ 174,291	\$ -	\$ 174,291	\$ 174,291
(subgranted to Windham Windsor Housing Trust)	CDBG	14.228	SS-2019- Brattleboro-00001	\$ 1,523,000	\$ 641,015	\$ -	\$ 641,015	\$ 641,015
(subgranted to Windham Windsor Housing Trust)	CDBG	14.228	IG-2020- Brattleboro-50	\$ 774,646	\$ 269,824		\$ 269,824	\$ 269,824
Brattleboro Housing Authority	CDBG	14.228	IG-2020- Brattleboro-12	\$ 28,237	\$ 28,237	\$ -	\$ 28,237	\$ 28,237
				<b>\$ 2,825,883</b>	<b>\$ 1,113,367</b>	<b>\$ -</b>	<b>\$ 1,113,367</b>	<b>\$ 1,113,367</b>
<b>U.S. Department of Justice</b>								
BJA FY17 Edward Byrne Memorial Justice Assistance Grant	BJA	16.738	2017-DJ-BX-0036	\$ 17,264		\$ 822	\$ 822	\$ -
BJA FY20 Edward Byrne Memorial Justice Assistance Grant	BJA	16.738	2020-VD-BX-0893	\$ 39,730		\$ 4,991	\$ 4,991	\$ -
BJA FY20 Edward Byrne Memorial Justice Assistance Grant	BJA	16.738	2020-DJ-BX-0272	\$ 11,614		\$ 6,250	\$ 6,250	\$ -
				<b>\$ 68,608</b>	<b>\$ -</b>	<b>\$ 12,063</b>	<b>\$ 12,063</b>	<b>\$ -</b>
<b>Federal Highway Administration</b>								
Passed through Vermont Agency of Transportation								
Better Back Road BR0749	HPC	20.205	BR0749	\$ 8,000	\$ 6,571	\$ -	\$ 6,571	\$ -
Vernon Street Sidewalk Project	HPC	20.205	CA0617	\$ 402,000	\$ 5,245	\$ -	\$ 5,245	\$ -
				<b>\$ 410,000</b>	<b>\$ 11,816</b>	<b>\$ -</b>	<b>\$ 11,816</b>	<b>\$ -</b>
<b>U.S. Department of the Treasury</b>								
Pass through Vermont Administration Agency								
Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund	ARPA	21.027	OMB 1505-0271	\$ 3,401,702	\$ 645,225	\$ -	\$ 645,225	\$ -
<b>U.S. Institute of Museums and Library Services</b>								
Passed through Vermont Department of Libraries								
ARPA Collections & Equipment	IMLS ARPA	45.310	LS-250241-OLS-21	\$ 5,911	\$ -	\$ -	\$ -	\$ -
ARPA Equipment & Supplies Grant	IMLS ARPA	45.310	LS-250241-OLS-21	\$ 17,734	\$ 17,366	\$ -	\$ 17,366	\$ -
Interlibrary Loan Courier Pilot Project	IMLS	45.310		\$ 520	\$ 520	\$ -	\$ 520	\$ -
Interlibrary Loan Courier Pilot Project	IMLS	45.310		\$ 1,074	\$ 1,074	\$ -	\$ 1,074	\$ -
				<b>\$ 25,239</b>	<b>\$ 18,960</b>	<b>\$ -</b>	<b>\$ 18,960</b>	<b>\$ -</b>
<b>U.S. Environmental Protection Agency</b>								
Passed through VT Dept of Environmental Conservation								
Federal Drinking Water State Revolving Fund	EPA	66.468	RF3-403-3.0	\$ 12,500,000	\$ 3,029,231	\$ -	\$ 3,029,231	\$ -
Brownfields Assessment Program	EPA	66.818	00A00112	\$ 275,000	\$ -	\$ 11,189	\$ 11,189	\$ -
				<b>\$ 12,775,000</b>	<b>\$ 3,029,231</b>	<b>\$ 11,189</b>	<b>\$ 3,040,420</b>	<b>\$ -</b>
<b>TOTAL AWARDS &amp; EXPENDITURES:</b>				<b>\$ 19,506,432</b>	<b>\$ 4,818,599</b>	<b>\$ 23,252</b>	<b>\$ 4,841,851</b>	<b>\$ 1,113,367</b>

TOWN OF BRATTLEBORO, VERMONT  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Organization- The Town of Brattleboro, Vermont operates under a Selectboard/Representative form of government and provides the following services as authorized by its charter: public safety-police and fire, highways and streets, water, health and social services, culture-recreation, public improvements, planning and zoning and general administrative services.

A. Uniform Guidance Reporting Entity – For purposes of complying with the audit requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, the Town includes all funds and programs that are considered part of the primary governmental unit, as described in the basic financial statements as of and for the year ended June 30, 2019.

B. Basis of presentation – The information in the accompanying schedule is presented in accordance with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

1. Federal award – Pursuant to the Uniform Guidance, federal award means federal financial assistance and federal cost-reimbursement contracts that non-federal entities receive directly from federal awarding agencies or indirectly from pass-through entities. The Town receives direct federal awards, of which some are direct, and some are passed through the State of Vermont.

2. Federal financial assistance – Under the Uniform Guidance, federal financial assistance is defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loan guarantees, property, interest subsidies, insurance, or direct appropriations. Federal financial assistance does not include direct federal cash payments to individuals.

3. Major and nonmajor programs – The Uniform Guidance establishes risk-based criteria for determining those major programs to be tested for compliance with program requirements. Nonmajor federal programs are included on the Schedule of Expenditures of Federal Awards but are subject to lower levels of testing.

C. Basis of accounting – The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Town and is presented on the accrual basis of accounting. The information in the schedule is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts presented in this schedule may differ from amounts presented in or used in the preparation of the basic financial statements.

2. SUB RECIPIENTS:

The Town sub granted federal awards totaling \$1,113,367 under CFDA #14.228, U.S. Department of Housing and Urban Development.

3. LOANS

The Town had no loans of federal awards during fiscal year ended June 30, 2022.



TOWN OF BRATTLEBORO, VERMONT  
SCHEDULE OF FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2022

A: SUMMARY OF AUDITOR'S RESULTS:

Financial Statements –

Type of auditor's report issued: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? *No*
- Significant deficiency(ies) identified? *None Reported*

Noncompliance material to financial statements noted? *No*

Federal Awards –

Internal control over major programs:

- Material weakness(es) identified? *No*
- Significant deficiency(ies) identified? *No*

Type of auditor's report issued on compliance for major programs: *Unmodified*

Any audit findings disclosed that are required by 2 CFR section 200.516(a) are reported: *No*

Identification of major programs:

- *U. S. Department of Housing & Urban Development CFDA #14.228 (Pass through)*

Dollar threshold used to distinguish between Type A and Type B programs: *\$750,000*

Auditee qualified as low-risk auditee: *Yes*

B: AUDIT FINDINGS – FINANCIAL STATEMENTS:

The audit disclosed no findings required to be reported.

C: AUDIT FINDINGS – FEDERAL AWARDS:

The audit disclosed no findings required to be reported.

**PRIOR YEAR FINDING:**

None – No corrective action needed

