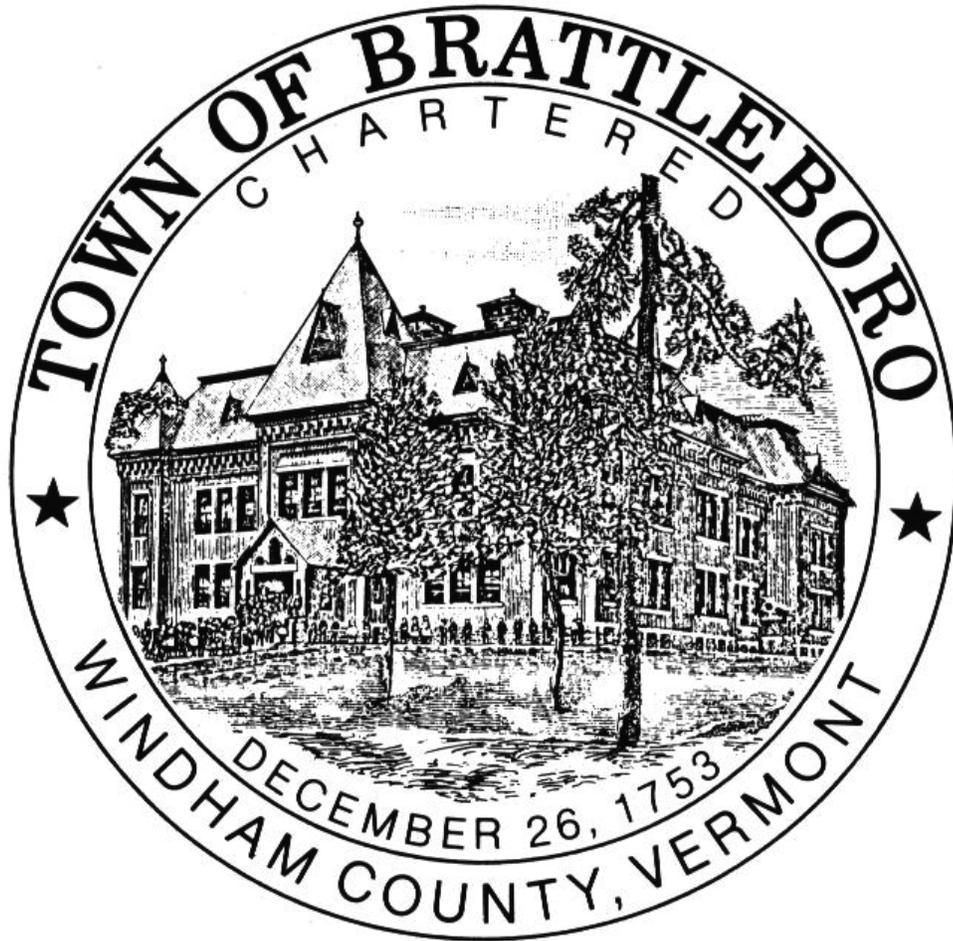


# **2021-2022**

# ***Annual Report***

*Annual Town Meeting - March 1, 2022*  
*Annual Representative Town Meeting - March 19, 2022*



## ***Town of***

## ***Brattleboro, Vermont***

*Town of Brattleboro Fiscal Year Budget (7/1/22 to 6/30/23)*  
*Town of Brattleboro Fiscal Year Audit (7/1/20 to 6/30/21)*



# HOW TO USE THIS BOOK

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

- **Table of Contents**, located immediately following this page, provides a summary of the information contained in this book. The corresponding page numbers indicate where to find the information. Some significant items are as follows:
- **Essential Steps to Participate in RTM on Zoom**, includes instructions for RTM Members on how to set up a Zoom account and provide notification to the Town. It also contains a list of meeting dates.
- **Warning for State-wide Town Meeting Day** (March 1, 2022) 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 19, 2022) 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 FY23 Budget** materials contain the Town Manager's Budget Message, a Budget Summary, the entire proposed FY23 General Fund Budget, FY23 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 3/1/22 elections)
- **Town Meeting Members** (prior to the 3/1/22 elections)
- **Town's Departments and School contact information**
- **Town's audit for FY21**
- **Minutes from Representative Town Meeting on March 20<sup>th</sup>, 2021**

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

- **Tuesday, March 1, 2022 - 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 9 and voters may contact the Town Clerk's Office (251-8157) to request a ballot or may request one online at <https://mvp.vermont.gov>. There is no in-person early voting this year due to the pandemic. Members of the public who are eligible to vote and have not yet registered may contact the Town Clerk's Office in advance and request to be added to the voter registration list or register online at <https://olvr.vermont.gov>. Any eligible person interested in voting, but not on the voter registration list, may also go to the polls on voting day and register to vote. They must bring their Vermont Driver's License number or the last 4 digits of their social security number with them to the polls (if they do not have a Vermont Driver's License).
- **Wednesday, March 9 – RTM District Caucuses and Informational Meeting (using Zoom):**  
**Caucus for District 1 – 5:15pm to 5:45pm**  
**Caucus for District 2 – 6:00pm to 6:30pm**  
**Caucus for District 3 – 6:45pm to 7:15pm**  
**RTM Informational Meeting – starts at 7:30pm**  
Members of the Selectboard, the Town Manager, and other members of the Town's management staff will present the proposed FY23 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 12, 8:30am – Technical and Logistical Information Meeting.** This meeting will give participants an opportunity to familiarize themselves with how RTM will function on Zoom. This session will provide a refresher for continuing RTM members and a tutorial for first-time RTM members.
- **Saturday, March 19, 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

# HOW TO USE THIS BOOK

members are allowed to vote. The meeting generally lasts most of the day, with a lunch break in the early afternoon. Due to the complexity of holding RTM on Zoom and the length of this year's Warning, RTM may recess at 5:00pm on Saturday, March 19, and continue on Sunday, March 20, at 8:30am.

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 2021 completes the information from the Town.

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

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

Meeting ID: 864 4868 0971

Passcode: 12261753

Toll Free Call In Number:

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

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

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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, February 24, 6:00pm** - Public Information Meeting on the WSESD's Proposed FY23 Budget, using Zoom (see Zoom joining information at [wsesu.org](http://wsesu.org))
- **WSESD Elections and FY23 Budget Vote** – Town Meeting Day (March 1) Ballot

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### TOWN OF BRATTLEBORO

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# March 2022 Representative Town Meeting Schedule

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## To Sign-in to any of these meetings

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

### March 9, 2022, Wednesday - Caucuses & Informational Meeting

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

### March 12, 2022, Saturday - RTM Technical/Logistical Practice Session

- Practice 8:30 – 10:00

### March 19, 2022, Saturday (and, if necessary, Sunday March 20, 2022) – Representative Town Meeting

- RTM 8:30 – 5:00
- 

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

## **Representative Town Meeting March 19, 2022 and (if necessary) March 20, 2022**

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

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

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

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

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

## Essential Steps to Participate in RTM on ZOOM

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- Each member of Representative Town Meeting must set up a personal Zoom Account and must notify the Town, by no later than February 28, 2022, of the email address used in connection with the Zoom account. Please notify the Town by emailing [pmoreland@brattleboro.org](mailto:pmoreland@brattleboro.org) and include your name and the email address associated with the Zoom account you intend to use for these meetings. This is important because the RTM Members will be added as official Zoom users on the Town's account. Doing so will allow RTM Members (and only RTM Members) to bypass the waiting room and be granted immediate access to the meeting.

IMPORTANT - If you are already have a paid professional Zoom account, we recommend that you set up a new free account and associate that new account with the Town's account. You will need a separate email address to establish the new account. Once the new Zoom account has been established, notify the Town of that email address (by email to [pmoreland@brattleboro.org](mailto:pmoreland@brattleboro.org)) no later than February 28, 2022.

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

# 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:</b> <a href="http://www.brattleboro.org">www.brattleboro.org</a>	During COVID-era, the hours may have changed. Please call for hours during the year.
<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:</b> <a href="http://www.brattleboro.org">www.brattleboro.org</a> > Departments > Public Works
<b>Web site:</b> <a href="http://www.brattleborofire.org">www.brattleborofire.org</a>	<b>Brattleboro Restorative Justice Center</b>
<b>Police Department</b> <b>911 EMERGENCY</b>	Hours vary 251-8142
24-hour service	<b>Brattleboro Schools</b>
Non-Emergency 257-7946	WSESU (Business Office) 254-3730
Parking Enforcement 257-2305	Monday-Friday, 8am-4:30pm
TIPLINE 251-8188	Academy School 254-3743
<b>Web site:</b> <a href="http://www.brattleboropolice.com">www.brattleboropolice.com</a>	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

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### 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 1/26/2022

Department	Last Name	First Name	Position	Date Started	Department	Last Name	First Name	Position	Date Started
Assessors	Burnell	Jenepher	Assessor	9/22/16	Police - ERS	Hunter	Jennifer	Emergency Services Dispatcher 11	9/5/06
Assessors	Meyer	Joseph	Assessor Assistant	3/26/18	Police - ERS	Marrero	Rebecca-Lynne	Emergency Services Dispatcher 11	4/12/06
Assessors	Chute	Aileen	Assessor Technician	1/27/20	Police - ERS	Hickin	Elizabeth	Emergency Services Dispatcher 3	7/15/19
Finance	Ellison	Kim	Finance Accountant	5/28/13	Police - ERS	Dingman	Kaitlyn	Emergency Services Dispatcher 4	5/1/18
Finance	Carbonell	Calista	Finance AP/ Payroll Coordinator	7/6/10	Police - ERS	Scott	Henry	Emergency Services Dispatcher 6	6/6/16
Finance	Desrosiers	Deborah	Finance Assistant Treasurer	10/3/94	Police - Parking	Duggan	Cheryl	Parking Enforcement 5	7/1/96
Finance	Stone	Lela	Finance Clerk	6/8/11	Police - Parking	Phillips	Donald	Parking Enforcement 5	8/15/16
Finance	Emery	Brenda	Finance Treasury Clerk	10/22/01	Police - Parking	Coulombe	Carol	Parking Enforcement Coordinator	8/3/92
Fire	Newton	Joseph	Fire Alarm III	4/12/04	Public Works	Brown	Andrew	Water Service 2	3/1/21
Fire	Keir	Charles	Fire Assistant Chief	8/13/01	Public Works	Patno	Joseph	HWY Auto Maintenance Supervisor	8/10/09
Fire	Poulin	Eric	Fire Captain I	7/25/12	Public Works	Galbraith	Adam	HWY Equipment Operator 1	6/21/21
Fire	Davis	Jason	Fire Captain II	1/22/01	Public Works	Ferris	Steven	HWY Equipment Operator 11	6/13/86
Fire	Emery	David	Fire Captain II	10/9/00	Public Works	Frechette	Brian	HWY Equipment Operator 11	7/2/18
Fire	Howard	Leonard	Fire Chief	6/21/88	Public Works	King	Brian	HWY Equipment Operator 11	11/17/78
Fire	Davis	Eric	Fire Inspector	8/9/21	Public Works	Looman	Richard	HWY Equipment Operator 11	4/15/91
Fire	Casabona	Matthew	Fire Lieutenant I	6/24/14	Public Works	Ogden	Matthew	HWY Equipment Operator 11	11/26/90
Fire	Fellows	Christopher	Fire Lieutenant I	4/25/16	Public Works	Banford	Kyle	HWY Equipment Operator 4	5/14/18
Fire	Lambert	Kevin	Fire Lieutenant I	5/4/15	Public Works	Whitworth	Kyle	HWY Equipment Operator 4	9/17/18
Fire	Streeter	William	Fire Lieutenant I	7/5/17	Public Works	Earp	Jonathan	HWY Equipment Operator 6	7/30/18
Fire	Jones	Joshua	Fire Lieutenant II	11/22/04	Public Works	Johnson	Scott	HWY Equipment Operator 6	9/28/15
Fire	Schmidt	Kurt	Fire Lieutenant II	2/5/06	Public Works	Grover	Travis	HWY Equipment Operator 9	10/11/16
Fire	Cunningham	Jamaal	Firefighter I	11/1/21	Public Works	Franklin Jr	Alfred	HWY General Supervisor	6/6/86
Fire	Elkins	Sarah	Firefighter I	11/1/21	Public Works	Wheelden	Stuart	HWY Mechanic 4	4/6/20
Fire	Ibey	Chase	Firefighter I	11/1/21	Public Works	Pacheco	Darren	HWY Mechanic 4	10/22/18
Fire	Kipp	William	Firefighter I	3/31/21	Public Works	Flood	Jeremy	HWY Mechanic 6	12/8/14
Fire	LaBarre	Phillip	Firefighter I	3/31/21	Public Works	Tyler	Daniel	Hwy/Utilities Director	4/15/19
Fire	Martins Ferreira	Helder	Firefighter I	3/31/21	Public Works	Carnes	Joshua	Hwy/Utilities Engineering Tech 5	6/12/17
Fire	Wyman	Christopher	Firefighter I	4/20/21	Public Works	Earle	Michael	Utilities General Supervisor	1/7/13
Fire	Huget	Charles	Firefighter II	1/5/21	Public Works	Tracy	Evan	Water Service 1	5/24/21
Fire	Kennedy	Mesa	Firefighter II	10/11/20	Public Works	Struthers	Taylor	Water Service 2	3/2/20
Fire	Richardson	Alexander	Firefighter II	6/26/17	Public Works	Barrows	Jason	Water Service 4	3/18/19
Fire	Aither	Benjamin	Firefighter IV	12/7/15	Public Works	Calantropio	Garrett	WTP Chief Operator	4/13/15
Fire	Hubbard	Matthew	Firefighter IV	3/31/14	Public Works	Leary	John	WTP Chief Operator	5/10/10
Fire - Admin	Martin	Kristen	Fire Administrative Assistant	1/4/21	Public Works	Quinn	Tyler	WTP Operator 1	3/22/21
Human Resources	Nix	Sally	Human Resources Director	6/17/19	Public Works	Stanley	Steven	WTP Operator 1	7/24/13
Library	Johnson	Kathy	Library Account Clerk II	2/9/15	Public Works	Buedinger Jr	William	WTP Operator 6	9/27/04
Library	Clary	Jennifer	Library Circulation Manager	1/22/18	Public Works	Howard	Frank	WTP Operator 6	3/7/86
Library	Cuevas	Lorena	Library Clerk	8/19/19	Public Works	Dix II	Harvey	WWTP Chief Operator	9/6/83
Library	Martyn	Ellen	Library Clerk	1/24/18	Public Works	Reitze	Joshua	WWTP Operator 2	2/4/21
Library	Kilduff	John	Library Clerk I	12/1/06	Public Works	Corey	Gary	WWTP Operator 5	10/28/84
Library	Mugnani	Francisco	Library Clerk I	6/23/16	Public Works	Blodgett	Scott	WWTP Operator 6	6/23/90
Library	Sheehan	Patrica	Library Clerk I	5/19/15	Public Works	Ethier	Michael	WWTP Operator 6	10/5/09
Library	Vincent-Hoag	Sarah	Library Clerk I	10/16/19	Public Works - Admin	Lashway	Belinda	Hwy/Utilities Office Manager	6/21/99
Library	Whiting	Amanda	Library Clerk I	12/22/21	Rec & Parks	Nix	Sean	Rec & Park Maintenance 1	4/14/21
Library	Junkins	Judith	Library Clerk I	6/15/15	Rec & Parks	Lebron	Anthony	Rec & Park Maintenance 5	9/17/07
Library	Velky Damico	Molly	Library Clerk I	11/19/16	Rec & Parks	Wells	Ronald	Rec & Park Maintenance Senior 4	4/7/14
Library	Bruce	Maria	Library Clerk II	7/6/12	Rec & Parks	Ethier	Paul	Rec & Park Maintenance Supervisor	8/4/96
Library	Fleming	MaryBeth	Library Clerk II	3/20/01	Rec & Parks	Clark	Sarah	Rec Assistant Director	12/3/18
Library	Robb	Jennifer	Library Clerk II - Interlibrary Loans	10/27/21	Rec & Parks	Lolatte	Carol	Rec Director	6/24/85
Library	Silverman	Lorena	Library Clerk II - Youth Services	11/1/21	Rec & Parks	Cooke	Erin	Rec Program Coordinator	8/5/13
Library	Liotta-Jones	Chloe	Library Clerk III	5/19/18	Rec & Parks - Admin	Isaacson	Kimberly	Rec Administrative Assistant	2/21/12
Library	LaTronica	Marina	Library Director	1/16/16	Town Clerk	Francis	Hilary	Town Clerk	11/29/16
Library	Wojcik	Matthew	Library Electronic Services Specialist	9/1/16	Town Clerk	Fletcher	Jane	Town Clerk - Clerk II	1/15/02
Library	Walsh	Jeanne	Library Reference Librarian	6/5/03	Town Clerk	Sak	Amanda	Town Clerk Assistant	8/4/14
Library	Markey	Leslie	Library Technical Services Librarian	9/2/86	Town Manager	Moreland	Patrick	Assistant Town Manager	8/22/11
Library	Bellville	Lindsay	Library Youth Services Librarian	9/23/04	Town Manager	Sticklor	Jessica	Executive Assistant	12/17/20
Maintenance	Wyckoff	Jonathan	Facility Maintenance Custodian 1	11/1/21	Town Manager	Manale	Octavian	Town Manager	11/29/21
Maintenance	Sommerville	Kevin	Facility Maintenance Custodian 3	9/17/19					
Maintenance	Morse	Douglas	Facility Maintenance Custodian 5	5/21/01					
Maintenance	Brown	Russell	Facility Maintenance Supervisor	3/4/93					
Planning	Fillion	Susan	Planning Director	9/14/09					
Planning	Dotson	Stephen	Planning Sustainability Coordinator	2/3/20					
Planning	Hayes	Stephen	Planning Technician	6/1/21					
Planning	Bannon	Brian	Planning Zoning Admin. & Asst Health Inspector	2/2/09					
Police	Carignan	Mark	Police Captain	6/16/02					
Police	Hardy	Norma	Police Chief	7/28/21					
Police	Petlock	Adam	Police Lieutenant 4	8/3/09					
Police	Wamer	Carl	Police Lieutenant 5	7/27/11					
Police	Evans	Jeremy	Police Lieutenant 6	12/27/98					
Police	Wild	Seth	Police Officer	5/24/21					
Police	Abualjadail	Justin	Police Officer 1	4/19/21					
Police	Washburn	Ryan	Police Officer 11	6/4/12					
Police	Fletcher	Amy	Police Officer 12	1/24/10					
Police	Lynde	Joshua	Police Officer 15	1/22/08					
Police	Carbone	Ryder	Police Officer 2	7/22/19					
Police	Law	Tyler	Police Officer 4	1/22/18					
Police	Penniman	Bradley	Police Officer 5	7/12/16					
Police	Cooke	Tyler	Police Officer 6	10/1/18					
Police	Kerylow	Colby	Police Officer 8	7/22/13					
Police	Cable	Michael	Police Sergeant 3	1/20/13					
Police	Hamilton	Jason	Police Sergeant 3	7/21/14					
Police	Eaton	Greg	Police Sergeant 4	8/2/09					
Police - ACO	Barrows	Catherine	Animal Control Officer 5	2/10/86					
Police - Admin	Yager	Virginia	Police Office Manager	11/16/98					
Police - Clerk	Bell	Tammy	Police Senior Clerk 4	5/7/18					
Police - Clerk	Clark	Barbara	Police Senior Clerk 5	7/17/06					
Police - ERS	Stires	Wayne	Emergency Services Communication Supervisor	10/6/97					
Police - ERS	Leclaire	Kate	Emergency Services Dispatcher 10	12/5/07					

# TOWN OFFICERS

## (prior to 3/1/2022 elections)

	Term Expires
<b>Selectboard</b>	
Jessica Gelter	3/22
Ian Goodnow	3/24
Elizabeth McLoughlin	3/23
Daniel Quipp	3/22
Timothy Wessel	3/22

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

	Term Expires
<b>Board of Listers</b>	
Tom Franks	3/23
Katherine Dowd	3/24
J Eric Annis	3/22

	Term Expires
<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	3/22
Jane Southworth	3/22
Ann Varilly	3/22

	Term Expires
<b>First Constable</b>	
Richard H Cooke	3/22

	Term Expires
<b>Second Constable</b>	
Ivan Hennessy	3/22

	Term Expires
<b>Moderator</b>	
Lawrin Crispe	3/22

	Term Expires
<b>Trustees of Public Funds</b>	
Katherine "Kate" John	3/23
Deborah Zak	3/24
Marshall Wheelock	3/22

# TOWN MEETING MEMBERS (prior to 3/1/2022 elections)

\* indicates Representative attended Representative Town Meeting on March 20, 2021.

1 MICHAEL AVERILL E/19 - 22 *	2 MARGARET ATKINSON E/21 - 24 *	3 SPOON AGAVE E/20 - 23 *
1 ORION BARBER E/21 - 24 *	2 REBECCA BALINT E/20 - 22	3 LINDA BAILEY E/20 - 23 *
1 CAROL BARBER E/21 - 24 *	2 BRIAN BANNON E/20 - 23 *	3 STEVEN BROWN E/20 - 22 *
1 MICHAEL BOSWORTH E/21 - 22 *	2 SUMMER BURCH E/20 - 23	3 DEBORAH BURNS E/21 - 24 *
1 PETER BOYLE E/21 - 23 *	2 MOLLIE BURKE E/20 - 22 *	3 RONI BYRNE e/19 - 22 *
1 SALLY BRUNTON E/20 - 23 *	2 PETER CASE E/21 - 24 *	3 KRISTOPHER CAIN E/20 - 23 *
1 G. BURROWS E/21 - 24 *	2 ROBERT CLEMENTS E/19 - 22 *	3 ANA CARRETERO E/21 - 24 *
1 RICHARD CAMPBELL E/19 - 22	2 DIANE COOKE E/21 - 24 *	3 MILLICENT COOLEY E/21 - 24 *
1 GEORGE CARVILL E/19 - 22 *	2 RICHARD COOKE E/20 - 23 *	3 MARY COPANS E/20 - 23 *
1 PAMELA CASE E/20 - 23 *	2 KURT DAIMS E/20 - 23 *	3 STUART COPANS E/20 - 23 *
1 MARY CASEY E/19 - 22 *	2 RICHARD DEGRAY E/21 - 24 *	3 MATTHEW CUNNINGHAM-COOK A/21 -
1 CHRISTOPHER CHAPMAN E/21 - 24 *	2 MERRY ELDER E/19 - 22 *	3 CHARLES CURRY-SMITHSON E/19 - 22 *
1 MARILYN CHIARELLO E/21 - 24 *	2 ALEX FISCHER E/21 - 24 *	3 ANDREW DAVIS E/20 - 23 *
1 WENDY COLLINS E/21 - 24 *	2 THOMAS FRANKS E/19 - 22 *	3 DEBORAH DESROSIERS A/21 - 22
1 LAWRIN CRISPE E/20 - 21 *	2 RUTH GARBUS E/21 - 24 *	3 ANTHONY DUNCAN E/20 - 23 *
1 COLBY DIX E/19 - 22	2 JESSICA GELTER E/21 - 22 *	3 ELIZABETH ELWELL E/20 - 23
1 KATHERINE DOWD E/19 - 22 *	2 DENISE GLOVER E/19 - 22 *	3 JONATHAN ELWELL E/21 - 24 *
1 TIMOTHY ELLIS E/20 - 23	2 VIRGINIA GOODMAN E/20 - 23 *	3 RICHARD EVERS E/19 - 22 *
1 MARY EMERY A/21 - 22 *	2 JESSICA HARGER E/21 - 24 *	3 PETER FALION E/20 - 23 *
1 BOB EVERINGHAM E/21 - 24 *	2 MAYA HASEGAWA E/19 - 22 *	3 MEKEDES FERGUSON A/21 - 22 *
1 DOUGLAS FRANTZ E/19 - 22 *	2 MICHAEL HUTCHESON E/21 - 24 *	3 HILARY FRANCIS A/21 - 22 *
1 RACHEL GLICKMAN E/20 - 23 *	2 TRACEY JOHN E/20 - 22 *	3 RUBEN GARZA E/21 - 22 *
1 GEORGES HERZOG E/21 - 24 *	2 ELIZABETH JUDSON E/19 - 22 *	3 IAN GOODNOW E/21 - 24 *
1 JENNIFER JACOBS E/21 - 24 *	2 JUANITA LANE E/21 - 24 *	3 MARTA GOSSAGE E/21 - 24 *
1 JOHN KENNEDY E/20 - 23 *	2 SHELA LINTON E/20 - 23 *	3 G GREEN E/19 - 22 *
1 EMILIE KORNHEISER E/20 - 22 *	2 HB LOZITO E/20 - 23 *	3 DORAN HAMM E/21 - 24 *
1 JOHN LOGGIA E/21 - 24 *	2 SYLVIA LYON E/19 - 22 *	3 OSCAR HELLER E/19 - 23 *
1 TIMOTHY MACIEL E/20 - 23 *	2 MARY MCLOUGHLIN E/21 - 24 *	3 CASSANDRA HOLLOWAY E/19 - 22
1 PRUDENCE A MACKINNEY E/21 - 24 *	2 ABIGAIL MNOOKIN E/20 - 23 *	3 JESSE KAYAN E/21 - 24 *
1 ANN MCCLOSKEY E/19 - 22 *	2 ANNE MOORE ODELL E/21 - 24 *	3 EMMANUEL KEPPEL E/19 - 22 *
1 ZACHARY MCLAUGHLIN E/20 - 23 *	2 ROBIN MORGAN E/20 - 23 *	3 F LEVENBACH E/19 - 22 *
1 EMILY MEGAS-RUSSELL e/21 - 24 *	2 GEORGIA MORGAN E/19 - 22 *	3 JOHN LIGHTFOOT E/21 - 24 *
1 PAULA MELTON E/20 - 22 *	2 THOMAS MOSAKOWSKI E/20 - 23 *	3 JO LUM E/21 - 22 *
1 DAVID MINER A/21 - 22 *	2 MARGARET PATARI E/19 - 22 *	3 ELIZABETH MCLOUGHLIN E/20 - 23 *
1 CRAIG MISKOVICH E/21 - 24 *	2 DANIEL QUIPP E/21 - 22 *	3 RALPH MEIMA E/21 - 24 *
1 RICHARD MORTON A/21 - 22 *	2 FRANZ REICHSMAN E/19 - 22 *	3 ART MIESS E/20 - 23 *
1 HENRY PEREIRA E/20 - 22 *	2 RIKKI RISATTI E/20 - 23 *	3 KATHLEEN OCONNOR E/20 - 22 *
1 SUMMER PRICE E/21 - 24 *	2 RONALD SCHNEIDERMAN E/20 - 22 *	3 ROBERT OESER E/20 - 23 *
1 BETHANY RANQUIST E/19 - 22 *	2 JANE SOUTHWORTH E/21 - 24 *	3 LISA RAE E/21 - 24 *
1 DOROTHY RICCARDI E/21 - 23	2 JOSHUA STEELE E/19 - 22	3 SONIA SILBERT E/21 - 22 *
1 PAUL ROUNDS E/21 - 23 *	2 PATRICK STONE E/21 - 24 *	3 JOHN STEELE E/21 - 24 *
1 WALTER SLOWINSKI E/19 - 22 *	2 JACQUELINE STROMBERG e/19 - 22 *	3 RICHARD SULLIVAN E/20 - 22 *
1 CHRISTINA SZPILA E/19 - 22 *	2 GARY STROUD E/20 - 23 *	3 AISLIN THOMPSON E/21 - 24 *
1 LISSA WEINMANN E/21 - 24 *	2 KIPTON TEWKSBURY E/20 - 23 *	3 TRISTAN D TOLENO E/20 - 22 *
1 ELEANOR WEISS E/20 - 23 *	2 ROBERT TORTOLANI E/19 - 22 *	3 KATHRYN TURNAS E/20 - 23 *
1 RICHARD WRASE E/19 - 22 *	2 FRANCINE VALLARIO E/19 - 22 *	3 KATHY URFFER E/20 - 23 *
1 EDWARD WRIGHT E/20 - 23	2 VERONICA WHEELOCK E/20 - 23	3 JAMES VERZINO E/19 - 22
1 GWYNN YANDOW E/21 - 22 *	2 MARSHALL WHEELOCK E/19 - 22 *	3 TIMOTHY WESSEL E/19 - 22 *
		3 MARY WHITE E/20 - 23 *
		3 LOUISE ZAK E/20 - 22 *

# **WARNING – March 1, 2022 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 1, 2022, to act on the following articles:

**ARTICLE 1:** To choose all Town officers required by law to be elected at the annual meeting. Also to be elected under this Article are Town Meeting members from the following districts: District #1: 16 members for three-year terms, 1 member for a two-year term, and 4 members for one-year terms; District #2: 15 members for three-year terms; 2 members for two-year terms and 1 member for a one-year term. District #3: 15 members for three-year terms, and 3 members for two-year terms. Voting on this Article is to be done by Australian ballot.

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 25th day of January, 2022.

## **BRATTLEBORO SELECTBOARD**

Elizabeth McLoughlin, Chair  
Ian Goodnow, Vice Chair  
Daniel Quipp, Clerk  
Jessica Gelter  
Tim Wessel

Brattleboro, Vermont  
January 28, 2022

Town Clerk's Office, Brattleboro, Vermont, January 28, 2022, at 2:10pm, received and recorded the foregoing Warning in Volume 22, of Town Records, at Page 2.

Attest: s/Hilary Francis, Town Clerk

# Warning – Annual Representative Town Meeting March 19, 2022 (and MARCH 20, 2022 if necessary)

The legal voters qualified to vote in Representative Town Meeting are hereby notified and warned to meet on Zoom on Saturday, March 19, 2022, 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 20, 2022 at 8:30am, unless the body votes to continue.

**Please join the meeting from your computer, tablet, or smartphone using this link:**

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

**Passcode: 12261753**

**You also can call in using your telephone by dialing any of these toll-free numbers in the**

**United States:**

833-548-0282

877-853-5247

888-788-0099

833-548-0276

**or you can access a list of non-toll-free numbers for locations around the world using this link:**

<https://us02web.zoom.us/u/k2Hdbk6mA>

**The “Meeting ID” for this meeting is:**

864 4868 0971

**The meeting will be carried live on BCTV:**

On Cable TV: Channel 1085

Streaming Online:

<https://www.brattleborotv.org/channel-10-stream>

Facebook Live:

<https://www.facebook.com/brattleborotv/>

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

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

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

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

**ARTICLE 5:** To see if the Town will ratify, approve and confirm the Selectboard’s appointment of a Town Attorney for a term of one year.

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

**ARTICLE 7:** To see if the Town will elect or appoint members to the Town Finance Committee for a term of one year. Members to be nominated from the floor.

**ARTICLE 8:** To see if the Town will elect or appoint members to the Human Services Review Committee for a term of one year. Members to be nominated from the floor.

**ARTICLE 9:** To elect 3 Trustees for the Brooks Memorial Library to serve three years, and 1 Trustee to fill a 2-year unexpired term. The names for consideration for the term 2022-2025 are: Howard Burrows, Ann Varily, and Joyce Sullivan. The person for the 2-year term, 2022-2024 is Sirkka Kauffman.

**ARTICLE 10:** To see if the Town will authorize its Selectboard to borrow money in anticipation of taxes, grants and other revenue.

**ARTICLE 11:** To see if the Town will act upon the RTM Steering Committee report.

**ARTICLE 12:** To see if the Town will 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?

**ARTICLE 13:** To see if the Town will elect or appoint members to the RTM Steering Committee for a term of one year for the duration of the committee. Members to be nominated from the floor.

**ARTICLE 14:** To see what compensation the Town will pay its Selectboard members.

**ARTICLE 15:** To see if the Town will transfer from the Unassigned General Fund Balance to the Capital Fund the sum of three-hundred thousand dollars (\$300,000) to pay, to that extent, part of the cost of the FY23 Capital Request for paving.

**ARTICLE 16:** To see if the Town will appropriate the sum of thirty-seven thousand, one hundred fifty-four dollars (\$37,154) for the Community Marketing Initiative promotion of Brattleboro performed jointly by the Brattleboro Area Chamber of Commerce and the Downtown Brattleboro Alliance.

**ARTICLE 17:** To see if the Town will raise and appropriate the sum of eighty thousand dollars (\$80,000) through special assessments on properties within the Downtown Improvement District (as approved by Town Meeting March 19, 2005, and as delineated in the Town Ordinance entitled “Municipal Act to Establish and Regulate the Downtown Improvement District”) to be used for capital and operating costs of projects of the Town’s

# **Warning – Annual Representative Town Meeting March 19, 2022 (and MARCH 20, 2022 if necessary)**

duly designated downtown organization as reflected in its work plan and budget.

**ARTICLE 18:** To see if the Town will raise and appropriate the sum of two hundred seventy-five thousand, five hundred seventy-five dollars (\$275,575) to support human service programs and facilities for the residents of Brattleboro to be allocated among service providers in the following manner: AIDS Project of Southern Vermont-\$2,000; Big 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.

**ARTICLE 19:** To see if the Town will direct the Selectboard to include a specific amount of the FY24 budget to be allocated to Human Services funding.

**ARTICLE 20:** 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 21:** 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 22:** 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 23:** To see if the Town will 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.

**ARTICLE 24:** To see if the Town will expand the purpose of the Agricultural Land Protection Fund and rename it to the Brattleboro Agricultural and Food Systems Revolving Loan and Grant Fund.

**ARTICLE 25:** To see if the Town will 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.

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

Dated at Brattleboro, Vermont  
this 25th day of January, 2022.

## **BRATTLEBORO SELECTBOARD**

Elizabeth McLoughlin, Chair  
Ian Goodnow, Vice Chair  
Daniel Quipp, Clerk  
Jessica Gelter  
Tim Wessel

Brattleboro, Vermont  
January 28, 2022

Town Clerk's Office, Brattleboro, Vermont, January 28,  
2022, at 2:10pm, received and recorded the foregoing  
Warning in Volume 22, of Town Records, at Page 4.

Attest: s/Hilary Francis, Town Clerk

## ARTICLE 15

**ARTICLE 15:** To see if the Town will transfer from the Unassigned General Fund Balance to the Capital Fund the sum of three-hundred thousand dollars (\$300,000) to pay, to that extent, part of the cost of the FY23 Capital Request for paving.

### USE OF FUND BALANCE FOR CAPITAL EXPENDITURES

Whenever possible, accumulated fund balance should be used for non-recurring expenses such as a particular capital project or a piece of equipment with a high price tag and a long useful life. By limiting the use of fund balance to these purposes, we protect the Town from becoming dependent

upon non-recurring revenues to fund recurring expenses. Why does this matter? Because a town using fund balance for operating expenses is like a household using its savings account for monthly living expenses. You do it occasionally, when necessary, but it is not a sustainable ongoing practice. For FY23, the Selectboard and Town staff recommend using three hundred thousand dollars (\$300,000) of unassigned General Fund balance. A more detailed explanation of how this figure was determined and the factors influencing that decision can be found in the Town Manager's Office Budget Message, included in this Town Report.

## ARTICLE 16

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

### COMMUNITY MARKETING INITIATIVE

For the past 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).

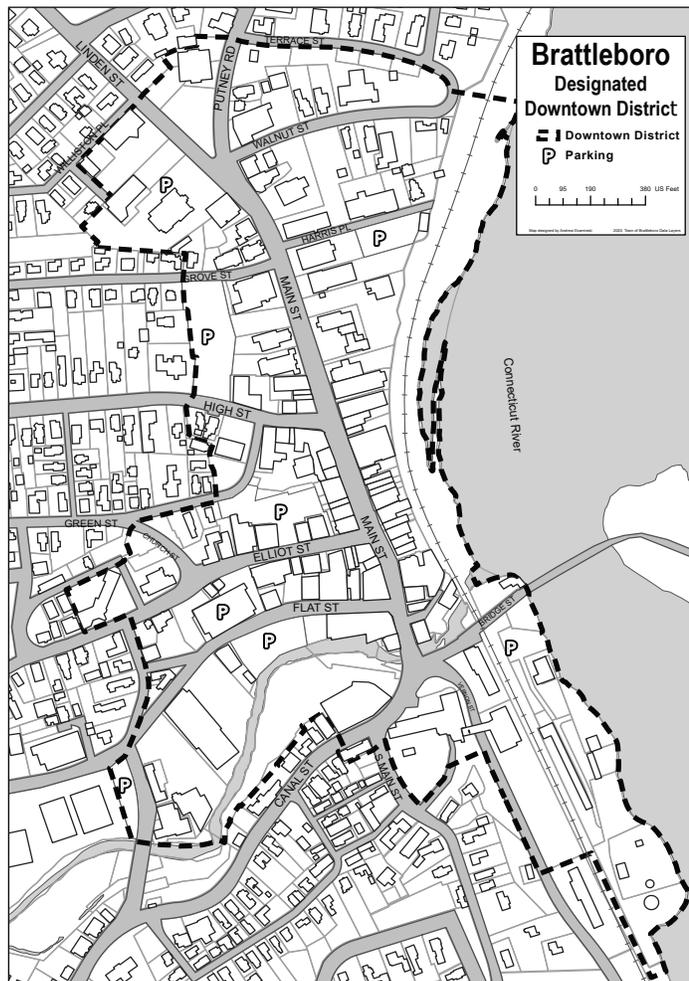
## ARTICLE 17

**ARTICLE 17:** To see if the Town will raise and appropriate the sum of eighty thousand dollars (\$80,000) through special assessments on properties within the Downtown Improvement District (as approved by Town Meeting March 19, 2005, and as delineated in the Town Ordinance entitled "Municipal Act to Establish and Regulate the Downtown Improvement District") to be used for capital and operating costs of projects of the Town's duly designated downtown organization as reflected in its work plan and budget.

### DOWNTOWN BRATTLEBORO ALLIANCE

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

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



# ARTICLE 18

**ARTICLE 18:** To see if the Town will raise and appropriate the sum of \$275,575 to support human service programs and facilities for the residents of Brattleboro to be allocated among service providers in the following manner: AIDS Project of Southern Vermont-\$2,000; Big Brother Big Sisters-\$7,500; Boys and Girls Club-\$24,275; Brattleboro Area Hospice-\$6,000; Brattleboro Area Prevention Coalition-\$8,750; Brattleboro Center for Children-\$4,500; 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.

## REPORT TO BRATTLEBORO REPRESENTATIVE TOWN MEETING 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 the 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 may ask for applications in any given year that focus on specific 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 2021 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 2021. Each meeting was attended by a member of the Brattleboro Finance Committee and open to the public.

This year, there were four new applications for funding bringing the total number to 37 agencies. 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 685.

These scores were obtained by assigning each application a score of 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 FY23)  
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 a 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 \$364,800 or approximately \$88,500 more than authorized by Town Meeting.

### To address this, the Committee recommends:

- Fully funding applications that scored an average of 12 or above,
- 50% funding for applications that scored under an average of 12,
- 25% funding for applications that scored under an average of 10,
- Recommend no funding for applications that received an average score of 8 or below.
- A final adjustment of \$725 was made to the Boys and Girls Club to reconcile to the allotted budget amount of 1.4%.

Sincerely,

Human Services Committee 2021  
Ann Fielder, Co-Chair  
David Miner, Co-Chair  
Gary Stroud

Kipton Tewksbury  
Ain Thompson  
John Kennedy

# ARTICLE 18

## Human Services Review Committee FY21 Request for Funding

Applicants	FY19 Recommendation	FY20 Request	FY20 Recommendation	Difference	FY20 Grant Total	FY21 Requests	FY21 Recommendation	FY21 RTM Addition	FY21 Grant Total	FY22 Requests	FY22 Recommendation	FY23 Requests	FY23 Recommendation	FY23 Grand Total
AIDS Project of Southern Vermont	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,200.00	\$2,200.00	\$2,000	\$2,000	\$2,000
American Red Cross - NH and VT Region	\$5,000	\$1,000	\$5,000	\$2,000	\$1,950	\$3,950	\$3,950	\$6,375	\$6,375	\$7,012.50	\$7,012.50	\$5,000	\$5,000	\$6,000
Big Brothers Big Sisters	\$10,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$6,375	\$6,375	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Boys & Girls Club	\$20,000	\$15,000	\$18,500	\$15,000	\$2,275	\$17,275	\$20,000	\$17,000	\$17,000	\$18,700.00	\$18,700.00	\$20,000	\$25,000	\$24,275
Battleboro Area Hospice	\$1,200	\$1,200	\$2,000	\$1,500	\$325	\$1,825	\$3,000	\$2,550	\$2,550	\$2,805.00	\$2,805.00	\$6,000	\$6,000	\$6,000
Battleboro Centre for Children	\$12,000	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$6,000	\$4,500	\$4,500	\$4,950.00	\$4,950.00	\$4,500	\$4,500	\$4,500
Building a Positive Community			\$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
Child Care Counts Coalition														\$0
Community Asylum Seekers Project, Inc														\$0
Family Garden	\$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	\$3,750
Food Connects														\$20,000
Gathering Place	\$4,000	\$4,000	\$4,000	\$4,000	\$700	\$700	\$700	\$3,750	\$375.00	\$4,125.00	\$5,000	\$5,000	\$5,000	\$5,000
Green mountain RSVP	\$700	\$700	\$700	\$700	\$700	\$700	\$20,000	\$700	\$700.00	\$770.00	\$900	\$900	\$900	\$900
Groundworks Collaborative (formerly BADC and Morningside)	\$20,000	\$20,000	\$20,000	\$20,000		\$1,900.00	\$20,000	\$19,000	\$1,900.00	\$20,900.00	\$20,000	\$20,000	\$20,000	\$20,000
Health Care & Rehabilitation Services	\$10,000	\$3,500	\$10,000	\$3,500	\$4,225	\$7,725	\$10,000	\$7,500	\$750.00	\$8,250.00	\$10,000	\$10,000	\$10,000	\$10,000
Inclusion Center							\$7,500	\$0	\$0	\$4,400.00				\$1,000
KidsPLAYce	\$4,000	\$4,000	\$4,000	\$4,000		\$4,000	\$6,500	\$4,000	\$400.00	\$4,400.00				\$1,000
Meeting Waters-YMCA	\$5,000	\$5,000	\$7,500	\$7,500		\$7,500	\$7,500	\$7,125	\$712.50	\$7,837.50	\$7,500	\$7,500	\$10,000	\$10,000
Out in the Open (f/k/a Grm Mountain Crossroads)	\$5,000	\$3,000	\$7,500	\$5,000	\$1,625	\$6,625	\$10,000	\$8,500	\$850.00	\$9,350.00	\$15,000	\$15,000	\$16,500	\$16,500
Prevent Child Abuse Vermont														
Putney Foodshelf							\$2,000	\$0	\$0	\$1,500	\$1,500	\$1,500	\$2,000	\$1,000
Retreat Farm														\$5,000
Rich Earth Institute							\$1,000	\$0	\$0	\$1,000	\$1,000	\$1,000	\$3,500	\$2,500
Senior Solutions	\$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
SEVCA	\$12,000	\$12,000	\$12,000	\$12,000		\$12,000	\$12,000	\$11,400	\$1,400.00	\$12,540.00	\$14,000	\$14,000	\$14,000	\$14,000
The Root Social Justice Center	\$5,000	\$5,000					\$7,000	\$5,250	\$1,750.00	\$7,000.00	\$15,000	\$15,000	\$20,000	\$20,000
Theatre Adventure, Inc														\$1,900
Turning Point	\$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
Vermont Wilderness School														
Vermont Adult Learning														\$3,000
Vermont Association for the Blind							\$700	\$700	\$700.00	\$770.00	\$700	\$700	\$700	\$700
Vermont Center for Independent Living	\$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
Vermont Family Network	\$2,500	\$1,500	\$2,500	\$1,500	\$650	\$2,150	\$2,500	\$2,500	\$0	\$2,500.00	\$2,500	\$2,500	\$2,500	\$2,500
Visiting Nurse and Hospice of VT and NH	\$12,200	\$10,000					\$12,200	\$10,980	\$1,098.00	\$12,078.00	\$12,200	\$12,200	\$12,200	\$12,200
Windham Child Care Association														
Windham County Dental Center (United Way)														\$30,000
Windham County Humane Society	\$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
Windham County Safe Place Child Advocacy Center														\$10,000
Windham & Windsor Housing Trust														\$10,000
Winston Prouty Center for Child & Family														\$10,000
Women's Freedom Center	\$10,000	\$5,000	\$15,000	\$7,500	\$4,870	\$12,370	\$15,000	\$14,250	\$1,425.00	\$15,675.00	\$16,000	\$16,000	\$17,500	\$17,500
Women's Freedom Center	\$6,000	\$6,000	\$7,500	\$7,500		\$7,500	\$7,500	\$6,375	\$637.50	\$7,012.50	\$8,000	\$8,000		
Summer Food Program (WISESU)														
Youth Services - Big Brothers/Big Sisters														
Youth Services-combined w/ Bratt Community Justice Ctr	\$10,000	\$10,000	\$10,000	\$10,000		\$10,000	\$12,000	\$10,200	\$1,020.00	\$11,220.00	\$12,000	\$12,000	\$21,500	\$21,500
<b>Total Recommended year to year</b>	<b>\$176,200</b>	<b>\$139,000</b>	<b>\$174,300</b>	<b>\$140,300</b>		<b>\$22,095</b>	<b>\$162,395</b>	<b>\$225,200</b>	<b>\$178,905</b>	<b>\$19,115.50</b>	<b>\$198,020.50</b>	<b>\$261,900</b>	<b>\$364,800</b>	<b>\$275,575</b>
					KidsPLAYce (4,000), VNA (12,200)	\$16,200								
					approved separately by RTM	\$185,595								

# ARTICLE 19

**ARTICLE 19:** To see if the Town will direct the Selectboard to include a specific amount of the FY24 budget to be allocated to Human Services funding.

## TARGET ALLOCATION FOR HUMAN SERVICES FUNDING

Several times in recent years, Representative Town Meeting has discussed setting a target level for Human Services funding. These discussions have occurred under the final article, "To transact any other business that may lawfully come before the meeting," which allows discussion and non-binding votes but does not allow any binding action to be taken. At one time, RTM offered non-binding advice to the Selectboard to allocate approximately 1% of the Town's General Fund budget to Human Services funding. In 2020, RTM took a non-binding action that asked the Selectboard to consider allocating approximately 2% of the Town's General Fund budget to Human Services funding. Last year, the Selectboard placed an Article on the Representative Town Meeting warning so that RTM could

provide binding guidance on this matter. The wording of Article 19 intentionally uses "amount" so RTM can choose whether to establish the target as a percentage of the budget or as a specific dollar amount. Likewise, it intentionally uses "FY24 budget" so RTM will be able to provide this direction year-by-year, allowing for adjustments due to changing circumstances, as needed. If RTM chooses to establish the target amount as a percentage of the budget, we ask that the target for FY24 be expressed as a percentage of the FY23 adopted budget, since that is a calculable number that will allow the Human Services Review Committee and the Selectboard to adhere to the direction provided by RTM. Expressing the target as a percentage of the FY24 budget would make the exact amount unknowable for the Human Services Review Committee and the Selectboard throughout the entire duration of their work on that FY24 budget.

# ARTICLE 21

**ARTICLE 21:** 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:

1. To directly **fund implementation** of programs & projects serving local communities, businesses and people.
2. 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.
3. 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 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**

# ARTICLE 21

## **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 23

**ARTICLE 23:** To see if the Town will 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.

### MUSEUM BUILDING TRANSFER

#### *History of Relationship Between the Town and BMAC*

The Town purchased Union Station in 1972 for \$27,500 (the equivalent of approximately \$180,000 in 2021). Having lost to demolition the original Town Hall building in the 1950s, the original Brooks Memorial Library building in the 1960s, and several other historically significant buildings and homes during that same era, advocates for historic preservation had urged the Town to save this building from a similar fate. For the past 49+ years, Amtrak has occupied a small space in the basement and BMAC has occupied the rest of the building. During that time, BMAC has grown from a small, new, local museum into a mature and growing cultural resource of regional importance. Established during the launch of BMAC, the lease agreement between the Town and BMAC has allowed BMAC to flourish in this space rent-free (officially \$1 per year) while the Town has been responsible for all major maintenance at the site and provided a \$7,000 annual contribution to BMAC to assist with ongoing basic maintenance expenses. BMAC has invested significantly in interior improvements, particularly in the main floor gallery spaces. It is primarily due to BMAC's investments that the assessed value of the building has increased to \$378,900.

#### *Reasons for Proposed Transfer of Ownership*

Since Union Station has long-since been preserved as an important local landmark and since BMAC is now a self-sustaining institution, the original reasons for Town ownership no longer exist and the building has become a burden to Town taxpayers. An expensive roof replacement needs to be completed in the next few years (cost estimates have ranged from \$70,000 to well over \$100,000) and the need for other major maintenance projects will follow. In addition,

property records are unclear as to whether the property owner or the Town is responsible for the large retaining wall that separates this property from Bridge Street, but in the current circumstances the property owner is the Town so that infrastructure also represents a substantial long-term capital obligation for Town taxpayers. Under the current lease, BMAC can remain in the building rent-free for 19 more years. That reduces the market value of the building to near zero (a 2020 appraisal stated \$3,000) as any buyer would have to accommodate BMAC until 2040 and would be responsible for any major maintenance of the building and property during that time. Transfer of ownership will relieve Brattleboro's taxpayers of any future financial liability for the site (including the retaining wall), freeing the Town to devote those capital project dollars to other more essential Town infrastructure. The proposed transfer also will enable BMAC to further invest in this building with the confidence of a property owner who controls the site indefinitely, subject to all applicable Town and State regulations (such as any façade changes being subject to review by the Town's Design Review Committee).

#### *Terms of Proposed Transfer of Ownership*

- "Purchase Price" = \$1
- BMAC accepts the property "as is"
- BMAC accepts full responsibility for the retaining wall
- Agreement is subject to Representative Town Meeting approval by April 1, 2022
- Agreement is subject to Amtrak vacating the property by June 30, 2024 (Amtrak is scheduled to begin building its new station on the east side of the tracks in 2022 and to move from Union Station to that new station by the end of 2023.)
- Town permanently retains all rights to any water and sewer infrastructure at the site
- Agreement is solely with BMAC and may be assigned only with Town's prior written consent

The purchase and sale agreement has been approved by BMAC's Board of Trustees and the Brattleboro Selectboard.

## ARTICLE 24

**ARTICLE 24:** To see if the Town will expand the purpose of the Agricultural Land Protection Fund and rename it to the Brattleboro Agricultural and Food Systems Revolving Loan and Grant Fund.

### AGRICULTURAL LAND PROTECTION FUND

The Agricultural Land Protection Fund was established by Representative Town Meeting 1985 in response to significant threat to agricultural land and farm loss in the town. The fund was established for the purpose of purchasing interests in agricultural land (e.g., long term leases, development rights, land in fee). After assessing the challenges, needs, and

opportunities of the local farming community, the Agricultural Advisory Committee is recommending that the fund be re-conceptualized so that it can be made more relevant and useful to today's farm and food system community. They favor making the fund available for a wider array of food system-related expenses.

The Selectboard placed Article on the Representative Town Meeting warning because the fund was established by RTM and changes to its purpose must be authorized by RTM. If this Article is passed, the Selectboard will adopt new guidelines for expenditure of funds.

# ARTICLE 25

**ARTICLE 25:** To see if the Town will 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.

## **TAX STABILIZATION AGREEMENTS FOR ALTERNATIVE ENERGY GENERATING PLANTS**

24 V.S.A. § 2741 allows municipalities to enter into contracts to stabilize the municipal portion of the property tax of certain types of properties. This statute enables a number of variations in developing an article to be placed on a Town Meeting warning:

- Town Meeting can provide to the Selectboard one of two types of authority: general or limited. “General authority” has been chosen because it is a simpler process of implementation and thus more aligned with benefiting the applicant property than if a negotiated contract need wait to be ratified by Town Meeting.
- Of the six permitted categories of eligible property, “alternate-energy generating plants” has been chosen because the intent of this article is to create an incentive mechanism to further renewable energy generation.
- Of the four permitted methods to stabilize municipal tax, “fix and maintain the valuation of such properties on the grand list” has been chosen to best align with current Town assessment and finance practices. This method is already used in the Town’s current Tax Stabilization Program for industrial/commercial and farmland taxpayers.

Article 25 does not address specific details of a tax stabilization program; the Selectboard will hold the power to determine the program’s procedures, criteria/eligibility, and terms.

### **Context:**

The impetus to place this article on the 2022 Representative Town Meeting Warning was a request by Tom Mosakowski that was accompanied by statements of support by the Conservation Commission, Agricultural Advisory Committee, Energy Committee, and Planning Commission. Conditional

upon Town Meeting approving this article, the second part of the request asked the Selectboard to implement the tax stabilization program for alternate-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.

Any solar plant (PV array) that “has a plant capacity less than 50 kW and is either (a) operated on a net-metered system or (b) not connected to the electric grid and only provides power on the property on which it is located” is already exempt from municipal property tax according to the VT Department of Taxes.

### **Rationale:**

To meet the United States’ and Vermont’s emissions reduction goals, Brattleboro must increase renewable energy generation. The Windham Regional Energy Plan states: “... solar energy generation will be the leading energy source to meet the generation targets.” A significant amount of new renewable energy generation can be sited on already-developed and -disturbed sites as evidenced by this WREP statement: “45% of this capacity can be met by rooftop solar alone, thus preventing any adverse impacts on land-based natural resources...”. Unfortunately, some or all categories of solar energy generation “have disproportionately been sited in undeveloped fields and forests because greenfield sites cost less to develop” according to the VT Public Utility Commission. To minimize negative impacts on natural resources and the natural environment in general, PV array development on already-developed or -disturbed sites should receive enough incentive relative to development on greenfields that the former costs less to develop than the latter.

Submitted by Tom Mosakowski, Planning Commission Chair and District 2 Town Meeting Member

# ANNUAL REPRESENTATIVE TOWN MEETING MARCH 20, 2021

Pursuant to the Warning for the Annual Town Meeting recorded in the Town Records Volume 21, page 335, the legal voters qualified to vote met online through the Zoom platform on March 20, 2021, at 8:30 A.M.

At 8:41 A.M., Moderator Lawrin Crispe called the meeting to order.

Town Clerk Hilary Francis reported that more than 130 Town Meeting Members were present. Moderator Crispe announced that 75 members constitute a quorum. A total of 136 members were present at various times of the day.

The Moderator called upon Dr. Robert Tortolani to lead the meeting with an opening convocation.

Lawrin Crispe led the meeting in the Pledge of Allegiance.

The Moderator enumerated the many years of public service provided to the town by former meeting members, Hazel Anderson, Nancy Barber, Ethel Brosnahan, and Sylvia Eaton, who passed away since the last meeting, and asked the body to acknowledge those citizens who have died as a result of the COVID epidemic. He asked for a moment of silence in their honor.

The Moderator offered a special recognition to Corwin Elwell, who dedicated more than sixty years of service to this town. He stepped down from serving as a Town Meeting Member and is thanked for his service.

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

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

**PRELIMINARY MOTION #1)** Selectboard member Ian Goodnow 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. The Moderator reminded the body that this is a motion to suspend the rules in order to accommodate emergency electronic rules. This is not debatable and it requires a two-thirds vote. On a Division Zoom poll vote, the motion passed with 124 in favor and 3 opposed.

**PRELIMINARY MOTION #2)** Selectboard Vice Chair Elizabeth McLoughlin moved: That the following persons be authorized to remain

in this Zoom meeting with the Selectboard and Town Meeting Members: Town Manager Peter Elwell, Town Attorney Robert Fisher, Assistant Town Manager Patrick Moreland, Executive Secretary Jan Anderson, and Executive Assistant Jessica Sticklor.

The motion was seconded.

There being no further discussion on the motion, the motion passed on a Division Zoom poll vote, with 124 in favor and 2 opposed.

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

The motion was seconded and with no discussion, on a Division Zoom poll vote passed with 126 in favor and 1 opposed.

Kurt Daims moved to suspend the rules to consider unmuting everyone throughout the meeting as that more clearly imitates the physical meeting. The motion was seconded and the Moderator reminded the body that in this motion is not debatable, and requires a two-thirds vote to pass. On a Division Zoom poll vote, with 16 in favor and 113 opposed, the motion failed.

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

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

The motion was seconded and, with no discussion, on a Division Zoom poll vote the article was passed with 122 in favor and 2 opposed.

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

The motion was seconded and, with no discussion, on a Division Zoom poll vote the article was adopted with 123 in favor and 2 opposed.

**TOWN CLERK:** Under **Article 3**, Selectboard member Ian Goodnow moved: That the appointment of Hilary Francis as Town Clerk for a term of one year until the 2022 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 127 in

# ANNUAL REPRESENTATIVE TOWN MEETING

## MARCH 20, 2021

favor and 1 opposed.

**INTERIM TOWN TREASURER:** Under **Article 4**, Selectboard Vice Chair Elizabeth McLoughlin moved: That the appointment of Deborah Desrosiers as Interim Town Treasurer for a term of one year until the 2022 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 125 in favor and 1 opposed.

**TOWN ATTORNEY:** Under **Article 5**, Selectboard member 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 2022 Representative Town Meeting be ratified, approved, and confirmed.

A point of order was raised about adding an option to abstain from voting in the polls. Following a brief discussion, the Moderator explained why it was not appropriate or technologically feasible.

The motion was seconded. There was no discussion and the appointment was approved on a Division Zoom poll vote, with 119 in favor and 6 opposed.

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

Rikki Risatti, Gary Stroud, Lissa Weinmann, Roni Byrne, and Jaqueline Stromberg were nominated. On a Division Zoom poll vote, Gary Stroud (70 votes) and Lissa Weinmann (87 votes) were nominated, and Rikki Risatti (8 votes), Roni Byrne (52 votes), and Jaqueline Stromberg (29 votes) were not.

Brandie Starr moved: That the following people be appointed to serve on the Capital Grants Review Board for a term of one year until the 2022 Representative Town Meeting: Gary Stroud and Lissa Weinmann.

The motion was seconded. Following a brief discussion about the voting process, both were appointed to the Capital Grant Review Board on a Division Zoom poll vote with 115 in favor and 6 opposed.

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

Oscar Heller, Chair of the Finance Committee thanked the committee and nominated the following members: Paula Melton, Mary White, Alex Fischer, Millicent Cooley, Oscar

Heller, and David Levenbach.

Rikki Risatti nominated themselves.

Anne Louise Wagner and Gary Stroud nominated Lisa Rae.

Following a brief discussion resulting in the information that there is no maximum number of members identified for this committee, and in order to be elected, each nominee must receive at least a majority vote, it was decided to vote on each nominee individually, rather than voting the slate.

George Carvill moved to close nominations. This was seconded and approved on a Division Zoom poll vote, with 119 in favor and 4 opposed.

With no further discussion, individual polls were cast with the following results:

Paula Melton: aye - 118 (97%), nay - 4 (3%)  
Mary White: aye - 117 (97%), nay - 4 (3%)  
Alex Fischer: aye - 116 (94%), nay - 7 (6%)  
Millicent Cooley: aye - 112 (93%), nay - 9 (7%)  
Oscar Heller: aye - 119 (93%), nay - 9 (7%)  
David Levenbach: aye - 104 (90%), nay - 11 (10%)  
Rikki Risatti: aye - 23 (19%), nay - 99 (81%)  
Lisa Rae: aye - 99 (81%), nay - 23 (19%)

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 2022 Representative Town Meeting: Paula Melton, Mary White, Alex Fischer, Millicent Cooley, Oscar Heller, David Levenbach, and Lisa Rae, 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. Following a very brief discussion offering thanks to the committee, on a Division Zoom poll vote, Paula Melton, Mary White, Alex Fischer, Millicent Cooley, Oscar Heller, David Levenbach, and Lisa Rae were appointed to the Representative Town Meeting Finance Committee, with 124 in favor and 2 opposed.

**RECESS:** At 11:11 A.M. the Moderator declared a short recess.

At 11:26 A.M. the Moderator reconvened the meeting.

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

John Kennedy, a member of the committee, nominated the following members: Anne Fielder, David Miner, Gary Stroud, Ain

Thompson, Kipton Tewksbury, and John Kennedy.

Deb Burns nominated herself.

Rikki Risatti nominated themselves.

Gwynn Yandow asked for an explanation of the responsibilities of the committee, and after receiving a response, nominated herself. Ruben Garza nominated himself.

Roni Byrne nominated herself.

After a brief discussion regarding how the committee handles situations when members have a conflict of interest, and if people with such a conflict should serve, Paul Rounds moved to cease debate. The motion was seconded, and on a Division Zoom poll vote, debate was ceased with 111 in favor and 14 opposed.

Individual polls were cast with the following results:

Anne Fielder: aye - 110 (94%), nay - 7 (6%)  
David Miner: aye - 107 (91%), nay - 10 (9%)  
Gary Stroud: aye - 107 (86%), nay - 17 (14%)  
Ain Thompson: aye - 110 (92%), nay - 9 (8%)  
Kipton Tewksbury: aye - 118 (94%), nay - 8 (6%)  
John Kennedy: aye - 108 (92%), nay - 9 (8%)  
Deb Burns: aye - 88 (85%), nay - 16 (15%)  
Rikki Risatti: aye - 27 (23%), nay - 88 (77%)  
Gwynn Yandow: aye - 74 (63%), nay - 44 (37%)  
Ruben Garza: aye - 80 (68%), nay - 30 (32%)  
Roni Byrne: aye - 84 (75%), nay - 28 (25%)

Ian Goodnow moved: That the following people be appointed to serve on the Human Services Review Committee for a term of one year until the 2022 Representative Town Meeting: Ann Fielder, David Miner, Gary Stroud, Ain Thompson, Kipton Tewksbury, John Kennedy, Deb Burns, Gwynn Yandow, Ruben Garza, and Roni Byrne, and to further authorize the Moderator to make additional interim appointments to the Human Services Review Committee for a term to expire at the next annual Representative Town Meeting.

The motion was seconded. With no discussion, on a Division Zoom poll vote, Ann Fielder, David Miner, Gary Stroud, Ain Thompson, Kipton Tewksbury, John Kennedy, Deb Burns, Gwynn Yandow, Ruben Garza, and Roni Byrne were appointed to the Human Services Review Committee with 125 in favor and 2 opposed.

**LIBRARY TRUSTEES:** Under **Article 9**, Elizabeth McLoughlin moved: That the following people be appointed to serve on the Board of Trustees for the Brooks Memorial Library: Jennifer Rowe, Leo Schiff, and Kate O'Connor, each for a term to expire in 2024; and Ann C. Varilly for a term to expire in 2022. The motion was seconded. Additional

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nominees were accepted for the one year seat, and nominees outlined why they were interested in the position.

Kathryn Turnas nominated herself.

Michael Hoffman nominated himself.

Kathryn Dowd nominated Wendy Collins.

Howard Burrows explained the process by which candidates for the position were vetted, and that Ann Varilly was reviewed and chosen by the committee.

George Carvill moved to cease debate. This was seconded and on a Division Zoom poll vote, debate was ceased with 111 in favor and 8 opposed.

On a single Zoom poll vote, Ann C. Varilly was chosen with the following vote results:

Ann Varilly: aye - 101 (82 %)

Kathryn Turnas: aye - 7 (6%)

Michael Hoffman: aye - 4 (3%)

Wendy Collins: aye - 11 (9%)

With no other discussion, the motion as presented was adopted with 110 in favor and 6 opposed.

**ANIMAL CONTROL OFFICER VEHICLE & DPW SALT SHED REPLACEMENT:** Under **Article 10**, Daniel Quipp moved: To ratify the Selectboard's decisions to (a) purchase an Animal Control Officer's vehicle in an amount not to exceed twenty-eight thousand dollars (\$28,000) and (b) replace the salt shed at the Department of Public Works in an amount not to exceed eighty thousand, seven hundred fifty dollars (\$80,750).

The motion was seconded and following a brief discussion about the purchase of electric or plug in hybrid vehicles, on a Division Zoom poll vote the motion was adopted with 118 in favor and 3 opposed.

**RECESS:** At 12:52 P.M. the Moderator declared a recess for lunch.

At 1:23 P.M. the Moderator reconvened the meeting and confirmed that with an excess of 93 Town Meeting Members, a quorum was present.

**WATER TREATMENT PLANT BOND/NOTE VOTE:** Under **Article 11**, there was a Bond Vote by Australian Ballot to determine: Shall the notes or bonds of the Town of Brattleboro in an amount not to exceed twelve million, five hundred thousand dollars (\$12,500,000) and bearing interest not to exceed five percent (5%) be issued for the capital improvement known as the Water Treatment Plant Reconstruction Project?

Moderator, Lawrin Crispe announced that ballots were mailed to all Town Meeting Members, and must be received in the signed certificate envelope, by the Town Clerk's office no later than 5:00 P.M. on Friday, March 26, 2021.

There was a brief discussion regarding the

impressive nature of the presentation at the March 17, 2021 Informational Forum, and the use of rescue funds to bring down the principle amount of the project. With no further discussion, the Moderator closed debate.

On March 26, 2021 at 5:01 P.M. the polls were closed. The results of the vote are as follows:

<b>Yes</b>	<b>111</b>
No	2

**AUTHORIZATION TO BORROW:** Under **Article 12**, Brandie Starr moved: That the Selectboard be authorized to borrow money in anticipation of taxes, grants and other revenue.

The motion was seconded. Peter Elwell explained that the purpose of this article is a safety measure, in case there were some catastrophic situation and we did not have enough cash to address the emergency. With no further discussion and on a Division Zoom poll vote, the article was adopted with 120 in favor and 2 opposed.

**SELECTBOARD COMPENSATION:** Under **Article 13**, Tim Wessel moved: That the compensation of the Selectboard Chairperson be set at \$5,000 and that the salaries of the other members of the Selectboard be set at \$3,000 each.

The motion was seconded.

George Carvill moved to strike the motion as written and substitute the following: Move that the compensation of the Selectboard Chairperson be set at a maximum of \$10,000 and that the compensation of the other members of the Selectboard be set at a maximum of \$8,000 each, provided that any Selectboard member can take less than the maximum; and further that in addition reasonable dependent care expenses be treated as reimbursable expenses when incurred while the Board member is engaged in formal town business.

The Carvill amendment was seconded.

There was a moderate discussion including topics such as diversifying the Selectboard and economic adversity to joining the Board, the need for fiscal restraint, the Finance Committee's research and how much other Towns compensate their Selectboards, and the need for financial disclosures from candidates.

Dick DeGray moved to amend the Carvill amendment to have the Chair's compensation be \$6,000, the Vice Chair set at \$5,000, and the remaining Selectboard members at \$4,000 each, totaling \$23,000. This motion was seconded.

Following a moderate discussion regarding

the amount of this increase not meeting the intent of the Carvill amendment, Emmanuel Keppel moved to cease debate on the DeGray amendment, which was seconded. On a Division Zoom poll vote, debate was ceased with 102 in favor and 23 opposed.

On a Division Zoom poll vote, the DeGray amendment failed with 43 in favor and 83 opposed.

Following continued conversation regarding the topics mentioned previously on the Carvill amendment, Rikki Risatti moved to amend the Carvill amendment to require Selectboard candidates to release their last year's income and report weekly the hours invested throughout the week spent on the Selectboard. This motion was ruled out of order by the Moderator, as it was not germane to the motion.

After additional debate, Art "Fhar" Miess moved to cease debate on the Carvill amendment, which was seconded. On a Division Zoom poll vote, debate was ceased with 111 in favor and 15 opposed.

On a Division Zoom poll vote, the Carvill amendment passed with 79 in favor and 49 opposed.

Paul Rounds immediately moved to cease debate on the original motion as amended, which was seconded. On a Division Zoom poll vote, debate was ceased with 107 in favor and 21 opposed.

On a Division Zoom poll vote, the original motion as amended was adopted with 87 in favor and 42 opposed.

**TRANSFER TO CAPITAL FUND FROM THE UNASSIGNED GENERAL FUND BALANCE FOR CAPITAL PROJECTS:** Under **Article 14**, Ian Goodnow moved: That the Town transfer from the Unassigned General Fund Balance to the Capital Fund the sum of \$530,000 for the following Capital projects: \$130,000 to replace the Limited Use Limited Access Elevator (L.U.L.A.) at the Gibson-Aiken Center; \$100,000 to replace sidewalks; and \$300,000 for paving projects.

The motion was seconded. With no discussion, on a Division Zoom poll vote, the motion passed unanimously with 128 in favor and 0 opposed.

**TOWN WEBSITE:** Under **Article 15**, Elizabeth McLoughlin moved: That the Town appropriate from the Unassigned General Fund Balance the sum of up to \$75,000 for the upgrades for the Town's website.

The motion was seconded. Following a brief discussion regarding the more urgent needs for these funds, George Carvill moved

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to amend the article to insert at the end of the motion: "And that the Selectboard direct town staff to create for Board approval a detailed RFP for the new website after soliciting input from community members who have experienced difficulty both accessing town information and providing information to the town – including those with life experiences about social services, racism, sexism, classism, and homelessness. And said RFP shall require inclusive design, meaning the finished product will meet the needs of as many individuals as possible, including anyone who is permanently or temporarily disabled or whose only access to the site is via a cell phone." This amendment was seconded.

Following a brief comment highlighting the intention of this amendment to showcase the Town's inclusivity, Tim Maciel moved to cease debate, which was seconded. On a Division Zoom poll vote, debate on the Carvill amendment was ceased with 105 in favor and 35 opposed. On a Division Zoom poll vote, the Carvill amendment passed with 87 in favor and 35 opposed.

After a moderate debate including topics on how the amount of \$75,000 was determined, the need for a new website and information flow, especially during a pandemic, Steven Brown moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 112 in favor and 10 opposed.

On a Division Zoom poll vote, the original motion as amended passed with 112 in favor and 10 opposed.

**RECESS:** At 4:00 P.M. the Moderator declared a short recess. At 4:16 P.M. the Moderator reconvened the meeting.

**COMMUNITY MARKETING INITIATIVE:** Under **Article 16**, Daniel Quipp moved: That the Town appropriate the sum of \$37,551 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.

Rikki Risatti moved to amend the article to change the campaign from "Love Brattleboro" to "Love Wantastegok", which is the indigenous name. The Moderator ruled this out of order as it is not germane to the question.

After a lengthy conversation regarding the need to bring tourists to town to lift up businesses, and the lack of focus on local LGBTQ+ and BIPOC residents, Rikki Risatti requested an appeal to the Moderator's decision to call their amendment out of order. A Division Zoom poll vote was sent to the body asking "Shall the Moderator's decision to declare the Risatti amendment out of order be sustained?" The Moderator's ruling was sustained with 98 in favor and 16 opposed.

Lissa Weinmann moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 100 in favor and 22 opposed.

On a Division Zoom poll vote, the motion passed with 85 in favor and 38 opposed.

**DOWNTOWN IMPROVEMENT DISTRICT:** Under **Article 17**, Brandie Starr 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 supporting the Downtown Brattleboro Alliance and their printed Gallery Walk

Guide, on a Division Zoom poll vote, the motion passed with 106 in favor and 14 opposed.

With the time reaching past 5:00 P.M., Daniel Quipp moved to continue the meeting for another hour. The motion was seconded and on a Division Zoom poll vote passed with 83 in favor and 33 opposed.

**HUMAN SERVICE PROGRAMS:** Under **Article 18**, Tim Wessel moved:

That the Town raise and appropriate the sum of \$276,400 to support human service programs and facilities for the residents of Brattleboro to be allocated among service providers in the following manner:

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

Tim Wessel reminded the body that the discussion about the amount allocated for future years will be covered in the next article.

The motion was seconded and Doran Hamm immediately moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 96 in favor and 18 opposed.

On a Division Zoom poll vote, the motion passed with 110 in favor and 8 opposed.

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**HUMAN SERVICES ALLOCATED FUNDING:** Under **Article 19**, Ian Goodnow moved: To direct the Selectboard to allocate to Human Services funding in the FY23 Budget an amount equivalent to up to 1.4% of the FY22 Budget.

The motion was seconded and Paula Melton immediately moved to amend the motion for 1.4% to 2%. The motion was seconded. Following a moderate discussion including topics on the important work done by these organizations especially during a time of a pandemic, the impact this would have on the budget, and an explanation of the committee's vetting process, Peter Case moved to cease debate on the Melton amendment, which was seconded. On a Division Zoom poll vote, debate continued with 73 in favor and 41 opposed.

Debate continued on the topics listed previously, before Robin Morgan moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 110 in favor and 13 opposed.

On a Division Zoom poll vote, the Melton amendment failed with 52 in favor and 63 opposed.

Following a clarifying question about the budget, Steven Brown moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 89 in favor and 20 opposed.

On a Division Zoom poll vote, the original motion passed with 101 in favor and 14 opposed.

Daniel Quipp moved to recess until Sunday, March 21, 2021 at 8:30 A.M. The motion was seconded and after a brief discussion about religious services, Rick Morton moved to amend to recess until noon, for the faith reasons stated. The motion was seconded.

Following a brief discussion regarding the religious and other commitments that other members sacrifice on an annual basis for this meeting, Tim Maciel moved to cease debate on the Morton amendment, which was seconded. On a Division Zoom poll vote, debate was ceased with 105 in favor and 7 opposed.

On a Division Zoom poll vote, the Morton amendment failed with 16 in favor and 99 opposed.

Michael Bosworth immediately moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 102 in favor and 7 opposed.

On a Division Zoom poll vote, the motion passed with 95 in favor and 13 opposed.

**RECESS:** At 6:35 P.M. the Moderator declared a recess until Sunday, March 21 at 8:30 A.M.

At 8:35 A.M. on Sunday, March 21, the Moderator reconvened the meeting and confirmed that with an excess of 119 Town Meeting Members, a quorum was present.

**TOWN APPROPRIATION:** Under **Article 20**, Elizabeth McLoughlin moved: That the Selectboard be authorized to raise, appropriate and expend the sum not to exceed \$18,643,040 in order to defray to that extent all general fund expenses for the period of July 1, 2021, through June 30, 2022, 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 \$15,674,281 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, 2021, 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 16, 2021, November 15, 2021, February 15, 2022, and May 16, 2022; 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 17, 2022.

The motion was seconded and Robert Oeser immediately moved to amend the motion to raise the budget by \$13,000, with the non-binding intent to be for that money to be added to the Police Department's training budget. The Moderator ruled the intention of the motion out of order as it is not germane, but allowed the increase of the budget to stand.

The motion was seconded. Following discussion regarding topics involving clarifying questions, the Community Safety Review Committee report, the need for consistency, the ability to find the money for trainings if needed, Tim Maciel moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased on the Oeser amendment with 94 in favor and 24 opposed.

On a Division Zoom poll vote, the Oeser amendment failed with 14 in favor and 105 opposed.

Following some clarifying questions and

answers, Emmanuel Keppel moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 90 in favor and 26 opposed.

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

**SeVEDS:** Under **Article 21**, Daniel Quipp moved: That the Town authorize the expenditure of \$36,147 from Program Income (a revolving loan fund that disperses proceeds which originated as Community Development Block Grants) as a contribution to the operation of Southeastern Vermont Economic Development Strategies (SeVEDS).

The motion was seconded and Daniel Quipp requested that the Moderator recognize BDCC Executive Director, Adam Grinold.

Adam Grinold thanked the body and Brattleboro residents for their long standing support, and made himself available for any questions. Following a question and answer session with Mr. Grinold, Jaqueline Stromberg moved to cease debate which was seconded. On a Division Zoom poll vote, debate continued with 30 in favor and 78 opposed.

Bethany Ranquist moved to amend the motion to add at the end: "And SeVEDS must provide information specific to any funding received from the Town in their yearly impact statement and spending report." This was seconded, and with no discussion the Ranquist amendment passed with 90 in favor and 12 opposed.

Following a few brief comments in support of the motion, Peter Case moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 93 in favor and 17 opposed.

On a Division Zoom poll vote, the original motion as amended passed with 89 in favor and 21 opposed.

### **MOUNTAIN HOME PARK SPECIAL BENEFIT ASSESSMENT TAX DISTRICT:**

Under **Article 22**, Brandie Starr moved: That the Town raise and appropriate the sum of \$223,276.47 through special assessments on property within the "Mountain Home Park Special Benefit Assessment Tax District" (as approved by Town Meeting, March 24, 2007, and as delineated in the Town Ordinance entitled "Municipal Act to Establish and Regulate the Mountain Home Park Special Benefit Assessment Tax District") for the purpose of paying debt service on the capital improvements to the water and sewer lines serving the Mountain Home and Deepwood Mobile Home Parks.

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The motion was seconded. There was no discussion and on a Division Zoom poll vote, the article was adopted with 105 in favor and 2 opposed.

**RECESS:** At 10:14 A.M. the Moderator declared a short recess.

At 10:32 A.M. the Moderator reconvened the meeting.

**TAX EXEMPTION FOR BRATTLEBORO POST 5 AMERICAN LEGION'S LITTLE LEAGUE FIELD:** Under **Article 23**, Tim Wessel moved: That the Town exempt the municipal tax portion of real estate taxes for Brattleboro Post 5 American Legion's Little League Field for a period of five years.

The Moderator stated that the next few articles were agreed upon five years ago, and that they are re-occurring requests.

The motion was seconded. Following a brief discussion involving inquiries about why some exemptions happen at RTM while others happen through statute, and some arguments for and against the motion, Peter Case moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 89 in favor and 19 opposed.

On a Division Zoom poll vote, the article was adopted with 98 in favor and 12 opposed.

**TAX EXEMPTION FOR CAMP WAUBANONG, INC.:** Under **Article 24**, Ian Goodnow moved: That the Town exempt the municipal tax portion of real estate taxes for Camp Waubanong, Inc., for a period of five years.

The motion was seconded. Following some clarifying questions and some brief statements of support, Robert Tortolani moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 98 in favor and 15 opposed.

On a Division Zoom poll vote, the article was adopted with 102 in favor and 4 opposed.

**TAX EXEMPTION FOR GARDEN PATH ELDER LIVING'S HOLTON HOME:** Under **Article 25**, Elizabeth McLoughlin moved: That the Town exempt the municipal tax portion of real estate taxes for Garden Path Elder Living's Holton Home for a period of five years.

The motion was seconded. Following some supportive comments, and a point that exempting organizations from taxes is another way to support non-profits, in addition to the Human Services Review Committee's work and allocations, Mary Emery moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 98 in favor and 9 opposed.

On a Division Zoom poll vote, the article passed with 105 in favor and 3 opposed.

**TAX EXEMPTION FOR GARDEN PATH ELDER LIVING'S BRADLEY HOUSE:** Under **Article 26**, Daniel Quipp moved: That the Town exempt the municipal tax portion of real estate taxes for Garden Path Elder Living's Bradley House for a period of five years.

The motion was seconded. Following a brief supportive comment, Peter Case moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 96 in favor and 11 opposed.

Following a Point of Information resulting in the answer that those voted in Articles 23-27 today are the only organizations that currently have tax exemptions voted on by RTM, the article was adopted on a Division Zoom poll vote, with 103 in favor and 5 opposed.

**TAX EXEMPTION FOR THE FAMILY GARDEN, INC.:** Under **Article 27**, Tim Wessel moved: That the Town exempt the municipal tax portion of real estate taxes for The Family Garden, Inc., for a period of five years.

The motion was seconded. There was no discussion and on a Division Zoom poll vote, the article was adopted with 99 in favor and 5 opposed.

**OTHER BUSINESS: Article 28:** 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.

Tim Wessel offered the following recognition for Brandie Starr:

"Brandie Starr is stepping down from the Selectboard. Brandie has served on the Selectboard for four years, including one year as vice chair and one year as chair, and she has served with distinction and no one can deny, incredible personal style.

Brandie and I campaigned together and were elected together. When Brandie became chair, I became vice chair, and from that mutual position of leadership on the Selectboard I have watched her navigate some very difficult topics with her characteristic intelligence AND compassion, never shying away from controversy if that was what was required to speak her voice, and to speak up for others who did not have the influence of a sitting Selectboard member.

Brandie's ability to listen to ideas, debate the nuances, then argue capably for her beliefs is most admirable, and I have great faith that

whatever she chooses to do next in service to our town will continue to be foremost in service to our most vulnerable populations."

Tim Wessel offered the following recognition for Fire Chief Mike Bucossi:

"Mike Bucossi has served the community in the Brattleboro Fire Department for literally his entire adult life. He became a call firefighter in 1975 during his senior year at BUHS and became a full-time firefighter two years later. He was promoted to Lieutenant in 1984, to Captain in 1985, and to Assistant Chief in 2000. He became Fire Chief and Emergency Management Coordinator in July of 2007 upon the retirement of Fire Chief David Emery.

Chief Bucossi was the Incident Commander at the Wilder Block fire on December 4, 2004, and at the Brooks House block fire on April 17, 2011. He also was the Operations Officer during the flooding caused by Tropical Storm Irene on August 28, 2011."

Elizabeth McLoughlin offered the following recognition for former Police Chief Mike Fitzgerald:

"Mike is a local boy, born and raised in Brattleboro.

After 20 years of military service (in the Marines) -- Mike returned and joined the Brattleboro Police Department as an entry level police officer in the year 2000.

He rose quickly to the top! Becoming Chief Fitzgerald in 2014. Chief Fitzgerald's tenure was noteworthy for steady, progressive, leadership inside the Department.

It has been said that Mike's leadership also shone as a teammate among town employees. And, importantly, as a working partner with community leaders.

Mike Fitzgerald should be proud, as we are proud, of his work toward broader community engagement -- working together in partnership on community policing and therefore, he was involved in a wide range of projects that extend beyond traditional police work into matters of equity and community well-being.

Mike has stated that he is grateful to Town Manager Peter Elwell for his enduring support, and he gives thanks to the Brattleboro Police Department officers, stating that it is impossible to for him to quantify the many acts of bravery, kindness and concern that our officers perform each day. He has also stated his thanks to the people of Brattleboro, who have given support to his work and to whom he was privileged to serve for 21 years. Please join me in thanking Mike Fitzgerald"

Elizabeth McLoughlin offered the following recognition for retiring Town Manager's Secretary, Jan Anderson:

"Jan Anderson's first day as Executive Secretary in the Town Manager's Office was June 1, 2010.

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She brought legal secretary and other valuable experience to the Town team.

She also brought a pleasant, no-nonsense presence; a commitment to serving our community; and an unrivaled attention to detail.

For almost 11 years, Jan has been what Peter Elwell called "the rock solid center of our Town administration."

She served with 18 Selectboard members and 3 Town Managers.

All of us have been better at our jobs because of how outstanding Jan has been at hers.

Jan will retire on March 31.

We will miss her greatly at the office, but we are happy for her and look forward to seeing her around town enjoying her less demanding schedule.

Thank you Jan!"

Lawrin Crispe thanked the team of people that made this year's RTM possible, highlighting Jan Anderson, Patrick Moreland, Hilary Francis, Jessica Sticklor, the team of ASL Interpreters, and BCTV.

Bethany Ranquist moved that given that Article 11 is a \$12 million bond for a replacement water treatment plant, and given that it will likely pass, Representative Town Meeting strongly urges the Selectboard to so draft any requests for proposal or other project bid documents and to evaluate proposals so as to try to maximize the employment of Brattleboro area residents in the construction project as well as purchasing supplies locally even if it means a slight reasonable increase in total cost.

The motion was seconded. Following a moderate discussion including support for the motion, and recognition that based on the expertise required for this type of labor it may not be possible to only hire people from the Brattleboro area, Paul Rounds moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 84 in favor and 2 opposed.

On a Division Zoom poll vote, the motion passed with 95 in favor and 2 opposed.

Robert Oeser moved that the Town of Brattleboro, assembled at its Annual Meeting on March 21, 2021, strongly urges the Selectboard and Town Manager to transmit a copy of the Community Safety Review Report to Secretary of the Vermont Agency of Human Services, the Commissioner of the Department of Children & Families (DCF) and the Brattleboro AHS District Field

Director, as well as all State Representatives and Governor Scott to highlight the numerous instances in that report where witnesses have stated that their experience with DCF has been less than helpful and in fact, harmful, to children and families. It is strongly urged that a process be started to change statutes or take other appropriate action and reallocate resources to

- a. Provide more accountability and community oversight in the Department; and,
- b. Use Department resources to better support families for whom poverty is the primary driver of danger.

The motion was seconded. Following a moderate discussion including topics about the importance of DCF hearing the roughly 100 references to them in the report, the challenging work that DCF does, the need for all of these organizations to be brought into the conversation, and the fact that this motion is currently beyond the scope of implementation actions that the Town currently plans to take, Richard Wrase moved to cease debate, which was seconded. On a Division Zoom poll vote, debate was ceased with 82 in favor and 4 opposed.

On a Division Zoom poll vote, the motion passed with 81 in favor and 5 opposed.

Millicent Cooley moved to create an ad hoc RTM Steering committee to review the rules, procedures and structure of Representative Town Meeting for the purpose of enhancing the efficiency and effectiveness of the body. The Steering committee shall consist only of elected members of this body. The committee shall automatically dissolve in three years unless action is taken for its continuation or other status. The committee will distribute electronically a summary of its work every four months to the membership of the body. Interested members shall submit their names to the Moderator who shall convene the first meeting within 30 days of this meeting. Additional members may be appointed by the newly elected Chair following each annual RTM or other times as necessary.

The motion was seconded. It was clarified that the "elected" members should not constitute ex-officio RTM members, and that this is not envisioned as a time when issues will be discussed or vetted, but rather as a time to talk about procedure and how we can all do this job better. The Moderator confirmed that he would be available to convene the first meeting. On a Division Zoom poll vote, the motion passed with 73 in favor and 15 opposed.

Kurt Daims moved to propose the creation of a pamphlet on basic town finance for RTM members to be drafted by the finance committee.

The motion was seconded. Following brief comments of support, the motion passed on a Division Zoom poll vote, with 74 in favor and

10 opposed.

Alex Fischer moved that the RTM of Brattleboro recommends to the Selectboard that any increases to spending throughout the fiscal year not be in conflict with the Community Safety Review Committee's findings and recommendations.

The Motion was seconded and it was expressed that the intention of this resolution is to carry forward the work of the current Selectboard in passing the Community Safety Review report.

Lissa Weinmann immediately moved to cease debate. The motion was seconded and on a Division Zoom poll vote, debate was ceased with 68 in favor and 15 opposed.

On a Division Zoom poll vote, the motion was adopted with 59 in favor and 21 opposed.

Art "Fhar" Miess moved:

"WHEREAS the proceedings of the Representative Town Meeting of Saturday, March 20, 2021 were disrupted by news of a white nationalist rally in downtown Brattleboro; and

WHEREAS this rally caused members of this body to become concerned both for their own immediate safety and that of their Black, Brown, Asian, Indigenous, Jewish, Queer and politically active friends and family; and

WHEREAS the RTM as a public body believes that, while the freedom to express those views is respected, it also requires a direct and timely response from this body in order to clearly articulate this body's opposition to those views; now, therefore

BE IT HEREBY RESOLVED that the RTM members reiterate the acknowledgment of harm to those communities referenced above made by the Town Manager in the Select Board meeting on March 2, 2021, namely "We acknowledge that centuries of white people holding power in our country (including here in Vermont and in Brattleboro) has perpetuated systemic racism that has caused and still causes harm to people of color throughout our country (including here in Vermont and in Brattleboro).

"We acknowledge that this harm is caused not only by overt acts of personal and systemic racism, but also more insidiously by the unintentional impacts of unconscious bias. We acknowledge that the harm caused by systemic oppression (both intended and unintended) extends beyond people of color to include LGBTQIA+ people, people living with disabilities, psychiatrically labelled people, and other individuals and groups who carry historically marginalized identities.

"We acknowledge that, as documented in the CSRT's report, people here in our community have experienced harm from the existing systems in our community.

"Finally, we acknowledge that as people in positions of authority today we have

# ANNUAL REPRESENTATIVE TOWN MEETING MARCH 20, 2021

an obligation to develop a more complete understanding of the harm that is being experienced and to take action to reduce and prevent such harm as we move forward from this time.

"Therefore, we commit ourselves to an ongoing process of reckoning with the harm caused by existing systems in Brattleboro and with our roles and actions within those systems. We further commit ourselves to approaching this work and future corrective actions with humility and reflection in collaboration with individuals and groups who have been negatively impacted by these systems.,"; and

BE IT FURTHER RESOLVED that the RTM members do hereby condemn white supremacist and fascist views expressed by those neo-Nazi's and express solidarity and support for all threatened, marginalized, and oppressed communities in Brattleboro who stand opposed to those views ; and

BE IT FURTHER RESOLVED that the RTM actively seeks to redress these harms and supports the work of the Community Safety Review Committee and the Town's implementation of the recommendations that will make Brattleboro safer and more welcoming to all."

The motion was seconded. Following some supportive comments, Abigail Mnookin moved to cease debate which was seconded. On a Division Zoom poll vote, debate was ceased with 71 in favor and 6 opposed.

Paul Rounds asked if a quorum existed, which it still did.

Rikki Risatti moved to recess for a 1-hour lunch. This was not seconded.

Rikki Risatti then moved to adjourn until we can meet again. This was not seconded.

On a Division Zoom poll vote, the Miess motion passed with 70 in favor and 8 opposed. Lissa Weinmann moved to recognize Brattleboro as a supporting host community for the Vermont Yankee Independent Spent Fuel Storage Installation (ISFSI) located in Vernon which maintains and safeguards 1.2 million kilograms of nuclear waste generated over 40 years by the Vermont Yankee nuclear reactor. Doing so would include Brattleboro in an estimated \$18.5 million annual federal compensation plan proposed by US Rep. Peter Welch for a 'host community', host community to be defined. Rep. Welch's **Stranded Nuclear Waste Accountability Act** (formerly introduced as HR 3929) will be reintroduced in this session of Congress. The provision of that bill that contemplates such compensation should be supported.

The motion was seconded and followed by a brief statement of support, on a Division Zoom poll vote the motion passed with 59 in favor and 4 opposed.

The Moderator announced that the body no longer held a quorum with only 74 voting members present. Per Robert's Rules, a prohibition of transacting business in the absence of a quorum cannot be waived, even with unanimous consent. The only business that can be done is to recess or adjourn the meeting.

Tim Wessel moved to recess this meeting to March 26<sup>th</sup> at 4:30 P.M. for the sole purpose of adjourning the meeting at that time and coordinating the closure of the polls at 5:00 P.M. on March 26, 2021.

The motion was seconded. Following a moderate discussion regarding conducting other business during the recessed date or prior to, an informal poll was taken of the remaining members of the body. It was

concluded that the body would not take up any additional Other Business.

On a Division Zoom poll vote, the motion to recess for the sole purpose of adjourning at 4:30 P.M. on March 26, 2021 passed, with 54 in favor and 11 opposed.

**RECESS:** At 2:08 P.M. the meeting recessed until 4:30 P.M. on March 26, 2021, for the sole purpose of adjourning the meeting.

At 4:30 P.M. on March 26, 2021, the Moderator reconvened the meeting.

The Moderator reminded the body that on Sunday, March 21, 2021, a motion was approved to recess the meeting until today, Friday, March 26, 2021 at 4:30 P.M. for the sole purpose of adjourning the meeting in order to coordinate the closure of polls for the Article 11 ballot.

There being no other business, the Moderator declared the meeting adjourned at 4:31 P.M.

Attest:

Hilary Francis  
Town Clerk

Tim Wessel  
Selectboard Chair

Lawrin Crispe  
Moderator

## SELECTBOARD

Another year of COVID. Another year of deciding how best to protect the health and safety of our community. As the Vermont motto of Freedom and Unity looms in the back of my mind, my hope is that in unity we vaccinate, in unity we boost, and in unity we wear masks to protect each other. We unite to free ourselves from COVID. In support of this goal, we have an indoor mask mandate.

The Selectboard meeting venue has changed through the year, from zoom, to in person, to hybrid, and I suspect this change of venue will continue, with the constant being that the public is always welcome to join us, to watch, to participate. The Selectboard readily appreciates everyone who has participated in Town government in any way, including serving on a Town committee, attending or watching a meeting and voicing your opinion. We encourage everyone to continue

participating in the life of our Town.

The biggest change this year has been the retirement of our Town Manager for the past seven years, Peter Elwell, who served our community well, and we wish him the best as he transitions to private Brattleboro citizen. Public Works Director Steve Barrett and Fire Chief Mike Bucossi also retired. Both served the Town for 40 plus years and we extend our best wishes to them. On the flip side, we welcome new Town Manager Yoshi Manale, new Public Works Director Dan Tyler, new Police Chief Norma Hardy, and new Fire Chief Len Howard. I recognize the time and work spent by the Selectboard, Town staff and community engaged in the search process, in particular our Human Resource Director, Sally Nix. Special thanks to our Assistant Town Manager, Patrick Moreland, who provides invaluable insight, stability, and

continuity throughout these transitions.

Amid all these dynamic staff changes, the Town of Brattleboro is proceeding with the implementation of recommendations of the 2020 Community Safety Report to the Town. This examination is a multi-year process, as we proceed with actions large and small. Notably, the selection of our new Police Chief, Norma Hardy, was made in recognition of her traditional law enforcement leadership and her commitment to recognizing opportunities to de-emphasize law enforcement in favor of civilian support, where possible. The most profound action has been the Selectboard's dedication of a Community Safety Fund, which will direct money to support local community initiatives and programs that will create alternatives to policing. The process for review and award of these funds to support local initiatives will be part of the

# SELECTBOARD

Selectboard's work in the coming year. Partnering with local social services agencies and Town organizations is not new for Brattleboro as the Town supports many such entities to the betterment of our community.

The Community Safety Fund was paired with salary increases for police officers. The adjusted pay scale provided raises to our existing officers and increased our starting salary. The goal is to recruit new officers and retain our excellent team of current officers. Brattleboro also raised the starting salary of firefighters and negotiated agreements with each of the Town's unions to spare the new Town Manager this task until he is more familiar with Town contracts.

The Town deepened its commitment to Diversity, Equity, and Inclusion (DEI) with the creation of the Town staff's IDEA Committee and the Selectboard's unanimous commitment to view all our actions through an "Equity Lens." Some of our DEI work is being done in collaboration with community groups and we welcome the participation of the whole community in helping us hold each other accountable in this work.

Another multi-year process is the commitment to a new Town website. The goals in creation of the new Town website are to provide practical information to the community, but moreover to engage with the public to assure that the needs of all community members are identified and addressed.

The Town received the results of the Housing Study and was not surprised to find that we need housing of all kinds, for all segments of the community – this study will inform Selectboard actions in the coming year.

Which brings us to our most important task going forward, the multi-year responsibility for

the Selectboard to determine funding actions regarding the use of the American Rescue Plan (ARPA), the use of Infrastructure Funding and any other federal funding, channeled through the State directly to the Town of Brattleboro. Towards this end, we have heard from Congressman Welch and our State Senator and Senate Pro Tem Balint regarding the intent of these funds. We continue to learn about the requirements to receive funds and to understand the Statewide funding actions which benefit our community (such as housing, or broadband), to provide clarity and ensure lack of duplication as to the direction the Selectboard will take to fund municipal actions. One clear use of funding contemplated by the Selectboard is to use ARPA funds to cover the deficit to the parking fund caused by COVID.

A constant responsibility of the Selectboard is to oversee the provision of Town utilities, and this year we made a major commitment to clean water with the Pleasant Valley Water Treatment facility improvements. This funding commitment is another multi-year endeavor. Another important staff effort that the Selectboard supported this year was emergency planning, including preparation for flooding, storms and peak weather events. In older New England towns such as Brattleboro, utility emergencies arise, including last year's emergency retaining wall at the Whetstone Pathway. A new Hinsdale to Brattleboro bridge begins construction, while planning for reuse of the old bridge continues. While we are on the subject of utilities and infrastructure, this Selectboard continues to support road paving and sidewalk repair, as well as multi-modal transit – buses, rail, bicycles and of course, pedestrian ways (sidewalks, road crossings, and hiking trails). The construction of a new rail station, provided by AMTRAK, will begin

this year (as well as associated new parking, bike parking, charging stations). We thank our partners at the federal and State level. The Selectboard supports public transit as both a public service and as a sustainability resource to reduce air emissions.

Speaking of sustainability, the Selectboard has dedicated funding to what we call the 5 F's: Fossil Fuel Free Facilities Fund which will allow the Selectboard the ability to fund projects in which the most sustainable construction methods or design might come at a premium. This fund allows for decisions to be made in support of a potentially higher priced yet green alternative.

The sale of cannabis in Brattleboro was authorized by ballot last year and will be permitted starting this year. We are grateful that our own Selectboard member, Tim Wessel, is a member of the State's Cannabis Control Board, giving voice to municipal needs at the Statewide level.

The Selectboard remains watchful and responsible to balance the needs of the community and our aging infrastructure with the ever pressing need to settle upon an appropriate tax rate respectful of our taxpayers.

Elizabeth McLoughlin,  
Selectboard Chair

## 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 OF IMPLEMENTING THE TOWN PLAN

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 Selectboard voted to purchase 6 percent of its electricity from Cow Power, enough to be carbon neutral.
- The Selectboard also invested \$70,000 in a Fossil Fuel Free Facility Fund and then approved guidelines for the funds use which will focus on efficiency, energy generation, energy storage, electrification, and planning for capital

projects.

- **Disseminate information on energy efficient resources and programs.** The Planning Services Department promotes available design technical support and rebates for energy efficiency. Standard permit conditions refer property owners to Efficiency Vermont, the SEVCA weatherization program, and GMP's eHome program.
- **Create an agricultural lands inventory that provides information on soil type, current land use, and food production.** The Agricultural Advisory Committee began working on this inventory. With assistance from the Windham Regional Commission this will be in a digital map format.
- **Amend the policies of the Agricultural Land Protection Fund to allow it to be used for projects that enhance the**

**viability of farming.** The Agricultural Advisory Committee has proposed changes to the Agricultural Land Protection Fund that need approval by Representative Town Meeting. This will be on the warning for the March 2022 meeting.

- **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 has been supporting the community-led group of nonprofit organizations that are meeting around a shared concern for food sovereignty. Together they conducted surveys and interviews with eaters who engaged with the charitable food system

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

during COVID. Working together, the Sustainability Coordinator and Brooks Memorial Library worked together to secure a \$20,000 grant to establish the Community Equipment Collection: a tool library focusing on food cultivation, preparation, and preservation.

- **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.** Amtrak service resumed in July 2021 following COVID disruption. The town kicked off the resumption of service with a community celebration. 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 received a grant to help fund the expanded parking lot on Depot Street. With funding assistance from the Windham Regional Commission Brownfields program, the Town complied with State Historic Preservation Office requirements and was able to receive permission to demolish the former "Archer Building" at 26 Depot Street after the Vermont Advisory Council on Historic Preservation determined that the property does not meet the State Register Criteria for Evaluation is not eligible for listing in the State Register of Historic Places.
- **Maintain and develop library programs and services that contribute to the education of children, including stimulating early childhood learning.** In 2021 the Youth Services department focused on providing take-home and remote programming for children. Weekly take-and-make craft bags contained crafts to foster creativity and activities such as word searches to strengthen spelling and reading. As part of the annual Summer Reading program the department brought back the popular Read to a Dog program which encourages children to practice their reading skills by reading to a lovable dog named Kelso. Teen programming expanded significantly in 2021 to include multiple programs per month including a book club, a teen-led writing workshop and a summer book scavenger hunt.
- **Maintain and develop library programs and services that contribute to the personal education of adults (of all ages) pursuing lifelong learning opportunities.**
  - **First Wednesdays Lectures** from the Vermont Humanities Council were once again a highlight of the library's programming for adult learners. Though community members missed the opportunity to gather on-site during the pandemic year, they enjoyed online lectures at Brooks and other host sites throughout Vermont. Recorded talk are accessible through the VHC archive [https://www.vermonthumanities.org/first-](https://www.vermonthumanities.org/first-wednesdays/recorded-talks/)

[wednesdays/recorded-talks/](https://www.vermonthumanities.org/first-wednesdays/recorded-talks/).

- **The Online Library** section of the Brooks Memorial Library website <https://brookslibraryvt.org> enabled community members to pursue lifelong learning at their own pace, in their own style.
- Practical skills and self-paced study:*
- **Universal Class** Online classes for career and personal growth, including technical and workplace skills, many of which can be taken for professional credit
  - **Learning Express** Tutorials for basic elementary and high school subjects, civics education for citizenship preparation, and practice for many standardized exams, such as the Test of English as a Foreign Language and licensing exams for many occupations
  - **Mango Languages** Self-directed interactive lessons in more than 70 languages, accessible on computers or through the Mango app for mobile devices
  - *Streaming video and audio for the pure joy of learning:*
  - **The Great Courses** Lecture series in history, philosophy, the sciences, art, music, health, personal development, and other subjects, delivered by college professors noted for their dynamic teaching styles. Accessible through the Libby app
  - **Kanopy** Streaming documentaries and instructional films in the sciences, global studies, media, business, and more
  - **Continue to explore grant opportunities to enhance the library.**
  - Received ARPA grant funding (\$17733.64) to purchase furniture that can be easily cleaned and a portable sound system that will allow for expanded outdoor programming.
  - Received a grant (\$19,600) from the Vermont Foodbank to establish a garden tool and food preparation collection lending collection. \*
  - Worked with local partners to access state program to support an e-bike lending program. \*
  - Received support for equipment and installation of a water bottle filling station. \*
  - Received a grant (\$1,500) from Vermont Community Foundation to purchase wi-fi-hotspots for circulation.
  - Continued grant support (\$520) for Library Courier service.
  - Funding from Vermont Humanities Council for film licensing for public program.
  - In addition, the library is the only venue in Vermont that subscribes to the Foundation Center and provides professional guidance and support to organizations or individual in accessing not-for-profit funding opportunities.

- **Explore ways to maximize the benefits of the fiber optic network.** FY2021 the state started the planning to upgrade FiberConnect equipment and connections. The library communicated needs to provide continued wired and WiFi internet access in the building, and a wish list for improved coverage. The eventual upgrade will provide internet access at higher speed and increased bandwidth. It may also improve the reach of WiFi in outside areas near the building.
- **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.** A Vermont Municipal Planning Grant has been secured to complete a Bike/Walk Master Plan. Work will begin in 2022. The Selectboard endorsed the Route 9 (Main Street to Exit 2) Bicycle Lane Scoping Study, supporting reconfiguration of the roadway to add bike lanes to both sides of the street and eliminate a parking lane.
- **Support in-town bus operated by Connecticut River Transit.** The bus is now operated by Southeastern Vermont Transit (SEVT). The Selectboard has begun a conversation with SEVT to push for improved service for people who use the bus to commute to work, refugees, and marketing surrounding the sustainability of public transit.
- **Support the creation of prominent art activities, events, and art installations.** The Selectboard gave approval for the following art installations on public property: Harris Hill Ski Jump commemorative sculpture in the middle of Main Street near Brooks Memorial Library and a mural on a concrete wall in the High-Grove parking lot.
- **Support signature events and festivals.** To support Gallery Walk, the Town authorized the closure of the west side of the 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.
- **Support pathways to permanent housing and retention of housing.** The Selectboard accepted a grant so that Windham Windsor Housing Trust could establish a Housing Stabilization Program, providing financial assistance and counseling to eligible households that have experienced housing-related financial hardships as a result of COVID-19.
- **Promote tax incentives, loans, and grant programs to encourage the adaptive reuse of historic structures to meet community and market needs.** The Town continues to work with the Windham Windsor Housing Trust to explore an adaptive reuse project at the Municipal Center that will rehabilitate the historic building with housing on the top two floors and municipal offices on the first floor and basement.

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

- **Maintain a public water and 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 got underway in 2021. The project is necessary for health and safety reasons as well as functionality. It includes constructing a new water treatment building, removing existing settling lagoons, and replacing them with an equalization basin amongst other facility and site improvements. The Town is also working on final engineering for a replacement pump station that provide water service to customers on Hillcrest Terrace and Signal Hill.
- **Evaluate the feasibility and options for establishing a separate stormwater-services enterprise fund or program.** A Stormwater Feasibility Study was completed for the Town in May 2021. The study recommended prioritizing a stormwater mater plan and developing a financial plan for the utility. In September, the Selectboard authorized participation in e Stormwater Master Plan, funded by the Agency of Natural Resources.
- **Promote recreational activity with appropriate opportunities for residents of all ages and abilities.** With funding from the Vermont Community Foundation Withington Fund, the Recreation and Parks Department made playground improvements at the South Main Street and Pine Street Playgrounds. Prior to making the improvements, the Department sent out a survey to surrounding properties to understand desired improvements and the types of play structures that would be desired.
- **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 also aided on the identification of Japanese stiltgrass in Brattleboro and conducted an education campaign in the neighborhood where it was identified.
- **Promote, sponsor, and organize events that connect residents to the natural environment.** The Sibosen Trail an interpretive trail which runs along the West River in the Riverstone Preserve has a ribbon cutting in the fall of 2021. With funding obtained by the Conservation Commission, interpretive signs were installed giving information about the trees, vegetation and geological history of the West River valley. Many of the signs include Abenaki language translations that can be heard by using the QR code of a smart phone.
- **Coordinate trail alignments to provide linkages to parks, schools, the downtown, regional trail systems, and other amenities.** With the support

of a technical assistance grant from the National Park Service, the Town supported trail assessment work on the Meadows Trail with Windham Regional Commission and the Atowi Project. Trail counters were purchased to begin collecting information on trail usage and economic benefit.

- **Utilize EPA and State of Vermont assessment and clean up grants to help reduce hazards to human health and the environment.** The Brattleboro Brownfields Program continued to support assessment and corrective action planning of two properties in Brattleboro. The grant funding has been expended and the grant closed at the end of 2021.
- **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 maintained a Class 8 rating in the National Flood Insurance Program Community Rating System, allowing flood insurance policy holders to receive a 10% discount on their premium. The Town is audited annually with a Community Assistance Visit occurring every 5 years. A Community Assistance Visit was conducted in 2021.
- **Support land conservation efforts that restore floodplain access along the Whetstone Brook.** The Town continued to provide brownfield and permitting assistance to the Vermont River Conservancy for their floodplain restoration project at 250 Birge Street. The EPA Brownfields funding helped produce a site plan.

Zoning Administrator's Report on progress implementing the All Hazard Mitigation Plan The Select Board adopted the 2021 All Hazard Mitigation Plan on August 3, 2021; the plan has received preliminary approval from the Vermont Emergency Management Agency with some additional data required. 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. Residents have moved to new homes at Red Clover Commons II by the intersection of Fairground Rd and Canal St. A culvert has been installed on George Miller Drive to accommodate floodwaters and the surrounding area is being excavated to restore the historic floodplain. The restoration will help protect Village buildings and the Melrose Bridge. The restoration will catch debris during ice dam and inundation flooding. It will improve water quality and provide outdoor recreation. At this time, the Housing Partnerships has not determined the reuse of the property outside of the restoration area.

The Vermont River Conservancy is 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 all areas from debris flow and ice dam flooding. The project will improve water quality, wildlife habitat, and provide for outdoor passive recreation. Construction should 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. The Town has also done preliminary planning for a stormwater utility.

Tri-Park Cooperative Housing has 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 supports a set-aside for the project, recognizing the importance of securing safe, affordable, housing for lower income Vermonters.

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

Hello Brattleboro! I have had the opportunity to meet and speak to many of you in the community, discussing a range of topics from the Town's history to your various positions on the many challenges and opportunities Brattleboro will have in the coming years. This year's "Town Managers Report" will not be the formal review of the past, but because I have just started, this will be a preview of the coming year.

On January 1st, 2022, I replaced the well-respected, conscientious, and knowledgeable manager Peter Elwell as your Town Manager. Peter has left the town in a good place, with a well-run townhall, many dedicated directors and staff, and a balanced budget with additional funds coming from the Federal government and State in the form of the American Rescue Plan Act (ARPA) and the infrastructure bill. As the staff and I work with the Selectboard in determining how we might allocate that money, the importance of housing, climate change resiliency, and social services will be at the top of the list of priorities. In addition, we must determine where we might find cost savings in existing spend-

ing, replenish the parking fund, and work with the private sector to make sure our downtown maintains its vibrancy. We will look at how new public spaces can enhance the downtown experience and if special loan funds can help the transition of our long-standing businesses to a new generation of shop and restaurant owners. We must look at traffic safety and put pedestrian and cyclists' safety equal to the needs of cars and trucks, rethinking certain problem traffic areas. As for housing, we must find new opportunities for various housing options, from affordable to market, as a thriving town needs a diversity of people working and calling Brattleboro home. This includes rethinking town properties and developable land in town areas that make sense for good housing options.

Public Safety and creating new Community Safety initiatives will be a big part of the coming year. Chief Hardy and I will be working with staff and other stakeholders to develop new ways of looking at public safety. The goal is to make Brattleboro a home and place where everyone can feel safe to live, work and play. This comprises holding those

that target our most vulnerable accountable for their actions. We must provide opportunities and a safety net for the many that choose to call Brattleboro their home.

With climate change resiliency a goal of both ARPA and the infrastructure bill, funding will be available for Brattleboro to develop new clean energy initiatives such as solar and water-related energy projects. It is also essential to review how and where we put our waste, as the more we can keep out of landfills, the better.

I want to thank the Selectboard for putting their trust in me as we begin this new chapter for Brattleboro together. I welcome a conversation with everyone in the community and hope to make an immediate positive impact on the future of Brattleboro. If you have any suggestions or would like to meet, please email me at [ymanale@brattleboro.org](mailto:ymanale@brattleboro.org) or call me at 802 251 8151.

Yoshi Manale  
Town Manager

# TOWN ASSESSOR

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

The Grand List is the total of all taxable real estate and business personal property located in the Town of Brattleboro. The gross value of all real property and business personal property for 2021-2022, before reductions for various tax exemptions was \$1,417,004,021. A large number of properties in Brattleboro are entirely exempt from taxation in accordance with state statutes. 209 properties fell in this category in 2021, reducing the Grand List by \$190,352,030. Several of these properties make annual contributions to the cost of running the Town through negotiated fee payments or voluntary agreements. The taxable municipal Grand List was further reduced by exemptions voted by Town Meeting, veterans' exemptions, tax stabilization agreements, and the exemptions granted holders of Business Licenses for personal property. The resulting net taxable Grand List value in 2021-2022 was \$1,193,148,180 up 1.85% from the 2020-2021 Grand List's total of taxable property of \$1,171,510,273, as lodged with the Town Clerk. The final net taxable 2021-2022 Grand List value after adjustments for any Errors and Omissions approved and signed by the Selectboard on or before December 31 was \$1,193,499,570 up 1.09% from the 2020-2021 final Grand List of \$1,180,585,900.

The composition of the taxable municipal 2021 Grand List, 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
Residential	622,520,420	50.75
Mobile Homes	16,254,100	1.33
Vacation Homes	1,262,570	0.10
Commercial	262,095,820	21.37
Commercial Apts.	40,948,960	3.34
Industrial	92,019,070	7.50
Utilities	49,554,430	4.04
Farm	7,036,590	0.57
Other (Condos)	36,849,770	3.00
Woodland	2,977,620	0.24
Miscellaneous (Land)	12,876,300	1.05
Personal Property	82,256,341	6.71

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

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

The Assessment Office was staffed by 3 full-time employees: Town Assessor, Assistant Assessor and Assessor Technician.

**Information Available in the Assessment Office:**

1. Property Record Cards
2. Tax Maps
3. Ownership information

4. Sales Transfer information (deed book and page, sale date and price paid)
5. Property assessment information as of the most recent April 1<sup>st</sup> Grand List

**Information Available Online at [www.brattleboro.org](http://www.brattleboro.org) from the Department of Assessment page:**

1. Grand List information
2. Tax Maps
3. Summary Property Cards
4. Business License Forms
5. Personal Property Forms

**Town-wide Reappraisal Status: The Assessment Office completed its most recent town-wide reappraisal in 2010. Based on the results of the 2021 sales study conducted by the State, the accuracy of the property valuations remains reasonably good. The most recent sales report, which was effective on 1/1/2022, sets our Common Level of Appraisal at 92.78%, of market value. Our Coefficient of Dispersion, a statistical measure of variability, was set at 14.55%, where a ratio under 10% is considered excellent. Our current COD is still considered acceptable, particularly in conjunction with a CLA of essentially 100%. A need for a town-wide reappraisal will not be mandated by the State in the coming year. The Assessors are watching the market closely and are seeing a steady decline in the CLA. The State determines the need for a reappraisal when the CLA reaches 85% or above 115% or the COD is above 20%. In the interim, routine inspections are performed on properties whose owners have been issued zoning permits, or where substantial change to a property has been observed.**

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

# FINANCE DEPARTMENT

The Finance Department is responsible for the financial management of the Town's revenues and expenditures. The Treasurer's office prepares and collects the utility and property tax bills and maintains all of the Town's bank, investment and loan accounts. The Finance Office prepares payroll, pays all the bills and prepares monthly financial reports for review by the Selectboard. In addition to the General Fund which accounts for the general governmental services provided by the Town of Brattleboro, the Finance Department accounts for the two proprietary funds, the Utilities Fund and the Parking Fund as well as six development funds, eleven special revenue funds, four capital funds and three fiduciary funds. Each fund has its own balance sheet, revenues and expenses which are reported separately from the General Fund.

A copy of the Financial Statements and Independent Auditors Report for the Fiscal Year Ending June 30, 2021 is included in the Town Report. This report provides important financial information for all of the funds, including balance sheets, statements of revenues, expenditures and changes in fund balances for all the various funds managed by the Town. In addition there is a management discussion and analysis at the beginning of the report and notes to the financial statements at the end of the report which provide additional information regarding the finances of the Town of Brattleboro.

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

<b>RECONCILIATION OF TAXES</b>				
<b>Taxes, Interest &amp; Penalty – Billed &amp; Collected</b>				
<b>As of 12/31/21</b>				
<b>Tax Year</b>	<b>Taxes Billed</b>	<b>Interest &amp; Penalty</b>	<b>Collections</b>	<b>Balance 12/31/19</b>
2018	31,980,999	130,198	32,087,012	24,185
2019	32,484,127	158,099	32,613,732	28,494
2020	<u>33,629,485</u>	<u>146,833</u>	<u>33,715,902</u>	<u>60,416</u>
<b>Totals</b>	<b>98,094,611</b>	<b>435,130</b>	<b>98,427,646</b>	<b>113,095</b>

### COMPARATIVE STATEMENT OF TAXES GRAND LIST

	<b>2018</b>	<b>2019</b>	<b>2020</b>
Real Estate	1,102,104,888	1,107,273,801	1,149,281,261
Personal Property	<u>58,064,325</u>	<u>53,323,152</u>	<u>63,518,652</u>
	1,160,169,213	1,170,596,953	1,212,799,913

### TAX RATES 2018

	Residential	Residential	Residential	Non Residential
Town	1.2762	1.2762	44.643%	45.732%
School	1.5825	1.5144	55.357%	54.268%
	2.8587	2.7906	100.000%	100.000%

### 2019

	Residential	Residential	Residential	Non 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%

### 2020

	Residential	Residential	Residential	Non 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%

# TOWN CLERK

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

Due to the COVID-19 pandemic, our doors were closed to the public for the first portion of the year, with some staff serving the public from home, while some were in the office. Our doors re-opened to the public in mid-June. 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.

1,903 voters (19%) cast ballots in March 2021. Of those, 66% voted by absentee ballot. Because our doors were closed to the public, there was no in-person early voting. Both Selectboard seats were contested resulting in Ian Goodnow being elected to the three-year seat, and Jessica Gelter and Daniel Quipp being elected to the one-year seats. By a vote of the Selectboard, the following advisory articles were also on the ballot:

- Permitting the operation of licensed cannabis retailers. This vote passed 1,398/425.
- Amending the Brattleboro Town Charter regarding future Charter amendments. This vote passed 1,352/271.
- Authorizing the Town to withdraw from the Windham Southeast School District. This vote failed 226/1,551.
- Conditionally approving and ratifying the withdrawal of the Towns of Dummerston, Guilford, and/or Putney from the Windham Southeast School District. This vote failed 320/1,451.

The WSESD held a special meeting on March 2 to elect their School Board members. 1,694 voters (17%) cast ballots. Of those, 66% voted by absentee ballot.

Representative Town Meeting held on March 20. Due to the pandemic it was held virtually through the Zoom online meeting platform. Some highlights from the meeting include: Town Meeting members overwhelmingly voted via Australian ballot to approve funding for the capital improvement known as the Water Treatment Plant Reconstruction Project through a bond. Selectboard compensation was increased, including dependent care expenses. A non-binding motion passed to create a Representative Town Meeting Steering Committee, to review the rules, procedures and structure of RTM for the purpose of enhancing the efficiency and effectiveness of the body. The meeting minutes are printed in full toward the beginning of this Town Report.

A special WSESD vote was held on May 11 for the four member towns to authorize its Board of School Directors to borrow money for the purpose of financing improvements at the Academy School building. 435 Brattleboro

voters (4%) cast ballots for this election, and 79% of those were early voters. The article passed.

All elections for the year had an emphasis on promoting absentee voting and prioritizing public health and sanitation practices during in-person voting. There was no in-person early voting for any of the elections, as the doors to the Municipal Center were locked. A drop box was used in the Municipal Center parking lot for ballot returns.

Preparations for 2022 elections are underway. Town Meeting will be held on March 1 at the American Legion, with continued emphasis on public health practices. Some election law changes went into effect, including that the Secretary of State's office will be mailing ballots to all active registered voters for all November General Elections going forward. Absentee ballots will still need to be requested for all other elections in Brattleboro.

The Board for the Abatement of Taxes met in May to consider requests for tax relief. The Board heard two requests, denied one request and granted one. Total abatements - \$195.99.

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

The Board of Civil Authority met in November to review the Legislative Apportionment Board's (LAB) proposal for House redistricting. This occurs every ten years after the census results are released which occurred slightly later this year due to the delayed census deadline. The BCA voted to propose an alternate plan to the one from the LAB, causing fewer residents and Town Meeting Members to be impacted by the redistricting process. This proposal was submitted to the LAB on November 8 and still needs to be approved by the Legislature.

As a result of the pandemic, the annual rabies clinic was canceled. Dog licensing increased in 2021, but has not returned to pre-COVID numbers.

The Brattleboro Cemetery Committee met three times in 2021. The focus of the committee is the feasibility of adding a green burial section at Morningside Cemetery and the ongoing concerns of the repairs needed on the Morningside mausoleum roof and damaged stones in the town owned cemeteries.

As was the case in many areas around the country, we saw an increase in real estate transactions, which kept us busy throughout the year. These numbers are indicated in the numbers below.

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 making five or six more years available in the near future. 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.

As we continue in 2022, 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.

<b>ANNUAL STATISTICS</b>	<b>2020</b>	<b>2021</b>
<b>Land Records</b>	2,285	2,538
(real property transfers, mortgages, discharges, leases, etc.)		

<b>Miscellaneous</b>		
Dog Licenses	1,118	1,193
Liquor Licenses	72	69
Additions to Voter Checklist	777	1,193
Deletions from Voter Checklist	318	1,256
Challenge Letters Sent	883	224

<b>Vital Records</b>		
	<b>2020 Total</b>	<b>2021 Total</b>
Births	251	285
Marriages	128 (licenses)	174 (licenses)
Deaths	160	211
	<b>2020 Resident</b>	<b>2021 Resident</b>
Births	66	56
Marriages	77 (people)	101 (people)
Deaths	118	118
	<b>2020 Non-Resident</b>	<b>2021 Non-Resident</b>
Births	185	229
Marriages	179 (people)	247 (people)
Deaths	42	61

### ***A Bit of History....***

Every ten years, the State considers re-districting based on the census results. Brattleboro did not always have the three House districts that it has today. When Representative Town Meeting went into effect Brattleboro had five districts, two being combined districts with other towns. Over the years, population numbers redrew the lines leaving Brattleboro with three districts encompassing the town. In fact, there were times when combining Brattleboro with some of our neighboring towns was proposed. 20 years ago, in a letter dated February 8, 2002 the Board of Civil Authority (BCA) objected the Legislative Apportionment Board's (LAB) plan to add Marlboro to Brattleboro for the purpose of electing representatives to the Vermont Legislature. The letter stated that the objection to this plan was because "To redraw the districts to include Marlboro would shift a significant number of Brattleboro residents into "new" districts. This would disrupt the way Brattleboro governs itself under the unique system of Representative Town Meeting. Neighborhoods would be divided by these changes and local representation would be shuffled in a way that wouldn't effect towns with traditional town meetings". The Legislature honored this feedback and Brattleboro was not combined with Marlboro.

# 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. There were some staff changes in 2021. In June, Steve Hayes was hired as the Planning Technician, taking over the position that had been vacated in March by Andrew Graminski. Steve, raised in New England, came to Brattleboro from Texas where he had just finished his master's degree in Urban Planning and Graduate Certificate in Historic Preservation from Texas A&M University. We also welcomed Andrew Ahern in September. Andrew is serving the community as an ECO Americorps member bringing added capacity to sustainability work. Kevin O'Brien completed his one-year service in the ECO Americorps program in August. Claire Swingle, a graduate student, spent the summer doing an internship with the Department.

## Permitting

The number of Zoning Applications recovered from last year's low level, with the highest number of applications since 2015. A total of 212 applications were received; 194 permits were issued; 2 applications were denied and 3 were withdrawn. Several applications are still in process or awaiting payment at year's-end. Temporary site plan changes adopted to conform to COVID health orders continue to be treated as exempt from permitting requirements as allowed for as emergency actions in Section 111.A(1) of the Land Use Regulations. It is anticipated that this exemption will no longer be necessary at some point in the coming year.

**Table 1: Zoning Permits**

Years	2015	2016	2017	2018	2019	2020
Permits Sought	201	199	200	189	155	212
Permits Issued	178	194	192	182	142	194

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

The Board heard one appeal of a Zoning

Administrator's determination that was granted with conditions; an application for a variance was withdrawn.

## Subdivisions:

Two new lots were approved.

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

	2015	2016	2017	2018	2019	2020
Residential	0	5	7	3	2	3
Commercial	1	1	4	0	0	0
Industrial	3	1	0	0	0	1
Conservation	-	-	-	-	-	1
Boundary	-	-	-	-	-	5
Total	4	8	11	3	2	9

## Dwellings:

Permits for 41 dwelling units were issued, similar to last year's 45 units. Eleven units were added in existing structures; 19 units were in a converted commercial block in the town center; 11 are new single-family homes, of which 3 were tiny homes.

## Violations:

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

## Land Use Regulation Amendments

Regulation of land development is not a static process, and we are always in search of ways to make the development review process more effective at advancing the Town's land use and development policies and easier to use for everyone involved. In 2020, amendments to the Land Use and Development Regulations were considered by the Planning Commission. After a public hearing, these amendments were approved by the Planning Commission and forwarded to the Selectboard. Following two public hearings, the Selectboard adopted the amendments on July 6, 2020. The amendments included removing the residential density requirement in several zoning districts, removing design requirements for certain types of residential development, removing exemptions for stormwater improvements and non-conforming signs, and allowing for some new types of signs.

## Planning Projects

Planning Department staff work with the Planning Commission and other Town Department 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:

- **Housing Action Plan**  
Housing has been an issue of critical importance for the Town for many years. Recognizing the need for specific and actionable solutions, the Town initiated

a Housing Action Plan to identify and address the town's needs and develop strategies to address the most pressing issues. In May, with funding from the Vermont Municipal Planning Grant program, we hired Camoin Associates to do the following: data collection (demographic and housing supply and demand analysis, community input (stakeholder interviews, community survey, and community workshop), and create an action plan with goals, strategies, and tactics. Oversight of the project was provided by a Steering Committee comprised of members of the Planning Commission and representatives from Brattleboro Development Credit Corporation, Windham Regional Commission, Groundworks, Windham Windsor Housing Trust, SEVCA, NAACP of Windham County, Out in the Open, and private developers. The goals and priority strategies in the Plan are designed to increase the number of new and rehabilitated housing units, create new funding sources and strategies to support housing development, support residents in finding and retaining quality housing, and create an environment that is conducive to addressing housing issues effectively. The Housing Action Plan will be finalized in 2022.

- **Route 9 Bicycle Lane Scoping Study (from I91 Exit 2 to Main Street)**  
With grant funding from VT Agency of Transportation, we worked with Dufresne Group to conduct a scoping study on Route 9 from Main Street to the I-91 Exit 2 interchange. The objective of the study was to plan for safe and accessible facilities for bicycles and pedestrians. The scoping study identified potential impacts to environmental and historic resources, reviewed potential right-of-way needs, and selected the preferred alternative based on public input.
- The preferred alternative includes reconfiguring the roadway to eliminate a parking lane and add bicycle lanes and replacing the existing 4-foot-wide concrete sidewalks with new 5-foot sidewalks and granite curb on both sides of Route 9 throughout the entire 1-mile study area. The bicycle lanes will be delineated using a painted white line and bicycle lane pavement markings, with marked crossings at driveways and side streets. Additional crosswalks are recommended to provide safe pedestrian crossings, which are expected to increase with the removal of a parking lane on one side of the road. 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.
- **Hazard Mitigation Plan**  
Disasters can cause loss of life; damage buildings and infrastructure; and have devastating consequences for a community's economic, social, and environmental well-being. Hazard

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mitigation is the effort to reduce loss of life and property by lessening the impact of disasters. A Hazard Mitigation Plan must be updated every five years. In 2021, staff finalized the updates to Brattleboro's Hazard Mitigation Plan and presented it to the Selectboard for their adoption. It is currently under review by FEMA.

The Hazard Mitigation Plan assesses vulnerabilities, identifies hazards, and identifies mitigation strategies. It reflects work on the part of Planning, Police, Fire and the Public Works Departments; community representatives from the Select Board, Planning Commission, Tri-Park, Brattleboro Housing Partnerships, and the Connecticut River Conservancy; targeted interviews focused on marginalized groups; and public outreach.

- **Tri-Park Master Plan**

The purpose of the Master Plan is to develop a feasible relocation/removal strategy to mitigate the potential loss of life and property damage resulting from periodic, severe flooding. It assesses the capacity of Tri-Park to manage the changes while maintaining financial and operational viability, while providing an implementable solution to public health and safety issues. The Department continues to work with Tri-Park Cooperative to pursue implementation of the Tri-Park Master Plan. In 2021, the Town received a Vermont Community Development Program enhancement grant for sewer infrastructure planning at Black Mountain and Glen Park, important capital projects identified in the Master Plan. This work begins in 2022.

- **Brattleboro Brownfields Program**

The Brattleboro Brownfields program was established in 2015 when the Town received \$400,000 in US Environmental Protection Agency funds for brownfield inventories, planning, environmental assessments, and community outreach. The program concluded on September 30, 2021. The program funded 5 Phase I environmental site assessments, 10 Phase II environmental site assessments, 1 Phase I Archaeological Resource Assessment, and site reuse and cleanup planning at 4 sites. Several redeveloped properties in Brattleboro used funding from this program including the Brattleboro Police Department, Groundworks, Long Falls Paperboard, New England Youth Theater, Main Street properties owned by the Brattleboro Museum & Arts Center. Another site in the program was 250 Birge Street which is intended for floodplain restoration.

### Sustainability Report

In 2021, this position continued to pursue the wide array of projects and priorities that were identified during the position's initial

year, which coincided with the initial year of the COVID-19 pandemic. Due to the pandemic, specific attention and energy has been given to the acute issues of the food system, local economic resilience, and enabling access to healthy activity outdoors. However, this has not occurred to the exclusion of work addressing other known critical challenges to sustainability, such as climate change, social/economic inequities, and more.

Within the realm of energy and climate, the Town finally resolved the questions surrounding investment in Cow Power, established a Fossil Fuel Free Facilities Fund, and established preferred siting criteria for renewable energy projects, all with the help of this position. Other efforts within Town departments include consulting on future Ice Rink improvements, including a shift to natural refrigerants with less greenhouse gas (GHG) impact, the rebuilding of the Living Memorial maintenance shed, exploring micro-hydro potential with the Department of Public Works, and developing a schedule and list of electric alternatives to town vehicles and landscaping equipment.

Food/farm security and the local food economy has remained a top concern for Brattleboro during 2021. Supply chain disruption, inflation, and workforce shortages have changed how we think of what will be on the shelf at the grocery store. To help address this, the newly revived Agricultural Advisory Committee pursued interviews with farmers/producers to assess their needs and where opportunities to support may exist. Separately, a non-Town group of nonprofit organizations started meeting around a shared concern for food sovereignty. These groups include the Vermont Food Bank, Food Connects, Retreat Farm, Foodworks, Edible Brattleboro, Everyone Eats, and others. Together they conducted surveys and interviews with eaters who engaged with the charitable food system during COVID. Looking forward to 2022, these groups intend to work together towards a more comprehensive food/farm system needs assessment.

Most recently, with subsequent waves of COVID-19 slowing down the economy during a time when federal supports and the safety net are disappearing, this position has become increasingly focused on local economic tools and creative solutions to the economic crunch. Primarily this has meant organizing around charitable food and developing new economic tools to keep profits and impact local, such as a local credit system. Currently, the Brattleboro Food Co-op is piloting the Common Good local credit system, and if successful, it will be promoted to other local businesses.

Much of the work achieved by this position is done so through empowering partner organizations and leaders in the community to establish new solutions to the new problems we face. With COVID, many long-standing issues were revealed in depth,

and new networks and approaches started emerging to address the sudden exposed needs. Building on those new networks and approaches since their emergence has become a key strategy for this position, as it builds civil capacity to address challenges without the Town's direct leadership. The emergence and work of the self-organizing Food Sovereignty Working Group is one such example of this approach and its fruits.

Work continues in a systematic way to strengthen and interconnect all the major trail systems and other outdoor recreation assets in Brattleboro, with the support of a technical assistance grant from the National Park Service, which was successfully extended for another year, into 2021. This work has resulted in new assessments completed for the Winston Prouty/Delta trail system, and for the Hogle/Wantastigok Trail around the Meadows at Retreat Farm. Additionally, trail counters were purchased and deployed to gather further information on trail usage and economic benefits of outdoor recreation.

Brooks Memorial Library continues to be a key partner and distribution point for 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 wholeheartedly 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 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,

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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 Stiltgrass, 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

## Looking back and moving forward.

2021 presented Brooks Memorial Library with opportunities to evaluate and innovate, to engage and evolve.

Though we began the year with our doors closed, our minds and hearts were wide open. While we stood firmly on the foundations of public librarianship: equal access; reliable sourcing of information; cost-free educational and cultural experiences; sustainability and stewardship of the environment, by providing resources that are intended for sharing and re-use; and most important of all, *service and support* to individuals and institutions; we needed to be light on our feet to find new means of delivery within COVID constraints.

In reflecting on the past, I was reminded of an old riddle: *What's the tallest building in any town? The library, because it has the most stories.* Indeed, it is stories, rather than numbers, that convey the impact of our library in 2021.

Even the briefest interactions with the public swiftly moved from transactional to relational. As our number of patron contacts has decreased from necessity and physical distance, the length and depth of those encounters has increased. During shutdown we listened and we responded to extended conversations with our patrons regarding recent reading, community news, family, frustration, delight, despair, compassion and optimism to maintain the "weak ties", necessary for social wellbeing. (see *"Why casual chats with strangers are the thing many of us miss the most"*: The Guardian, May 23, 2020). We consulted with professionals and with one another to learn new approaches to assist and support those in a vulnerable state.

We transformed operations during shutdown to continue to provide essential services by:

- Delivering books to those who are home-bound.
- Instituting procedures to provide free printing and copying curbside for patrons, an essential service that is otherwise unavailable in the downtown area.
- Answering reference questions on any conceivable subject.
- Expanding our reader's advisory service to fill patron requests based on subject.
- Creating themed issues of our weekly e-newsletter to highlight book selections and encourage requests.
- Partnering with the Recreation and Parks department on their Winter Carnival to distribute reading bingo cards for adults and bags with crafts, puzzles, cocoa and book bingo for children.
- Deploying our social media presence to post links to activities and online events for children and adults.
- Implementing a means of renewing cards online to provide uninterrupted access to electronic resources.

- Distributing hundreds of COVID care bags to support physical and mental well-being, funded by a grant from United Way and coordinated by a coalition of community organizations. The packages contained such items as Badger Balm hand salve, a digital thermometer, art supplies, a snazzy handmade mask and a basic cotton mask. Some contained soup seasoning from Susu Healing Collective, others local chai. Families with children also received a free book.
- Fulfilling demand for tax forms by printing out requested forms and distributing them to individuals at curbside.
- Recording over two dozen YouTube videos of staff reading picture books and poems for families at home.
- Working with the artists from the *Ask the River* project to install a metal sculpture and collection of cyanotype "postcards of hope" in two of our front windows.
- Ordering and processing hundreds of new print books and expanding our selection of downloadable titles to respond to requests and satisfy the varied reading interests of the voracious readers of all ages in this community.
- Engaging children and their caregivers with take home activities and book bundles to spark intellectual and artistic development.
- Assisting patrons in navigating new technologies and devices necessary for interacting and obtaining services during the shutdown.
- Expanding access to technologies, including circulating wi-fi hotspots and subscription-level access for community members who needed to host Zoom sessions for public programs or private appointments.
- Engaging teens in participatory virtual activities.
- Filling requests and circulating thousands of books, CDs and DVDs in paper bags at curbside.
- Stationing the large screen TV facing our first floor windows to show the Presidential inauguration with closed captioning for passers-by.
- Serving as a venue for Poems Around Town.

For our efforts, staff was recognized by Ezra Distler in his photography project of local essential workers.

During this time, the library redesigned its website to improve access to resources, including the online catalog and reference databases like Consumer Reports, Newsbank, and the New York Times. This was also an opportunity to promote free electronic resources available 24/7 via the **Online Library** section, an active place, which enabled community members to pursue lifelong learning at their own pace, in their own style through: *Universal Class* offering online classes for career and personal growth, including technical and workplace skills, many of which can be taken for professional credit; *Learning Ex-*

*press* featuring tutorials for basic elementary and high school subjects, civics education for citizenship preparation, and practice for many standardized exams, such as the Test of English as a Foreign Language and licensing exams for many occupations; and *Mango Languages* delivering interactive lessons in more than 70 languages, accessible on computers or through the Mango app for mobile devices. **Online Library** also provides streaming video and audio for the pure joy of learning: *The Great Courses* lecture series in history, philosophy, the sciences, art, music, health, personal development, and other subjects, delivered by college professors noted for their dynamic teaching styles; and *Kanopy* streaming classic and international films, and documentaries and instructional films in the sciences, global studies, media, business, and more.

The new and improved website was also a space to spotlight information on vaccines and testing and other events and updates of interest to the community, as well as a vehicle to promote library materials. Simultaneously, we unveiled a spiffy new logo that evokes our lovely geographical setting while celebrating books. In the fluttering pages, one can see the green of the mountain, the dark blue of the river and the light blue sky, which is the limit when you have access to a library.



When we re-opened our doors in the spring, the Information Services Department at Brooks Memorial Library returned to its robust regimen of providing free individual consulting on reference and research, electronic services, and interlibrary loan, using a wide variety of technologies to supply information and resources that inspire, inform, and empower our diverse community. Department staff addresses the digital divide by providing free access to technologies, and obtaining interlibrary loan materials for cardholders from libraries throughout the United States. Community members eagerly made use of longer in-person technology consultations with Matt Wojcik and research consultations with Jeanne Walsh. Interlibrary loan requests surged (a positive use of the word) after the shutdown, and our new Interlibrary Loan specialist, Jen Robb, was ready for the challenge. We launched a Grant Funding and Nonprofits page and helped many project managers develop search strategies for grant funding through the Foundation Directory Online.

We continue to build on our enhanced service model, in addition to restoring in-house operations. John Kilduff still delivers materials to those who cannot get to the library and the Youth Services staff provides

# BROOKS MEMORIAL LIBRARY

a never-ending source of pursuits to engage children and teens through take-home kits, suggestions for stimulating books and activities both in person and via social media. We have elected to maintain some programming virtually for the safety, convenience and access to a broadening audience.

As the weather began to warm and vaccines took hold, we enthusiastically opened our doors and gradually expanded in-person access and relaxed restrictions. Staff worked tirelessly to assist with technology and the support only a *human* interface can provide as patrons filed applications for employment and unemployment, registered their vehicles, and searched for housing. We embarked on efforts of engagement through programming and partnerships, sometimes simultaneously. The dramatic shift in the way people live their lives during the pandemic catalyzed an appreciation for mutual support and strengthened ties between organizations and institutions to broaden and better serve their constituencies. One of the key findings of a 2021 report from the Institute of Museum and Library Services on the impact of libraries on social wellbeing is "*networks matter*", which has been recognized and applied for years at BML.

By weaving together our efforts (both fun and functional) with our those of our colleagues, we improved the social fabric of the community structurally and aesthetically as we:

- Rolled out our wildly popular e-bike lending program thanks to Local Motion, Time Trade\*.
- Hosted Representative Town Meeting for those who needed tech support and served as a meeting space for the RTM Steering Committee.
- Attended the reception for the new center for refugee resettlement and distributed information about library services that may be of interest/assistance to their clientele. We have since collaborated with staff from SIT to provide materials and support for recent Afghan arrivals.
- Jeanne Walsh established connections and demonstrated online resources to the business community as well as promoted the only VT access to the Foundation Center\*.
- Teen librarian Chole Liotta-Jones worked with WSESU, Vermont Humanities Council and Recreation and Parks to present an outdoor film showing of *The Hate U Give* on the Commons. We had about 60 people in attendance, ranging from early teens to their 70's.
- Supported Artful Streets during Gallery Walk by bringing two library programs to the streets: collage artist Michael Albert

led a workshop using recycled materials that supported literacy and was enjoyed by participants of all ages; and Chess Alley provided space for eight pairs of players, which were continually occupied.

- Hosted White Cane Awareness Day events and explored ways to better serve those with visual impairments.
- Organized a multi-day seed giveaway with Edible Brattleboro and the Retreat Farm and established an ongoing seed library\*.
- Worked with the Women's Freedom Center to host a range of virtual events: *Inspiring Change in 2021*, a series to raise awareness of domestic violence; screening of *The Bystander Moment*; and a presentation/discussion on danger signs of grooming tactics of sexual predators.
- Promoted Brattleboro Literary Festival events and hosted one of the virtual sessions.
- Partnered with Recreation and Parks and DBA on a variety of Halloween hijinks this year.
- Benefitted from an alliance with Gedakina to present our first Indigenous People's Day program and receive a large curated collection of books for adults and youth.

We are grateful to our colleague Stephen Dotson, Town of Brattleboro Sustainability Coordinator, for facilitating the efforts indicated with an\*.

AmeriCorps/VISTA Gabe Pofcher is devoting his year of service to BML to increasing our capacity by broadening and strengthening our community networks.

Programming contributed to sustaining the spirit of the community in 2021.

First Wednesdays Lectures from the Vermont Humanities Council were once again a highlight of the library's programming for adult learners. Though community members missed the opportunity to gather on-site during the pandemic year, they enjoyed online lectures at Brooks and other host sites throughout Vermont. Recorded talks are accessible through the VHC archive <https://www.vermonthumanities.org/first-wednesdays/recorded-talks/>. Other online programs included a poetry reading that drew nearly four times the number such events have garnered in the past.

When the weather cooperated, we were able to utilize our outdoor space for small drop by events, including a visit from the Vermont Natural History Museum with some spectacular feathered friends and a well-attended and popular *Chat With the Chief* reception to introduce Police Chief Norma Hardy.

As always, summer brought a flurry of events for children and teens to keep them engaged and leaning. We sent out 375 of our Summer Reading Program kick-off activity bags to the summer food services program sites throughout Brattleboro. This is in addition to the 211 activity bags given out at the library. We continued with weekly animal themed take-and-make craft bags. Children enjoyed following the paw print path through the Children's Room and measuring themselves against the life-sized silhouettes of a moose, cow, black bear, bobcat and raccoon. We were able to offer a number of in-person events during our Summer Reading Program including *Sing & Dance with Robin* on the Brattleboro Commons, *Read with a Dog, Rhyme Time*, and a Summer Movie Series at the Northfield Drive-In in partnership with the Libraries in the Woods, a Massachusetts library collaborative.

This year in the Teen room was focused on building a regular cycle of Teen events, both during the year and also for Summer Reading Program. The Teen Advisory Board pivoted to a fully on-Zoom schedule of meetings and also programs from January until we were able to have outside events starting in May, and then pivoted back to in-person. This was the first year that we have had a full summer program of Teens-Only events designed and implemented by the teens, including a beautiful month-long book scavenger hunt - as well as a regular schedule of monthly Teen events during the rest of the year, some of which are run by the Teen Advisory Board members. As a result, we have been attracting greater and greater numbers of teens to participate in our events. In addition to building up the in-library Teen programming, the Teen room has been partnering with the BUHS Diversity Coordinator to run sporadic social justice book clubs and outdoor movie nights for teens (although other ages have also been welcome).



The concerted effort of Assistant Librarian Chloe Liotta-Jones and her teen advisory group resulted in BML being recognized as a place where youth are welcome and certified For Youth By Youth Quality Youth Development.

As the number of COVID cases subsided, our services increased. Fall saw periods when every table and every computer in the

# BROOKS MEMORIAL LIBRARY

adult library was occupied during our open hours. Study rooms were in high demand for meetings and focused work. The Scrabble club resumed their weekly shenanigans and we established an in-person discussion group for readers of *The New Yorker* magazine. Class visits resumed in the Children's Room and teens could come together for an in-person game night or movie viewing. We hosted book launches, including one for *Marked Man*, Archer Mayor's latest, in which he sets a scene in Brooks Memorial Library and notes the "warmth embracing" two characters as they enter.

When COVID variants created concerns we renewed our caution, and relied on our earlier experience and quickly made adjustments to maintain health and safety for the public and the staff and to keep our doors open. We suspended in-person programming and limited library visits to 15 minutes. The 40<sup>th</sup> Annual Design-A-Plate activity was offered again as a take home event, which allows for broader participation. The Children's Room suspended class visits from area schools, but the themed take-and-make craft bags continued through the end of the year.

## We got by with a little help from our Friends, and volunteers

As in the past, The Friends of Brooks Memorial Library provided essential support, both monetary and moral. Through their fundraising efforts (ice cream social, garden party, book sale and annual appeal) we were able to:

- Host the VHC 1<sup>st</sup> Wednesday lectures.
- Sustain our subscription to Kanopy for streaming video.
- Acquire light up bocce balls to support physical activity and thus, emotional wellbeing.
- Provide access to Ancestry.com for those who spent quarantine researching their family history and Mango Languages for those who put their efforts into learning another language.
- Remain the only venue in Vermont that subscribes to the Foundation Center and provides professional guidance and support to organizations or individual in accessing not-for-profit funding opportunities.
- Purchase a SPECTACULAR 20 ft. inflatable screen for outdoor movie programs.
- Obtain a pass to the Brattleboro Outing Club (in addition to one donated by BOC) to make the most of our collection of snowshoes and promote healthy activity.

Volunteers, who do so much to support our work, returned for a brief period to help shelve materials and work on special projects. Talented volunteer Elizabeth MacFarland used her artistic skills to produce a giant "poetree" in the front window to highlight National Poetry Month, create a striking collage portrait of Mary Shelley with attendant activities for Halloween and devise a photo booth to print portraits of families in costume.

## In a plot twist, COVID and its consequences revealed a silver lining of support through grant funding resulting in:

- ARPA grant funding (\$17733.64) to purchase furniture that can be easily cleaned and a portable sound system that will allow for expanded outdoor programming.
- A grant (\$19,600) from the Vermont Foodbank to establish a garden tool and food preparation collection lending collection. \*
- State support of an e-bike lending program. \*
- Support for equipment and installation of a water bottle filling station. \*
- A grant (\$1,500) from Vermont Community Foundation to purchase wi-fi-hotspots for circulation.
- Continued grant support from VT Department of Libraries (\$520) for Library Courier service.
- Funding from Vermont Humanities Council to secure film licensing for public program.

\* Indicates facilitation by/collaboration with Town of Brattleboro Sustainability Coordinator.

Additionally, BML was selected to participate in a panel to discuss issues and funding for libraries with Senator Sanders.

## A happy ending

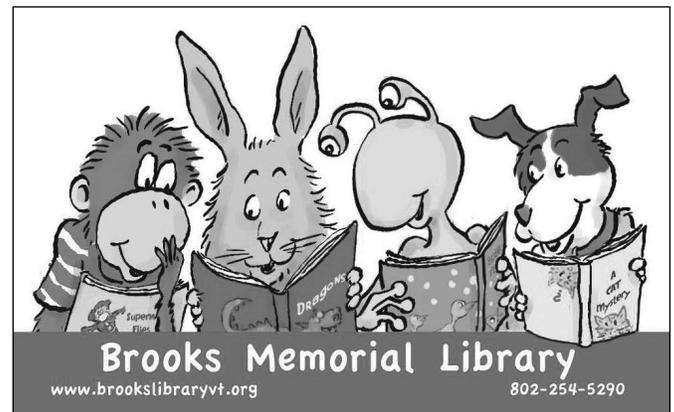
The end of the year brought highlights and high hopes for the future:

The Friends of the Library, Brattleboro Literary Festival, Center Congregational Church and Candlewick Press came together for a lovely evening of conversation between award winning author Katherine Paterson and Youth Services librarian Lindsay Bellville, to the delight and gratitude of all who attended.

We hosted two public sessions to introduce our new Town Manager, Yoshi Manale to the public.

We observed people developing new cognitive agility as their synapses were sparked by learning new skills and fresh approaches to established systems.

We got new library cards!! Renowned illustrator Eileen Christelow created art for our new edition, designed for kids, but available to all.



The year ended on a high note—literally, the Library teamed up with the legendary *Nowell Sing We Clear* for a rousing concert to raise our spirits that was joined by viewers from both hemispheres.

Thanks, Brattleboro, for sharing a terrific year of stories...humorous, sobering, provocative, thoughtful, and always heartfelt, and thanks for making the Library part of *your* tale. We are looking forward to looking back on an even better year as we begin this next chapter.

Submitted by Starr LaTronica, with input from Lindsay Bellville, Jeni Clary, Lorena Cuevas, Chloe Liotta-Jones, Sarah Vincent-Hoag, with special thanks to Jeanne Walsh

# BROOKS MEMORIAL LIBRARY

## Brooks Memorial Library

### Circulation—Information Services—Electronic Services—Interlibrary Loan

*Statistical snapshot, Jan-Dec 2021*

<b>Library materials</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>% change 2020-21</b>
Materials cataloged (Books, DVDs, etc.)	2264	2824	2257	-20.07
<b>Circulation and Interlibrary Loan</b>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>% change 2020-21</b>
Loans: Brooks Memorial Library items (books, dvds, etc.)	153,566	84,827	83,710	-1.316
Loans : Catamount Library Consortium, borrowed & sent	13,200	11,340	15,894	40.158
Interlibrary loans: wider VT and out of state, borrowed & sent	2122	969	1786	84.313

The numbers above show the three layers of materials available to our community: items in our collection at Brooks Memorial, items from our partner libraries in the Catamount Library Consortium, and items available in the wider world through Interlibrary Loan. ILL increased after the system-wide service was restored in the spring of 2021, but overall circulation still reflects a drop in use of traditional library materials during a year that began with closed doors and curbside service.

<b>Reference and technology services</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>% change 2020-21</b>
Reference/Information Services transactions	2006	940	2946	213.404
Electronic Services transactions and tutorials	1801	770	762	-1.038

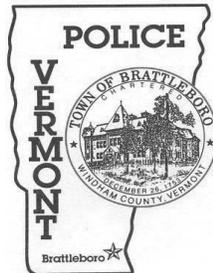
As we re-opened library doors in the spring of 2021, we first restored Reference Service and later restored consulting and tutorials with our Electronic Services Specialist. We expect those transactions to increase in 2022.

<b>Digital/Online Services</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>% change 2020-21</b>
Reference database searches and online learning sessions	51,611	35,448	40,451	14.113
Ebooks, audiobooks, and magazines	14,769	19,006	14,408	-24.192
Video	14,686	15,590	6752	-56.690

Database fluctuation suggests that patrons make more use of electronic reference resources when they have access to information services in-person at the library. The dip in ebooks, audiobooks, and magazines was due to our loss of the RBDigital streaming video and ebook collections due to corporate mergers; however, patrons still access downloadable ebooks, audio, and video through the Overdrive/Libby service on their computers and mobile devices. To contain costs, we scaled back on the number of monthly movies offered through the Kanopy streaming video service, but patrons continue to enjoy the service at a steady but sustainable rate.

# POLICE DEPARTMENT

## Brattleboro Police Department



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- Mission Statement
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- Crime Analysis / Operations
- Citizen Police Communication Committee (CPCC)
- Special Reaction Team (SRT)
- Central Dispatch

## 2021 Annual Report

### MISSION STATEMENT

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

### CORE VALUES

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

### CHIEF'S MESSAGE

Please accept our submission of the 2021 Brattleboro Police Department Annual Report. This report provides information and statistics on a wide range of topics including crime reporting, traffic data, staffing, and the overall operations of the department.

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

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

This year carried with it a broad and comprehensive call for improvements in policing across our nation. Many of the desired reforms have existed within BPD for years, including a ban on chokeholds, mandatory intervention by officers who witness misconduct, and the public release of all complaints made against officers. More change will come. Having worked in public service for over 30 years, 26 in law enforcement, I know that change, development, and improvement is constant and ongoing. This is your police department, and we will continue to engage with and listen to the entire community's needs.

As your new Chief of police, I am honored to follow in the footsteps of Chief Michael Fitzgerald, an award-winning innovator in the field of police leadership as well as a respected member of this community.

This report would not be possible without the dedicated work of all our officers, dispatchers, and support staff. I would like to particularly thank Captain Mark Carignan, Office Manager Ginny Yager, Head Dispatcher Wayne Stires, Lt. Jeremy Evans, and Lt. Adam Petlock, for their work contributing to this report.

Respectfully,

Norma Hardy, Chief  
Brattleboro Police Department

### ORGANIZATIONAL CHART (See chart on page 40)

Norma Hardy took over as the Chief of Brattleboro P.D., in July of 2021, and we have recently had a new officer graduate the police academy, and complete field training. He is now working in a patrol capacity. We

switched to a new scheduling and service delivery model centered around two shifts rather than three. Officers have been redeployed to different shift schedules in order to reduce the amount of involuntary forced overtime. Our authorized sworn staffing level is 27 officers, and we currently have nine openings. The decision to change to two shifts was made after BPD analyzed call volume and type, cross referenced to time of day and day of week, to determine when these reduced levels of staffing would occur. The decision to make this change was necessary to maintain the physical and mental health of our officers, while still providing the high quality of service that Brattleboro has come to expect from its police department.

The Vermont Police Academy (VPA) holds two sessions per year. The length of time from the initial hiring, completion of training, to being assigned as a member of a shift is approximately ten months. Our current candidate will graduate the VPA in February and be trained for patrol by June 2022. We have two applicants nearing the end of our rigorous hiring process who will attend the VPA in March and be trained for patrol by October 2022.

Although 2021 was a challenging year with regard to staffing, we continue our recruitment efforts at job fairs, community colleges, four-year universities, community groups, and the Community Equity Collaborative's Workforce Development Committee. Unfortunately, our recruitment efforts have been significantly hampered by COVID-19, so we have also taken advantage of technology to facilitate remote interviews and testing.

### 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 posi-

# POLICE DEPARTMENT

## ORGANIZATIONAL CHART

Chief of Police Norma Hardy  
 Captain Mark Carignan

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



Chief Hardy swearing in ceremony, July 2021.

...tive 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 gain real-time information about the nuanced changes in the expectations of our community. Some of these groups include:

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

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

## PROJECT C.A.R.E.

### Our mission/ partners:

Project C.A.R.E. is a community partnership, developed in 2018 in response to the public health emergency we face as a result of the Opioid epidemic. The current mission of Project CARE is to reduce the impact that opiate use is having on the Town of Brattleboro and its residents, reduce the amount of deaths resulting from opiates and other drugs, and connect people with supports so that they can achieve and maintain recovery.

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

### Overdose response:

2021 has presented unprecedented challenges for every aspect of life, and the opioid epidemic has been no different. Brattleboro, like areas across the nation, continues to be challenged by the presence of Fentanyl, an opiate that is 25-50 times more potent than Heroin. In 2021, Brattleboro Police responded to 15 fatal overdose incidents. This does not represent the total number of overdoses that occurred, only the number that police responded to ending in death. Turning Point Recovery Coaches provide resources, support, Narcan and Fentanyl test strips. BPD attempts to connect victims of overdoses with Recovery Coaches within 24-48 hours after an overdose incident.

### 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. BPD is an active member of PAARI (Police Assisted Addiction and Recovery Initiative), an organization that provides support and resources to help law enforcement agencies nationwide create non-arrest pathways to treatment and recovery. The BPD has also worked closely with the COSU (Windham

County Consortium on Substance Use), a community assessment and planning initiative aimed at combating the Opioid epidemic.

BPD maintains contacts and agreements with organization that provide medically assisted treatment. We regularly transport detained prisoners to receive recovery assistance medications, even when they are lodged in a holding cell.

### Community Outreach:

In a preventative approach, we continue to conduct bi-weekly community 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.



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

# POLICE DEPARTMENT

## GRANTS

BPD continues to take advantage of grant opportunities to provide services to our community. The grants include funding from state and federal sources. Some grants pool the funding for regional collaboration while others go directly to the department. We used a justice assistance grant to provide officer training in de-escalation of volatile incidents through non-violent means.

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

## Criminal Investigation Division Mission

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

## Membership

The CID is currently staffed by Detectives Colby Kerylow and Joshua Lynde, Detective Sergeant Gregory Eaton, and commanded by Detective Lieutenant Jeremy Evans.

## Investigatory Capabilities

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

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

## Investigations

The CID conducted approximately 215 investigations in 2021. Some investigations take a few days, others last many months. The average time length for each investigation was 95 days. The types of investigations conducted included the following:

- 37 deaths
- 65 sexual assaults
- 7 financial crimes (primarily embezzlement)
- 12 child abuse (not sexual)
- 6 background investigations of applicants for police officer positions
- 3 robberies
- 4 missing persons, all located (1 deceased)

## Death Investigations

A primary responsibility of the CID is the investigation of deaths that occur in the Town of Brattleboro. Proper death investigations require extensive training and coordination with

multiple agencies to include the Office of the Chief Medical Examiner, Health Care and Rehabilitative Services, various medical facilities inside and outside of Vermont, and the State's Attorney's Office. The BPD investigated 37 deaths in 2021. The breakdown of those investigations is as follows:

- 22 deaths were determined to be of natural causes
- 11 deaths were determined to be accidental drug overdoses
- 4 are undetermined pending toxicology report

Five of the overdose deaths along with the four undetermined deaths are still being investigated and criminal charges may be forthcoming.

## Southeastern Unit for Special Investigations

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

## Windham County Safe Place Child Advocacy Center

The CID works in conjunction with Windham County Safe Place Child Advocacy Center (WCSP) to better serve juvenile victims of sexual crimes in Brattleboro and throughout Windham County. WCSP operates an off-site facility that is specially designed for interviewing child victims and for the collaboration of all the agencies involved in these investigations. This is a tremendous resource that was utilized by the CID in over 70 cases this year. Additionally, detectives have actively worked with WCSP personnel to start bringing outreach to schools throughout Windham County educating children about online safety and digital citizenship.

## Vermont Internet Crimes against Children

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

## Sex Offender Registry Compliance Checks

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

## Computer Forensics

The CID has one investigator that is trained through the VT ICAC to execute forensic evaluations of mobile devices. This type of training is becoming more and more important as the amount technology involved in criminal activity continues to rise at an astonishing pace. In 2021, CID completed forensic evaluations on 32 mobile devices for BPD and other agencies in the region. Some of the crimes these devices were tied to included disorderly conduct

(threatening), physical and sexual assaults (adult and child victims), death investigations, kidnapping, restraining order violations, drug sales, and child pornography.

## Prescription Drug Drop Box

The Brattleboro Police Department has partnered with The National Association of Drug Diversion Investigators to help reduce the amount of prescription drugs in Brattleboro area homes that are either no longer needed or outdated. America's 12- to 17-year-olds have made prescription drugs the number one substance of abuse for their age group, and much of that supply is unwittingly coming from the medicine cabinets of their family and friends. The BPD has a secure drop box at the police station where residents can drop off these expired or no longer needed prescription medications so that they do not fall into the wrong hands. In 2021 the BPD destroyed over 300 pounds of medications through this program.

## Statistical Information and Data

### Total calls for service in 2021 = 8834

This is nearly identical to the CFS volume of 2021(8805) which reflected a dramatic reduction from the usual 10-11000 annual calls for service. As with last year this is likely due to pandemic-related reduction in incidents that are reported to police.

### 2021 TOP TEN 10 BY CALL TYPE

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

#1	Suspicious Person/Circumstance = 1427
#2	Agency assist = 636
#3	Animal Problem = 619
#4	Trespass = 590
#5	Motor vehicle disturbance = 466
#6	Welfare check = 436
#7	Citizen dispute = 425
#8	Public Speaking Engagement = 346
#9	Accident damage = 334
#10	Citizen assist = 311

### 2021 TOP 10 ARRESTED OFFENSES

#1	Contempt of court = 136
#2	Unlawful trespass = 101
#3	Disorderly/Aggravated disorderly conduct = 94
#4	Driving w/criminally suspended license = 37
#5	Domestic Assault = 33
#6	Possession of narcotics = 31
#7	Simple Assault = 30
#8	Possession cocaine = 29
#9	Petit Larceny = 20
#10	DUI = 19

### TOP 10 ARRESTED OFFENSES 2020

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

# POLICE DEPARTMENT

## CPCC (CITIZEN POLICE COMMUNICATIONS COMMITTEE)

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

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

BPD had 4 citizen complaints filed in 2021 that resulted in investigation. 4 additional internal investigations were conducted for internally generated matters. This occurs when a fellow officer, supervisor, or other employee takes note of mistakes or possible misconduct and reports it. In some instances, officers self-report. I am proud to lead a department where our staff insists on holding itself to a high standard, and works to address instances where that standard is not met. Of these eight investigations, two allegations were sustained, one was successfully mediated, and the others were determined to be unfounded, or the employee was exonerated.

## CENTRAL DISPATCH

Central dispatch is staffed by eight full time emergency service dispatchers and 1 part time employee that was added in October of 2021. Dispatch is covered by 2 dispatchers 24-7, 365 days a year. Dispatch staff have faced burden after burden with staffing issues, yet they have continued to cover current open slots, dispatch vacation and sick time. Even during the heightened time of COVID, they have not missed a shift.

Calls for service in 2021 were as follows:

Brattleboro Police Department: 8835  
Brattleboro Fire Department: 2656  
Rescue Inc.: 5774

Dispatch answers approximately seven to eight thousand phone calls a month. This includes all 3 of the business lines for the Police department. They also answer two emergency lines for the Police department, two emergency lines for the Fire department and one emergency line for Rescue Inc. After business hours dispatch also answers phone lines for the Department of Public Works.

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

- VAlert refresher
- Vehicle pursuit policy
- Missing person policy
- Professional conduct
- Muddy road response procedure
- Levels of staging procedure
- Mayday policy/procedure review
- School crisis plan
- Bias free/Impartial policing
- Domestic abuse response procedure
- Town road snow removal procedure

## Special Events

The Brattleboro police department participated in the Torch Run for the Special Olympics and No-Shave November to raise money for these worthy causes. Chief Hardy named 5 year old Nolan Goodnow an honorary junior Brattleboro Police Officer for his heroic actions during a fire that destroyed his family's home.



# POLICE DEPARTMENT

## 3-YEAR INCIDENT COMPARISON, BY CRIMINAL OFFENSE CODE\*

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

<u>Offense</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>3 yr avg</u>	<u>Offense</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>3 yr avg</u>
Consent Search (0099)	22	86	81	63	Arrest on Warrant-Police Check (3000)	218	153	181	184
Accidental Death (0105)	14	10	8	11	Accident-Fatal (3100)	0	1	0	0
Natural Death (0107)	17	20	22	20	Accident-Injury (3200)	63	45	56	55
Sex Offense-Forcible Rape (0210)	3	7	3	4	Accident-Damage (3617)	501	356	334	397
Sex Offense-Attempted Forcible Rape	0	0	0	0	Motor Vehicle Disturbance (3618)	220	160	466	282
Sex Offense-Forcible Fondling	0	1	1	1	Careless/Negligent Operation (3619)	16	21	6	14
Sex Offense, Statutory Rape	0	1	0	0	Attempting to Elude Police (3620)	7	8	5	7
Sex Offense, Child Molestation (0280)	0	2	1	1	Driving License Suspended-Criminal (3620)	61	66	40	56
Attempted Sex Offense	0	0	0	0	Leaving Scene of MV Accident (3691)	11	20	9	13
Sex Offense, Forcible, Other	0	0	0	0	Littering (4700)	25	22	15	21
Robbery (0300)	5	6	4	5	Fire Investigation (4730)	2	1	6	3
Aggravated Assault (0400)	29	32	27	29	Fire Alarms (4798)	1	2	0	1
Assault, Simple, Not Aggravated	117	118	104	113	Assist Fire Investigation (7503)	0	1	1	1
Assault, Intimidation (0470)	4	9	8	7	<b>Sick Wild Animal (ABAN)</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
Stalking (0481)	3	6	5	5	<b>Abandoned Vehicle (ACCS)</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>
Stalking, Aggravated (0482)	2	0	1	1	Accessory (ALAR)	0	8	1	3
Burglary/B&E—Force (0500)	40	37	63	47	Alarm (AMAS)	6	9	4	6
Burglary/B&E—No Force (0501)	15	5	8	9	Ambulance/Medical Assistance (ANPR)	356	294	267	306
Larceny—Pocket Picking (0610)	1	2	2	2	Animal Problem (ASST)	719	524	619	621
Larceny—Purse Snatching (0611)	4	1	4	3	Agency Assist (ATA)	657	562	636	618
Larceny—Shoplifting (0612)	147	56	57	87	Registration Required (ATF)	0	1	1	1
Larceny—From Motor Vehicle (0613)	174	211	135	173	Operation Along Public Highway (ATL)	0	1	0	0
Larceny—Auto Parts/Accessories (0615)	39	16	36	30	Attempt to locate (ATSU)	90	69	48	69
Larceny—Bicycles (0616)	31	9	14	18	Attempted Suicide (ATV)	4	1	1	2
Larceny—From Building (0618)	100	49	49	66	ATV Incident (BACK)	0	2	1	1
Larceny—From Coin-Op Machine (0618)	2	1	1	1	Background Investigation (BRGA)	11	6	12	10
Larceny—All Other (0700)	66	64	61	64	Burglary Alarm (CDIS)	187	196	146	176
Theft of Motor Vehicle (0900)	10	15	20	15	Citizen Dispute (CHEC)	434	414	425	424
Arson (1000)	2	0	1	1	Checkpoint (CITA)	2	0	1	1
Forgery/Counterfeit (1100)	4	1	3	3	Citizen Assist (CMIS)	408	393	311	371
Fraud, Bad Checks (1101)	5	4	3	4	Criminal Mischief (COMM)	4	9	2	5
Fraud (1101)	62	40	79	60	Communications Offense (DBOD)	16	31	32	26
Fraud, Cred Card, ATM (1200)	8	15	9	11	Dead Body (DLT)	31	35	33	33
Fraud-Impersonation (1300)	2	0	1	1	Driving Roadways Laned for Traffic (DPAT)	0	1	0	0
Embezzlement (1400)	5	4	3	4	Directed Patrol (E911)	36	9	1	15
Stolen Property (1500)	7	13	11	10	E911 Hang-up (ESCO)	128	178	149	152
Vandalism (1700)	90	122	211	141	Escort (FALS)	9	6	6	7
Weapon Law Violation (1744)	3	7	7	6	False Alarm (FDAS)	240	178	289	236
Lewd-Adultery (1749)	40	40	50	43	Fire Dept Assist (FALS)	7	4	8	6
Peeping Tom (1799)	0	1	0	0	False Fire Alarm (FIRE)	4	1	0	2
Pornography/Obscene Material (1801)	2	3	0	2	Fire (FR)	4	1	3	3
Sex Offender-Failure to Register (1802)	0	6	3	3	Accident-Written Reports (INTP)	0	2	0	1
Regulated Drugs—Sale of (1802)	10	10	12	11	Intoxicated Person (JUVP)	89	65	61	72
Regulated Drugs—Possession of (1805)	76	72	60	69	Juvenile Problem (LFPR)	124	88	133	115
Regulated Drugs—Cultivation of Prescription Fraud (1850)	0	0	0	0	Lost or Found Property (LOCK)	169	108	115	131
Controlled Substance/Drug Equipment (1850)	0	1	1	1	Residence or Vehicle Lockout (LOIT)	360	167	64	197
Drugs—Civil (2000)	4	2	1	2	Loitering (MAST)	74	17	17	36
Child Offense (2025)	14	15	12	14	Motorist Assist (MENT)	14	12	11	12
Mistreatment of Elderly (2040)	0	1	0	0	Mental Health Assistance (MESS)	11	41	36	29
Runaway Juvenile (2411)	1	5	1	2	<b>Message Delivered (MPER)</b>	<b>1</b>	<b>9</b>	<b>5</b>	<b>5</b>
Domestic Abuse Order Violation (2430)	23	16	14	18	Missing Person (NDIS)	17	16	19	17
Driving under the Influence (2430)	54	39	25	39	Noise Disturbance (NL)	87	131	173	130
Liquor Violation (2430)	9	4	5	6	No License (OSC)	2	1	5	3
Disturbing the Peace (2430)	1	5	2	3	DLS-Civil (PAB)	0	2	2	1
Family Disturbance (2480)	137	108	87	111	Performance Ability of Brakes (PAB)	0	1	0	0
Disorderly Conduct—Other (2603)	203	176	229	203	Parking Problem (PARK)	145	211	75	144
Blackmail (2607)	1	1	0	1	Property Damage, Non-vandalism (PDNV)	20	17	24	20
Conditions of Release Violation (2607)	124	141	165	143	Passing School Bus (PSB)	10	1	2	4
Impeding Police Officer (2610)	27	33	21	27	Suspicious Person/Circumstance (PUBL)	1672	1337	1427	1479
Phone Offenses (2614)	1	4	2	2	Public Speaking Engagement (PWAT)	502	506	346	451
False Information to Police (2615)	12	16	12	13	Property Watch (RESP)	8	6	4	6
Kidnapping (2621)	5	9	3	6	Recovered Stolen Property (RSVE)	64	20	36	40
Escaping from Custody (2621)	3	1	0	1	Recovered Stolen Vehicle (SRCH)	8	13	8	10
Probation/Parole Violation (2622)	0	1	0	0	Search Warrant (TCNR)	29	21	18	23
Trespassing Violation (2622)	574	425	590	530	Traffic Crash Non-Reportable (THAZ)	15	5	17	12
Bomb Threat (2624)	0	1	0	0	Traffic Hazard (THRE)	110	79	88	92
Fireworks (2625)	40	64	43	49	Threatening (TOFF)	105	132	123	120
Obstructing Justice (2640)	0	3	2	2	Traffic Offense (UBUR)	32	47	35	38
Cruelty to Animals (2627)	1	1	0	1	Unlawful Burning (UNSP)	4	2	2	3
Vagrancy (2632)	33	0	0	11	Unsecure Premises (UTPB)	16	21	15	17
Fugitive (2632)	13	13	11	12	Utility Problem (WELF)	17	14	12	14
Arrest on Warrant-Federal Check	4	1	2	2	Vehicle Serial # Inspection (VNI)	241	117	159	172
					Welfare Check (VNI)	514	494	436	481
					Inspection of Registered Vehicle	0	2	0	1

# FIRE DEPARTMENT



## CHIEF'S REPORT

The Brattleboro Fire Department proudly provides the finest fire protection, rescue, emergency medical and hazardous materials control, and response services to our community. This goal is reflected in the departments mission statement:

*We will remain Focused on providing a safe environment for the people of our community. Our commitment to core values of Integrity, Respect, and Excellence will resonate with every interaction and task we are a part of.*

### Acronym for our Core values:

**F**ocused  
**I**ntegrity  
**R**espect  
**E**xcellence

Our department prides itself in providing innovative solutions to maintain the most cost effective, community oriented, customer care organization.

The fire department career staff consists of 26 members, Chief, Assistant Chief, Fire Alarm Superintendent, Administrative Assistant, part-time inspector along with 21 shift personnel. We have three shifts of 7 personnel, that work out of 2 stations located at 103 Elliot Street and 16 South Street, which are staffed 24/7/365. Our on-call staff is at 3 folks. Staff is trained in fire suppression, emergency medical care, technical rescue, hazard materials, fire prevention and fire education. In 2020 we responded to 2,526 emergencies, as

I write this report, we have responded to 2,460 emergencies for 2021. We respond to multiple calls 26% of the time, that means we have two or more crews committed to different calls.

As I stated in my budget presentation, when I started in 1987 as a call staff member, the call staff had 30+ members. With that staff down to 3 today is a significant concern. Not having this staff to rely on for large emergencies means we will need to rely on our neighboring towns more, which are volunteer agencies that are having the same staffing issues. It has been 30 years since we have added personnel to our career staff. I do see the need to add staffing on the horizon, to allow us to work safely and efficiently to meet the demand for our services.

On April 1, 2021 Chief Michael Bucossi retired. Chief Bucossi served the Town of Brattleboro for 43 years, with 14 of those years as the Chief. Chief Bucossi had many milestones during his career. As Chief, I have 3 that stand out and greatly steered this department into the department it is today. They are as follows, in 2008, the fire apparatus replacement program was instituted. This summer we took delivery of a new pumper truck. That truck makes a complete cycle for the replacement of our fire apparatus. We now have a capital replacement fund for fire apparatus that will allow for the next apparatus to be paid for without bonding for it. Chief Bucossi was instrumental in seeing the station projects through. Lastly, on April 17, 2011 Chief Bucossi commanded a 5-alarm fire at the Brooks House on Main Street. He provided extraordinary leadership during this emergency, leaving no civilian casualties and no emergency service personnel injuries. This just an example of the leadership he demonstrated every day. Thank you Chief Bucossi!!!

With his retirement and the change in the chain of command here at the fire station, has allowed for folks to be promoted and new people hired. The new staff that we have



added has diversified our staff tremendously. We have 2 females and 3 people of color on our career staff. As I write this report, we currently have 7 folks on probation, and over the last year 2 others that have completed probation. We have been extremely successful in hiring well qualified folks that have great work history, great work ethic and education. The training committee developed an 8-week probationary training program that each of the new members must successfully complete that provides them a solid foundation to start their fire service career.

In this year's budget you will find a line item for a strategic plan. In my 34 years as a member of the department we have not had a strategic plan. This plan will be conducted by a third-party team. That team will involve the fire department staff, the public, elected officials and other agencies that we work with. This will help us with community expectations, concerns, positive feedback, help identify critical issues, service gaps as well as give us guiding values and principles on how we move forward today and into the future.

Lastly, I want to thank the people of Brattleboro for their continued support, as well as I want to thank my staff for their commitment day in and day out providing a safe community for all of us!!

Respectively,  
Leonard A. Howard III  
Fire Chief

## FIRE ALARM, COMMUNICATIONS, AND TRAFFIC SIGNALS

### Municipal Fire Alarm

2021 was an average year for the municipal alarm system. Work continues refurbishing 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 20 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 happened 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.

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

Preventive maintenance is performed on all communications infrastructure on a monthly schedule. Annually, a more thorough process is conducted to include testing of antennas and tuning of transmitters to ensure years of reliable operation. This is a very important step in caring for our communications system. We are able to identify problems when they are small and repair them to keep the

systems reliable for the safety of firefighters, police officers and public works employees.

### Traffic Signal

2021 was an average year for the signals. In 2020 the town made significant upgrades to the way our visually impaired residents interact with the signals. The downtown pedestrian buttons have been reprogrammed to emit a louder locator tone during the day so visually impaired pedestrians can navigate to the buttons with ease. We continue to monitor the buttons and adjust as needed.

# INSPECTIONS & PREVENTION

Smoke and Carbon Monoxide alarms save lives! The Brattleboro Fire Department is committed to fire prevention and community safety. Since March of 2020, the fire prevention division of the Brattleboro Fire Department had to shut down and look for alternative ways to reach out to the community. This past May, we changed up the inspection division and took what we had learned from the pandemic and began inspecting rental properties again.

During the pandemic and lock down periods, we developed several different avenues to better the fire prevention division. The most notifiable is "Fire Safety Friday". Each Friday, a short video is posted to the Brattleboro Fire Department social media accounts. These videos can be seen around the country and the world with more than 100,000 views per video.

Another notable change is the development of a scheduling platform for rental inspections. Every rental property must be registered with the Town of Brattleboro. All registered properties receive a letter in the mail with instruction for scheduling an inspection. Rental property owners have the option to schedule an inspection at the most convenient time available for them and their tenants. Of course, if you are not comfortable with computers, rental property owners can call the Brattleboro Fire Department to arrange a time. If you own a rental property and it is not registered or need to re-register (needed annually) with The Town of Brattleboro, please do so by going to the Town of Brattleboro and/or the Brattleboro Fire Department website.

The Town of Brattleboro has 2866 rental units to date. Since the start of the new rental inspection program, we (Brattleboro Fire Department) have inspected approximately 1,416 units. The town is divided into four (4) separate zones, and we have begun inspections in Zone #3 and are pursuant with no compliant properties of Zone #1 and Zone #2. Although still slightly off schedule, due to the Covid-19 pandemic, the goal is to complete all four zones as presented in 2019 by June of 2023.

When performing inspections, our inspectors look for the minimum requirements of the National Fire Protection Association Codes and Standards. Some of the most common items noted during a rental inspection are lack of or removal of smoke detectors, extension cords used for permanent use, and inappropriately discarded smoking materials.

In July of this year, Eric "Rick" Davis was hired to join our inspection team. Inspector Davis works approximately 20 hour per week. Hiring Inspector Davis allowed for more consistent point of contact for rental property owners and tenants. Inspector Davis' work has been instrumental to keeping our rental property inspection program moving forward and staying on target.

The Brattleboro Fire Department also works alongside Vermont Division of Fire Safety. This collaborative partnership inspects and monitors large rental properties, commercial properties, and new construction projects happening in Brattleboro.

Through the pandemic, The Brattleboro Fire Department and the Division of Fire

Safety inspected every hotel housing individuals struggling to find affordable housing during this time. Each hotel received multiple inspections. Because of this, hotels remained occupied, and all fires were extinguished in the incipient phase before any large response (if at all) from the Brattleboro Fire Department was needed.

As part of ensuring are community is a safe as possible, the inspection division of the Brattleboro Fire Department is cross trained as health officers. Often, the inspection division handles health complaints. Our health officers are responsible for investigating possible public health hazards and risks associated to the community of Brattleboro. They then take action to lessen, prevent, remove, or destroy any public hazard.

In 2020, the Brattleboro Fire Department responded to 2,526 emergencies. Of that number, only 6 were building fires inside the town of Brattleboro. This low number is in large part to the efforts of the inspection division of the Brattleboro Fire Department. In the United States, a fire is reported every 23 seconds according to the National Fire Protection Association.

Lastly, the Brattleboro Fire Department has partnered with the American Red Cross to distribute smoke alarms to anyone in need. If you do not have access to a smoke alarm, the Brattleboro Fire Department will provide you with one. Remember, test your detectors monthly and that smoke detectors save lives!

Be Pleasant,  
Charles W. Keir III  
Assistant Fire Chief/Town Health Officer

# FIRE TRAINING REPORT

2021 saw a "new normal" for the way we train at BFD. Remote and independent training opportunities provided an opportunity for our total accumulated training hours to grow from 2,500 hours in 2020 to over 3,300 hours in 2021. We saw a continuation in the cancellation of regional training opportunities but also saw an adjustment by many organizations to provide remote or hybrid training to accommodate our needs for continuing education hours.

The overall goal of 2021 was to bring our new members up to speed and work on their probationary qualifications. Most of the year was spent with a record 9 total probationary members working on learning the skills necessary to operate our apparatus and equipment safely and effectively while also learning the various districts, streets, and buildings throughout town. A large portion of this was accomplished during a 10 day "probationary school" where new members underwent rigorous training on firefighter safety and survival, ladder usage, hoseline maneuvering while flowing water, establishing water supply and pumping hoselines to proper pressures, vehicle extrication, and emergency medical operations.

2021 also saw a rebuilding of our training committee. This new committee created a list of goals to help improve our overall operational capabilities as a department. One of these goals was a department-wide technical rescue training that we completed in October.

Moving forward we will be hosting a National Fire Academy weekend course in February of 2022, as well as a swiftwater rescue training in May of 2022.

In June, five of our members became American Heart Association CPR/First Aid instructors and beginning in December we began hosting weekly training sessions to get all town employees certified. This was put on hold due to the COVID pandemic, but will be resumed in the spring. Also in June, BFD began hosting trainings with mutual aid departments. Members from Putney, Hinsdale, Chesterfield, Dummerston, Guilford, and Vernon have been attending monthly trainings to make sure all area departments are on the same page and to build a rapport with each other. Spread between the various departments, members of BFD have been putting together training curriculums and hosting trainings at least once a week. This is on top of our regular daily training.

We also hosted various Stop the Bleed trainings for both town staff and other organizations in town throughout the year as well as Active Shooter training co-hosted with Brattleboro Police. Our last large department training of the year was a scheduled EMS simulation lab hosted by Vermont Technical College that would allow us to practice our skills on responsive programmable manikins that grade treatments and give feedback. This unfortunately had to be rescheduled due to a building fire in town on the day it was sup-

posed to occur. We should be completing this in the beginning of 2022.

A new administration set a department wide goal of revisiting and updating all department procedures and policies. This has been taking effect since April of 2021 and is nearing completion. To help with this process, the department subscribed to FireRescue1Academy, an online program that helps track accreditation and allows us to assign courses that are either pre-designed or made from scratch. We are able to view member progress and set/monitor deadlines and ensure that all assignments are completed on time.

At the end of 2020 we hoped that 2021 would bring a level of resolution for COVID-19. With new variants being discovered it doesn't appear that this will be the case for quite some time. We will continue to improve, adapt, and overcome to keep providing the best possible services to the citizens of Brattleboro and neighboring 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. 2020-21 was a difficult year for all of us and the Recreation and Parks Department worked hard on staying on top of the ever-changing COVID guidelines, so facilities, programs, green space, and services were available to the citizens of Brattleboro and great Brattleboro area.

## FACILITY IMPROVEMENTS / FUNDRAISING EFFORTS

In 2021 the Brattleboro Recreation and Parks Department received a \$74,700.00 grant from the Vermont Community Foundation Nelson & Ruth Withington Fund to upgrade the playgrounds at South Main Street Park and Pine Street Park.

After reaching out to the neighbors and users of both Parks to gather input regarding improvements they would like to see. The following improvements were made:

South Main Street Park	Pine Street Park
New Park Benches	New Park Benches
New Picnic Table	New Picnic Table
Free Standing Double Velocity Slide	Free Standing Double Velocity Slide
A Two Bay Set of Swing	A Two Bay Set of Swing
Fire Station Climber	Spider Mt. Rock & Net Climber
Walkway Improvements	Fencing Improvements
New Impact Surfacing & Signage	New Impact Surfacing & Signage

A special thanks goes to the Full Time and Seasonal Park Staff for handling aspects of the project from demolition of the old equipment to installation of the new equipment.



## PROGRAMMING

2020 - 2021 was a challenging year for the Department which in turn encouraged us to be creative in our programming so that we offered COVID friendly activities for the citizens of Brattleboro to enjoy. We moved away from our traditional programs. In doing so we ensured our programs and special events were in accordance with the guidance from the Agency of Commerce and Community Development, Department for Children and Families—Child Development Division, and the Agency of Education. Many programs and special events looked much different than they did prior to COVID.

During the summer of 2020 we focused on our summer camps offering programs that met the very tight guidance from the State of Vermont. In doing so we reduced the number of camps being offered and the number of camp slots available to citizens. We were able to offer both Day Camp and Gymnastics Camp with limited space. Between the two programs we were able to accommodate 493 participants. Also, during the summer of 2020, we opened the Living Memorial Park Swimming Pool with two, three-hour swim sessions, over 4,500 swimmers utilize the Pool. The Men's Softball League offered a shorten season and 248 men participated in the program.

As we moved through the year into Fall programming, we were

able to offer our traditional field hockey and youth soccer programs. In doing so, we had over 120 participants. When we moved indoor for Winter programming, we were faced with bigger challenges as the State Guidance became much tighter for indoor programming. As a result, we focused on opening our facilities and programming for families and private household rentals. We offered private rental at: The Nelson Withington Skating Facility, The Gibson Aiken Center Gymnasium, and Gymnastic Private Sessions with an instructor.

Facility	Rentals	Participants
Skating Facility	136	532
Gymnasium	127	361
Gymnastics Private Session	60	142

In the Spring of 2021 State COVID Guidance started to loosen. 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
Youth Softball	20
Small Fry Baseball	65
T-Ball	52
Youth Lacrosse	25

## 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 found 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
Kiwanis Shelter	74
Miscellaneous Mini Park Rentals	57

## SPECIAL ACTIVITIES

In 2020-2021 all our Special Events took on a new look or in many 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 New Year's Eve Celebration "Last Night" to welcome in 2021 was a popular activity for citizens of the Brattleboro area to enjoy. This substance free special evening included a Virtual Family Concert, skating, sliding, and cross-country skiing and snowshoeing at the BOC. The evening ended with a wonderful Fireworks Display over the Retreat Meadows.

Winter Carnival activities included skiing, family skate rentals, coloring contest, snowman scavenger hunt, photo contest, and a snow sculpture contest. Daily we shared virtual family fun activities that included Soda Bottle Penguins, Hot Chocolate Balls, S'mores with Snowmen, Snow Painting, DIY Sledding, Snow Volcano, Chili At Home and Sugar on Snow at Home. All activities were well received

# RECREATION & PARKS DEPARTMENT

by the community as families stayed home and refrained from indoor and large outdoor gatherings.

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

In following the State of Vermont Department of Disabilities, Aging, and Independent Living guidance for COVID programming for Seniors, we were very limited in what we were able to safely offer. Those programs included: AARP Tax Assistance, Great Courses, Flu Shot Clinic, Outdoor Painting Classes, Nickel BINGO, Ice Cream Socials, Country Line Dancing, Bowling, Tennis, Pickleball and Softball.

The Brattleboro Senior Meals Program that rents space from the Town continued to offer the daily meals on wheels program and brown bag pick-up program throughout the pandemic to ensure Seniors had continued access to meals. Their numbers increased from 70 daily meals to over 150.

My thanks and appreciation go to the Recreation and Parks Staff, Sarah Clark (Assistant Director), Erin Cooke (Program Coordinator), Kim Isaacsen (Administrative Assistant) Doug Morse (Maintenance), Paul Ethier (Park Supervisor), Sean Nix, Tony Lebron and Ron Wells, (Park Staff), and to the 42 part time employees who generously give their time and effort to make our recreation programs and park facili-

ties appealing to the community. My appreciation and thanks are also extended to the Recreation and Parks Board, Ricky Davidson (Chairman), Bill Willson (Vice Chairman), Bethany Ranquist, Jessica Gould, Gary Stroud, Becky Day, and Allegra Carignan. Their support and assistance are invaluable to me as well as the Department.



## CEMETERY COMMITTEE REPORT

The Cemetery Committee resumed socially distanced, in person, outdoor meetings. The Committee welcomed new member Sharon Couturier. The committee is investigating green burials, past historic interpretive walks, and possible grant funds for monument repairs. The Committee thanks Parks & Recreation Director Carol Lolatte for her budget request for dedicated funding for headstone repair. The Committee also wishes to recognize this past year's work by Abbiati Monuments, Independent Landscape & Property Management, and Parks & Rec staff to repair headstones, fill holes, regrade pathways, and trim back brush.

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



*Playground Improvements*

# DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is responsible for the planning, maintenance, repair, and upgrade of our roads, bridges, drainage, sidewalks, parking lots, equipment, water supply, wastewater treatment and the distribution and storage of those utilities. Public Works is organized into six divisions. The Administration oversees long term planning, capital project oversight, procurement, billing, permitting, and general management of the other divisions within Public Works. The Highway Division is responsible for approximately 85 miles of roads, 30 bridges/large diameter culverts, the drainage and stormwater system, pedestrian facilities, and parking lots. The Maintenance Division repairs and rebuilds components of the automotive and equipment fleet and oversees the building maintenance of the facility located on Fairground Road. The Water Treatment Division is responsible for maintaining the Town's water supply and treatment. The Wastewater Treatment Division is responsible for the treatment of the Town's wastewater. The Distribution and Storage Division is responsible for the water and sewer mains in town.

## RETIREMENTS

Director Steve Barrett retired after 41 years of service, in various positions at Public Works. Steve and his extensive knowledge and experience will be missed. Ricky Gilbeau retired from the Highway Division after 17 years of reliable service with the department.

## ADMINISTRATION

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

## ENGINEERING DEPARTMENT

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

## DISTRIBUTION AND STORAGE

Routine annual operations for the Utilities Division include sewer line maintenance, quarterly meter reading, quarterly backflow testing, right-of-way maintenance, flushing water mains twice per year and assisting other departments as needed. Crew members must also attend training to maintain their certifications. Utilities personnel was on hand to upgrade the manholes and valve boxes ahead of the paving performed this year. There were four water leaks that required

repairs, as well as providing mutual aid assistance to a large water main break in Hinsdale. Approximately 10,000 linear feet of sewer lines were cleaned and maintained, and sewer main repairs were made in six locations. Larger projects included completing the installation of the process waste pipe, between Mountain Home Park and the Pleasant Valley Treatment Plant was completed. 400 feet of water service serving Living Memorial Park was upgraded to 8" pipe, and a fire hydrant added.

## HIGHWAY DIVISION

Routine seasonal maintenance included street sweeping, line striping, sign repair/replacement, drainage cleaning and repair, pothole patching and roadside mowing. Gravel roads were graded in the spring and fall, and chloride was applied for dust control. Additional scraping and shaping was done as necessary. The Highway Division capital improvement plan included the resurfacing a portion of Hinesburg Rd. and Moore Ct., cold planing and paving of Pearl St., Thomas St., Pellet St., Highland St., Blakeslee St., Central St., and White Birch Ave. Pavement preservation crack sealing included portions of Meadowbrook Rd., Greenleaf St., Upper Dummerston Rd., East Orchard St., Sherwood Circle, Tudor Ln., and Sunny Acres. Grant in Aid grant funding was used to complete drainage improvements to Orchard St. This included new culverts and stone lined ditches. Approximately 1000 feet of sidewalk was replaced in various locations around town.

Heavy rains on July 17th caused extensive damage primarily in the southwest end of town. Highway crews as well as local contractors worked for nearly a month to repair washouts and damaged culverts. This included the replacement of a large stone culvert that failed and washed out Hinesburg Rd., at the bottom of Melchen Rd.



## 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 and small trucks, tractors, loaders, graders, backhoes, and other specialty equipment such as the sewer flusher and the rodding machine. They also work on all the small equipment such as pumps, chainsaws, pipe saws, mowers, and string trimmers. Maintenance staff does metal fabricating for the maintenance and repair of snowplows, wings, trucks, and trailers as well as any small items that require attention. Ensuring timely repairs also includes maintaining an inventory of needed replacement parts, including tires, oils, filters and hardware such as nuts, bolts, hoses, etc. They also perform the annual Vermont safety inspections on all Public Works vehicles. Maintenance personnel are cross trained in many other DPW 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. The watershed properties continue to be managed by a forestry contractor in accordance with current methods.

Construction of the new Pleasant Valley Water Treatment Facility has begun. The construction contract was awarded to Kingsbury Companies LLC. Much of the underground piping has been installed, and excavation and installation of the concrete foundation has been completed. After a winter shut down, contractors will return to continue work on the project in the spring.

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

# DEPARTMENT OF PUBLIC WORKS

## WASTEWATER TREATMENT PLANT

This year, our Wastewater Treatment Plant and staff received and treated over 460 million gallons of raw sewage from our collection system. This equates to approximately 1.26 million gallons per day. After treatment, it is discharged into the Connecticut River, in a condition cleaner than the river itself. All the biosolids that are the result of the treatment process are dried and sent to a facility for recycling as compost, topsoil and other soil enhancement. Daily, staff at the Wastewater Treatment Plant performed routine plant and pump station operation and maintenance. They continue to complete all statutory testing as required by our licensure by both state and federal agencies. The plant continues to operate in compliance with all permitting requirements. As with the other utilities' division crews, the wastewater crew regularly attends training and classes to maintain certifications.



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. HR has primary responsibilities for managing, assisting, and dealing with all employees related matters including, recruitment, benefits, employment, labor laws, new employee orientation, safety and wellness, training and development, policies and procedures, personnel records retention as well as wage and salary administration. The HR department works in collaboration with all Department Heads and Supervisors regarding employment related issues including, hiring, termination, discipline, and other personnel related matters.

We are committed to maintaining and cultivating a work environment in which employees recognize their vital role in the operation of the town. Our Employee Handbook is in the final stages for distribution with up-to-date policies and practices. As a living document our handbook provides employees an understanding of their responsibilities as an employee and what they can expect from the organization. We strive to maintain a work environment where we work as partners, providing mutual respect, and continue development of professional growth.

We continue to expand the use of our Human Resources Information System (HRIS) a web-based platform KRONOS UKG (Ultimate Kronos Group). The HRIS provides the town a centralized database that stores applicant tracking, onboarding procedures, compensation history, employee demographics and time-tracking. As we continue to meet the important needs, offering the tools for success of our employees, we have begun to design and develop a new payroll process, utilizing another module within KRONOS.

We have started to research, with a variety of vendors, a method to improve the process of our employee's annual performance evaluations, with a system that can offer more engagement and time to focus on the employee. Delivering a new process to allow us the opportunity to set, track and manage our employees' goals, learn what motivates them with the opportunity for frequent manager check-ins, to get a full picture of employee performance. We will encourage employee's self-reflection and learn how employees perceive themselves and their impact in the workplace. Updating processes to provide us with the ability to

customize rating scales, competences, questions and more, building a suit which represents the diverse range of our teams reflecting our company's culture.

Job seekers interested in employment with the town must apply online or contact HR if they require an alternate application, for any of vacancies. We are also able to provide an internal application process, through KRONOS, for our current employees wanting to change their roles within the organization. The Town of Brattleboro's (TOB) Career site is: <https://secure4.saashr.com/ta/6155296.careers?CareersSearch>

Since KRONOS was implemented in April 2020, recruitment information is available immediately for the hiring manager to screen applicants, offering them the opportunity to filter the candidates qualifications and provide a sharper recruitment process. During 2021, we advertised for thirty-one (31) employment opportunities for either full or part-time, seasonal, or temporary employment, compared to nineteen (19) in 2020. There was a total of 772 applicants during 2021, compared to 192 in 2020.

### Town Employee Data 2021

Full-Time (FT)		Part-Time (PT)	
128 (88%)		17 (12%)	
<b>Total: 145 employees (as of 12/31/ 2021)</b>			
<b>Total Employees by Department</b>	03 FT - Assessors Dept. 35 FT - Dept. Public Works 05 FT - Finance Dept. 25 FT, 1 PT - Fire Dept. 01 FT - Human Resources	6 FT, 15 PT - Library 04 FT - Maintenance 03 FT- Parking 04 FT - Planning 29 FT - Police Dept. 18 FT - Sworn Officers 01 FT - Animal Control 07 FT - Dispatchers 02 FT - Clerks 01 FT - Office Manager	08 FT - Rec & Parks 02 FT, 1 PT - Town Clerk 03 FT - Town Manager

# HUMAN RESOURCES DEPARTMENT

## Generational Information 145 employees (as of 12/31/2021)

Silent Generation 1925-1945	Baby Boomers 1946-1964	Generation X 1965-1980	Millennials 1981-1996	Generation Z 1997- Today
1 (0.5%)	34 (24%)	44 (31%)	60 (41.5%)	6 (3%)

## Employee's Years of Service (as of 12/31/2021)

0 – 5 yrs.	6 – 10 yrs.	11 - 15 yrs.	16 - 20 yrs.	21 - 25 yrs.	26 - 30 yrs.	31 - 35 yrs.	36 - 40 yrs.	40+ yrs.
66 staff 45.5 %	27 staff 18.5 %	17 staff 12 %	12 staff 8 %	7 staff 5 %	4 staff 3 %	8 staff 5.5 %	3 staff 2 %	1 staff .5 %

## New Hires 2021

Full-Time	Part-Time
21	4

Total: 25

## Exit Data 2021

Full-Time	Part-Time
27	4

Total: 31

## Reason for Exit 2021

Retirement	Involuntary Resignation	Voluntary Resignation
9 – FT	1 – FT 1 – PT	17 – FT 3 – PT

Total: 31

## Open Enrollment 2021

The Town's health insurance coverage was renewed with Blue Cross Blue Shield of VT (BCBS). HR with Finance coordinated the Town's Annual Employee Open Enrollment and successfully enrolled 134 eligible employees, including eligible retirees; the enrollment period was November 15 – November 22, 2021.

Full Time (30+ hours)	Part Time (20 – 29 hours)	Retired
124	6	4

Total: 134

HR and Finance collectively assist 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, due to the COVID-19 pandemic were modified. In place of the Employee Picnic, held each August, employees received a catered lunch, over the course of five (5) consecutive days. 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 3rd 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 emailed by the facilitator with all town staff each month.

Our Workers Comp MOD Comparison: 2020: 0.94; 2021: 0.99; 2022: 0.71 (estimated)

The experience modification factor is a multiplier used to calculate workers' compensation premium. It shows how an organization's workers' compensation claims experience compares to other businesses similar in size and types of jobs. A MOD of 1.00 is average; 0.80 is minimum.

The Town's Inclusion, Diversity, Equity & Accessibility (IDEA) Committee meets every 2nd 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 represented). Meeting summaries, including a shared vocabulary, and referenced video links, are emailed by the facilitator with all town staff each month.

## Town's current demographics by Race & Ethnicity 2021 (145 staff as of 12/31/2021)

	Full-Time staff	Part-Time staff	Total combined
White (not Hispanic or Latino)	117	16	92.0 %
Hispanic or Latino	4	1	3.0 %
Black or African American (not Hispanic or Latino)	4	0	3.0 %
Unidentified/Opted Out	2	0	1.5 %
Two or More Races (not Hispanic or Latino)	1	0	0.5 %

## Staff demographics by Gender 2021

Female	Male	Unidentified
52	92	1
35.5%	64%	0.5%

# 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, 2020 – June 30, 2021, we served 302 Brattleboro residents through our Direct Services and Prevention Programs.

## **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 age 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 7/1/2020 and 6/30/2021.

## **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 of our services are offered free of charge. We are requesting funding in 2022/23 to support our end-of-life hospice and bereavement care programs. These two programs are the core of our mission and need extra attention, and funding, to maintain their levels of operation during this time: The level of care and number of complicated cases has increased during the pandemic as the cost of services has gone up. In the past year, Brattleboro Area

Hospice directly served 110 Brattleboro residents: 33 individuals and their families were served by the hospice care program; 29 residents were served by our Bereavement Program; and 48 residents worked with Advance Care Planning (ACP) facilitators. Seven of our 9 current board members are Brattleboro residents. Forty-two 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 four play-oriented, activity-based classrooms encourage each child's individual pace for learning under the guidance of a team of teachers whose qualifications all meet or exceed the Vermont Child Care licensing regulations. Last year, BCC remained open throughout the pandemic to care for children of essential workers, as part of our ongoing commitment to working families.

## **BUILDING A POSITIVE COMMUNITY**

Building a Positive Community (formerly Brattleboro Area Prevention Coalition) is composed of people throughout our community who are deeply committed to promoting our young people's wellbeing and empowerment, supporting their families, and working to prevent the harms of substance misuse. Building a Positive Community (BAPC) has served those who live, work, and play in the Windham Southeast area since 1995. Among other services, Building a Positive Community provides education and direct service to the five schools in Brattleboro and to the community at large. BAPC has used Human Services funding to make Brattleboro the third nationally certified Quality Youth Development (QYD) Community by meeting 7 of 10 community benchmarks. This was done mainly through the effort of 7 youth (ages 13 to 20) and five adult mentors (including two BAPC staff) to strengthen the community's commitment and ability to support and empower our youth. BAPC served approx. 1,407 Brattleboro youth with a focus on the 701 youth who are in 6th to 12th grade. With the help of this current year's Human Services funding, BAPC is increasing the QYD membership to include 3 to 5 more BUHS students for steering committee members, as well as creating a team of up to 25 WSESU middle school and high school students for designing a Brattleboro area Youth Council using the process and model

of a statewide youth council bill (which is currently in legislation). The Quality Youth Development will be a subcommittee of the Youth Council. The Town Manager and Planning Department staff, School Board, United Way, Brattleboro Downtown Alliance are looking forward to having a Youth Council in our community.

## **COMMUNITY ASYLUM SEEKERS PROJECT**

The Community Asylum Seekers Project offers support to those seeking asylum in the United States by offering basic needs and accompanying them on their journey towards building a life in this country. We offer host-homes and stipends to asylum seekers, while assisting them in pursuing their asylum claim in immigration court. Our staff coordinates legal aid, medical and mental health care, housing, job training, and job placement, with the support of a network of local volunteers. The asylum-seeking process is incredibly uncertain and complex, and we offer a network of engaged community members to support asylum seekers through this process. The Community Asylum Seekers Project also offers trainings that are free for the community focusing on trauma-informed care, anti-racism, cultural education, and immigration policy. During the year of July 1, 2020-June 30, 2021 we served 81 Brattleboro residents (10 asylum seekers).

## **FAMILY GARDEN**

The Family Garden provides high quality childcare to 37 of Windham County's youngest children (ages six weeks to five years) at 861 Western Avenue in Brattleboro. 24 of those children are Brattleboro residents. We are a non-profit organization. We deliver high quality, family style care to these children on a tight 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 sixty-five percent of our parents receive some sort of financial assistance with tuition through state subsidy and we hear from our tuition-paying families that childcare takes up a significant piece of their family budget. Increasing tuition is difficult for both families paying co-pays and those who pay full tuition. We do increase tuition a small amount annually. However, we cannot provide our high- education experience with its unique attributes (multi-age, low ratio, teacher continuity) with revenue from tuition payments and financial assistance reimbursements alone. Funding from outside sources, like the Town of Brattleboro, is critical to our ability to continue operating our program.

## **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

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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 200 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, 2020 through June 30, 2021, Food Connects Farm to School program served a total of 1,843 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 nonprofit organizations offer many programs and services to the public and utilize volunteers. Green Mountain RSVP (GMRSVP), an AmeriCorps Seniors grantee, matches people aged 55+ with these organizations. GMRSVP provided 44 volunteers to organizations around Brattleboro. The senior center utilizes ten volunteers, helping with the congregate meals and meals on wheels delivery. The senior

center also hosts one of three Brattleboro AARP Tax Aide sites. Volunteers serve at Vermont Foodbank drop-offs at the middle school, the Summer Free Lunch, Loaves and Fishes, Southern Vermont Aids Project and Foodworks. During Covid-19, these programs continued with adjustments to delivery and volunteers were able to stay engaged in new ways. Brooks Library has GMRSVP volunteers for restocking and one serves on the library steering committee. The Gathering Place and Bradley House will rely on volunteers once again as they fully reopen. Senior Solutions clients benefit from companionship activities with our volunteers. The Vermont Association of the Blind and Visually Impaired utilized two volunteers for office help and for driving clients to shopping and medical appointments. Three Bone Builder exercise groups have continued to run after closures during the COVID-19 lockdowns. The Brattleboro Memorial Hospital and Hayes Court groups are now meeting via zoom and the Thompson House group was relocated to the First Congregational Church in West Brattleboro. GMRSVP provides all the instructor training, technical assistance and weights and there is no cost to participants. Although we do not count all the clients served by our volunteers, more than 250 residents have benefited from our volunteers which include clients of Meals on Wheels and Senior Solutions, Bone Builder participants, and Tax Aide clients. Many others benefitted from the efforts of our volunteers in the activities listed above. In addition, we educated seniors about fraud and scams and helped address social isolation with the Sunshine Postcard projects.

## **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 basic human needs programming—providing food, shelter and supportive services to members of our community. This programming includes Housing Case Management, Brattleboro's Day Shelter, and our region's most heavily utilized food shelf program—Foodworks. Altogether, Groundworks served an estimated 2,912 Brattleboro residents last year.

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

Health Care and Rehabilitation Services of Southeastern Vermont, Inc. (HCRS) is a comprehensive community mental health provider serving residents of Windsor and Windham counties. HCRS assists and advocates for individuals, families, and

children who are living with mental illness, developmental disabilities, and substance use disorders. HCRS 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. During FY21, HCRS provided 231,835 hours of services to 991 residents of the Town of Brattleboro. The services provided included all of HCRS' programs resulting in a wide array of supports for the residents of Brattleboro.

## **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.

## **OUT IN THE OPEN**

Out in the Open (OITO) connects rural LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Queer) people to build community, visibility, knowledge, and power. This is accomplished through mutual aid, peer support groups, one-to-one crisis support, movement building

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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, theQTBIPOC/LGBTQ+ Mutual Aid Fund, care packages, and peer support group spaces. These programs directly served at least 704 Brattleboro residents (unduplicated count) in the previous fiscal year, and distributed \$17,563 in mutual aid funds between July 1 2020 - June 30, 2021.

## **PUTNEY FOODSHELF**

Since 2012, the mission of the Putney Foodshelf has been "to provide supplemental healthy food to area people in need." Anyone in need of food is welcome. We do not ask for proof of income. The only information we gather is town of residence and number of people in the household. Because of COVID-19, we changed from in-person shopping to drive-up service. We are open on Saturdays from 9:00–10:30 a.m. We also deliver in Putney, Dummerston, and Westminster to those unable to come to the Foodshelf. Each week shoppers can choose from a list of shelf-stable groceries, fresh produce, meat, milk, eggs, and frozen Everyone Eats meals (for as long as that program continues). In the fall and winter of 2020, we were serving 80–90 households per week. We are now serving between 55–65 households weekly (pre-pandemic we served between 35-45 households per week). Our Food4Kids program at Putney Central School, open to all students grades K-8, serves about 115 students per week. From July 01, 2020, to June 30, 2021, at Saturday Open Hours we have served 4,395 households and a total of 11,698 people. Of those households, 585 were Brattleboro households. This number is an increase of 34 Brattleboro households from FY2022.

## **RETREAT FARM**

When the early stages of the Covid-19 pandemic hit Brattleboro, Retreat Farm quickly leveraged its resources as a community-driven nonprofit and educational farm to develop the Community Food Project and address growing food insecurity. The Community Food Project grew as an emergency response from March of 2020 to June of 2021, distributing free weekly food boxes of produce and staples, providing a Winter pop-up food shelf, and distributing free Winter Holiday boxes to help sustain 258vulnerable Brattleboro community members. In 2021, Retreat Farm made a commitment to sustaining the Community Food Project and developed new ways of accessing our produce, such as a Pay-What-You-Can Farmstand, two free 10-week Summer and Fall farm shares, and expanded our partnerships to provide eggs, bread and organic creamline milk free or at reduced prices to participants of each program. The majority of respondents to the Fall Farm Share survey specifically mentioned Miller Farm organic creamline whole milk as their most

appreciated item in our food distributions. Retreat Farm is requesting funds to support the Community Food Project in 2022-2023.

## **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 more than 711 Brattleboro residents during the period from July 1, 2020 to June 30, 2021.

## **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.

## **THE ROOT SOCIAL JUSTICE CENTER**

Four organizers founded The Root Social Justice Center (The Root) in 2013 with a vision of providing a financially- and physically accessible organizing space for social justice groups and community members. The Root quickly became a major local resource for social and racial justice education, community building, and activism. Today, the organization's five programs (Youth 4 Change, BIPOC Caucus, Soul Food Sunday, I am VT Too, and Families United) provide healing space, leadership development, and community for Black and Indigenous people (BIPOC) in Brattleboro and the surrounding area. In addition to these programs, The Root also partners with Lost River Racial Justice, our racial accountability partners, to form Healing In Practice (HIP). HIP focused 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. The Root hosts roughly 80 events each year and has a reach of over 1,000 Brattleboro residents (more than 200 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 Jensen in 2004, originally as a program of the New England Youth Theatre (NEYT). 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. 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 or mobility concerns about support, transportation, or weather. Our participants build the skills they need to lead productive lives in their communities. We typically serve ten students with developmental disabilities who reside in Brattleboro and are referred by our collaborations with local service providers including Families First and Health Care

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and Rehabilitative Services (HCRS). Our staff includes two teachers from Brattleboro. Theatre Adventure participants are supported by 14 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 recovery community that relies on the lived experience of people who are most impacted by the effects of substance-use disorder and the benefits of a life in recovery. Our trained recovery peers fulfill their potential by helping others to find wellness and purpose. We connect in compassion, dignity, and recovery. Little in life is as debilitating as addiction, but few things are as powerful, true, and redemptive as recovery. Turning Point helps people tap into the mind-changing, game-changing, and life-changing positivity of coming back to their best self. We provide means and methods; they provide the grit and desire. Together, we create energy, hope, and family. 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 recovery through 12-step and other supportive programs, spiritual, holistic, or cognitive or behavioral in nature. The people we support may use to some degree, and 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 COVID crisis, providing more phone and virtual supports, and performing much more outreach in the community—literally meeting people where they are! The center has also been open to the public again since Fall 2020. 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 HabitOpco) to provide coaching supports for people in recovery from substance-use disorder. We've relaunched our Families in Recovery program. We also have satellite recovery supports in Wilmington thanks to our partnership with Voices of Hope. Among all of our programs, we served an estimated 500 unique individuals each quarter at the center, the hospital, in the community through outreach, and at partner locations to serve their clients.

## VERMONT ADULT LEARNING

Vermont Adult Learning, a 501(c)(3) nonprofit, has served tens of thousands 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 50 Brattleboro residents during the period July 1, 2020 – June 30, 2021.

## 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 44 adult clients and 14 students in Brattleboro in FY21, and a total of 101 adult clients and 22 students in Windham County. These numbers have continued to increase annually."

## VERMONT CENTER FOR INDEPENDENT LIVING

Since 1979, The Vermont Center for Independent Living (VCIL) has been teaching people with significant disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life. In FY'2021 VCIL responded to 95 requests from individuals, agencies and community groups in Brattleboro for information, referral and assistance and program services for individuals living with a disability. 37 (unduplicated) – 72 (duplicated) residents called our Information, Referral and Assistance Specialists and VCIL Peer Advocate Counselors (PAC's) provided one-on-one peer counseling to 6 individuals to help increase their independent living skills. Our Home Access Program (HAP) assisted 1 household with assistance to make their bathroom and/or entrance accessible (\$4,849.00) (an additional resident's project began in early FY'22, one resident is on the waiting list). 1 resident received assistive technology from our Sue Williams Freedom Fund, (assistive technology can include hearing aids, scooters, flashing alarms etc. at a cost of \$499.00), and our Meals on Wheels Program (MOW) delivered over 2,255 meals (\$14,662.50) to 23 residents. VT Telecommunications Equipment Distribution Program (VTEDP) provided equipment to 2 residents which helps Deaf, Deaf-Blind or Hard of Hearing residents to communicate by telephone or other means (\$843.00). Our newest (temporary) program RISE (Resilience and Independence in State of Emergency) provides a vast array of items and services as long as the need is directly related to the Covid-19 pandemic. This program served 25 residents (\$8,497.00).

## 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 help-line. Our Family Support Consultants are all experienced parents of children with special needs, allowing them to relate to and understand the unique needs of families dealing with the special needs of their children. Last fiscal year we supported 34 families in Windham County, 12 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, 2020 and Jun 30, 2021 VNH made 8,800 homecare visits to 446 Brattleboro residents. This included approximately \$213, 940 in unreimbursed care to residents.

## WINDHAM COUNTY DENTAL CENTER

The Windham County Dental Center opened in May 2019 through a cost-sharing partnership between United Way of Windham County (UWWC) and Brattleboro Memorial Hospital (BMH). As a coordinated response to an oral health crisis in our region, our Dental Center provides a Dental Home for uninsured and Medicaid patients in our region. 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. Since opening the Windham County Dental Center, we have incrementally expanded our practice to be open more hours in order to offer more appointments delivered by a larger staff team. Among our staff team, we have over 70 years of experience working in Dental practices and providing oral health care. We are equipped to provide access to a wide 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. During the period

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of July 1 2020 – June 30, 2021, the Windham County Dental Center provided oral health care services to 405 Brattleboro residents.

## **WINDHAM COUNTY HUMANE SOCIETY**

Windham County Humane Society (WCHS) is requesting an appropriation of \$2,000 to provide essential veterinary care and pet food to low-income residents of Brattleboro, Vermont through our Pet Care Assistance program. In FY 21, 446 Brattleboro residents participated in the program. This program keeps pets safe, vaccinated, free of parasites and in the homes they have. These services help to keep our community safe. It also leaves space in our facility for truly homeless stray, abandoned and surrendered pets.

## **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 2021 Safe Place served 76 Brattleboro residents and more than 137 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 twenty-seven permanent and supportive homes in Brattleboro.

## **WINSTON PROUTY CENTER FOR CHILD AND FAMILY DEVELOPMENT**

Founded in 1969, The Winston Prouty Center for Child and Family Development (WPC) is the early childhood system regional hub assisting over 500 Brattleboro families per year through two primary programs: Community-Based Services (CBS) and the Early Learning Center (ELC). CBS comprises Early Intervention, Early Childhood Family Mental Health, Nursing, Specialized Child Care, Family Supportive Housing, and Referral and Eligibility Services. We supply resources to over 40 early education programs and community partners via Children's Integrated Services Consultation & Education, the Early Learning Express bookmobile and the USDA Child and Adult Care Food Program. Our inclusive Early Learning Center serves 45 families and integrates typically developing children with those with special needs. Our 184-acre campus is home to 34 mission-driven business and non-profits and hosts many community meetings. Our woodland trails are open to the public and provide an important oasis of green space.

## **WOMEN'S FREEDOM CENTER**

The Women's Freedom Center (WFC) is the domestic and sexual violence organization working to end physical, sexual and emotional violence against residents of Windham and southern Windsor Counties. Our services are available 24 hours a day, 365 days a year and are free and confidential. During the fiscal year July 1, 2020 through June 30, 2021, the Women's Freedom Center responded to over 2,000 crisis telephone calls, sheltered 70 adults and their 45 children and provided thousands of hours of individual and group support, advocacy, emergency financial and housing assistance, access to legal representation, transportation and childcare to 523 survivors and their 344 children who had been abused. These figures include 190 survivors and their 123 children from Brattleboro. In addition, we provided 51 community outreach activities including school presentations and workshops to 545 people throughout Windham and southern Windsor County. Since our beginning in 1974, the WFC has worked to fulfill its mission by educating the community regarding the root causes of violence against women, challenging the systems that help keep it in place and by providing support and services, including shelter and safe housing, to survivors and their children who have experienced domestic violence, sexual assault, stalking, and dating violence. We hope you will consider our contribution request as an investment in creating a future free from violence, something we all deserve.

## **YOUTH SERVICES**

For over 49 years, Youth Services has served the needs of youth, young adults and families in and around Windham County. Youth Services restorative justice programs have now joined with the Brattleboro Community Justice Center 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. 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, career-based mentoring, 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, 441 residents were served by Youth Services and 154 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.

## RESCUE INC.



During the last year, ever-changing community needs have had our staff expanding services and taking on new roles. Our ambulance crews, based out of our Brattleboro and Townshend stations, responded to 5,716 emergency and nonemergency calls including transports of our sickest community members to hospitals in six states. We were able to provide service to 100% of emergency calls in our coverage area as well as provide support to many of our neighboring towns. Our techni-

cal rescue team continues to grow; this year the team provided flood response, as well as wilderness search support, in what ended up being one of our busiest years.

Our COVID response, in partnership with the Vermont Department of Health, included home delivery of COVID vaccinations, mobile vaccination clinics, specialty transport of infected patients, and mobile infusion centers that provided access to life saving monoclonal treatments in our area and across the state.

As we look ahead, our members and staff remain dedicated to our 56-year tradition of pro-

viding exceptional emergency medical care and transport in the region. We are excited to be able to continue providing these services this year at the same per-capita rate as last year (due to census changes, total town cost may have changed). Our COVID team will also continue to support the state pandemic response, bringing critical services to our communities.

Drew Hazelton, Chief of Operations  
Rescue Inc.

## CONNECTICUT RIVER JOINT COMMISSIONS



### Connecticut River – Wantastiquet Subcommittee Annual Report – 2021

The Wantastiquet Subcommittee of the Connecticut River Joint Commissions (CRJC) meets every two months and consists of up to two volunteers nominated by participating municipalities, with allowance for alternates. During early 2021, meetings were virtual due to emergency orders in response to the COVID-19 pandemic. Since July 2021, the Subcommittee has transitioned to a hybrid meeting format where a quorum of members is required to be present in person. Current members of Vermont are Kathy Urfer and Michael Fairchild from Brattleboro, Daniel Marx from Dummerston, Andy White from Vernon, Paul Harlow and Jim Calchera from Westminster, and openings in Putney. Current members of New Hampshire are Roland Volbehrr from Chesterfield, Mike Darcy from Hinsdale, Samantha Loch and Paul Reysn from Walpole, and Perry Sawyer from

Westmoreland. During 2021, Perry Sawyer from Westmoreland served as chair. Those with one representative have an opening for a second volunteer.

Wantastiquet is one of the five subcommittees a part of the Connecticut River Joint Commissions 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 matters pertaining to the river to NH Department of Environmental Services, VT Agency of Natural Resources, and municipalities. Feedback covers comment on proposed permits and plans, and maintaining a corridor management plan. Meetings and events are open to the public.

During 2021, Wantastiquet engaged on a number of issues. Permits that were reviewed include those related to upgrades and signage on the Hinsdale-Brattleboro bridge, the renewal of an NPDES minor discharge permit for the Putney Paper Mill, a discharge permit for VTrans in Brattleboro, and a new

water infrastructure project in Walpole. Wantastiquet also received a presentation on the renewal of Great River Hydro FERC license for three Connecticut River dams, still in process.

Wantastiquet also supported outreach efforts in service of the Connecticut River, including the distribution of an information article about the Wantastiquet region and participation in a new virtual speaker series (available on YouTube) that delved into conversations about river wildlife corridors, invasive species, climate migration, water quality, and a history of our River. Further, Wantastiquet continued and expanded upon their water quality monitoring efforts at five sites along the Connecticut River.

During 2022, Wantastiquet will continue their activities in management, outreach, and learning for the Connecticut River. Members welcome local participation in permit reviews, the speaker series, and water quality monitoring. If you are interested to learn more, please contact our staff support Olivia Uyizeye at [ouyizeye@uvlsrc.org](mailto:ouyizeye@uvlsrc.org).

## VVSA HUMANE SOCIETY

The VT Spay Neuter Incentive Program aka "VSNIP", under the oversight of the VT Economic Services Department, is administered by VT Volunteer Services for Animals Humane Society (VVSA). VSNIP helps financially challenged Vermont residents spay/neuter cats and dogs for \$27.00. The balance is paid by fellow Vermonters when dogs are licensed by an added \$4.00 fee. This is the major funding for this important program. Funds are determined by the number of dogs licensed in your town office, which is required by law when a dog is six months of age. A current rabies vaccination is required to register, and a rabies vaccination can be administered after 12 weeks of age for both cats and dogs.

Prostrate and mammary cancer is more likely to occur in unsterilized cats and dogs. It's not pretty and they're likely to die. Animals live longer and happier when they're spayed and neutered, are less likely to fight for territory, and mark what they claim to be "theirs"!

**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 would still need immediate medical attention, 3) if your dog bites an animal or person – which could result in quarantine or possible euthanasia to test for infection, and 4) helps pay for VSNIP, addressing the population situation in Vermont.

Farms with cats should especially be aware that one rabid cat or dog can affect an entire population of animals on the premise. The answer is neutering through VSNIP which includes a rabies vaccination and the first of the two part distemper series.

Look for Rabies Clinics in March across the state. You can call your veterinarian and ask the cost of a rabies vaccination only, or call your nearest Tractor Supply Store for their Monthly Rabies Clinic schedule. Rabies IS in Vermont and it IS deadly.

To receive a VSNIP application, send a "

S.A.S.E to: VSNIP, PO Box 104, Bridgewater, VT 05034. Indicate if it's for a cat, dog or both. For more information, call 802-672-5302. Please visit our website: [www.VVSAHS.org](http://www.VVSAHS.org) VVSA will be hosting Rabies Clinics in March. Call for dates and locations.

**The animals thank you in advance!**

# 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 46 new homeowners in 2021 by navigating them through the purchase process to closing on their new home. The Shared Equity program has 134 homes currently and provides grants to income-eligible homebuyers to subsidize the purchase of single-family homes which low-

ers the cost to the homebuyer. Beyond these standard program, the Homeownership department has acted quickly to administer the State's COVID Relief Funded Rehousing Recovery Program. This program granted funding for the rehab of 79 privately owned units which were formerly offline to bring them back on the market before the close of the year to absorb the need for safe and affordable housing. The units are spread across the whole of Windham and Windsor Counties. Our new Housing Retention Program has assisted 80 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. At the close of 2021, the Bellows Falls Garage project broke ground. This project will introduce 27 new apartments to Downtown Bellows Falls, and contribute to the revitalization of this historic Vermont village. The Putney project entered the design phase in 2021, creating 27 new homes within the village. In 2022, WWHT is planning the rehabilitation of 26 apartments in Brattleboro and Windsor, comprising some of the oldest buildings in our portfolio. Breathing new life into these units will allow us to serve our residents into the coming decades.

**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. We have accessed nearly \$500,000 of rental relief for tenants. In 2021 we brought on a full Supportive Services Department focused on increasing the wellbeing of our residents by building community, accessing resources, and empowering and engaging residents. 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

Windham & Windsor Housing Trust  
56 Main Street, Ste 210  
Springfield, Vermont 05150  
[www.HomeMattersHere.org](http://www.HomeMattersHere.org)

# 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 Tom Mosakowski. 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, includ-

ing 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.

2021 has been a busy year. We began a collaboration with the Vermont League of Cities and Towns (VLCT) to assist towns with the American Rescue Plan Act (ARPA). VLCT is helping explain the ARPA use and reporting policies, and the WRC is helping towns think strategically about how to make the most of this once in a generation direct funding from the federal government. Among other potential uses, the opportunity exists for communities to invest in infrastructure to support the retention of existing businesses and homes, and create the capacity necessary to encourage the development of new housing. In July we assisted towns as they reported damage associated with the most severe flooding event since Tropical Storm Irene 10 years ago, and sped up the local hazard mitigation plan update process for several towns in anticipation of the federal disaster declaration. We have new capacity to support local energy plan implementation and planning, the ability to convene the region's town energy committees, and to advance climate adaptation and resilience initiatives.

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 for FY 2021, and is the only funding we receive that has no conditions placed upon it by entities beyond the WRC's borders. Each town's individual assessment makes it possible for us to leverage the resources to serve all towns. The town's assessment for this year is \$29,363 and is based upon 2020 Census data. To see our detailed Work Program and Budget for FY 2022, visit our website, [www.windhamregional.org](http://www.windhamregional.org), and click on the heading "About Us."

# WINDHAM SOLID WASTE MANAGEMENT DISTRICT



WINDHAM SOLID WASTE MANAGEMENT DISTRICT  
327 OLD FERRY ROAD, BRATTLEBORO, VT 05301  
(802) 257-0272 FAX (802) 257-5122  
[www.windhamsolidwaste.org](http://www.windhamsolidwaste.org)

## ANNUAL REPORT TO MEMBER TOWNS

December 2021

Bob Spencer, Executive Director

John Fay, Programs & Operations Manager

**History and Current Status:** The Windham Solid Waste Management District (WSWMD) was formed in 1988 with eight member towns. These towns cooperatively managed a 30-acre landfill on Old Ferry Road, Brattleboro, which closed in 1995. A regional materials recycling facility (MRF) was constructed adjacent to the closed landfill and processed dual-stream recyclable materials for 20 years until it stopped operating in 2017. Seven towns, Dover, Jamaica, Readsboro, Townshend, Stratton, Wardsboro, and Wilmington operate transfer stations, and their trash and recycling haulers now collect recyclable materials for processing, primarily at the Casella MRF in Rutland. 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. The WSWMD website has a map showing the services provided by each town. This year, WSWMD also prepared a summary of solid waste and recycling services for each member town to post on its website.

**Roll-Off Containers Donated to Towns:** When the MRF closed in 2017, the recycling roll-off containers that WSWMD had provided to its member towns were no longer hauled and processed by WSWMD. In 2017 WSWMD loaned the containers to towns that wanted them, and in 2021 WSWMD transferred ownership of the roll-off containers, at no charge, to Brookline, Halifax, Jamaica, Marlboro, Readsboro, Townshend, and Wilmington. This saves those towns the cost of renting containers from their contract hauler.

**Financial Report:** WSWMD finished fiscal year 2021 with a budget surplus of \$79,534, and total revenues of \$1,293,227, off-setting total expenses of \$1,213,693. The annual assessment to member towns was kept the same as the prior year, although each town's respective assessment varied due to population changes using the new census figures. The annual budget now includes a capital reserve fund for equipment replacement.

**Transfer Station:** The COVID-19 pandemic has demonstrated that WSWMD provides "essential services," and has continued full-scale operation. The staff stepped up to keep the transfer station operating with significant new safety protocols. Only the ever-popular Swap Shop suspended operation in 2020 but re-opened in May 2021 with new safety protocols.

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

**Materials Recovery Facility (MRF):** The WSWMD MRF closed in July 2017 but continues to accept cardboard from commercial sources. Cardboard is baled (no sorting required) and sold, generating approximately \$100,000 of revenue per year.

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

# WINDHAM SOLID WASTE MANAGEMENT DISTRICT

**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 8th year of operation and is the 2nd largest food scrap composting facility in Vermont. As the food scrap composting mandates of Act 148 have been phased in, the total quantity of food scraps processed at the site have increased each year, and in 2021 were projected to exceed 2,000 cubic yards per year, the maximum allowed by the state permit. About 50% of the food waste is from the Town of Brattleboro curbside collection program, and the balance from commercial and institutional sources brought to the compost site by private trash haulers. In April, Vermont Bread Company closed its manufacturing facility in Brattleboro, and WSWMD diverted Keene State College to another composting facility, and as a result the permit capacity will not be exceeded in 2021.

The District is evaluating technologies and costs to meet state permit requirements for a larger capacity permit. The District sold more than 3,000 cubic yards of “Brattlegrow” compost in 2021 through retail distributors, as well as for construction projects. WSWMD donates compost for school and community gardens.

**Solid Waste Implementation Plan (SWIP):** 2021 was the second year of the five-year term of the current SWIP. Household hazardous waste collection, education, and outreach, as well as numerous other requirements, are mandated by State law and contained in the District’s SWIP. Membership in WSWMD makes towns compliant with state recycling mandates.

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

**New HHW Depot:** WSWMD opened its Household Hazardous Waste (HHW) Depot on May 1, 2021. The facility is open by appointment one day each week from May through October. This year 326 households were served by the facility, up from an average of 260 households per year in the previous five years. The facility startup costs were paid for in part by a grant from the Vermont Department of Environmental Conservation (DEC), and operational costs are covered by a separate grant from the DEC. The Depot provides a convenient and cost-effective way for residents and small businesses to dispose of their hazardous waste.

In addition to the HHW Depot, the District provided a one-day HHW collection event on July 24<sup>th</sup> in Readsboro in collaboration with a neighboring solid waste district.

**Backyard Composting Demonstration Area:** A new teaching area has been installed at the District demonstrating different systems for composting food scraps at homes, schools, and community gardens. The District conducted three workshops in the demonstration area during 2021. The facility is available for use by schools and community organizations as well. The District also conducts composting workshops in District towns as we did in Newfane, Halifax, and Vernon.

**Business Outreach & Technical Assistance:** The District continues to promote its business resources and free technical assistance, including food scrap diversion. In 2021, WSWMD aided about 50 businesses.

**School Outreach & Technical Assistance:** The District continues to promote its school resources and free technical assistance, including food scrap diversion. In 2021, WSWMD aided 10 schools.

**Special Event Outreach and Technical Assistance:** WSWMD owns 20 sorting stations for special events that 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.

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

Dear Town Meeting Members:

Brattleboro Housing Partnerships had another extremely productive year.

Despite many obstacles related to the ongoing pandemic, Brattleboro Housing Partnerships (BHP) completed several large projects and began a few new ones.

BHP's newest building at 32 Fairground Road opened in the Fall of 2021. This building completes the Red Clover Commons neighborhood and reunites the entire community formally located at Melrose Terrace. The Red Clover Commons neighborhood now offers 70 one-bedroom and 3 two-bedroom apartments for seniors and adults living with a disability.

The resident relocation to Red Clover Commons Two from their previous homes was challenging and complex. The BHP relocation team did an excellent job supporting residents during this transition. Residents offered patience and flexibility and were excited when they finally settled in their new homes.

In collaboration with FEMA, BHP began construction on the extensive flood mitigation project in and along the Whetstone Brook at Melrose Terrace. This project will convert 5 acres to flood mitigation. When the project nears completion in the spring of 2022, BHP will engage the community in the future use of the beautiful parcel of land at Melrose Terrace.

During these large projects, the BHP staff have continued to be dedicated to serving our residents and properties throughout this challenging time with professionalism and care. The pandemic has required the BHP to work differently; however, BHP continues to meet the needs of residents and the Brattleboro Community.

COVID related issues continued to be challenging in 2021 for BHP residents. However, residents made considerable sacrifices to keep themselves, their neighbors, and their communities safe.

Christine Hazzard  
January 18, 2022

2021 Annual Report of the Brattleboro Housing Authority d/b/a



## Brattleboro Housing PARTNERSHIPS

*Low income housing supporting independence, creating opportunities*



Red Clover Commons Two at 32 Fairground Road opened in the Fall of 2021

*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.*

### **Decade since Tropical Storm Irene:**

On August 28, 2011- Tropical storm Irene forever changed the community of Melrose Terrace. In 2013, Brattleboro Housing Authority, now known as Brattleboro Housing Partnerships with its development partner Housing Vermont now known as Evernorth, undertook to find and develop replacement housing for Melrose residents. In 2016, Red Clover Commons opened with 55 units of contemporary and flood-safe housing for relocation of Melrose residents. The twenty-five residents remaining at Melrose were moved to the safest buildings, and work began on finding the site and building Phase II to relocate the remaining residents. After much exploration, the most viable location for phase two was at Red Clover Commons.

Construction began in the summer of 2020, and as of November 2021, all residents from Melrose Terrace have relocated, and Red Clover Commons Two now completes the Red Clover Commons Neighborhood.

Since Tropical Storm Irene, Brattleboro Housing Partnerships received a 3.2 million dollar FEMA Pre-Disaster Mitigation Award to convert 5 acres to a flood mitigation area. Once this massive project is finished, what will remain will be a beautiful nature reserve which will also create flood mitigation for the site and protect further flooding downstream. The flood mitigation will benefit the Town of Brattleboro significantly and potentially prevent flooding in areas where housing loss would further devastate an extremely tight housing market. In 2022 BHP will collaborate with the town and community members to begin conversations about the land's best use.

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

## ***2021: A year of completion and planning for the future.***

In 2021, HUD-approved BHP to become a Moving To Work (MTW) Agency. MTW is not a “work” program but a program that allows Public Housing Authorities to be much more flexible with their funds and to design programs that more closely meet the needs of its residents, participants, and the larger local community. There have only been 39 of these agencies in the country – Keene Housing being the closest. BHP is the first in Vermont! BHP completed its first MTW Supplemental Plan with feedback from community members and residents. The plan was approved by the BHP Board of Commissioners and will begin at the beginning of BHP’s fiscal year on April 1, 2022.

BHP engaged in a very extensive 5-year Strategic Planning process in the Fall of 2021. This process included 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.

The 5-year plan will be posted on the BHP website before the new fiscal year in April of 2022.

## ***Supporting independence and creating opportunity***

BHP’s Wellness and Supportive Services Team offered programs and streamlined procedures in 2021 to encourage wellness, self-sufficiency, and personal responsibility. This year was an especially busy year for the team.

The relocation of 25 residents at Melrose Terrace was a significant focus for several months. This process involved connecting residents to resources throughout the community to sort, pack, unpack and adjust to life in a brand-new building and neighborhood.

Especially during uncertain times, BHP recognizes the importance of effective communication. In 2021, BHP’s Wellness and Supportive Services Team gathered input from residents to identify the best methods of communication. This information resulted in better use of the BHP robocall system, notice distribution, and memo posting. BHP brought WIFI to many of our neighborhoods and assisted residents to connect online with telehealth, meetings, and even family and friends.

The Support And Services at Home (SASH) program connects residents and community participants to services in the area, offers Wellness programs, and assists with transitions in and out of hospitalization.

The BHP SASH program celebrated its tenth anniversary this summer and has served hundreds of participants since the program

began in 2011. This year, the SASH program utilized its broad community partnerships to distribute vital information to participants promptly. SASH assisted residents in registering for COVID vaccines and testing. SASH kept residents informed about the Centers for Disease Control and Prevention, and Vermont Department of Health’s recommended best practices during this time.

Food insecurity is an ongoing threat to many of those in our community. The SASH program, in collaboration with the Vermont Foodbank, Everyone Eats, Brattleboro Senior Meals, and the Commodity Supplemental Food Program, was able to meet much of this need. Isolation affects many seniors and adults with disabilities living in BHP neighborhoods.

Isolation is a concern; the SASH program supported residents with telehealth appointments and remotely connected with friends and family. BHP installed free wi-fi for residents at SASH sites making connection easier.

Despite COVID restrictions, several resident programs flourished. Programs included a therapeutic art program, several garden clubs, an “Ask the River” project, a photography program hosted by Insight Photography, exercise programs, and walking groups. Local artist Kathryn Wocell created an interactive art installation/ hopscotch course at Moore Court.

SASH and the Wellness and Supportive Services Team connections with partner agencies strengthen. Some of the partnerships include the Brattleboro Fire Department, Windham Southeast Supervisory Union, Senior Solutions, the Hunger Council, United Way, Youth Services Early Education Services, Bridget’s Kitchen, Brattleboro Area Mutual Aid, VT Foodbank, HCRS, VNA/VNH, Groundworks Collaborative, the Winston Prouty Center and many more.

## ***Strengthening relationships with residents***

The Resident Advisory and Communication Committee (RACC) is a group of residents from different BHP housing neighborhoods that meet monthly to discuss topics relevant to their communities. The Wellness and Supportive Services Manager assists in facilitating the monthly meeting. In 2021, RACC could not meet as frequently and attended meetings virtually.

In 2021, RACC discussed and shared ideas and programs to benefit their neighborhoods, including beautification and safety initiatives. RACC members were active participants in the 5-year strategic planning process and the Moving To Work Supplemental Plan. BHP is actively looking for more participants from BHP neighborhoods to join RACC.

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

BHP remains strongly connected to the private and non-profit rental housing market

in the Brattleboro area through our Section 8 Voucher, Shelter Plus Care, and Transitions to Housing programs. The Federally funded Section 8 program has provided approximately 150 subsidies, housing choice, 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, once our Public Housing program.

The BHP Section 8 program was also able to provide 18 new project-based subsidies at our Red Clover Commons 2 property. HUD also approved BHP to offer Mainstream Vouchers in 2021. The Mainstream Voucher operates like the Housing Choice Voucher, yet it is specifically issued to those who are non-elderly and have a disabled household member. We currently have 9 Mainstream Vouchers leased in the community.

The HUD Continuum of Care program, Shelter Plus Care, provides rental subsidies and case management support from 3 local service providers to the homeless/disabled population and continues to serve approximately 25 once-homeless individuals and families. It has been a challenge this year for service providers to take on any new program participants due to their case management capacity. The State of Vermont-funded Transitions to Housing program (which is now in its 17th year) provided rental assistance to several once homeless families throughout our community. Due to a significant influx of funding for multiple homeless programs in the State this year, this budget was 60% less than in the past, and we expect the program to end in July 2022. Our greatest challenge this past year has been locating available, affordable vacant rental units in the area. This year BHP has seen rents increase by 20% in the private rental market, which has resulted in some of those with vouchers being unable to afford rent in the private rental market in our community.

BHP was able to open the Section 8 Housing Choice Voucher waitlist for 30 days in 2021 and currently has 434 applicants waiting for a subsidy.

## ***Working to maintain our properties and make them available for rental***

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 households at BHP properties in 2021.

These properties are found throughout Brattleboro and consist of:

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.

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

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, Red Clover Commons Two opened in 2021, both as replacement housing for the flood-prone Melrose Terrace. The Ann Wilder Richards Building provides 21 modern housing units to 22 residents and two commercial business tenants.

During the fall of 2021, BHP converted the public housing units at Melrose Terrace to project-based vouchers to be used at the newly developed 18-unit Tax Credit property Red Clover Commons 2. The low-income housing tax credit (LIHTC) program, created in 1986 and made permanent in 1993, is an indirect federal subsidy used to finance low-income affordable rental housing construction and rehabilitation. Washington lawmakers created this as an incentive for private developers and investors to provide more low-income housing. Affordable rental housing projects do not generate sufficient profit to warrant the investment without the incentive. This highly efficient resident-centered neighborhood offers 76 elderly and non-elderly disabled residents a warm and welcoming home.

Today, 34 BHP households are participating in the Vermont Emergency Rental Assistance Program (VERAP) program. 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 \$52,460.65 in the past due rent, \$3,8921 in current rent, and \$3790.08 in other fees (legal fees, security deposits, etc.) for a total of \$95,171.13. The program is still accepting applications.

Waitlist time for Tax Credit Properties: Undetermined

Waitlist time for Rental Assistance Demonstration (RAD) Properties:

0/1 bedrooms - 12-18 months

2 bedrooms - 18-24 months

3 bedrooms - 12-18months

4 bedrooms - 18- 24months

5 bedrooms - undetermined

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

### ***Collaborating with our community and partners***

The community collaborations that BHP has cultivated over the years continue to pay off tremendously in 2021. The Vermont Department of Health and the Town of Brattleboro, specifically the Brattleboro Fire Department, supported and advised BHP throughout the year. Windham Southeast Supervisory District, the Vermont Foodbank, Groundworks/ Foodworks, Art in the Neighborhood, Windham and Windsor Housing Trust, Health Care and Rehabilitative Services, Senior Solutions, Brattleboro Memorial Hospital, the Hunger Council, the United Way, Brattleboro Area Mutual Aid, the Brattleboro Retreat, Grace Cottage, the Winston Prouty Center, the Brattleboro Boys and Girls Club, Brattleboro Senior Meals, the Brattleboro Parks and Recreation Department, Youth Services, Everyone Eats and many other organizations supported our residents throughout the year. BHP is incredibly grateful for the abundant resources offered throughout the community.

### ***Serving an essential community need***

BHP continues to provide a much-needed resource for the Town of Brattleboro. 99% of BHP residents have an annual income of less than 50% of the Town of Brattleboro's median income. Most residents have a yearly income of less than 30% of the Town of Brattleboro's median income. BHP houses 42% of the Brattleboro population living at or below the poverty line.



**Brooks Memorial Library**

224 Main Street, Brattleboro, Vermont 05301

802.254.5290 | [www.brookslibraryvt.org](http://www.brookslibraryvt.org)

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES  
ANNUAL REPORT**

**Activities**

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

**BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES**

Leo Schiff 2024, President

John Woodward 2023, Vice President

Sirkka Kauffman 2024, Secretary

Jenny Rowe 2023, Treasurer

Jane Southworth 2022

Kate O’Conner 2024

Karen Tyler 2023

Howard Burrows 2022

Ann Varilly 2022

# BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

Leo Schiff, President  
Board of Trustees, Brooks Memorial Library

Starr LaTronica, Director  
Brooks Memorial Library

Date: January 21 2022

## Summary:

The Brooks Memorial Library Board of Trustees primarily supported the library in making needed adaptations related to continued operations regarding COVID-19 during the past year. These included supporting the closing and phased re-opening of the library based on safety concerns, and supporting virtual library services so that many of the community roles of the library could continue without interruption when we could not be open. The Trustees worked with the Director and Staff on being responsive to the changing conditions during the most recent COVID year including better protection for staff and patrons due to vaccinations and boosters, varying waves of higher transmission, and evolving CDC guidance.

## 2020 standing committees

The *Technology Committee* finished work supporting the launch of the new and improved library website.. It helped bring about the implementation of the new popular E-bike loan service. And it worked toward the successful grant application so that Brooks will have a "Field to Fork" Tool Library in 2022, in close collaboration with the Town Sustainability Coordinator, Brattleboro Time Trade and Edible Brattleboro.

The *Planning Committee* continued its work supporting the best possible plan for continued operation and phased re-opening during the pandemic. It also began work on a new strategic plan slated for 2022.

The *Buildings and Grounds Committee* studied available and potential library space for best patron services. Unfortunately, it was determined that a third floor is not architecturally feasible. They are working on new exterior signage for the Library. It also supported grant applications toward purchase of new library furniture and equipment.

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

The *Nominations Committee* solicited and interviewed candidates for the Board of Trustees, and welcomed the nomination and approval of Ann Varilly and Kate O' Conner at Representative Town Meeting. We also interviewed Trustee candidates or the 2022 Representative Town Meeting and are pleased to be recommending a slate of Joyce Sullivan (new member), Howard Burrows (3<sup>rd</sup> term), and Ann Varilly (1<sup>st</sup> full term).

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

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

# BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

## Our Vision:

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

## Our Mission:

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

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

## Service Priorities

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

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

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

## Trustee Committees

From the Brooks Memorial Library Board of Trustees bylaws (revised October 2018):

The President of the Board, with the advice and consent of the Trustees, shall each year appoint ad hoc and standing committees to deal with such functions as policy review, long-range planning, finance and asset development, special collections, trustee nomination, technology, and buildings & grounds. The president shall act as, or appoint a Trustee to act as, liaison to various external boards and committees as required.

A Trustee shall serve as the chair of each committee. Each committee shall have at least three members, at least two of whom shall be current Trustees. Committee membership shall be publicly posted, and committee meetings are open to the public. Generally, expenditures of funds are made by the full Board of Trustees on the recommendation of the committees. Votes by the committee to expend funds, whether allocated for the committee's use by the full Board or from some other source, shall require the assent of a majority of the committee's Trustee members, or if there are only two Trustee members, by all of the Trustee members.

Members of the public, particularly Library staff, bring valuable expertise to the work of Board committees and are encouraged to join at the invitation of the committee chair.

Committee members shall have a vote in committee decisions and may act on behalf of the committee at the request of the committee.

# **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES**

## **BROOKS MEMORIAL LIBRARY ENDOWMENT AND OTHER FUNDS ANNUAL FINANCIAL REPORT**

The Finance Committee of the Board of Trustees continues its stewardship of the Library's funds after a second challenging pandemic year, in which the Library's services to the community have been reconfigured from curbside service to appointment access to unrestricted access to limited-time access for our patrons. The Library continues to adapt to changing conditions and has focused on adding new services that are now more important than ever – for instance, mobile internet hot spots.

The institutional funds of the Library ended the year with a gain. The Trustees will continue to withdraw 4% of the prior year-end market value of the endowment fund annually to improve Library services. In the Library's current fiscal year (2021-22), the 4% amount is \$96,870.75. In the next fiscal year (2022-23), the 4% amount will be \$100,220.73.

The Board approved the Library's present account structure three years ago with the goal of clarifying what funds are available for what purpose. This structure continues to work well for us. Last year, the Library adopted QuickBooks Online software to allow for remote access and work from home.

Handling of donations remains unchanged from previous years. New donations under \$1,000 are placed in the Money Market account (#2 in the table) and are available immediately for Library purposes. All unrestricted cash donations over \$1,000 are first deposited to the Board Projects account (Account #6 in the summary table) and then allocated by vote of the Trustees to a particular purpose or to the Permanent Endowment (#1 in the table) for investment. A portion of the current Board Projects fund has been used this year for the Library's new website. Another portion – augmented by pandemic-related grants -- will be for new, comfortable furniture that allows for deep cleaning and social distancing.

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

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

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

Jennifer Rowe, Treasurer  
Board of Trustees, Brooks Memorial Library

Starr LaTronica, Director  
Brooks Memorial Library

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

# BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

LIBRARY ENDOWMENT 2021 ASSETS AND ACTIVITIES SUMMARY REPORT	Start of Calendar Year	1/1-3/31/21 FY Quarter 3	4/1-6/30/21 FY Quarter 4	7/1-9/30/21 FY Quarter 1	10/1-12/31/21 FY Quarter 2	Calendar Year Summary
<b>1. Permanent Endowment</b>						
<b>Beginning Market Value of Assets</b>	\$2,421,768.65	\$2,421,768.65	\$2,470,636.29	\$2,552,514.43	\$2,487,255.45	\$2,421,768.65
<b>Gifts, Bequests and other Contributions</b>						
<b>Net Income</b>		\$7,785.02	\$9,135.42	\$5,230.77	\$6,826.36	\$28,977.57
<b>Disbursements</b>						
Quarterly Transfer to Money Mkt Acct		-\$21,790.00	-\$21,790.00	-\$24,218.00	-\$24,218.00	-\$92,016.00
Quarterly Mgmt Fee to Prentiss Smith		-\$3,029.69	-\$3,092.46	-\$3,192.96	-\$3,111.84	-\$12,426.95
Foreign Taxes and Other Fees Withheld		-\$429.76	-\$354.75	-\$51.10	-\$34.67	-\$870.28
<b>Gain or Loss in Market Value</b>		\$66,332.07	\$97,979.93	-\$43,027.69	\$38,800.85	\$160,085.16
<b>Ending Market Value of Assets</b>		\$2,470,636.29	\$2,552,514.43	\$2,487,255.45	\$2,505,518.15	\$2,505,518.15
<b>1(a). Allocation of Assets</b>						
<b>\$ Allocation</b>						
Cash and Equivalent	\$299,672.92	\$358,557.01	\$394,600.18	\$562,480.97	\$407,202.29	\$407,202.29
Fixed Income	\$728,309.03	\$734,944.51	\$744,570.57	\$663,941.79	\$882,023.32	\$882,023.32
Equities	\$1,393,786.70	\$1,377,134.77	\$1,413,343.80	\$1,260,832.69	\$1,216,292.54	\$1,216,292.54
Total Ending Market Value of Assets	\$2,421,768.65	\$2,470,636.29	\$2,552,514.55	\$2,487,255.45	\$2,505,518.15	\$2,505,518.15
<b>% Allocation</b>						
Cash and Equivalent	12.37%	14.51%	15.46%	22.61%	16.25%	16.25%
Fixed Income	30.07%	29.75%	29.17%	26.69%	35.20%	35.20%
Equities	57.55%	55.74%	55.37%	50.69%	48.54%	48.54%
Total Market Value of Assets	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
<b>1(b). Performance Measures</b>						
<b>Total Return = Net Income + Gain in Value</b>		\$74,117.09	\$107,115.35	-\$37,796.92	\$45,627.21	\$189,062.73
<b>Rate of Return = Total Return / BMV</b>		3.00%	4.34%	-1.48%	1.83%	7.81%
<b>2. Money Market</b>	\$105,234.61	\$100,211.81	\$146,167.86	\$161,539.64	\$178,682.77	\$178,682.77
<b>3. Calista Fund</b>	\$22,761.87	\$24,006.81	\$25,040.61	\$23,972.32	\$25,501.83	\$25,501.83
<b>4. Loud Fund</b>	\$24,494.68	\$25,854.19	\$26,981.94	\$25,702.82	\$27,364.35	\$27,364.35
<b>5. Legacy Funds</b>	\$45,602.58	\$48,152.22	\$50,267.21	\$47,882.24	\$50,998.34	\$50,998.34
<b>6. Board Projects</b>	\$64,203.84	\$63,851.94	\$24,189.81	\$24,193.44	\$24,083.71	\$24,083.71

# COMMUNITY MARKETING INITIATIVE

## Community Marketing Initiative

*Campaign Update 2021 - Town Meeting March 2022*

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.

In this moment, despite enduring a worldwide health pandemic and an enormous economic crisis, it's critical for Brattleboro to maintain a high profile. Marketing initiatives such as #lovebrattleborovt are designed to remind folks that we are here and that there are many safe ways to explore Brattleboro. Over the past summer and fall, we witnessed record-breaking numbers of visitors and new residents as a result of our state's low Covid numbers, low population, and wide open beauty. 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. In fact, the state commissioner, Heather Pelham, sat down with us this summer to encourage our efforts. She told us she hoped we will be an example for others around the state.

We are excited to share this past year's campaign highlights! In April of 2021 CMI hired the firm of Blue Whale PR, adding Rosalie Hagel Martin and Lauren Dunaj to our team. The focus of this campaign has been on media and influencers in the BIPOC community both regionally and nationally. Blue Whale's approach is hands-on, personal, and super-engaging. They have used their extensive network of contacts to go the extra mile in securing editorial stories and social influencer posts. The results have been impressive:

- ★ 11 visits from writers, bloggers and influencers
- ★ 30+ pitches created and disseminated
- ★ 3 cost shares with Visit Vermont
- ★ 12 food writers attended our Food is Love zoom call
- ★ 43 published stories
- ★ All stories combined have a circulation reach of 385,963,310

# COMMUNITY MARKETING INITIATIVE

## Examples of published stories:

Well + Good: [Seven Small Towns in the U.S. that are Basically Winter Wonderlands for Outdoor Exploration](#)

USA Today: [These Small Cities are Getting Big Tourism Ambitions: Duluth, Spokane, Brattleboro](#)

The Quality Edit: [BIPOC Holiday Gift Guide](#)

MSN Travel: [This Hidden Vermont River Town is Bursting with Fall Colors](#)

BlackFacts.com: [Take Black Journey Through Brattleboro, VT](#)

Boston Magazine: [An A-to-Z Guide to the Ultimate Fall Getaway to Vermont](#)

USA Today: [Just as 9/11 Changed Travel Forever, so has COVID. This is the New Normal. Get used to it.](#)

By Travel Writer Dwight Brown – The first impression of the picturesque, alpine village of [Brattleboro, Vermont](#) is that it’s nestled in geographical beauty. Framed by the majestic Connecticut River and backdropped by the imposingly verdant and beautiful Wantastiquet Mountain, the city has an innate allure.

Residents and visitors tend to hover around downtown, where the life is as vibrant as this 12,000-person town can be. For black travelers who arrive here wondering if they’ll be well received in a place where there are few people of color, that conjecturing stops as they gaze at the [Brattleboro Museum & Art Center \(BMAC\)](#). Its dazzling, exterior exhibit “[Delita Martin: Between Worlds](#)” displays gigantic photographs of black women. It’s an indelible image that speaks volumes for the museum, town and Martin herself.

Whoever you are in the African Diaspora, you know from this heartwarming installation that Brattleboro has put out a welcome mat—for you. And what you will also learn is that today’s Black travelers follow in the footsteps of other African Americans who found a haven here.

## Examples of social media posts:

@poorinaprivateplane: [Instagram Story](#)

@meltrez1: [Instagram Post](#)

The CMI team is guided by an advisory committee:

Leda Scheintaub	Dosa Kitchen
Jon Potter	Latchis Theatre
Anne Latchis	Community Resident

# COMMUNITY MARKETING INITIATIVE

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, Cotton Mill Makers, The Stone Church, Brattleboro Farmers’ Market, Brattleboro Museum & Art Center, Susu Collective, TJ Buckleys, Jamaican Jewelz, Harmony Collective, Wild Carrot Farm, Harris Hill Ski Jump, Brattleboro Town Skating Rink, Brattleboro Food Coop an additional 50+ more partners. Here is some of the feedback we have received:

*“What an amazing and full itinerary! Thank you, for all you are doing for the big picture of Brattleboro!”*  
*- Serenity Smith Forchion, New England Center for Circus Arts*

*“The CMI has done a great job getting bang for its buck. Working with Blue Whale to bring travel writers with many different perspectives and viewpoints to Brattleboro and let them see for themselves our wonderful town in action is an effective and efficient way to make the CMI happen. Connecting these writers with local leaders, influencers and business owners puts delivery of our story in the hands of the best ambassadors this town has – the people who live, work and love life here.”*  
*- Jon Potter, Latchis Theatre*

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-

## -ANNUAL REPORT 2021-

### **Who are we?**

The Downtown Brattleboro Alliance (DBA) is a non-profit that works to promote the vitality of downtown Brattleboro: the primary center of commerce, culture, and community life for Brattleboro and its surrounds. DBA is the designated “Downtown Organization” for the Town of Brattleboro; this designation provides access to grants, technical assistance, and networking opportunities.

Our strategy focuses on building community and resilience through innovating programming that nurtures an overlapping ecosystem of arts, entertainment, education, outdoor recreation, community spaces, and business. 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?**

Programming is funded in part through a special assessment on downtown properties. The rest of our funding comes from memberships, individual donations, grants, and program fees. 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.

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

The COVID-19 pandemic continues to present profound challenges nationwide, and Downtown Brattleboro has been no exception. The constantly changing landscape of evolving safety mandates, reduced revenue, increased visitors, workforce challenges and shared trauma has made for an unthinkable difficult time. *However, we are proud to report that we met the challenges head on and succeeded in supporting our community.* Brattleboro’s resilience will ensure we recover from COVID-19. We have focused our strategy around three prongs: responding to urgent needs, having the role of connector and uplifting our community through programming emphasizing joy and connection.

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 a new program: Gallery Walk

# THE DOWNTOWN BRATTLEBORO ALLIANCE

- ★ worked in coalition with the Brattleboro Area Chamber to hire a new PR team for Brattleboro
- ★ employed 3 part-time staff members
- ★ actively engaged over 50 volunteers

## -2021 PROGRAMS & ACCOMPLISHMENTS-

### -EVERYONE EATS-

Everyone Eats (EE) is a program that started by leveraging CARES Act funds and then transitioned into spending FEMA dollars to buy to-go meals from local restaurants and distribute them to people in need. There are three pillars of the program:

- feeding our community
- saving our restaurants
- supporting our local farmers and food producers

Our marketing focused on this program being for “everyone”, including those who just needed a break from cooking or a change in routine. This approach created community feeling and reduced stigma around food insecurity, inviting community members to access this resource with a sense of excitement and dignity.

From January 1 -November 12, 2021, we distributed an average of **3113** meals per week for a total of **140,072** meals. **Since the start of this program in August 2020, we have distributed a total of 220,829 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, we transitioned to a different phase of the program that no longer had an direct individual distribution on Flat Street but instead relied exclusively on distribution relationships with our community organizations.

EE! has supported our restaurants ensuring they didn't close their doors forever and sustaining them with an additional revenue source as capacity limits, consumer trust in dining, weather limiting outdoor spaces and staffing hurdles have caused struggle, and inability to return to business as usual. We have partnered with **30** restaurants, 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*

# THE DOWNTOWN BRATTLEBORO ALLIANCE

*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, **\$106,405.32** 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, and Edible Brattleboro. Developing relationships with the countless organizations working in meaningful ways in our community.

## -GALLERY WALK-

DBA is the proud new champion of Gallery Walk (GW). In August 2020, DBA adopted the GW program from the Arts Council of Windham County. A successful rebrand/rebirth, the first season (May-October 2021) consisted of monthly events, each drawing an average of 800 people into Downtown Brattleboro. It took a tired format that had lost steam and evolved a simple walk from gallery to gallery into a fully programmed community event with live music on a closed-off street, up to 36 new artisans displaying their talents in an outdoor market, and 4-7 pop-up art spaces programmed with local partners. We collaborated with 75+ local organizations and businesses. After prolonged isolation during the COVID-19, GW has been an absolute triumph in bringing our community back together, both in activating the arts community and in reconnecting people with our stores, restaurants, and galleries.

### Supporting Our Businesses & Galleries

Gallery Walk has been described by participating businesses as a godsend, a sales generator like Brattleboro has never seen before, and a gift during these hard times. It has also been talked about as an emotional salve for the community. GW has created a predictable revenue stream for many, and that is what our businesses need: consistent and dependable revenue streams that they can rely on and plan for. With a severe lack of staffing and challenges with the supply chain, it is crucial to have events like GW that business owners can plan around.

## THE DOWNTOWN BRATTLEBORO ALLIANCE

The 2021 data shows that this program is a successful revenue generator. **Examples of the specific impact of our 2021 season on downtown businesses when compared to a non-GW Friday night:**

- ★ Brattleboro Museum and Art Center saw an increase in traffic of 700%.
- ★ The Harmony Collective, a local arts collective, saw 300 visitors on one GW night, compared to an average of 12 visitors on a non-GW night.
- ★ Boomerang, a local clothing store, saw 3x their non-GW revenue.
- ★ Girls & Boys Club Teen Night saw a 50% increase in attendance.
- ★ Echo Restaurant saw an increase of 15% in sales and had their highest sales night ever at the September GW.
- ★ Malisun's sales were up an average of 98% on first Fridays (GW nights) from May-October 2021 compared to 2019.

“I felt like we were scooping an ice cream for everyone in town. So busy and so fun. That is what Gallery Walk is supposed to be like.” -Brenda Knock, Blueberry Haus

### Connecting with Our Community

“Gallery in the Woods has been part of Gallerywalk since its beginning.

Over the span of the last 20 years we have seen it go from a vibrant, well attended event to a near death experience. During the last few years we dreaded having to remain for an extra 2 ½ hours with just a small handful of people participating. Since the DBA reinvented it last May, Gallerywalk has virtually risen from the dead. All of the six Fridays were full of energy, people and enthusiasm—a huge town wide celebration.” -Dante, Gallery in the Woods

### -A SENSE OF PLACE: REVIVING THE BTC-

We continued our work to reinvent the Brattleboro Transportation Center (BTC) as it is a critical transport hub and is essential to the revitalization of downtown and its connection to the wider community. Our research revealed that visitors perceived the BTC as plain, uneventful, scary, dark, dismal, and dingy. Our goal was to reinvent the BTC as a comfortable, artful, accessible, inviting place to park and move through. After many years, the Ask the River artists installed a kinetic sculpture, inspired by the rhythms and patterns of the nearby Connecticut River and its watershed, at the Brattleboro Transportation Center. It can be viewed on the east side of the BTC from either Elliot Street or Flat Street. The Brattleboro Museum and Art Center, Connecticut River Conservancy, and DBA were all close collaborators on this project. **This permanent installation helps integrate the BTC into the visual and historical landscape of downtown and make it a destination in its own right.**

# THE DOWNTOWN BRATTLEBORO ALLIANCE

## -COMMUNITY MARKETING INITIATIVE-

The Community Marketing campaign 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 and specifically focus on the BIPOC audience. The campaign that is alternatively called #lovebrattleborovt is led by Downtown Brattleboro Alliance & The Brattleboro Area Chamber of Commerce. After spending the first phase of campaign in 2019-2020 creating, packaging and actively placing ads we have moved into the next phase. Pitching and answering pitches. Pitching means reaching out to media writers and inviting them to our community. We offer them fully curated itineraries that match the angle they are looking for with the best Brattleboro has to offer. Answering pitches is when media writers are looking for particular experiences, products or people and we have them. We answer their requests and work to get them what they need. Both approaches have been incredibly successful:

- ★ 24 published press hits
- ★ 33 times the CMI team has actively pitched Brattleboro for particular stories
- ★ 9 fully hosted visits by media writers

*The CMI has done a great job getting bang for its buck. Connecting writers with local leaders, influencers and business owners puts delivery of our story in the hands of the best ambassadors this town has - the people who live, work and love life here.” -Jon Potter, Latchis Hotel & Arts*

## -ADDITIONAL PROGRAM OF NOTE-

### **Pandemic Response and Sustainable Development Outreach in Vermont**

Our Executive Director, Stephanie Bonin, has presented around the state on the topic of rural economic development and COVID relief work. Recently she was asked to take the lead with the newly formed State Downtown Coalition to offer advocacy, data collection and communication to the network of 22 downtown associations.

## -ONGOING PROGRAMS-

### **-THE DOWNTOWN FLOWER PROGRAM: BLOOM-**

The flower program, BLOOM, is the oldest program of the DBA and one of the most beloved. Since 2011, DBA has funded this perennial favorite program at a cost of \$23,000- annually. Last year we increased this budget by \$3,000 to reflect rising costs. Flower arrangements are strategically placed in

# THE DOWNTOWN BRATTLEBORO ALLIANCE

the public pedestrian areas during spring, summer, and fall, and in the winter months, those same areas host a community tree and 5,000 holiday lights. Dick DeGray, chairperson of the DBA Design committee, oversees and implements the program, and its success is due to his vision and hard work. The flower program also provides an opportunity to provide daily employment to the unemployed which supports Dick's work. This past year we planted and maintained 92 flower planters, 28 hanging planters, 23 window boxes, and 20 hayracks. This past February, we asked for support from local businesses and organizations to purchase a replacement truck for our 11th season of hauling, watering, and maintaining the flowers you see throughout downtown Brattleboro. Not only did we meet our goal to raise \$15,000 for this purchase, we surpassed it, thanks to 13 sponsors and one anonymous donor who generously matched many dollars.. We beam with pride.. Thank you to the 13 local businesses for supporting us buying a new flower truck for the program.

## -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.

## -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. This year we partnered with the Town Arts Fund to match a grant for a mural on one of the walls of the High Grove parking lot. Artists Nina and Nomi did a wonderful job at involving our community and capturing the spirit in the process of painting the mural.

## -LOOKING FORWARD-

## -CONCLUSION AND NEXT STEPS-

While during the last third of the year we have been able to return to some of our beloved activities, we continue to look forward to the return of even more events and more gatherings in the year to come.

Essential to our full COVID economic recovery is consumer spending by our residents of Windham County and beyond our 12,000 person population here in town. In order to attract all, we need to

## THE DOWNTOWN BRATTLEBORO ALLIANCE

continually give people a reason to come visit Brattleboro. We continue to support the development of Gallery Walk as a regional event destination, continued outreach by the Community Marketing Initiative to bring new visitors to town, and working 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.

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. **The work of the DBA has never been more critical in providing a web of connection for all the resources, energy, and creative problem-solving that already exist in our community.** We are humbled by each donor, volunteer, coalition partner, business owner, artist, leader, and team member for their commitment to making Brattleboro the best possible place. **A holistic, community-based development approach is not just important; it is absolutely critical to the survival and continued growth of downtown.** We continue to work toward a vision of Brattleboro in which our rich tapestry of creators--artists, business owners, restaurateurs, farmers, food producers, non-profits, and educators--work together to generate joyful opportunities for all.

By planning together, thinking bigger, and providing clear and consistent communication, we will put our best foot forward in 2022.



### Deerfield Valley Communications Union District (DVCUD), dba DVFiber

#### **2021 Year in Review**

DVFiber has grown to include 24 towns in three counties, has selected its private sector vendor partner, and has obtained substantial grant funding to begin work on a fiber optic cable network.

We have collectively accomplished much in this past year with the incredible work of representatives and alternates appointed by the Select Boards of our member towns, plus additional volunteers — some 60 people in all — who have applied technical, financial, and communications skills to keep us moving forward. We are ready to design and construct the fiber optic network that will make Internet access at gigabit speeds a reality for nearly 8,000 homes and businesses on the grid that do not have it now.

#### **What are CUDs?**

Communications union districts (CUDs) are special purpose municipalities, just like water, fire, or sewer districts. Vermont had been struggling for many years through several governors of both parties to find a way to bring high-speed Internet service to the most rural parts of our state, areas that commercial providers have found unprofitable to serve.

Beginning in 2015 and continuing through this past year, the Vermont legislature enacted legislation setting out the framework for the formation of municipal districts and giving them the tools to deliver service for all where there was none before. DVFiber is now one of nine CUDs in Vermont.

#### **Significant Events**

Early on, our governing board, composed of representatives and alternates from all of our member towns, decided that the best path to achieve the required results would be to form a public/private partnership in which DVFiber, the public partner, would own the network, manage it for the benefit of our customers, and pay a private sector partner to construct and operate it on our behalf. To that end, through an RFP process, the governing board of DVFiber selected Great Works Internet (GWI) of Biddeford, Maine, a B Corporation, as our partner. We signed a Memorandum of Understanding (MOU) with GWI and began to negotiate the full details of our partnership agreement.

#### **Next Steps**

The Vermont Community Broadband Board (VCBB) has just awarded DVFiber a \$4.1 million grant of federal funds to finance pre-construction work. This work includes a high-level design for all 24 member towns and a detailed engineering design for the six Phase I towns — the ones with the largest concentrations of poorly served homes and businesses. In addition, the grant pays for necessary work by utility companies to prepare their poles for the attachment of our fiber next year. DVFiber will apply for additional federal funds to finance the actual network construction. We expect these funds to become available for awards in early 2022. We are grateful for federal funding that will greatly speed up the construction schedule.

#### **Our Thanks**

We would like to thank all of our Select Boards for their support, for their appointments of such highly skilled delegates to our board, and for their patience while we roll out this technically complex and expensive — but essential — network and service. We are working as fast as we can to deliver on the promise of a community-owned, fiber optic broadband network that provides affordable, world-class service to everyone in our member towns.

# RTM STEERING COMMITTEE

## RTM Steering Committee year-end report for FY 2021-22

January 18, 2022

The RTM Steering Committee was formed at the 2021 RTM during Other Business, with this proposal, which passed with 73 in favor and 15 opposed, on a Division Zoom poll vote.

*“... review the rules, procedures and structure of Representative Town Meeting for the purpose of enhancing the efficiency and effectiveness of the body. The committee shall automatically dissolve in three years unless action is taken for its continuation or other status. The committee will distribute electronically a summary of its work every four months to the membership of the body. Interested members shall submit their names who shall convene the first meeting within 30 days of this meeting. Additional members may be appointed by the newly elected Chair following each annual RTM or other times as necessary.*

*“The motion was seconded. It was clarified that the “elected” members should not constitute ex-officio RTM members, and this is not envisioned as a time when issues will be discussed or vetted, but rather as a time to talk about procedure and how we can all do this job better. The Moderator confirmed that he would be able to convene the first meeting.*

All 16 individuals who volunteered to join the committee during the first 30 days following RTM were admitted as members by the moderator Lawrin Crispe, as promised under the terms of the proposal. Four members resigned, leaving 12 remaining members. Current members are: Millicent Cooley (chair), Gary Stroud (vice chair), Sonia Silbert (clerk), Spoon Agave, Howard Burrows, Andy Davis, John Kennedy, David Miner, Craig Miskovich, Richard Morton, Tom Mosakowski, and Rikki Risatti.

Our accomplishments during this past year:

- **Survey to RTM members and attendees**, in order to gain insight into what RTM attendees and members value and want preserved in RTM, and what they want changed. There were 108 responses, and 64 of those respondents offered to be contacted for further questioning. This is generally considered to be an impressively high level of survey engagement, for a body of the size of RTM + public attendees. The survey results contain a good deal of feedback and ideas for RTM that could be useful to explore further.
- **Training for RTM for Robert’s Rules**. There has been no Robert’s Rules training since 2019, the last RTM before going onto Zoom during Covid. The new training was delivered by Andy Davis over zoom and the online recording may be viewed on the town website, on the Training and Information page linked from the RTM web page, and on the BCTV website under a new series for RTM Training. We believe that having the training occur on two separate dates prior to the town meeting, and also available as a recording online, makes this training accessible to more people than the prior tutorial that took place during the half hour prior to the start of the town meeting.
- **Two moderated online forum events** were held to help our committee and the public learn more about how town meeting works: 1) How the town meeting is put together by our town administrators, with Peter Elwell and Attorney Fisher, and 2) How town meeting is moderated, with Lawrin Crispe. These recordings may be found at the same location as listed above.
- Suggestions given to the town office for **improvements to the organization of the RTM web page**, in order to help make that page more helpful as a resource for RTM members and for people who may be interested in joining RTM.
- The committee has **promoted public engagement with RTM** through a number of channels including social media, newspapers, and outreach to community groups. For example, the public promotion of the January 12 Robert’s Rules training event included messaging to encourage people to take a petition to run in the election to become an RTM member.

A number of ideas were put forth and discussed on the committee, in order to improve the meeting experience for RTM members. One of those resulted in a request to the Selectboard for an article at the 2022 RTM to fund RTM lunch for all members at the 2023 RTM.

Two motions were passed that influence the way this committee does its work:

- Motion to request to the Selectboard that our committee members would be individually nominated and elected on the floor of the 2022 RTM, for a one-year term. The purpose of this choice was to confirm that our committee is accountable to and representative of the will of RTM.
- Motion to refrain for the 2021-22 RTM year from working on or vetting proposals with the committee that require a charter change. This term of this motion ends at the 2022 RTM and there is currently no limit agreed that this committee will refrain from working on charter change proposals for the following RTM year.

We are proud of these accomplishments. At the same time, there has been a lack of shared purpose within the committee for what this committee should be working on, and a lack of clarity about what the RTM body \*wants this committee to work on, and why. Some committee members view our mission as one of service in order to help strengthen RTM by improving some aspects of the RTM process, while others view it as a place for working on more fundamental reforms. These different perspectives about the focus for this committee have not been compatible, and so on January 17, a motion was made within the committee to disband the committee after March 2022. This motion passed by 6 in favor of disbanding, and 5 against

– Millicent Cooley, Chair

# 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:

1. To directly **fund implementation** of programs & projects serving local communities, businesses and people.
2. 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.
3. 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 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.

# SeVEDS



- **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.**



*BDCC Career Bootcamp for highschoolers at the Boys and Girls Club*



*SoVermont Hats celebrating the Summit*

# WHETSTONE FLOODPLAIN

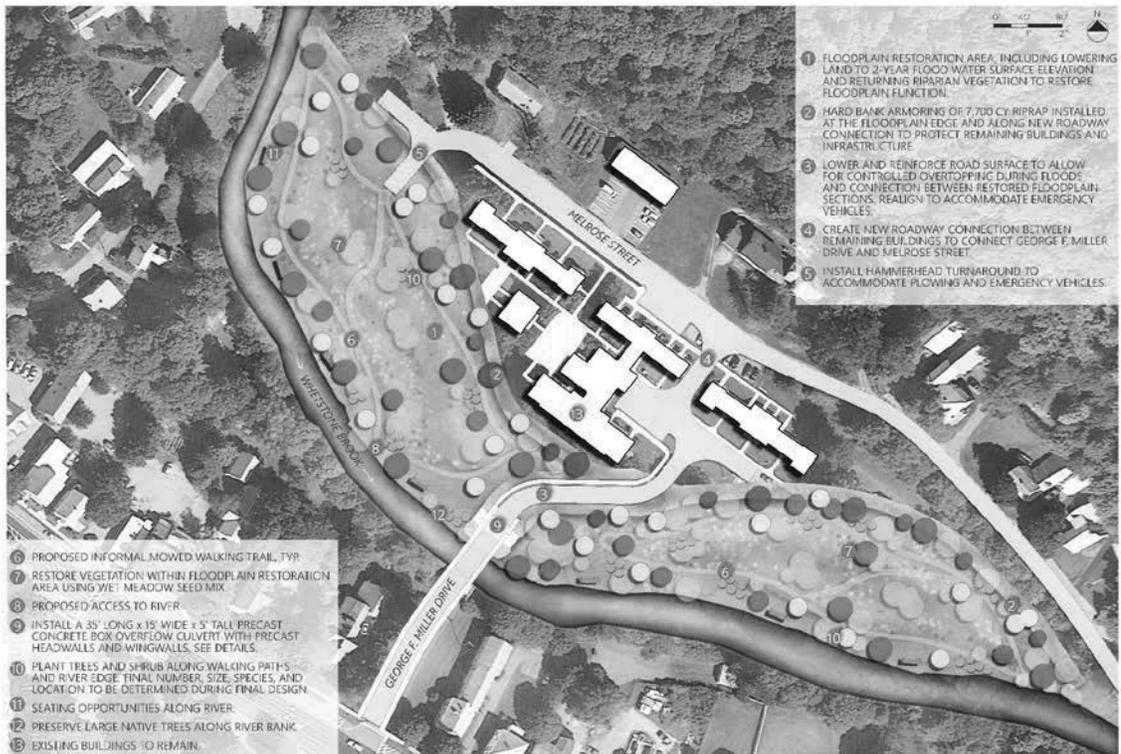


WaterWay(s), Vermont River Conservancy, Brattleboro Housing Authority d/b/a Brattleboro Housing Partnerships and Connecticut River Conservancy are collectively working to inform and update the Brattleboro community on the important floodplain restoration work being done on the Whetstone Brook currently and over the coming year.

Vermont continues to recover from damage which occurred in August of 2011 because of Tropical Storm Irene. In August 2021, we remembered the devastation that occurred a decade ago as we continue to work toward flood-proofing our communities in preparation for the next big storm. The Whetstone Brook drains the mountainous area in Marlboro, VT, as it runs east through West Brattleboro before meeting the Connecticut River in the middle of downtown Brattleboro. The catastrophic flooding of many businesses in downtown Brattleboro and much of the damage to VT Route 9 was due to the flooding of Whetstone Brook.

Melrose Terrace historically featured eighty 1-bedroom apartment homes in West Brattleboro for persons over 50 years of age and persons with a disability. This facility was built in the 1960s in the floodplain of the Whetstone Brook directly across the street from the Academy School. During Tropical Storm Irene, the entire area flooded, destroying the buildings and personal property of many of the residents living there. The Brattleboro Housing Partnerships has been working diligently over the past decade to provide alternative housing to move our at-risk community members out of harm's way. Simultaneously, they have stewarded the Melrose Terrace Floodplain Restoration project which is currently being implemented and will restore this section of floodplain along Whetstone Brook where multiple properties have historically flooded. The work taking place right now includes removing buildings and infrastructure from the floodplain, removal of fill, adding an overflow culvert to capture flood waters, and lowering the floodplain. This project reduces flood risk for downstream properties and restores natural function to 4.2 acres of floodplain. Once this project is completed, the Brattleboro Housing Partnerships is interested in sub-dividing the property and making the floodplain area open space with recreational access for the Town.

# WHETSTONE FLOODPLAIN



MELROSE TERRACE FLOODPLAIN RESTORATION PROJECT SITE PLAN

MILONE & MACBROOM

In November of 2017 the Vermont River Conservancy (VRC) purchased “Sawdust Alley” a 12-acre parcel along the Whetstone Brook at 250 Birge Street in downtown Brattleboro with the express intent of restoring floodplain and recreational access along this section of the Brook. In 2018 VRC partnered with the Vermont Performance Lab’s Confluence Project to begin public discussions with the community about how best to utilize this area once the floodplain is restored. It has taken the intervening four years to raise funds and move through the regulatory and permitting process to implement the construction to restore natural function to these 12 acres of floodplain. With final permitting to be completed this spring, VRC is poised to begin construction in early summer of 2022. VRC and the Town of Brattleboro will hold several public meetings and site visits during February and March to hear from the neighborhood and other Brattleboro residents on management goals for the property.

Water Way(s) is a community engagement curriculum developed by Erin Maile O’Keefe and the Human Connection Project that connects the community of West Brattleboro to their watershed through indigenous knowledge, oral histories, ecological education, and citizen environmental research. Through programs of active involvement, members of the community and elementary students from the Academy School, which is across the street from Melrose Terrace (Kitadowôganisibosis), will reconnect with the Whetstone Brook and learn about its history, ecology and develop an understanding of its relationship to the Indigenous Peoples who live in the area and their ancestors. Water Way(s) is working to develop a curriculum over this coming year that will empower Academy School students to lead community education about a reclassification campaign (described below), public benefits of open space, and visioning for

## WHETSTONE FLOODPLAIN

both restoration sites. Over the course of the next year, we are planning to provide educational support and experiential learning along the Whetstone Brook at both the Melrose Terrace and Sawdust Alley restoration sites to introduce and reconnect community members to these outdoor spaces.

Since 2012, the state Agency of Natural Resources (ANR) has had the rule-making authority to reclassify waters of the State, which is imperative for protecting and maintaining our water quality. This rulemaking authority has infrequently been utilized, meaning that most of the surface waters in the State are classified as B(2) for various uses, regardless of what the data may show. Based on Vermont Fish and Wildlife data, the recommendations in the May 2020 Basin 12 Tactical Basin Plan indicate that the Whetstone is eligible to be reclassified as B(1) for the fishery for a diverse healthy population and abundance of wild trout (brook, brown, rainbow trout). Many local anglers know about the Whetstone as a great fishing stream, but until the current restoration of these two floodplain sites, there has been little to no public access to the Brook. Connecticut River Conservancy and partners will engage in education and outreach over this coming year to garner public support for a formal petition to reclassify the Brook to appropriately reflect the health of its fishery.

Partners working on this project are hopeful that the community will engage in discussion to consider the best way to steward these properties to provide much needed open space, recreational access, and flood control for the Town. Look for more information in the coming months to learn more about these projects!

Brattleboro Housing Partnership: <http://www.brattleborohousing.org/>

Connecticut River Conservancy: <https://www.ctriver.org/>

Vermont River Conservancy: <https://vermontriverconservancy.org/>

WaterWay(s): <https://www.humanconnectionproject.com/water-ways>

# TOWN MANAGER'S BUDGET MESSAGE

## TOWN MANAGER'S OFFICE BUDGET MESSAGE

This "Budget Message" provides an overview of the FY23 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 2022 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 2, 2021, staff transmitted to the Selectboard (and made available to the public) staff's proposed FY23 Budget. The Selectboard reviewed the budget over the course of 9 meetings and directed that certain changes be made. On January 25, 2022, 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 19, 2022.

### **THE BOTTOM LINE FOR FY23**

The proposed FY23 General Fund Budget includes total revenues and expenditures of \$20,063,642, which is an increase of \$379,651 (or 1.9%) over the adopted FY22 General Fund Budget of \$19,683,991.

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 FY22 to FY23 include the transfer to the Capital Fund (down \$91,000), debt service payments (down \$149,775), and workers' compensation costs (down \$105,000). Notable cost increases include an additional transfer to the Fossil Fuel Free Facilities Fund (\$70,000), the creation of two new employee positions (one for \$50,523 and the other for \$43,368), a one-time allocation for a strategic plan in the Fire Department (\$25,000), and the first year of a recurring annual allocation to an online permitting system (\$15,000). There also are above average increases in employee wages (based on collective bargaining agreements with the four employee unions that improve the internal equity of Town employee compensation and increase our external competitiveness for better recruitment and retention) and employee benefits (due to the previously mentioned increase in the cost of the employee health insurance program). Finally, while it is funded with savings from vacant police officer positions for which the Town will not have to pay salaries in FY23 (and, therefore, is not strictly speaking a budget increase), it is noteworthy that an additional allocation to the Community Safety Fund (\$100,000) also is included in this proposed FY23 Budget.

As currently proposed, funding the FY23 Budget would require property taxes to increase from \$15,674,281 to \$16,009,331 (or 2.1%). Assuming no change in the Grand List, this would require a municipal tax rate increase of \$0.0291 (or 2.91cents). Actual taxes paid for FY23 would increase by \$28.08 over FY22 for each \$100,000 of property value. This is the lowest proposed increase in over five years.

### **THE IMPACT OF PREPAID EXPENSES ON THE AMOUNT OF AVAILABLE FUND BALANCE**

Based on the substantial operating surplus at year-end FY21, we had expected to have more than \$500,000 of fund balance available to fund capital needs or other one-time expenses in the FY23 Budget. If that had occurred as expected, the proposed property tax rate increase would have been at or below the Selectboard's recommendations of recent years. Instead, due to an accounting rule and not to an absence of funds, there is only \$41,536 of available fund balance for FY23. Here is why:

- A portion of the General Fund balance is "assigned" (unavailable to be used in the General Fund budget) based on prior commitments or Town obligations.
- The remainder of the General Fund balance is "unassigned."
- The Town adheres to a self-imposed guideline to set aside unassigned fund balance in an amount equal to 10% of each proposed General Fund budget as a reserve for financial emergencies.

# TOWN MANAGER'S BUDGET MESSAGE

- “Excess” fund balance is the amount of unassigned fund balance available after the 10% set aside.
- One of the categories of assigned fund balance is “prepaid expenses” (bills that are due in July, paid in June, and charged against the new fiscal year’s budget).
- Prepaid expenses are required to be classified as assigned fund balance in fiscal year-end reports because that money appears to be available on the Town’s books for the prior fiscal year but has already been expended and charged against the next fiscal year’s budget.
- We always budget sufficient revenues to support all expenses in any given fiscal year, so prepaid expenses become “freed up” as unassigned fund balance at the end of the next fiscal year. This is because \$1 spent in June 2021 (FY21) for an expense due in July 2021 (FY22) will be classified as assigned fund balance at the end of FY21, but since that same \$1 was budgeted for FY22 and since the payment only requires a total of \$1 one time (and not \$1 from both the FY21 assigned fund balance and the FY22 budget), the \$1 of FY22 revenue will become unassigned fund balance at the end of FY22 (June 30, 2022).
- At June 30, 2021, our prepaid expenses were \$898,787 compared to \$426,678 at June 30, 2020. The difference of \$472,109 was properly classified as assigned fund balance for FY21 year-end and will become unassigned fund balance at FY22 year-end.
- If we had prepaid the same amount in FY21 as in FY22, that \$472,109 would have been additional unassigned fund balance at FY21 year end.
- The Town will carefully monitor prepaid expenses in June of 2022 to ensure that they approximate the FY20 level (thereby resulting in the “freeing up” of the June 2021 excess of prepaid expenses).

Because these funds exist in the anticipated amount and are temporarily restricted only for compliance with the applicable accounting rule, it is sensible for the Selectboard construct a budget using \$300,000 (leaving approximately 8.7% set aside instead of the traditional 10%) in excess fund balance, in place of what strict adherence to the guidelines would permit, which is only \$41,536.

## **REVENUES**

Total General Fund Revenues are proposed to increase by \$379,651 (or 1.9%) from \$19,658,991 in FY22 to \$20,063,642 in FY23. The summary of broad revenue categories is as follows:

<b>REVENUES</b>	<b>FY21</b>	<b>FY22</b>	<b>FY23</b>	<b>\$ Change</b>	<b>% Change</b>
Property Taxes	\$ 15,234,841	\$ 15,674,281	\$ 16,009,331	\$ 335,050	2.1%
Rooms & Meals Taxes	\$ 440,000	\$ 385,000	\$ 395,000	\$ 10,000	2.6%
Sales Taxes	\$ 630,000	\$ 825,000	\$ 1,000,000	\$ 175,000	21.2%
Solid Waste	\$ -	\$ 307,000	\$ 307,000	\$ -	0.0%
Transfer from Other Funds	\$ 340,000	\$ 346,800	\$ 353,736	\$ 6,936	2.0%
Use of Fund Balance	\$ 223,000	\$ 605,000	\$ 300,000	\$(305,000)	-50.4%
Other Revenue	\$ 1,576,791	\$ 1,540,910	\$ 1,698,575	\$ 157,665	10.2%
<b>TOTAL REVENUE</b>	<b>\$ 18,444,632</b>	<b>\$ 19,683,991</b>	<b>\$ 20,063,642</b>	<b>\$ 379,651</b>	<b>1.9%</b>

### ***Property Taxes***

This category represents the Town’s portion of local property taxes collected from all sources. As described above, the proposed 2.1% property tax increase would cost each individual taxpayer an additional \$28.08 for the year (or \$7.02 per quarter) per \$100,000 of property value. The “average” Brattleboro homeowner (at an approximate average home value of \$190,000) would pay an additional \$53.35 for the year (or \$13.33 per quarter). The total overall increase in property taxes collected by the Town for municipal services would be \$335,050 from 15,674,281 in FY22 to \$16,009,331 in FY23.

# TOWN MANAGER'S BUDGET MESSAGE

## ***Rooms & Meals Taxes***

This category represents the Town's portion of taxes collected by the State of Vermont on overnight stays and on food and beverages purchased from establishments providing such services in Brattleboro. This revenue source had increased significantly for several years before declining sharply in FY20 due to the impacts of COVID-19. Since that early period of the pandemic, the revenue from Meals & Rooms tax has begun to rebound. For FY23, we predict collections will be \$395,000, which is an increase of \$10,000 over the FY22 Budget amount of \$385,000, but is still down from the \$440,000 that had been expected in FY21.

## ***Sales Tax***

This category represents the Town's portion of taxes collected by the State of Vermont on retail sales in Brattleboro and online purchases shipped to Brattleboro. This "local option" revenue source was recommended by the Selectboard and approved by Representative Town Meeting in 2019. For the first two budgets that included this new revenue source (FY20 and FY21) we estimated conservatively at \$630,000 while we monitored actual performance of this line item to determine an appropriate budget level for future years. For FY23, we predict an increase of \$175,000 (or 21%) in sales tax revenue from \$825,000 in the FY22 Budget to \$1,000,000.

## ***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 last year to make those revenues and the expenditures of the Town's solid waste program more transparent, rather than simply showing the net transfer required to cover the annual excess of expenditures over revenues for this service. The total amount of anticipated Solid Waste revenue for FY23 is \$307,000.

## ***Transfer from Other Funds***

This category represents transfers from the Utility Fund and the Parking Fund in recognition of services (e.g. accounting, dispatch, administrative oversight, legal services) that are provided by General Fund operations in support of those enterprises. Using the same formula as in prior years, the total amount of these transfers is proposed to increase by \$6,936 (or 2.0%) from \$346,800 in FY22 to \$353,736 in FY23.

## ***Use of Fund Balance***

Whenever possible, accumulated fund balance should be used for non-recurring expenses such as a particular capital project or an operational study, program, or project that will not continue from year-to-year. By limiting the use of fund balance to these purposes, we protect the Town from becoming dependent upon non-recurring revenues to fund recurring expenses. Why does this matter? Because a town using fund balance for operating expenses is comparable to a household using its savings account for monthly living expenses. You do it occasionally, when necessary, but it is not a sustainable ongoing practice. For FY23, the Selectboard proposes using \$300,000 of fund balance to for street paving. This decision described in greater detail above still increases our "real time" commitment to increased funding for our capital needs. The Town allocated \$1,050,000 of current year tax revenue to capital projects for FY22. If the proposed FY23 budget is approved at RTM, the Town's investment in capital will increase in FY23 by \$139,000 to \$1,189,000 (\$1,489,000 Transfer to Capital minus \$300,000 Use of Fund Balance).

## ***Other Revenue***

This category includes all General Fund revenue sources that are not included in any other categories. It is expected to increase by \$157,665 (or 10.2%) from \$1,540,910 in FY22 to \$1,698,575, primarily due to increases in staff health insurance contributions, statutory increase in recording fees in the Town Clerk's Office.

## **EXPENDITURES**

Total General Fund Expenditures are proposed to increase by \$379,651 (or 1.9%) from \$16,638,991 in FY22 to \$20,063,642 in FY23. The summary of broad expenditure categories is as follows:

# TOWN MANAGER'S BUDGET MESSAGE

EXPENDITURES	FY21	FY22	FY23	\$ Change	% Change
Staffing	\$ 7,713,200	\$ 7,934,393	\$ 8,266,631	\$ 332,238	4.2%
Employee Benefits	\$ 3,399,025	\$ 3,421,860	\$ 3,612,986	\$ 191,126	5.6%
Risk Management	\$ 845,000	\$ 845,000	\$ 738,000	\$ (107,000)	-12.7%
Department Expenses	\$ 2,041,915	\$ 2,128,930	\$ 2,350,770	\$ 221,840	10.4%
Legal	\$ 116,364	\$ 118,571	\$ 115,822	\$ (2,749)	-2.3%
Human Services	\$ 190,105	\$ 276,400	\$ 275,575	\$ (825)	-0.3%
Solid Waste	\$ -	\$ 897,825	\$ 896,701	\$ (1,124)	-0.1%
Transfer to Solid Waste	\$ 555,385	\$ -	\$ -	\$ -	0.0%
Transfer to Capital Projects	\$ 460,000	\$ 785,000	\$ 650,000	\$ (135,000)	-17.2%
Transfer to Capital Equipment	\$ 763,000	\$ 795,000	\$ 839,000	\$ 44,000	5.5%
Transfer to Fossil Free Facilities Fund	\$ -	\$ -	\$ 70,000	\$ 70,000	100.0%
Transfer to Parking	\$ -	\$ 45,900	\$ -	\$ (45,900)	-100.0%
Debt/Debt Service	\$ 1,285,375	\$ 1,259,075	\$ 1,109,300	\$ (149,775)	-11.9%
Other	\$ 1,075,263	\$ 1,176,037	\$ 1,138,857	\$ 32,820	2.8%
<b>TOTAL EXPENDITURES</b>	<b>\$ 18,444,632</b>	<b>\$ 19,683,991</b>	<b>\$ 20,063,642</b>	<b>\$ 379,651</b>	<b>1.9%</b>

## ***Staffing***

This category includes the cost of all employee salaries (including pay increases) and incentives (such as shift differentials or stipends for educational achievements or certifications) to be paid in compliance with four collective bargaining agreements and to the Town's non-union employees. These costs are proposed to increase by \$332,238 (or 4.2%) from \$7,934,393 in FY22 to \$8,266,631 in FY23. Two new positions are proposed for FY23, an Evidence Technician in the Police Department and a Human Resource Assistant.

## **Evidence Technician**

Maintaining and managing evidence related to criminal matters is a critically important function within any police department, but it is often relegated to a secondary consideration in terms of staffing. Here in Brattleboro, the Lieutenant who supervises BPD's detectives also oversees the evidence function. The detailed work necessary to maintain a secure and well-organized evidence function (receiving, storing, securing, retrieving, and discarding, when appropriate) is shared among that Lieutenant, a Sergeant, and several sworn officers. This decentralized arrangement is not ideal, and it also takes each participating employee away from their primary duties when they are giving time and attention to the evidence function. As part of assessing how BPD is organized now and how adjustments could make the department more efficient, more effective, or both, new Police Chief Norma Hardy has determined that having a single employee devoted full-time to evidence (under the continued supervision of the Criminal Investigation Division Lieutenant) would be a significant improvement. Also, since this position performs administrative work that does not require a sworn police officer, we can fill the position with a civilian and achieve cost savings compared to assigning a sworn officer to the evidence function full-time.

## **Human Resources Assistant**

The FY19 Budget included creation of a Human Resources (HR) Director position. The intent was to hire an HR professional to ensure the Town could more proactively manage HR programs and processes to (1) stay fully compliant with the wide array of complex laws related to employment and workplaces, (2) increase the consistency of HR best practices across Town departments in recruitment, onboarding, training, evaluations, disciplinary action, etc., and (3) play a leadership role in our internal organizational work on diversity, equity, and inclusion (DEI). In June of 2019, Sally Nix joined our team as HR Director and she has far exceeded initial expectations both regarding her core HR work and her leadership on DEI matters. Her DEI work has extended beyond Town government to include collaboration with other people and organizations in our community and with other public officials throughout Vermont. Internally, she has handled challenging employee situations, increased safety awareness and training (resulting in lower workers' compensation costs), centralized hiring and onboarding, and standardized payroll and other HR procedures. On several significant disciplinary matters, she performed the necessary investigations, providing expertise that is unavailable in our operating departments and enabling the Town to avoid the cost of hiring outside investigators. After two and a half years, it has become apparent that the only downside of Sally's service as HR Director is that it is hard for her to find enough time to handle the

# TOWN MANAGER'S BUDGET MESSAGE

variety of administrative support duties that fall to a centralized HR Department, and that when she does find time for those duties it can detract from the more important professional work that we depend on her to do. To enable Sally to provide her full measure of benefit to our organization and to the community we serve, staff has recommended, and the Selectboard has endorsed, creating an HR Assistant position to take the purely administrative duties off Sally's schedule and to assist Sally in completing her more complex work. The salary we propose for the HR Assistant position in the FY23 Budget is \$43,368.

## ***Employee Benefits***

This category reflects the total cost of employee benefits. That cost is proposed to increase by \$191,126 (or 5.6%) from \$3,421,860 in FY22 to \$3,612,986 in FY23. Incremental annual increases in Social Security and retirement system costs account for some of this increase, but the most significant impact is felt from the Town's health insurance program. The initial renewal quote from Blue Cross/Blue Shield came in at 14.6% increase in premiums and 10.5% overall (premiums plus HRS, etc). By working with our partners at the Richard's Group, we were able to consider several plan changes, including raising the Town's level of self-insurance which lowered premium's by more than the increase seen in HRA Expense. Additionally, with the employees picking up a greater share of responsibility for the premium, additional plan changes were incorporated that put some modest limits on out of network benefits and plan covered redundant medications options. Once adopted, these changes reduced the cost of the overall cost of the renewal down to 7.2%, including a 6.9% increase for premiums.

## ***Risk Management***

The Town's budget for property, liability, and workers' compensation insurance costs is proposed to decrease by \$107,000 (12.7%) from \$845,000 in FY22 to \$738,000 in FY23. Almost all of this savings (\$105,000) is in workers' compensation, where we are now 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.

## ***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 \$221,840 (or 10.2%) from \$2,128,930 in FY22 to \$2,350,770 in FY23. This is primarily due to a \$100,000 allocation to the newly created Community Safety Fund, a \$27,300 increase in the cost of stormwater management to comply with State mandated changes in stormwater regulations, and recommendations in the Fire Department's portion of this budget to allocate \$25,000 to a strategic planning process and \$10,000 to the purchase of medical supplies. There also are smaller incremental increases proposed for the Recreation and Parks Department, the Town Clerk's Office, and Brooks Memorial Library.

## ***Legal***

This category includes the fees for the Town Attorney's legal services and some small related costs. The category is proposed to decrease by \$2,749 (or 1.9%) from \$118,571 in FY22 to \$115,822 in FY23.

## ***Human Services***

This category is the funding for the recommendations from Representative Town Meeting's Human Services Committee. On January 18, 2022, representatives from the Committee presented their recommendations to the Selectboard, and the Board voted unanimously to adopt them as presented into the FY23 budget.

## ***Solid Waste***

This category was created in FY22 to more transparently report in the General Fund 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 essentially flat, decreasing by \$1,124 (or 0.1%) from \$897,825 in FY22 to \$896,701 in FY23.

# TOWN MANAGER'S BUDGET MESSAGE

## ***Transfer to Solid Waste***

This category was eliminated in FY22. It is included in the summary table above because that table includes FY21 budget figures for historical context and that FY21 budget included a transfer from the General Fund to what was then the Solid Waste Fund.

## ***Transfer to Capital Projects***

This category identifies the transfer from the General Fund to the Capital Fund for infrastructure projects. That transfer is proposed to decrease by \$135,000 (or 17.2%) from \$785,000 in FY22 to \$650,000 in FY23. As itemized below, staff recommends that the allocation to street paving be maintained at the increased level approved by the Selectboard for FY22, that the allocation to sidewalk replacement be increased by \$108,000, that funds be included under "bicycle infrastructure" for the Town's local match on a grant-funded project to implement bike lanes on Western Avenue between the High/Green intersection and I-91 Exit 2, and that funds be included for a safety improvement at Brooks Memorial Library. For FY23, the following capital project expenditures are proposed:

### Projects

\$400,000 for Street Paving

\$208,000 for Sidewalk Replacement

\$ 12,000 for Bicycle Infrastructure

\$ 30,000 to Replace the Fire Alarm System at Brooks Memorial Library

\$350,000 net transfer from the General Fund after \$300,000 Use of Fund Balance

## ***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 \$44,000 (or 5.5%) from \$795,000 in FY22 to \$839,000 in FY23. We have stabilized these costs by implementing a 25-year Capital Equipment Replacement Program (CERP). The average annual increase in equipment replacement costs between now and FY47 is \$19,200 (or 1.8%). Long term planning and stable funding will provide greater certainty and transparency to Town taxpayers, maintain an up-to-date Town fleet of vehicles and other capital equipment, reduce maintenance costs, increase trade-in values, and facilitate more realistic planning of capital infrastructure projects. For FY23, the following capital equipment expenditures are proposed:

### Vehicles/Equipment

\$115,000 as a contribution to the Future Fire Trucks Reserve Fund

\$ 55,000 for the second year of a 4-year lease/purchase of an upgraded radio system for the Fire Department

\$ 35,000 to Replace a 12-Lead EKG for the Fire Department

\$ 45,000 to Replace the 2013 vehicle operated by the Fire Chief

\$ 46,000 to Replace Computer Hardware (Townwide)

\$ 58,000 to Replace a 2017 Police Patrol Vehicle

\$ 58,000 to Replace another 2017 Police Patrol Vehicle

\$ 13,000 for Ballistic Vests for the Police Department

\$315,000 to Replace a 2005 Grader for the Public Works Department

\$ 80,000 toward replacing a 2013 Dump Truck for Public Works (the \$90,000 balance to be funded in FY24)

\$ 19,000 for Electronic Signage for the Public Works Department

\$839,000 total transfer from the General Fund (100% from "real time" revenue)

## ***Transfer to Parking***

This category is included only to show the FY22 transfer of \$45,900 from the General Fund to the Parking Fund to partially offset an operating deficit in the Parking Fund due to reduced downtown parking during COVID-19. No additional transfer to the Parking Fund is proposed for FY23 or anticipated for future years.

# TOWN MANAGER'S BUDGET MESSAGE

## ***Transfer to Fossil Fuel Free Facilities Fund (FFFFF)***

The FFFFF was created with an unbudgeted transfer of \$70,000 during FY21 to support Town investments in technology that reduce our reliance on fossil fuels and make Town operations more sustainable environmentally. At that time, the Selectboard directed that an additional \$70,000 be included in each annual operating budget to provide additional allocations as transfers from the General Fund to the FFFFF, so \$70,000 is included for this purpose in this proposed FY23 Budget.

## ***Debt Service***

This category of expenditure reflects payments the Town must make on debt that was previously incurred and is not yet completely repaid. The Town's debt service costs are expected to decrease by \$149,775 (or 11.9%) from \$1,259,075 in FY22 to \$1,109,300 in FY23. This is primarily due to the final annual payment of \$126,925 on the Honeywell HVAC control system at the Municipal Center occurring during FY22.

## ***Other Expenses***

This category includes all General Fund expenses that are not included in any of the other categories. These costs are expected to decrease by \$37,180 (or 3.2%) from \$1,176,037 in FY22 to \$1,138,857 in FY23. This is due to the absence of the FY22 funding of up to \$75,000 to upgrade the Town's website and community engagement, offset by a new \$15,000 line item to create an online permitting system and modest increases in several existing line items.

## **CONCLUSION**

Having worked diligently to prepare and refine this budget with substantial public input during the past four months, the Selectboard and Town staff are pleased to recommend it for approval by Representative Town Meeting on March 19, 2022.

# BUDGET SUMMARY General Fund Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED) SUMMARY BY TYPE OF REVENUE AND EXENDITURE

	FORECAST	FORECAST	\$	%
	FY: 2022	FY: 2023	Change	Change
<b>Revenue</b>				
<b>Taxes</b>				
Property Taxes	\$ 15,674,281	\$ 16,009,331	\$ 335,050	2.1%
Meals/Rooms	\$ 385,000	\$ 395,000	\$ 10,000	2.6%
Sales Tax	\$ 825,000	\$ 1,000,000	\$ 175,000	21.2%
In Lieu of Taxes	\$ 180,000	\$ 180,000	\$ -	0.0%
<b>Total</b>	<b>\$ 17,064,281</b>	<b>\$ 17,584,331</b>	<b>\$ 520,050</b>	<b>3.0%</b>
<b>Penalties/Interest</b>				
Finance	\$ 135,000	\$ 175,000	\$ 40,000	29.6%
Listers	\$ 1,800	\$ 1,800	\$ -	0.0%
Police	\$ 18,000	\$ 18,000	\$ -	0.0%
<b>Total</b>	<b>\$ 154,800</b>	<b>\$ 194,800</b>	<b>\$ 40,000</b>	<b>25.8%</b>
<b>Fees for Service</b>				
Town Clerk	\$ 105,000	\$ 150,000	\$ 45,000	42.9%
Library	\$ 21,500	\$ 17,500	\$ (4,000)	-18.6%
Fire	\$ 83,370	\$ 83,495	\$ 125	0.1%
Solid Waste	\$ 307,000	\$ 307,000	\$ -	0.0%
Municipal Center	\$ 18,000	\$ 4,800	\$ (13,200)	-73.3%
Police	\$ 78,020	\$ 82,260	\$ 4,240	5.4%
Rec & Parks	\$ 239,600	\$ 243,600	\$ 4,000	1.7%
<b>Total</b>	<b>\$ 852,490</b>	<b>\$ 888,655</b>	<b>\$ 36,165</b>	<b>4.2%</b>
<b>License/Permits</b>				
Finance	\$ 50,000	\$ 50,000	\$ -	0.0%
Town Clerk	\$ 31,600	\$ 31,600	\$ -	0.0%
Planning	\$ 30,000	\$ 30,000	\$ -	0.0%
Police	\$ 20	\$ 20	\$ -	0.0%
<b>Total</b>	<b>\$ 111,620</b>	<b>\$ 111,620</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Other</b>				
Governmental	\$ 420,000	\$ 440,000	\$ 20,000	4.8%
Employee Contributions	\$ 65,000	\$ 120,000	\$ 55,000	84.6%
Fund Balance	\$ 605,000	\$ 300,000	\$ (305,000)	-50.4%
Transfers	\$ 346,800	\$ 353,736	\$ 6,936	2.0%
Misc	\$ 64,000	\$ 70,500	\$ 6,500	10.2%
<b>Total</b>	<b>\$ 1,500,800</b>	<b>\$ 1,284,236</b>	<b>\$ (216,564)</b>	<b>-14.4%</b>
<b>Total Revenue</b>	<b>\$ 19,683,991</b>	<b>\$ 20,063,642</b>	<b>\$ 379,651</b>	<b>1.9%</b>
<b>Expenses</b>				
<b>Salaries</b>				
Town Manager	\$ 251,785	\$ 273,660	\$ 21,875	8.7%
Finance	\$ 327,965	\$ 320,525	\$ (7,440)	-2.3%
Human Resources	\$ 69,080	\$ 118,648	\$ 49,568	71.8%
Town Clerk	\$ 141,325	\$ 149,225	\$ 7,900	5.6%
Assessor	\$ 160,015	\$ 172,835	\$ 12,820	8.0%
Planning	\$ 242,035	\$ 250,765	\$ 8,730	3.6%
Library	\$ 515,400	\$ 554,460	\$ 39,060	7.6%
Fire	\$ 1,850,793	\$ 1,845,680	\$ (5,113)	-0.3%
Facility Maintenance	\$ 145,175	\$ 149,700	\$ 4,525	3.1%
Police	\$ 2,021,090	\$ 2,136,903	\$ 115,813	5.7%
Dispatch	\$ 558,275	\$ 553,525	\$ (4,750)	-0.9%
DPW	\$ 1,113,590	\$ 1,154,135	\$ 40,545	3.6%

# BUDGET SUMMARY General Fund Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED) SUMMARY BY TYPE OF REVENUE AND EXPENDITURE

	FORECAST		FORECAST		\$	%
	FY: 2022		FY: 2023		Change	Change
Rec & Parks	\$ 537,865		\$ 586,570		\$ 48,705	9.1%
<b>Total</b>	<b>\$ 7,934,393</b>		<b>\$ 8,266,631</b>		<b>\$ 332,238</b>	<b>4.2%</b>
<b>Employee Benefits</b>						
Vacation Accrual	\$ 30,000		\$ 30,000		\$ -	0.0%
Social Security	\$ 577,830		\$ 589,387		\$ 11,557	2.0%
Employee Retirement	\$ 586,760		\$ 598,495		\$ 11,735	2.0%
Health Insurance	\$ 1,777,695		\$ 1,900,000		\$ 122,305	6.9%
Opt Out / HSA	\$ 180,000		\$ 170,000		\$ (10,000)	-5.6%
HRA Expense	\$ 215,000		\$ 266,875		\$ 51,875	24.1%
HRA Administration	\$ 10,000		\$ 12,000		\$ 2,000	20.0%
Unemployment	\$ 10,000		\$ 10,000		\$ -	0.0%
Life insurance	\$ 33,075		\$ 34,729		\$ 1,654	5.0%
Dependant Care	\$ 1,500		\$ 1,500		\$ -	0.0%
<b>Total</b>	<b>\$ 3,421,860</b>		<b>\$ 3,612,986</b>		<b>\$ 191,126</b>	<b>5.6%</b>
<b>Department Expense</b>						
Town Manager	\$ 8,650		\$ 8,650		\$ -	0.0%
Finance	\$ 32,050		\$ 32,050		\$ -	0.0%
Human Resources	\$ 41,150		\$ 41,150		\$ -	0.0%
Town Clerk	\$ 47,700		\$ 60,500		\$ 12,800	26.8%
Assessor	\$ 20,200		\$ 20,700		\$ 500	2.5%
Planning	\$ 32,500		\$ 32,500		\$ -	0.0%
Library	\$ 159,810		\$ 160,865		\$ 1,055	0.7%
Fire	\$ 264,110		\$ 319,295		\$ 55,185	20.9%
Facility Maintenance	\$ 1,825		\$ 1,825		\$ -	0.0%
Police	\$ 340,490		\$ 434,165		\$ 93,675	27.5%
Dispatch	\$ 12,185		\$ 12,185		\$ -	0.0%
DPW	\$ 877,325		\$ 923,060		\$ 45,735	5.2%
Rec & Parks	\$ 290,935		\$ 303,825		\$ 12,890	4.4%
<b>Total</b>	<b>\$ 2,128,930</b>		<b>\$ 2,350,770</b>		<b>\$ 221,840</b>	<b>10.4%</b>
<b>General</b>						
General Services	\$ 357,475		\$ 303,775		\$ (53,700)	-15.0%
Municipal Center	\$ 82,255		\$ 78,585		\$ (3,670)	-4.5%
Debt/Debt Service	\$ 1,259,075		\$ 1,109,300		\$ (149,775)	-11.9%
Risk	\$ 845,000		\$ 738,000		\$ (107,000)	-12.7%
Attorney	\$ 118,571		\$ 115,822		\$ (2,749)	-2.3%
Human Services	\$ 276,400		\$ 275,575		\$ (825)	-0.3%
Auxiliary Services	\$ 539,696		\$ 543,059		\$ 3,363	0.6%
Solid Waste	\$ 897,825		\$ 896,701		\$ (1,124)	-0.1%
Windham Regional	\$ 28,611		\$ 29,183		\$ 572	2.0%
County Tax	\$ 88,000		\$ 104,255		\$ 16,255	18.5%
Downtown Program	\$ 80,000		\$ 80,000		\$ -	0.0%
<b>Total</b>	<b>\$ 4,572,908</b>		<b>\$ 4,274,256</b>		<b>\$ (298,652)</b>	<b>-6.5%</b>
<b>To Capital</b>						
To Capital	\$ 1,580,000		\$ 1,489,000		\$ (91,000)	-5.8%
Transfer to Fossil Fuel Free Facilities Fund	\$ -		\$ 70,000		\$ 70,000	100.0%
To Parking Fund	\$ 45,900.00		\$ -		\$ (45,900)	-100.0%
<b>Total</b>	<b>\$ 1,625,900</b>		<b>\$ 1,559,000</b>		<b>\$ (66,900)</b>	<b>-4.1%</b>
<b>Total Expenses</b>	<b>\$ 19,683,991</b>		<b>\$ 20,063,642</b>		<b>\$ 379,651</b>	<b>1.9%</b>

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
<b>Town Manager's Office</b>								
Donations	\$ 50	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
MM - Investment Income	\$ 36,637	\$ 106,202	\$ 93,821	\$ 20,639	\$ 30,000	\$ 40,000	\$ 10,000	33.3%
In Lieu of Taxes	\$ 155,330	\$ 180,329	\$ 181,513	\$ 173,797	\$ 180,000	\$ 180,000	\$ -	0.0%
Miscellaneous Revenue	\$ 4,960	\$ 5,484	\$ 5,290	\$ 2,950	\$ 2,500	\$ 2,500	\$ -	0.0%
	\$ 196,977	\$ 292,091	\$ 280,625	\$ 197,386	\$ 212,500	\$ 222,500	\$ 10,000	4.7%
<b>Taxes</b>								
Current Taxes	\$ 14,291,696	\$ 14,800,546	\$ 14,725,185	\$ 15,285,640	\$ 15,594,281	\$ 15,929,331	\$ 335,050	2.1%
Downtown District	\$ -	\$ -	\$ 79,687	\$ 80,001	\$ 80,000	\$ 80,000	\$ -	0.0%
Meals, Alcohol and Rooms	\$ 421,187	\$ 437,489	\$ 375,512	\$ 371,591	\$ 385,000	\$ 395,000	\$ 10,000	2.6%
Sales Tax	\$ -	\$ -	\$ 833,775	\$ 953,053	\$ 825,000	\$ 1,000,000	\$ 175,000	21.2%
Interest	\$ 53,929	\$ 59,470	\$ 56,408	\$ 74,668	\$ 60,000	\$ 75,000	\$ 15,000	25.0%
Penalty	\$ 50,167	\$ 67,219	\$ 47,542	\$ 74,220	\$ 55,000	\$ 75,000	\$ 20,000	36.4%
Collection Charges	\$ 11,358	\$ 10,132	\$ 14,258	\$ 27,734	\$ 20,000	\$ 25,000	\$ 5,000	25.0%
	\$ 14,828,337	\$ 15,374,855	\$ 16,132,367	\$ 16,866,906	\$ 17,019,281	\$ 17,579,331	\$ 560,050	3.3%
<b>Finance Department</b>								
Business Licenses	\$ 51,702	\$ 49,953	\$ 45,385	\$ 46,204	\$ 50,000	\$ 50,000	\$ -	0.0%
Reimbursements/Insurance	\$ 672	\$ -	\$ 664	\$ -	\$ -	\$ -	\$ -	0.0%
Interest on Receivables	\$ 431	\$ 72	\$ 200	\$ 424	\$ -	\$ -	\$ -	0.0%
Sale of Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous Income	\$ 251	\$ 3,150	\$ 0	\$ 42	\$ -	\$ -	\$ -	0.0%
State Covid Reimbursement	\$ -	\$ -	\$ -	\$ 58,721	\$ -	\$ -	\$ -	0.0%
	\$ 53,055	\$ 53,174	\$ 46,249	\$ 105,391	\$ 50,000	\$ 50,000	\$ -	0.0%
<b>Attorney</b>								
Litigation Reimbursement	\$ 740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Town Clerk</b>								
Liquor & Tobacco License	\$ 10,170	\$ 9,664	\$ 9,305	\$ 8,140	\$ 9,600	\$ 9,600	\$ -	0.0%
Dog License Revenue	\$ 20,982	\$ 21,945	\$ 16,360	\$ 17,274	\$ 22,000	\$ 22,000	\$ -	0.0%
Town Clerk Fees	\$ 93,503	\$ 86,854	\$ 121,710	\$ 151,219	\$ 105,000	\$ 150,000	\$ 45,000	42.9%
Town Clerk Misc Income	\$ 1,315	\$ 2,547	\$ 895	\$ 1,121	\$ -	\$ -	\$ -	0.0%
	\$ 125,970	\$ 121,010	\$ 148,270	\$ 177,754	\$ 136,600	\$ 181,600	\$ 45,000	32.9%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
<b>Assessor's Office</b>								
Personal Property Fines	\$ (700)	\$ 2,399	\$ (300)	\$ 6,495	\$ 1,800	\$ 1,800	\$ -	0.0%
Listers Office Misc	\$ -	\$ -	\$ 1,098	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ (700)	\$ 2,399	\$ 798	\$ 6,495	\$ 1,800	\$ 1,800	\$ -	0.0%
<b>General Services</b>								
Reimbursements	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Risk Management</b>								
Insurance Payments	\$ 620	\$ -	\$ -	\$ 1,071	\$ -	\$ -	\$ -	0%
Restitution	\$ 219	\$ 1,475	\$ 525	\$ -	\$ -	\$ -	\$ -	0%
	\$ 839	\$ 1,475	\$ 525	\$ 1,071	\$ -	\$ -	\$ -	0%
<b>Planning</b>								
ZBA & Planning Commission	\$ -	\$ 284	\$ 155	\$ 11	\$ -	\$ -	\$ -	0.0%
Planning Permit Fees	\$ 30,321	\$ 28,811	\$ 25,115	\$ 22,871	\$ 30,000	\$ 30,000	\$ -	0.0%
Planning Fines	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	0.0%
Planning Misc Revenue	\$ -	\$ 485	\$ 47	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 30,321	\$ 29,580	\$ 25,319	\$ 22,882	\$ 30,000	\$ 30,000	\$ -	0.0%
<b>Benefits</b>								
Employee Contributions	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ 120,000	\$ 55,000	84.6%
Cobra Health Insurance Payment	\$ 4,221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	0%
	\$ 4,221	\$ -	\$ 1,000	\$ -	\$ 65,000	\$ 120,000	\$ 55,000	84.6%
<b>Library</b>								
Library Copier Revenue	\$ 6,307	\$ 6,268	\$ 4,324	\$ 96	\$ 6,500	\$ 4,500	\$ (2,000)	-30.8%
Reimbursements	\$ 1,918	\$ 1,903	\$ 1,552	\$ 2,239	\$ 3,500	\$ 3,000	\$ (500)	-14.3%
Library Fines	\$ 12,972	\$ 240	\$ 197	\$ 66	\$ -	\$ -	\$ -	0.0%
Non-Resident Fees	\$ 14,048	\$ 16,793	\$ 12,924	\$ 12,070	\$ 15,000	\$ 13,000	\$ (2,000)	-13.3%
Gift Books & Replacement	\$ 3,085	\$ 2,653	\$ 1,341	\$ 936	\$ 2,500	\$ 2,500	\$ -	0.0%
Library Postage Revenue	\$ 142	\$ 82	\$ 43	\$ 5	\$ -	\$ -	\$ -	0.0%
Miscellaneous Income	\$ 88	\$ 1,669	\$ 1,338	\$ 474	\$ 4,000	\$ 1,000	\$ (3,000)	-75.0%
	\$ 38,559	\$ 29,607	\$ 21,718	\$ 15,886	\$ 31,500	\$ 24,000	\$ (7,500)	-23.8%
<b>Fire</b>								
Tower Rent	\$ 250	\$ 979	\$ 6,567	\$ 5,471	\$ 6,120	\$ 6,245	\$ 125	2.0%
Insurance Proceeds	\$ 926	\$ -	\$ 8,120	\$ 5,400	\$ -	\$ -	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
Fire Dept - Banner	\$ 10,200	\$ 10,350	\$ 6,750	\$ 2,850	\$ 11,000	\$ 11,000	\$ -	0.0%
Rental Housing Fees	\$ -	\$ -	\$ 21,750	\$ 24,975	\$ 56,250	\$ 56,250	\$ -	0.0%
Fire Outside Revenue	\$ 12,388	\$ 16,980	\$ 6,524	\$ 2,716	\$ 10,000	\$ 10,000	\$ -	0.0%
	\$ 23,764	\$ 28,308	\$ 49,711	\$ 41,413	\$ 83,370	\$ 83,495	\$ 125	0.1%
<b>Solid Waste</b>								
Refuse Bag Revenue	\$ -	\$ -	\$ -	\$ -	\$ 305,000	\$ 305,000	\$ -	0.0%
Container Sales	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ 307,000	\$ 307,000	\$ -	0.0%
<b>Municipal Center</b>								
Municipal Center Rental	\$ 8,200	\$ 27,212	\$ 19,996	\$ 18,787	\$ 18,000	\$ 4,800	\$ (13,200)	-73.3%
Reimbursements	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 8,200	\$ 27,212	\$ 20,296	\$ 18,787	\$ 18,000	\$ 4,800	\$ (13,200)	-73.3%
<b>Police</b>								
Town Ordinance	\$ 11,687	\$ 15,264	\$ 12,301	\$ 13,495	\$ 15,000	\$ 15,000	\$ -	0.0%
Bicycle Registration	\$ 21	\$ 21	\$ 13	\$ 11	\$ 20	\$ 20	\$ -	0.0%
Police Dept Copy Charges	\$ 940	\$ 1,437	\$ 577	\$ 2,325	\$ 1,000	\$ 1,000	\$ -	0.0%
Police Dept Donations	\$ -	\$ 1,000	\$ 6,300	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Buy-Outs	\$ -	\$ 13,275	\$ -	\$ 94	\$ -	\$ -	\$ -	0.0%
Rental Income	\$ 26,708	\$ 27,197	\$ 27,456	\$ 27,061	\$ 18,000	\$ 22,240	\$ 4,240	23.6%
Up-Fit Reimbursement	\$ 11,269	\$ 11,269	\$ 11,269	\$ 4,695	\$ -	\$ -	\$ -	0.0%
Reimbursements/Insurance	\$ 8,925	\$ 1,104	\$ 140	\$ 120	\$ -	\$ -	\$ -	0.0%
False Alarm Fees	\$ 4,629	\$ 3,594	\$ 3,729	\$ 2,874	\$ 3,000	\$ 3,000	\$ -	0.0%
Miscellaneous Revenue	\$ 1,626	\$ 1,885	\$ 673	\$ 1,189	\$ 2,000	\$ 2,000	\$ -	0.0%
Police Outside Revenue	\$ 3,796	\$ 3,252	\$ 131	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%
Animal Control	\$ 1,620	\$ 1,780	\$ 750	\$ 150	\$ 1,000	\$ 1,000	\$ -	0.0%
Rescue Inc Dispatch Fees	\$ 48,020	\$ 48,020	\$ 48,020	\$ 48,020	\$ 48,020	\$ 48,020	\$ -	0.0%
	\$ 119,241	\$ 129,098	\$ 111,359	\$ 100,034	\$ 98,040	\$ 102,280	\$ 4,240	4.3%
<b>Public Works</b>								
Insurance/Reimbursements	\$ 10,575	\$ 11,329	\$ 17,049	\$ 3,429	\$ -	\$ -	\$ -	0.0%
Miscellaneous Revenue	\$ 759	\$ 1,590	\$ -	\$ 1,800	\$ -	\$ -	\$ -	0.0%
	\$ 11,334	\$ 12,918	\$ 17,049	\$ 5,229	\$ -	\$ -	\$ -	0.0%
<b>Public Works Gas</b>								
Gasoline Sales	\$ 100	\$ 21,169	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 100	\$ 21,169	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
<b>Regional</b>								
Railroad Revenue Sharing	\$ 4,840	\$ 5,108	\$ 5,108	\$ 5,108	\$ 5,000	\$ 5,000	\$ -	0.0%
State Road Construction	\$ 229,737	\$ 229,699	\$ 235,647	\$ 240,319	\$ 230,000	\$ 250,000	\$ 20,000	8.7%
State Current Use Payment	\$ 175,968	\$ 173,444	\$ 187,080	\$ 180,137	\$ 185,000	\$ 185,000	\$ -	0.0%
Overweight Permits	\$ 290	\$ 225	\$ 265	\$ 315	\$ -	\$ -	\$ -	0.0%
	\$ 410,835	\$ 408,476	\$ 428,100	\$ 425,879	\$ 420,000	\$ 440,000	\$ 20,000	4.8%
<b>Recreation &amp; Parks</b>								
Reimbursements	\$ 126	\$ 14,468.43	\$ 1,342	\$ -	\$ -	\$ -	\$ -	0.0%
Basketball	\$ 5,425	\$ 4,800.00	\$ 5,275	\$ -	\$ 5,000	\$ 5,000	\$ -	0.0%
Softball Field Rental	\$ 25,485	\$ 26,210.00	\$ 955	\$ 17,899	\$ 26,000	\$ 26,000	\$ -	0.0%
Swimming Pool	\$ 22,791	\$ 22,826.27	\$ 12,350	\$ 10,782	\$ 22,000	\$ 22,000	\$ -	0.0%
Snack Bar	\$ 1,465	\$ 1,341.00	\$ 2,239	\$ -	\$ 2,000	\$ 2,000	\$ -	0.0%
Kiwanis Shelter	\$ 3,800	\$ 4,122.50	\$ 1,725	\$ 4,500	\$ 4,000	\$ 4,000	\$ -	0.0%
Skating Rink Revenue	\$ 114,388	\$ 110,700.38	\$ 112,764	\$ 62,102	\$ 115,000	\$ 115,000	\$ -	0.0%
Gibson-Aiken Center	\$ 6,273	\$ 5,862.59	\$ 5,884	\$ 5,884	\$ 6,600	\$ 6,600	\$ -	0.0%
Day Camp	\$ 17,668	\$ 27,753.65	\$ 22,810	\$ 35,417	\$ 25,000	\$ 29,000	\$ 4,000	16.0%
Facilities Use Fees	\$ 3,300	\$ 5,337.50	\$ 5,251	\$ 5,304	\$ 5,000	\$ 5,000	\$ -	0.0%
Miscellaneous Revenue	\$ 16,726	\$ 17,595.63	\$ 9,286	\$ 10,224	\$ 15,000	\$ 15,000	\$ -	0.0%
Cemetery Plots	\$ 900	\$ 2,950.00	\$ 850	\$ 6,400	\$ 3,000	\$ 3,000	\$ -	0.0%
Sr Program Donations	\$ -	\$ 430.66	\$ 4,354	\$ 750	\$ 4,500	\$ 4,500	\$ -	0.0%
Non-Resident Fees	\$ 25,370	\$ 27,673.50	\$ 16,563	\$ 20,093	\$ 26,000	\$ 26,000	\$ -	0.0%
	\$ 243,716	\$ 272,072.11	\$ 201,648	\$ 179,354	\$ 259,100	\$ 263,100	\$ 4,000	1.5%
<b>Fund Balance</b>								
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 605,000	\$ 300,000	\$ (305,000)	-50.4%
	\$ -	\$ -	\$ -	\$ -	\$ 605,000	\$ 300,000	\$ (305,000)	-50.4%
<b>Transfers</b>								
Transfer Rec Self Support	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer Skate Rink Imp	\$ 7,500	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer Utility Fund	\$ 260,000	\$ 265,200	\$ 290,004	\$ 295,008	\$ 300,900	\$ 306,918	\$ 6,018	2.0%
Transfer Parking Fund	\$ 55,500	\$ 37,500	\$ 40,000	\$ 45,000	\$ 45,900	\$ 46,818	\$ 918	2.0%
	\$ 328,000	\$ 317,700	\$ 330,004	\$ 340,008	\$ 346,800	\$ 353,736	\$ 6,936	2.0%
<b>TOTAL REVENUE</b>	\$ 16,426,008	\$ 17,121,145	\$ 17,815,038	\$ 18,504,473	\$ 19,683,991	\$ 20,063,642	\$ 379,651	1.9%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
<b>EXPENDITURES</b>								
<b>Town Manager's Office</b>								
Department Head Salary	\$ 100,796	\$ 102,843	\$ 105,715	\$ 115,118	\$ 109,290	\$ 128,800	\$ 19,510	17.9%
Staff Salaries	\$ 118,291	\$ 123,413	\$ 188,623	\$ 214,883	\$ 133,190	\$ 139,510	\$ 6,320	4.7%
Vacation BB - Retire Pay	\$ 5,815	\$ 8,683	\$ 8,964	\$ 9,381	\$ 9,305	\$ 5,350	\$ (3,955)	-42.5%
Equipment	\$ 168	\$ -	\$ -	\$ 120	\$ 150	\$ 150	\$ -	0.0%
Training	\$ -	\$ -	\$ 153	\$ 1,713	\$ -	\$ -	\$ -	0.0%
Conferences/Memberships	\$ 253	\$ 695	\$ 346	\$ 639	\$ 750	\$ 750	\$ -	0.0%
Postage Expense	\$ 179	\$ 143	\$ 178	\$ 936	\$ 250	\$ 250	\$ -	0.0%
Office Supplies	\$ 1,955	\$ 2,493	\$ 1,527	\$ 3,059	\$ 1,000	\$ 1,000	\$ -	0.0%
Transportation	\$ 5,263	\$ 6,532	\$ 5,655	\$ 5,941	\$ 6,500	\$ 6,500	\$ -	0.0%
	\$ 232,718	\$ 244,802	\$ 311,160	\$ 351,792	\$ 260,435	\$ 282,310	\$ 21,875	8.4%
<b>Finance</b>								
Department Head Salary	\$ 76,538	\$ 78,108	\$ 63,474	\$ 18,776	\$ 83,105	\$ 83,785	\$ 680	0.8%
Staff Salaries	\$ 224,207	\$ 235,604	\$ 240,435	\$ 238,893	\$ 244,860	\$ 236,740	\$ (8,120)	-3.3%
Vacation BB - Retire Pay	\$ 2,944	\$ 1,104	\$ 6,781	\$ 4,095	\$ -	\$ -	\$ -	0.0%
Equipment	\$ 459	\$ 15	\$ -	\$ 170	\$ 500	\$ 500	\$ -	0.0%
Training	\$ 739	\$ 978	\$ 145	\$ 718	\$ 1,500	\$ 1,500	\$ -	0.0%
Conferences/Memberships	\$ 632	\$ 333	\$ 70	\$ 200	\$ 1,000	\$ 1,000	\$ -	0.0%
Office Equipment Maint	\$ 11	\$ -	\$ -	\$ 900	\$ 1,200	\$ 1,200	\$ -	0.0%
Computer Supplies	\$ -	\$ -	\$ 90	\$ 1,005	\$ 600	\$ 600	\$ -	0.0%
Payroll Services	\$ 28,069	\$ 32,579	\$ 19,581	\$ 27,937	\$ 12,000	\$ 12,000	\$ -	0.0%
Tax Bills	\$ 527	\$ 647	\$ -	\$ 1,377	\$ 1,000	\$ 1,000	\$ -	0.0%
Finance Consultant	\$ -	\$ -	\$ 22,487	\$ 23,037	\$ -	\$ -	\$ -	0.0%
Reimbursable Expense	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Bank Service Charges	\$ 105	\$ 132	\$ 24	\$ 14	\$ 1,000	\$ 1,000	\$ -	0.0%
Postage Expense	\$ 7,850	\$ 8,603	\$ 8,564	\$ 8,806	\$ 9,000	\$ 9,000	\$ -	0.0%
Office Supplies	\$ 4,140	\$ 3,935	\$ 4,257	\$ 6,631	\$ 4,250	\$ 4,250	\$ -	0.0%
Miscellaneous	\$ -	\$ -	\$ -	\$ 2,555	\$ -	\$ -	\$ -	0.0%
	\$ 346,720	\$ 362,037	\$ 365,909	\$ 335,114	\$ 360,015	\$ 352,575	\$ (7,440)	-2.1%
<b>Human Resources</b>								
Department Head Salary	\$ -	\$ -	\$ -	\$ -	\$ 69,080	\$ 75,280	\$ 6,200	9.0%
Staff Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,368	\$ 43,368	100.0%
Equipment	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ -	0.0%
Personnel Mgmt Expense	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	0.0%
Employee Recognition	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	0.0%
Conferences/Memberships	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750	\$ -	0.0%
Computer Supplies	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 250	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
<b>KRONOS &amp; NEMIRC</b>								
Advertising	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	0.0%
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	0.0%
Transportation	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	0.0%
	\$ -	\$ -	\$ -	\$ -	\$ 110,230	\$ 159,798	\$ 49,568	45.0%
<b>Attorney</b>								
Contracted Legal Services	\$ 105,020	\$ 106,610	\$ 108,742	\$ 111,101	\$ 112,571	\$ 114,822	\$ 2,251	2.0%
Conferences/Memberships	\$ 706	\$ 732	\$ -	\$ 295	\$ 1,000	\$ 1,000	\$ -	0.0%
Litigation Expenses	\$ 1,896	\$ 441	\$ 766	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.0%
	\$ 107,622	\$ 107,783	\$ 109,508	\$ 111,396	\$ 118,571	\$ 115,822	\$ (2,749)	-2.3%
<b>Town Clerk</b>								
Department Head Salary	\$ 62,992	\$ 65,526	\$ 68,279	\$ 70,545	\$ 71,835	\$ 73,985	\$ 2,150	3.0%
Staff Salaries	\$ 65,414	\$ 67,649	\$ 69,624	\$ 69,988	\$ 69,490	\$ 75,240	\$ 5,750	8.3%
Election Salaries	\$ 3,686	\$ 8,403	\$ 4,831	\$ 6,628	\$ 5,000	\$ 11,300	\$ 6,300	126.0%
Conferences/Memberships	\$ 962	\$ 813	\$ 626	\$ 55	\$ 1,800	\$ 1,800	\$ -	0.0%
Records Restoration	\$ 6,020	\$ -	\$ 5,975	\$ -	\$ 6,000	\$ -	\$ (6,000.00)	-100.0%
Computer - Land Records	\$ 11,718	\$ 11,997	\$ 10,543	\$ 14,285	\$ 12,000	\$ 17,000	\$ 5,000	41.7%
Election Expense	\$ 7,272	\$ 13,800	\$ 6,395	\$ 17,033	\$ 15,000	\$ 21,000	\$ 6,000	40.0%
Copier Expense	\$ 1,053	\$ 2,059	\$ 1,109	\$ 1,071	\$ 1,100	\$ 2,100	\$ 1,000	90.9%
Postage Expense	\$ 2,290	\$ 2,482	\$ 3,145	\$ 3,238	\$ 2,500	\$ 3,000	\$ 500	20.0%
Office Supplies	\$ 4,169	\$ 3,877	\$ 4,122	\$ 3,434	\$ 4,000	\$ 4,000	\$ -	0.0%
Equipment Maintenance	\$ 154	\$ -	\$ -	\$ -	\$ 300	\$ 300	\$ -	0.0%
	\$ 165,732	\$ 176,605	\$ 174,649	\$ 186,277	\$ 189,025	\$ 209,725	\$ 20,700	11.0%
<b>Assessor's Office</b>								
Department Head Salary	\$ 61,055	\$ 62,366	\$ 64,198	\$ 66,403	\$ 69,080	\$ 73,985	\$ 4,905	7.1%
Staff Salaries	\$ 64,828	\$ 70,870	\$ 66,674	\$ 85,754	\$ 90,935	\$ 98,850	\$ 7,915	8.7%
Vacation BB - Retire Pay	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Board Salaries	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ 1,950	\$ -	0.0%
Equipment Purchases	\$ 761	\$ 31	\$ -	\$ 427	\$ 2,000	\$ 2,000	\$ -	0.0%
Professional Services	\$ 10,650	\$ 686	\$ 290	\$ 310	\$ 1,250	\$ 1,250	\$ -	0.0%
Training	\$ 425	\$ -	\$ 331	\$ 365	\$ 1,200	\$ 1,200	\$ -	0.0%
Conferences/Memberships	\$ 276	\$ 297	\$ 523	\$ 75	\$ 1,000	\$ 2,000	\$ 1,000	100.0%
Tax Map Maintenance	\$ 1,350	\$ 2,700	\$ 2,550	\$ 1,775	\$ 2,800	\$ 2,200	\$ (600)	-21.4%
Annual Software Fees	\$ 3,526	\$ 4,891	\$ 5,079	\$ 9,462	\$ 5,100	\$ 5,200	\$ 100	2.0%
Postage Expense	\$ 1,395	\$ 1,207	\$ 1,315	\$ 2,102	\$ 1,500	\$ 1,500	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
Office Supplies	\$ 917	\$ 417	\$ 1,224	\$ 532	\$ 1,200	\$ 1,200	\$ -	0.0%
Equipment Maintenance Fee	\$ 1,067	\$ 1,331	\$ 1,492	\$ 992	\$ 1,200	\$ 1,200	\$ -	0.0%
Transportation	\$ 1,301	\$ 594	\$ 338	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
	\$ 150,252	\$ 147,338	\$ 145,963	\$ 170,146	\$ 180,215	\$ 193,535	\$ 13,320	7.4%
<b>General Services</b>								
Board Salaries	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 42,000	\$ 42,000	\$ -	0.0%
Dependant Care Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	100.0%
BCA Salaries	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ (700)	-100.0%
IT Salaries	\$ 45,090	\$ 9,100	\$ 5,020	\$ 4,226	\$ 8,275	\$ 8,525	\$ 250	3.0%
Personnel Mgmt Expense	\$ 2,253	\$ 1,849	\$ 25,990	\$ 22,242	\$ -	\$ -	\$ -	0.0%
Employee Recognition	\$ 19,648	\$ 18,766	\$ 1,938	\$ 10,284	\$ -	\$ -	\$ -	0.0%
Conferences/Memberships	\$ 60,334	\$ 60,421	\$ 38,176	\$ 3,694	\$ 20,000	\$ 20,000	\$ -	0.0%
Computer Equipment Maint	\$ 10,271	\$ 11,295	\$ 60,126	\$ 68,248	\$ 70,000	\$ 72,500	\$ 2,500	3.6%
Software Licenses	\$ 9,586	\$ 12,026	\$ 16,163	\$ 20,597	\$ 18,500	\$ 20,000	\$ 1,500	8.1%
Printing & Public Notices	\$ 14,602	\$ 5,419	\$ 75	\$ 12,099	\$ 12,000	\$ 12,000	\$ -	0.0%
Professional Services	\$ -	\$ 5,617	\$ 12,251	\$ 16,186	\$ 15,000	\$ 15,000	\$ -	0.0%
Administrative Services	\$ 3,803	\$ 3,931	\$ 7,654	\$ 9,621	\$ 90,000	\$ 15,000	\$ (75,000)	-83.3%
Technical Services	\$ 13,172	\$ 13,146	\$ 4,621	\$ 2,561	\$ 3,750	\$ 3,750	\$ -	0.0%
Town Report	\$ -	\$ -	\$ 14,020	\$ 13,380	\$ 19,000	\$ 14,000	\$ (5,000)	-26.3%
GIS Mapping	\$ 10,419	\$ 18,541	\$ 12,725	\$ 20,966	\$ 20,000	\$ 15,000	\$ (5,000)	100.0%
Online Permitting	\$ 16,604	\$ 17,967	\$ 17,649	\$ 20,159	\$ 17,000	\$ 21,000	\$ 1,000	5.0%
Auditing	\$ 1,909	\$ 2,153	\$ 5,202	\$ 3,150	\$ 2,250	\$ 19,500	\$ 2,500	14.7%
Telephone	\$ 880	\$ 899	\$ 849	\$ 866	\$ 2,000	\$ 2,500	\$ 250	11.1%
Postage Expense	\$ 31,670	\$ 17,654	\$ 88,084	\$ 9,210	\$ 15,000	\$ 2,000	\$ -	0.0%
Office Supplies	\$ 3,312	\$ 1,383	\$ 529	\$ 3,410	\$ 1,000	\$ 15,000	\$ -	0.0%
Tax Abatements	\$ 1,762	\$ 438	\$ 168	\$ 342	\$ 1,000	\$ 1,000	\$ -	0.0%
Interest Abatements	\$ 488	\$ -	\$ -	\$ 975	\$ -	\$ -	\$ -	0.0%
Penalty Abatements	\$ 550	\$ -	\$ 153	\$ 1,473	\$ -	\$ -	\$ -	0.0%
Other Abatements	\$ 263,353	\$ 237,450	\$ 346,208	\$ 307,596	\$ 357,475	\$ 303,775	\$ (53,700)	-15.0%
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 511,038	\$ 611,698	\$ 594,819	\$ 520,518	\$ 655,000	\$ 550,000	\$ (105,000)	-16.0%
<b>Risk Management</b>								
Worker's Compensation	\$ 122,642	\$ 156,715	\$ 158,657	\$ 180,735	\$ 160,000	\$ 168,000	\$ 8,000	5.0%
General Liability								

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
Occupational Health	\$ 24,896	\$ 17,458	\$ 3,092	\$ 12,350	\$ 20,000	\$ 15,000	\$ (5,000)	-25.0%
Insurance Deductible	\$ 2,000	\$ 8,424	\$ 5,129	\$ 4,000	\$ 10,000	\$ 5,000	\$ (5,000)	-50.0%
	\$ 660,577	\$ 794,295	\$ 761,697	\$ 717,603	\$ 845,000	\$ 738,000	\$ (107,000)	-12.7%
<b>Planning</b>								
Department Head Salary	\$ 71,297	\$ 67,120	\$ 72,645	\$ 77,603	\$ 79,040	\$ 81,405	\$ 2,365	3.0%
Staff Salaries	\$ 121,395	\$ 80,562	\$ 108,508	\$ 149,743	\$ 162,995	\$ 169,360	\$ 6,365	3.9%
Vacation BB - Retire Pay	\$ 4,102	\$ 6,043	\$ -	\$ 2,379	\$ -	\$ -	\$ -	0.0%
Equipment	\$ 1,512	\$ 361	\$ 295	\$ 802	\$ 800	\$ 800	\$ -	0.0%
Training	\$ 318	\$ 562	\$ 571	\$ 418	\$ 2,000	\$ 2,000	\$ -	0.0%
Conferences/Memberships	\$ 1,770	\$ 1,978	\$ 1,475	\$ 1,178	\$ 2,000	\$ 2,000	\$ -	0.0%
Computer Supplies	\$ 921	\$ 1,336	\$ 1,692	\$ 1,396	\$ 2,000	\$ 2,000	\$ -	0.0%
Legal Notices	\$ 2,866	\$ 1,526	\$ 1,192	\$ 1,661	\$ 2,000	\$ 2,000	\$ -	0.0%
Professional Services	\$ 1,204	\$ 23,920	\$ 18,820	\$ 5,943	\$ 8,000	\$ 8,000	\$ -	0.0%
Sustainability Programming	\$ -	\$ -	\$ -	\$ 8,767	\$ 10,000	\$ 10,000	\$ -	0.0%
Document Production	\$ 196	\$ 1,510	\$ 217	\$ 192	\$ 1,000	\$ 1,000	\$ -	0.0%
Postage Expense	\$ 1,029	\$ 944	\$ 681	\$ 619	\$ 1,000	\$ 1,000	\$ -	0.0%
Office Supplies	\$ 1,159	\$ 1,004	\$ 923	\$ 898	\$ 1,000	\$ 1,000	\$ -	0.0%
Equipment Maintenance	\$ 450	\$ 530	\$ 450	\$ 954	\$ 1,200	\$ 1,200	\$ -	0.0%
Transportation	\$ 468	\$ 1,155	\$ 699	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Miscellaneous Expenses	\$ 132	\$ 172	\$ 492	\$ 191	\$ 500	\$ 500	\$ -	0.0%
MPG Parking Study Match	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 212,818	\$ 188,723	\$ 208,660	\$ 252,744	\$ 274,535	\$ 283,265	\$ 8,730	3.2%
<b>Benefits</b>								
Vacation Accrual	\$ (31,606)	\$ 39,236	\$ (8,523)	\$ 29,107	\$ 30,000	\$ 30,000	\$ -	0.0%
Social Security	\$ 511,679	\$ 521,564	\$ 556,495	\$ 567,652	\$ 577,830	\$ 589,387	\$ 11,557	2.0%
Employee Retirement	\$ 496,552	\$ 494,684	\$ 564,473	\$ 597,044	\$ 586,760	\$ 598,495	\$ 11,735	2.0%
Health Insurance	\$ 1,329,493	\$ 1,437,731	\$ 1,651,724	\$ 1,710,984	\$ 1,777,695	\$ 1,900,000	\$ 122,305	6.9%
Life Insurance	\$ 25,907	\$ 25,631	\$ 28,040	\$ 28,627	\$ 33,075	\$ 34,729	\$ 1,654	5.0%
Opt-Out & HSA Payments	\$ 180,562	\$ 173,875	\$ 185,000	\$ 188,406	\$ 180,000	\$ 170,000	\$ (10,000)	-5.6%
HRA Expense	\$ 171,486	\$ 191,954	\$ 194,213	\$ 258,463	\$ 215,000	\$ 266,875	\$ 51,875	24.1%
HRA Administration	\$ 7,804	\$ 7,471	\$ 11,017	\$ 12,051	\$ 10,000	\$ 12,000	\$ 2,000	20.0%
Unemployment Compensation	\$ 6,366	\$ 1,507	\$ 13,210	\$ 1,330	\$ 10,000	\$ 10,000	\$ -	0.0%
Dependent Care Administration	\$ 240	\$ 240	\$ 144	\$ -	\$ 1,500	\$ 1,500	\$ -	0.0%
	\$ 2,698,483	\$ 2,893,891	\$ 3,195,795	\$ 3,393,665	\$ 3,421,860	\$ 3,612,986	\$ 191,126	5.6%
<b>Bonds/Notes</b>								
Bond Principal	\$ 848,333	\$ 803,333	\$ 803,333	\$ 798,333	\$ 793,350	\$ 793,350	\$ -	0.0%
Note Principal	\$ 232,000	\$ 158,000	\$ 208,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.0%
Bond Interest	\$ 341,226	\$ 332,000	\$ 318,693	\$ 299,429	\$ 279,300	\$ 257,700	\$ (21,600)	-7.7%

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## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
Note Interest	\$ 8,203	\$ 4,778	\$ 14,193	\$ 10,588	\$ 9,500	\$ 8,250	\$ (1,250)	-13.2%
Accrued Interest	\$ (8,560)	\$ 3,411	\$ (9,517)	\$ (7,320)	\$ -	\$ -	\$ -	0.0%
Lease Expense	\$ 126,920	\$ 126,920	\$ 126,920	\$ 126,920	\$ 126,925	\$ -	\$ (128,925)	-100.0%
	\$ 1,548,123	\$ 1,428,442	\$ 1,461,623	\$ 1,277,950	\$ 1,259,075	\$ 1,109,300	\$ (149,775)	-11.9%
<b>Human Services</b>								
Senior Solutions	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,970	\$ 3,000	\$ 4,000	\$ 1,000	33.3%
Brattleboro Senior Meals	\$ 7,000	\$ 7,000	\$ 7,000	\$ 5,775	\$ 7,000	\$ -	\$ (7,000)	-100.0%
Youth Services	\$ 7,500	\$ 10,000	\$ 10,000	\$ 11,220	\$ 12,000	\$ 21,500	\$ 9,500	79.2%
Windham Child Care Assoc	\$ 5,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Women's Freedom Center	\$ -	\$ 5,000	\$ 12,370	\$ 15,675	\$ 16,000	\$ 17,500	\$ 1,500	9.4%
Brattleboro Area Hospice	\$ 1,200	\$ 1,200	\$ 1,825	\$ 2,805	\$ 6,000	\$ 6,000	\$ -	0.0%
VNA & Hospice of VT & NH	\$ 12,200	\$ 10,000	\$ 12,200	\$ 12,078	\$ 12,200	\$ 12,200	\$ -	0.0%
Green Mountain RSVP	\$ -	\$ 700	\$ 700	\$ 770	\$ 900	\$ 900	\$ -	0.0%
Vt Center for Ind Living	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,760	\$ 1,600	\$ 1,600	\$ -	0.0%
Aids Project of So. Vt.	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,200	\$ 2,000	\$ 2,000	\$ -	0.0%
SEVCA	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,540	\$ 14,000	\$ 14,000	\$ -	0.0%
The Gathering Place	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,125	\$ 5,000	\$ 5,000	\$ -	0.0%
Boys & Girls Club	\$ -	\$ 15,000	\$ 17,275	\$ 18,700	\$ 20,000	\$ 24,275	\$ 4,275	21.4%
Vt Assoc for the Blind	\$ -	\$ -	\$ -	\$ 770	\$ 700	\$ 700	\$ -	0.0%
HCRS	\$ 3,500	\$ 3,500	\$ 7,725	\$ 8,250	\$ 10,000	\$ 10,000	\$ -	0.0%
Summer Lunch Program	\$ 6,000	\$ 6,000	\$ 7,500	\$ 7,013	\$ 8,000	\$ -	\$ (8,000)	-100.0%
Kidsplayce	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ -	0.0%
Turning Point	\$ 8,500	\$ 10,000	\$ 17,375	\$ 16,500	\$ 25,000	\$ 15,000	\$ (10,000)	-40.0%
VT Adult Learning	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	100.0%
American Red Cross	\$ 5,000	\$ 1,000	\$ 3,950	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.0%
Family Garden	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,750	\$ 2,500	\$ 2,500	\$ -	0.0%
Prevent Child Abuse	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ (1,000)	-100.0%
Windham Co. Safe Place	\$ 1,500	\$ 1,500	\$ 2,500	\$ 2,970	\$ 3,000	\$ 3,500	\$ 500	16.7%
Meeting Waters YMCA	\$ 5,000	\$ 5,000	\$ 7,500	\$ 7,838	\$ 7,500	\$ 10,000	\$ 2,500	33.3%
Groundworks Collaborative	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,900	\$ 20,000	\$ 20,000	\$ -	0.0%
Out in the Open	\$ 5,000	\$ 3,000	\$ 6,625	\$ 9,350	\$ 15,000	\$ 16,500	\$ 1,500	10.0%
Big Brothers Big Sisters	\$ -	\$ 7,500	\$ 7,500	\$ 7,013	\$ 7,500	\$ 7,500	\$ -	0.0%
Bratt Centre for Children	\$ -	\$ 4,000	\$ 5,000	\$ 4,950	\$ 4,500	\$ 4,500	\$ -	0.0%
The Root	\$ -	\$ 5,000	\$ -	\$ 7,000	\$ 15,000	\$ 20,000	\$ 5,000	33.3%
Vermont Family Network	\$ -	\$ 1,500	\$ 2,150	\$ -	\$ 2,500	\$ 2,500	\$ -	0.0%
Building a Positive Community	\$ -	\$ -	\$ 6,300	\$ 12,375	\$ 17,500	\$ 8,750	\$ (8,750)	-50.0%
Windham County Humane Society	\$ -	\$ -	\$ 1,000	\$ 1,100	\$ 2,000	\$ 2,000	\$ -	0.0%
Brattleboro Area Community Justice	\$ -	\$ -	\$ -	\$ 6,545	\$ 7,500	\$ -	\$ (7,500)	-100.0%
Putney Foodshelf	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,000	\$ (500)	-33.3%
Rich Earth Institute	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ (1,000)	-100.0%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
Windham & Windsor Housing Trust	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%
Winston Prouty Center for Children	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%
Community Asylum Seekers Project, Inc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,750	\$ 3,750	100.0%
Food Connects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	100.0%
Retreat Farm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	100.0%
Theater Adventures, Inc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,900	\$ 1,900	100.0%
Windham County Dental Center (United Wa	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	100.0%
	\$ 120,000	\$ 146,000	\$ 185,595	\$ 205,941	\$ 276,400	\$ 275,575	\$ (825)	-0.3%
<b>Auxiliary Services</b>								
Street Lights	\$ 136,006	\$ 120,962	\$ 128,158	\$ 127,320	\$ 130,000	\$ 130,000	\$ -	0.0%
Public Sanitation	\$ -	\$ -	\$ 7,021	\$ 8,696	\$ 10,000	\$ 10,000	\$ -	0.0%
Civil Defense	\$ 2,488	\$ 1,892	\$ -	\$ -	\$ 2,500	\$ -	\$ (2,500)	-100.0%
Local Bus Service	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,616	\$ 50,000	\$ 50,000	\$ -	0.0%
Ambulance Service	\$ 222,601	\$ 240,792	\$ 253,563	\$ 266,454	\$ 279,345	\$ 285,600	\$ 6,255	2.2%
Museum & Art Center	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.0%
Women's Freedom Center	\$ 3,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
BCTV	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 7,000	\$ 7,000	\$ -	0.0%
Work Today	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	0.0%
Climate Protection	\$ 10,000	\$ -	\$ 4,940	\$ -	\$ -	\$ -	\$ -	0.0%
West River Watershed	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%
Green Up Day	\$ -	\$ 300	\$ 300	\$ -	\$ 300	\$ 300	\$ -	0.0%
Community Marketing Initiative	\$ -	\$ -	\$ 42,119	\$ 43,748	\$ 37,551	\$ 37,159	\$ (392)	-1.0%
Town Arts Fund	\$ -	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.0%
	\$ 431,860	\$ 421,946	\$ 514,100	\$ 589,834	\$ 539,696	\$ 543,059	\$ 3,363	0.6%
<b>Library</b>								
Department Head Salary	\$ 73,030	\$ 74,809	\$ 76,601	\$ 77,837	\$ 79,040	\$ 81,405	\$ 2,365	3.0%
Staff Salaries	\$ 373,447	\$ 374,008	\$ 407,250	\$ 420,836	\$ 431,360	\$ 468,055	\$ 36,695	8.5%
Custodian	\$ 30,961	\$ 29,091	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	\$ -	\$ 8,900	\$ 3,109	\$ 6,546	\$ 5,000	\$ 5,000	\$ -	0.0%
Office Equipment	\$ 4,039	\$ 4,165	\$ 3,738	\$ 3,751	\$ 4,500	\$ 4,500	\$ -	0.0%
Training	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Conferences/Memberships	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Lost Book Refund Pmt Fees	\$ 257	\$ 211	\$ -	\$ -	\$ 200	\$ 200	\$ -	0.0%
Computer Equipment Maint	\$ 15,075	\$ 14,887	\$ 11,153	\$ 11,276	\$ 6,000	\$ 6,000	\$ -	0.0%
Computer Supplies	\$ 3,413	\$ 3,054	\$ 3,399	\$ 3,547	\$ 4,000	\$ 4,000	\$ -	0.0%
Book & Non-Print Supplies	\$ 4,008	\$ 4,000	\$ 5,380	\$ 4,262	\$ 5,500	\$ 5,000	\$ (500)	-9.1%
Professional Services	\$ -	\$ 45	\$ 53	\$ 140	\$ 200	\$ 200	\$ -	0.0%
Bindery Services	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Reimbursable Expense	\$ 1,918	\$ 1,739	\$ 1,552	\$ 2,224	\$ 3,500	\$ 3,500	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
Fuel Expense	\$ 11,672	\$ 16,330	\$ 9,376	\$ 8,785	\$ 11,740	\$ 10,000	\$ (1,740)	-14.8%
Electric	\$ 25,352	\$ 21,447	\$ 17,448	\$ 20,342	\$ 18,150	\$ 18,875	\$ 725	4.0%
Utilities	\$ 1,876	\$ 1,998	\$ 1,702	\$ 1,009	\$ 1,770	\$ 1,840	\$ 70	4.0%
Building Equip & Maint	\$ 16,833	\$ 16,840	\$ 17,312	\$ 16,543	\$ 19,000	\$ 20,000	\$ 1,000	5.3%
Maintenance Supplies	\$ 3,123	\$ 3,173	\$ 2,512	\$ 2,524	\$ 4,000	\$ 4,000	\$ -	0.0%
Telephone	\$ 4,955	\$ 2,477	\$ 2,247	\$ 2,257	\$ 3,000	\$ 3,000	\$ -	0.0%
Postage Expense	\$ 6,408	\$ 1,500	\$ 3,504	\$ 4,617	\$ 7,500	\$ 7,500	\$ -	0.0%
Office Supplies	\$ 3,859	\$ 3,604	\$ 2,713	\$ 4,222	\$ 4,000	\$ 4,000	\$ -	0.0%
Books - General	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,013	\$ 6,000	\$ 6,000	\$ -	0.0%
Reference Sources	\$ 18,650	\$ 17,000	\$ 17,587	\$ 17,103	\$ 18,250	\$ 18,250	\$ -	0.0%
Juvenile Books	\$ 8,961	\$ 7,361	\$ 5,986	\$ 6,645	\$ 9,000	\$ 8,500	\$ (500)	-5.6%
Young Adult Sources	\$ 1,492	\$ 1,500	\$ 1,478	\$ 1,422	\$ 2,000	\$ 3,000	\$ 1,000	50.0%
Replacement Books	\$ 1,500	\$ 1,669	\$ 1,499	\$ 1,500	\$ 2,500	\$ 2,500	\$ -	0.0%
Periodicals & Newspapers	\$ 6,928	\$ 7,000	\$ 6,890	\$ 6,497	\$ 7,500	\$ 7,500	\$ -	0.0%
Digital Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	0.0%
Non-Print Materials/Adult	\$ 5,406	\$ 4,998	\$ 3,015	\$ 3,379	\$ 5,000	\$ 6,000	\$ 1,000	20.0%
Non-Print Mat./Children	\$ 3,723	\$ 2,917	\$ 3,609	\$ 852	\$ 4,500	\$ 4,500	\$ -	0.0%
Equipment Maintenance	\$ 842	\$ 1,656	\$ 1,500	\$ 1,330	\$ 2,000	\$ 2,000	\$ -	0.0%
	\$ 634,439	\$ 631,379	\$ 615,612	\$ 634,488	\$ 675,210	\$ 715,325	\$ 40,115	5.9%
<b>Fire</b>								
Department Head Salary	\$ 83,924	\$ 85,614	\$ 87,591	\$ 86,382	\$ 90,800	\$ 89,915	\$ (885)	-1.0%
Staff Salaries	\$ 1,234,985	\$ 1,303,843	\$ 1,342,721	\$ 1,329,094	\$ 1,425,628	\$ 1,468,280	\$ 42,652	3.0%
Retroactive Pay	\$ 61,121	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	\$ 17,158	\$ 9,993	\$ 9,450	\$ 72,527	\$ 10,750	\$ 10,750	\$ -	0.0%
Incentive Pay	\$ 41,921	\$ 52,220	\$ 54,287	\$ 51,492	\$ 60,135	\$ 58,655	\$ (1,480)	-2.5%
Overtime	\$ 84,689	\$ 95,310	\$ 91,029	\$ 143,921	\$ 102,000	\$ 102,000	\$ -	0.0%
Fire Outside Overtime	\$ 4,161	\$ 2,171	\$ 2,334	\$ 265	\$ 5,100	\$ 5,100	\$ -	0.0%
Banner Outside Overtime	\$ 5,699	\$ 6,414	\$ 4,763	\$ 3,213	\$ 6,325	\$ 6,325	\$ -	0.0%
Rental Housing Overtime	\$ -	\$ -	\$ 4,244	\$ 2,364	\$ 52,000	\$ 5,000	\$ (47,000)	-90.4%
Probationary School Overtime	\$ -	\$ -	\$ -	\$ 6,151	\$ -	\$ -	\$ -	0.0%
Holiday Pay	\$ 31,297	\$ 41,173	\$ 41,027	\$ 42,345	\$ 51,395	\$ 53,025	\$ 1,630	3.2%
Auxiliary Staff	\$ 5,826	\$ 4,788	\$ 5,877	\$ 3,960	\$ 6,000	\$ 4,500	\$ (1,500)	-25.0%
Clerical	\$ 35,097	\$ 36,543	\$ 38,581	\$ 40,706	\$ 40,660	\$ 42,130	\$ 1,470	3.6%
Equipment	\$ 21,767	\$ 18,810	\$ 18,083	\$ 65,473	\$ 23,500	\$ 23,500	\$ -	0.0%
Training	\$ 7,508	\$ 6,449	\$ 3,395	\$ 5,821	\$ 10,000	\$ 12,000	\$ 2,000	20.0%
Conferences/Memberships	\$ 3,397	\$ 4,787	\$ 3,682	\$ 4,041	\$ 6,000	\$ 8,000	\$ 2,000	33.3%
Reimbursable Expense	\$ 953	\$ 979	\$ 8,428	\$ 440	\$ -	\$ -	\$ -	0.0%
Propane	\$ 30,550	\$ 20,218	\$ 19,586	\$ 17,570	\$ 19,385	\$ 18,000	\$ (1,385)	-7.1%
Gasoline	\$ 3,572	\$ 7,251	\$ 6,653	\$ 4,137	\$ 6,615	\$ 6,615	\$ -	0.0%
Diesel	\$ 15,703	\$ 13,615	\$ 11,593	\$ 12,759	\$ 14,335	\$ 14,335	\$ -	0.0%

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	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
Electric	\$ 23,637	\$ 26,834	\$ 25,200	\$ 23,490	\$ 26,210	\$ 27,260	\$ 1,050	4.0%
Utilities	\$ 9,480	\$ 12,654	\$ 12,415	\$ 10,568	\$ 12,915	\$ 13,435	\$ 520	4.0%
Building Repairs	\$ 5,194	\$ 6,692	\$ 8,915	\$ 11,080	\$ 7,000	\$ 15,000	\$ 8,000	114.3%
Telephone	\$ 11,650	\$ 11,797	\$ 11,271	\$ 14,033	\$ 11,000	\$ 13,000	\$ 2,000	18.2%
Postage Expense	\$ 411	\$ 388	\$ 561	\$ 415	\$ 700	\$ 700	\$ -	0.0%
Office Supplies	\$ 13,227	\$ 7,634	\$ 7,500	\$ 8,048	\$ 10,000	\$ 10,000	\$ -	0.0%
Operating Supplies	\$ 13,854	\$ 14,957	\$ 19,393	\$ 18,795	\$ 15,000	\$ 18,000	\$ 3,000	20.0%
Medical Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%
Clothing	\$ 12,237	\$ 24,762	\$ 27,665	\$ 40,187	\$ 31,000	\$ 32,500	\$ 1,500	4.8%
Fire Prevention	\$ 542	\$ 377	\$ 235	\$ 701	\$ 700	\$ 700	\$ -	0.0%
Fire Alarm Repair	\$ 16,416	\$ 14,424	\$ 16,216	\$ 6,402	\$ 18,500	\$ 18,500	\$ -	0.0%
Equipment Maintenance	\$ 3,996	\$ 5,733	\$ 5,307	\$ 12,280	\$ 6,250	\$ 7,750	\$ 1,500	24.0%
Vehicle Maintenance	\$ 56,006	\$ 40,811	\$ 38,464	\$ 67,255	\$ 45,000	\$ 45,000	\$ -	0.0%
Strategic Plan - Year 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	100.0%
	\$ 1,886,975	\$ 1,877,282	\$ 1,926,463	\$ 2,105,916	\$ 2,114,903	\$ 2,164,975	\$ 50,072	2.4%
<b>Solid Waste</b>								
Refuse Collection	\$ -	\$ -	\$ -	\$ -	\$ 141,240	\$ 144,065	\$ 2,825	2.0%
Recycling Collection	\$ -	\$ -	\$ -	\$ -	\$ 286,770	\$ 292,505	\$ 5,735	2.0%
Town Dumpsters	\$ -	\$ -	\$ -	\$ -	\$ 42,540	\$ 43,391	\$ 851	2.0%
Tipping Fee - Refuse	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ 92,500	\$ (2,500)	-2.6%
Tipping Fee - Recycling	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 155,000	\$ (25,000)	-13.9%
Tipping Fee - Compost	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 48,000	\$ 8,000	20.0%
WSWMD Assessment	\$ -	\$ -	\$ -	\$ -	\$ 79,275	\$ 83,240	\$ 3,965	5.0%
Management & Education	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	0.0%
Refuse Containers	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Refuse Bags	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 35,000	\$ 5,000	16.7%
	\$ -	\$ -	\$ -	\$ -	\$ 897,825	\$ 896,701	\$ (1,124)	-0.1%
<b>Facilities Maintenance</b>								
Staff Salaries	\$ -	\$ -	\$ 129,668	\$ 142,175	\$ 135,175	\$ 134,700	\$ (475)	-0.4%
Vacation Buy Back	\$ -	\$ -	\$ -	\$ 4,918	\$ -	\$ -	\$ -	0.0%
Overtime	\$ -	\$ -	\$ 13,081	\$ 14,081	\$ 10,000	\$ 15,000	\$ 5,000	50.0%
Seasonal Employees	\$ -	\$ -	\$ 735	\$ 7,498	\$ -	\$ -	\$ -	0.0%
Clothing	\$ -	\$ -	\$ 1,125	\$ 1,125	\$ 1,125	\$ 1,125	\$ -	0.0%
Automotive Maintenance	\$ -	\$ -	\$ 10	\$ -	\$ 700	\$ 700	\$ -	0.0%
	\$ -	\$ -	\$ 144,618	\$ 169,797	\$ 147,000	\$ 151,525	\$ 4,525	3.1%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
<b>Municipal Center</b>								
Staff Salaries	\$ 51,168	\$ 44,458	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	\$ -	\$ 1,960	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Overtime	\$ 7,177	\$ 8,936	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment	\$ 3,005	\$ 6,609	\$ 626	\$ 97	\$ 3,000	\$ 3,000	\$ -	0.0%
Fuel Expense	\$ 20,396	\$ 28,814	\$ 24,144	\$ 15,867	\$ 21,655	\$ 17,000	\$ (4,655)	-21.5%
Electric	\$ 27,590	\$ 21,651	\$ 19,330	\$ 12,773	\$ 20,105	\$ 20,910	\$ 805	4.0%
Utilities	\$ 4,290	\$ 4,280	\$ 4,322	\$ 4,438	\$ 4,495	\$ 4,675	\$ 180	4.0%
Building Repairs	\$ 13,318	\$ 19,832	\$ 12,000	\$ 14,050	\$ 15,000	\$ 15,000	\$ -	0.0%
Maintenance Supplies	\$ 4,698	\$ 3,551	\$ 5,050	\$ 5,918	\$ 6,000	\$ 6,000	\$ -	0.0%
Maintenance Contracts	\$ 7,652	\$ 9,566	\$ 9,324	\$ 7,486	\$ 10,500	\$ 10,500	\$ -	0.0%
Grounds Maintenance	\$ 1,385	\$ 654	\$ 955	\$ 671	\$ 1,500	\$ 1,500	\$ -	0.0%
Clothing	\$ 379	\$ 193	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Automotive Maintenance	\$ 72	\$ 1,004	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 141,129	\$ 151,506	\$ 75,751	\$ 61,300	\$ 82,255	\$ 78,585	\$ (3,670)	-4.5%
<b>Police</b>								
Department Head Salary	\$ 94,349	\$ 96,178	\$ 98,747	\$ 51,329	\$ 101,765	\$ 96,825	\$ (4,940)	-4.9%
Staff Salaries	\$ 1,170,753	\$ 1,259,061	\$ 1,367,224	\$ 1,301,820	\$ 1,579,720	\$ 1,687,205	\$ 107,485	6.8%
Vacation BB - Retire Pay	\$ 17,341	\$ 21,220	\$ 6,582	\$ 64,063	\$ 8,500	\$ 15,000	\$ 6,500	76.5%
Educational Incentive	\$ 23,501	\$ 34,118	\$ 36,436	\$ 30,200	\$ 26,125	\$ 25,000	\$ (1,125)	-4.3%
Overtime	\$ 229,937	\$ 212,538	\$ 143,844	\$ 224,589	\$ 135,200	\$ 140,608	\$ 5,408	4.0%
Police Outside Overtime	\$ 3,742	\$ 2,851	\$ 253	\$ 106	\$ 10,000	\$ 10,000	\$ -	0.0%
Holiday Pay	\$ 25,496	\$ 23,447	\$ 26,250	\$ 26,364	\$ 32,380	\$ 30,935	\$ (1,445)	-4.5%
Auxiliary Staff	\$ 14,693	\$ 24,248	\$ 1,545	\$ -	\$ 5,000	\$ 5,000	\$ -	0.0%
Clerical	\$ 109,447	\$ 105,557	\$ 115,129	\$ 117,989	\$ 122,400	\$ 126,330	\$ 3,930	3.2%
Equipment	\$ 5,354	\$ 7,377	\$ 4,833	\$ 6,310	\$ 8,400	\$ 8,400	\$ -	0.0%
Poundkeeper	\$ 8,321	\$ 8,192	\$ 8,725	\$ 8,111	\$ 12,000	\$ 12,000	\$ -	0.0%
Training	\$ 13,834	\$ 28,412	\$ 22,915	\$ 23,333	\$ 27,000	\$ 27,000	\$ -	0.0%
Conferences/Memberships	\$ 3,530	\$ 4,294	\$ 3,668	\$ 1,230	\$ 4,500	\$ 4,500	\$ -	0.0%
Computer Supplies	\$ 10,013	\$ 9,838	\$ 3,115	\$ 4,753	\$ 9,000	\$ 9,000	\$ -	0.0%
Professional Services	\$ -	\$ -	\$ 1,950	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Project Care	\$ -	\$ -	\$ -	\$ 13,205	\$ 16,000	\$ 16,000	\$ -	0.0%
Reimbursements/Insurance	\$ 9,397	\$ 1,659	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Heating Fuel	\$ 20,177	\$ 20,694	\$ 17,493	\$ 18,911	\$ 20,000	\$ 19,000	\$ (1,000)	-5.0%
Gasoline	\$ 27,381	\$ 31,381	\$ 30,957	\$ 27,869	\$ 35,000	\$ 35,000	\$ -	0.0%
Diesel	\$ 291	\$ -	\$ 209	\$ -	\$ 500	\$ 500	\$ -	0.0%
Electric	\$ 19,801	\$ 25,124	\$ 23,927	\$ 22,181	\$ 24,885	\$ 25,880	\$ 995	4.0%
Utilities	\$ 3,730	\$ 4,163	\$ 4,283	\$ 4,244	\$ 4,455	\$ 4,635	\$ 180	4.0%
Building Maintenance	\$ 24,907	\$ 5,373	\$ 14,116	\$ 9,619	\$ 10,400	\$ 10,400	\$ -	0.0%
Maintenance Supplies	\$ 4,856	\$ 2,474	\$ 1,773	\$ 2,367	\$ 3,800	\$ 3,800	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
Grounds Maintenance	\$ 17,885	\$ 12,670	\$ 14,333	\$ 10,815	\$ 15,000	\$ 15,000	\$ -	0.0%
Telephone	\$ 26,143	\$ 25,028	\$ 25,326	\$ 28,037	\$ 26,000	\$ 26,500	\$ 500	1.9%
VIBRS/VLETS	\$ 13,708	\$ 16,217	\$ 11,862	\$ 11,103	\$ 20,000	\$ 12,500	\$ (7,500)	-37.5%
Office Furniture	\$ 557	\$ 108	\$ -	\$ 292	\$ 1,000	\$ 1,000	\$ -	0.0%
Copier Expense	\$ 4,524	\$ 4,658	\$ 3,847	\$ 5,392	\$ 5,000	\$ 5,000	\$ -	0.0%
Postage Expense	\$ 1,035	\$ 913	\$ 812	\$ 924	\$ 1,000	\$ 1,000	\$ -	0.0%
Office Supplies	\$ 6,936	\$ 4,940	\$ 6,193	\$ 5,766	\$ 6,500	\$ 6,500	\$ -	0.0%
Books/Reference	\$ 229	\$ 229	\$ 229	\$ 262	\$ 250	\$ 250	\$ -	0.0%
Operating Supplies	\$ 15,431	\$ 8,593	\$ 7,686	\$ 9,464	\$ 11,300	\$ 11,300	\$ -	0.0%
Clothing	\$ 12,513	\$ 24,128	\$ 16,545	\$ 12,099	\$ 24,500	\$ 25,000	\$ 500	2.0%
Equipment Maintenance	\$ 6,995	\$ 2,410	\$ 14,688	\$ 13,989	\$ 20,000	\$ 18,500	\$ (1,500)	-7.5%
Automotive Equipment	\$ -	\$ -	\$ 1,192	\$ 267	\$ 1,000	\$ 2,000	\$ 1,000	100.0%
Automotive Maintenance	\$ 16,119	\$ 21,590	\$ 23,442	\$ 17,766	\$ 22,000	\$ 22,500	\$ 500	2.3%
Prisoner Expense	\$ 3,440	\$ 3,818	\$ 3,535	\$ 2,288	\$ 4,000	\$ 4,000	\$ -	0.0%
Crime Prevention	\$ -	\$ 2,113	\$ 702	\$ 443	\$ 2,500	\$ 2,500	\$ -	0.0%
Transportation	\$ 1,300	\$ 3,275	\$ 1,562	\$ -	\$ 3,500	\$ 3,500	\$ -	0.0%
Transfer to Community Safety Fund	\$ 1,967,665	\$ 2,058,887	\$ 2,065,929	\$ 2,077,500	\$ 2,361,580	\$ 2,571,068	\$ 209,488	8.9%
<b>Dispatch</b>								
Chief Dispatcher	\$ 48,307	\$ 49,584	\$ 51,442	\$ 52,219	\$ 54,485	\$ 57,805	\$ 3,320	6.1%
Staff Salaries	\$ 316,645	\$ 290,737	\$ 316,594	\$ 322,925	\$ 397,190	\$ 386,735	\$ (10,455)	-2.6%
Vacation Buy	\$ 6,597	\$ 2,776	\$ 3,465	\$ 3,942	\$ 3,600	\$ 3,700	\$ 100	2.8%
Educational Incentive	\$ 6,634	\$ 7,781	\$ 7,352	\$ 7,392	\$ 6,600	\$ 7,550	\$ 950	14.4%
Overtime	\$ 84,710	\$ 130,647	\$ 124,396	\$ 110,921	\$ 90,000	\$ 90,000	\$ -	0.0%
Holiday Pay	\$ 6,013	\$ 5,987	\$ 5,918	\$ 7,450	\$ 6,400	\$ 7,735	\$ 1,335	20.9%
Equipment	\$ 3,388	\$ 2,410	\$ 2,953	\$ 4,004	\$ 4,000	\$ 4,000	\$ -	0.0%
Training	\$ 257	\$ 395	\$ 832	\$ 423	\$ 3,500	\$ 3,500	\$ -	0.0%
Telephone	\$ 580	\$ 124	\$ 250	\$ -	\$ 600	\$ 600	\$ -	0.0%
Office Supplies	\$ 481	\$ 621	\$ 469	\$ 190	\$ 600	\$ 600	\$ -	0.0%
Operating Supplies	\$ 2,327	\$ 1,635	\$ 1,443	\$ 1,195	\$ 1,785	\$ 1,785	\$ -	0.0%
Uniforms	\$ 244	\$ 213	\$ -	\$ 349	\$ 200	\$ 200	\$ -	0.0%
Equipment Maintenance	\$ 1,568	\$ 461	\$ 440	\$ 282	\$ 1,500	\$ 1,500	\$ -	0.0%
	\$ 477,750	\$ 493,370	\$ 515,554	\$ 511,293	\$ 570,460	\$ 565,710	\$ (4,750)	-0.8%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
<b>Public Works</b>								
Department Head Salary	\$ 37,856	\$ 43,511	\$ 47,539	\$ 48,309	\$ 49,655	\$ 45,145	\$ (4,510)	-9.1%
Staff Salaries	\$ 604,409	\$ 607,253	\$ 658,221	\$ 682,392	\$ 702,590	\$ 731,490	\$ 28,900	4.1%
Mechanics Staff Salaries	\$ 145,881	\$ 141,646	\$ 146,309	\$ 164,062	\$ 170,485	\$ 180,425	\$ 9,940	5.8%
Vacation BB - Retire Pay	\$ 6,796	\$ 4,510	\$ 971	\$ 249	\$ 3,000	\$ 5,000	\$ 2,000	66.7%
Overtime	\$ 126,707	\$ 102,762	\$ 89,195	\$ 95,635	\$ 98,000	\$ 100,000	\$ 2,000	2.0%
Holiday/Weekend Pay	\$ 16,428	\$ 10,093	\$ 17,847	\$ 17,430	\$ 16,715	\$ 17,045	\$ 330	2.0%
Seasonal Help	\$ -	\$ -	\$ -	\$ 99	\$ 24,480	\$ 24,970	\$ 490	2.0%
Clerical	\$ 45,645	\$ 44,767	\$ 45,915	\$ 46,757	\$ 48,665	\$ 50,060	\$ 1,395	2.9%
Conferences/Memberships	\$ 598	\$ 435	\$ 973	\$ 185	\$ 3,100	\$ 3,100	\$ -	0.0%
Professional Services	\$ 13,532	\$ 16,753	\$ 9,682	\$ 4,375	\$ 12,500	\$ 12,500	\$ -	0.0%
Equip Rental - Outside	\$ 16,198	\$ 17,024	\$ 23,438	\$ 18,425	\$ 19,000	\$ 19,500	\$ 500	2.6%
Reimbursable Expense	\$ 13,541	\$ 11,237	\$ 4,223	\$ 13,658	\$ -	\$ -	\$ -	0.0%
Telephone	\$ 8,057	\$ 8,206	\$ 7,272	\$ 9,313	\$ 5,400	\$ 8,500	\$ 3,100	57.4%
Copier Expense	\$ 1,774	\$ 1,088	\$ 761	\$ 529	\$ 900	\$ 900	\$ -	0.0%
Postage Expense	\$ 98	\$ 30	\$ 96	\$ 178	\$ 300	\$ 300	\$ -	0.0%
Office Supplies	\$ 3,982	\$ 4,589	\$ 3,186	\$ 2,388	\$ 4,100	\$ 4,100	\$ -	0.0%
Clothing	\$ 5,983	\$ 6,274	\$ 6,000	\$ 6,750	\$ 6,000	\$ 6,500	\$ 500	8.3%
Safety Equipment	\$ 4,522	\$ 6,209	\$ 6,971	\$ 5,330	\$ 7,000	\$ 7,000	\$ -	0.0%
	\$ 1,052,007	\$ 1,026,386	\$ 1,068,599	\$ 1,116,065	\$ 1,171,890	\$ 1,216,535	\$ 44,645	3.8%
<b>Public Works Bridges</b>								
Painting & Repair	\$ 12,099	\$ 10,265	\$ 9,336	\$ 880	\$ 14,000	\$ 14,000	\$ -	0.0%
	\$ 12,099	\$ 10,265	\$ 9,336	\$ 880	\$ 14,000	\$ 14,000	\$ -	0.0%
<b>Public Works Drainage</b>								
Stormwater Upgrades	\$ -	\$ -	\$ 792	\$ 27,271	\$ 50,000	\$ 70,000	\$ 20,000	40.0%
Engineering	\$ -	\$ -	\$ -	\$ 11,461	\$ 10,300	\$ 12,000	\$ 1,700	16.5%
Permits & Compliance	\$ -	\$ -	\$ 12,110	\$ 21,187	\$ 20,000	\$ 25,000	\$ 5,000	25.0%
Pipes	\$ 6,221	\$ 11,031	\$ 7,298	\$ 10,802	\$ 10,300	\$ 10,600	\$ 300	2.9%
Grates & Risers	\$ 3,612	\$ 4,094	\$ 4,318	\$ 3,460	\$ 4,700	\$ 4,800	\$ 100	2.1%
Other Materials	\$ 9,809	\$ 7,915	\$ 10,481	\$ 2,255	\$ 10,300	\$ 10,500	\$ 200	1.9%
	\$ 19,641	\$ 23,041	\$ 34,999	\$ 76,435	\$ 105,600	\$ 132,900	\$ 27,300	25.9%
<b>Public Works Equipment</b>								
Parts	\$ 101,730	\$ 149,824	\$ 99,731	\$ 94,090	\$ 102,000	\$ 104,000	\$ 2,000	2.0%
Tires & Accessories	\$ 17,009	\$ 18,020	\$ 11,122	\$ 15,047	\$ 12,500	\$ 13,000	\$ 500	4.0%
Small Tools	\$ 5,315	\$ 6,137	\$ 6,588	\$ 6,705	\$ 6,500	\$ 6,500	\$ -	0.0%
	\$ 124,054	\$ 173,980	\$ 117,441	\$ 115,842	\$ 121,000	\$ 123,500	\$ 2,500	2.1%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
<b>Public Works Gas &amp; Oil</b>								
Gasoline Pump Maintenance	\$ 100	\$ 20,564	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Gasoline	\$ 5,475	\$ 7,317	\$ 5,708	\$ 6,258	\$ 8,820	\$ 9,000	\$ 180	2.0%
Diesel	\$ 68,247	\$ 84,605	\$ 70,565	\$ 66,667	\$ 88,200	\$ 90,000	\$ 1,800	2.0%
Lube & Oil	\$ 6,202	\$ 5,655	\$ 8,311	\$ 8,209	\$ 8,000	\$ 8,000	\$ -	0.0%
	\$ 80,025	\$ 118,141	\$ 84,584	\$ 81,133	\$ 105,020	\$ 107,000	\$ 1,980	1.9%
<b>Public Works Summer Roads</b>								
Chloride	\$ 26,842	\$ 21,156	\$ 23,650	\$ 22,857	\$ 27,500	\$ 28,000	\$ 500	1.8%
Hot Mix	\$ 40,741	\$ 29,800	\$ 23,526	\$ 29,824	\$ 33,000	\$ 33,000	\$ -	0.0%
Cold Patch	\$ 1,727	\$ 1,073	\$ 1,737	\$ 1,047	\$ 1,000	\$ 1,000	\$ -	0.0%
Gravel	\$ 28,878	\$ 51,834	\$ 30,601	\$ 38,243	\$ 34,500	\$ 35,000	\$ 500	1.4%
Guard Rails	\$ 6,251	\$ 5,311	\$ 4,854	\$ 15,443	\$ 12,000	\$ 12,500	\$ 500	4.2%
	\$ 104,439	\$ 109,174	\$ 84,369	\$ 107,415	\$ 108,000	\$ 109,500	\$ 1,500	1.4%
<b>Public Works Sidewalks</b>								
Sidewalk Repairs	\$ 11,088	\$ 12,978	\$ 22,637	\$ 17,095	\$ 30,000	\$ 32,500	\$ 2,500	8.3%
	\$ 11,088	\$ 12,978	\$ 22,637	\$ 17,095	\$ 30,000	\$ 32,500	\$ 2,500	8.3%
<b>Public Works Streets Misc</b>								
Retaining Walls & Rails	\$ 7,673	\$ 13,074	\$ 2,283	\$ 4,287	\$ 15,000	\$ 15,000	\$ -	0.0%
Signs & Street Markings	\$ 6,055	\$ 9,760	\$ 9,446	\$ 12,560	\$ 13,500	\$ 13,500	\$ -	0.0%
Broom Material	\$ 1,060	\$ 2,735	\$ 1,275	\$ 3,258	\$ 3,400	\$ 3,500	\$ 100	2.9%
Traffic Safety	\$ 1,129	\$ 9,999	\$ 7,928	\$ 3,313	\$ 10,000	\$ 10,000	\$ -	0.0%
Line Stripping	\$ 21,466	\$ 24,492	\$ 22,701	\$ 38,602	\$ 27,500	\$ 28,000	\$ 500	1.8%
Tree Removal	\$ 10,020	\$ 31,094	\$ 7,000	\$ 11,234	\$ 12,000	\$ 12,500	\$ 500	4.2%
Tree Care	\$ 475	\$ 438	\$ 938	\$ 22	\$ 2,000	\$ 2,500	\$ 500	25.0%
	\$ 47,878	\$ 91,593	\$ 51,570	\$ 73,275	\$ 83,400	\$ 85,000	\$ 1,600	1.9%
<b>Public Works Winter Roads</b>								
Salt	\$ 132,758	\$ 129,120	\$ 121,189	\$ 126,045	\$ 125,010	\$ 127,510	\$ 2,500	2.0%
Sand	\$ 25,134	\$ 38,536	\$ 37,921	\$ 32,021	\$ 32,805	\$ 33,465	\$ 660	2.0%
Chains & Blades	\$ 12,513	\$ 24,536	\$ 19,834	\$ 15,646	\$ 15,700	\$ 15,800	\$ 100	0.6%
Equipment Maintenance	\$ 52,017	\$ 29,900	\$ 21,031	\$ 20,293	\$ 21,500	\$ 21,500	\$ -	0.0%
	\$ 222,421	\$ 222,093	\$ 199,974	\$ 194,004	\$ 195,015	\$ 198,275	\$ 3,260	1.7%
<b>Public Works Yard Expense</b>								
Fuel Expense	\$ 11,341	\$ 14,521	\$ 13,554	\$ 8,251	\$ 11,710	\$ 10,000	\$ (1,710)	-14.6%
Electric	\$ 10,261	\$ 8,897	\$ 10,326	\$ 7,853	\$ 10,740	\$ 11,170	\$ 430	4.0%
Utilities	\$ 5,637	\$ 6,833	\$ 7,051	\$ 7,711	\$ 7,335	\$ 7,630	\$ 295	4.0%
Building Repairs	\$ 16,465	\$ 16,861	\$ 27,416	\$ 13,865	\$ 15,000	\$ 16,000	\$ 1,000	6.7%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
Maintenance Supplies	\$ 1,028	\$ 1,636	\$ 1,232	\$ 953	\$ 1,050	\$ 1,100	\$ 50	4.8%
Refuse Charges	\$ 455	\$ 948	\$ 955	\$ 1,124	\$ 1,400	\$ 1,400	\$ -	0.0%
	\$ 45,186	\$ 49,695	\$ 60,534	\$ 39,757	\$ 47,235	\$ 47,300	\$ 65	0.1%
<b>Public Works Traffic Light</b>								
Electric	\$ 3,751	\$ 4,199	\$ 4,328	\$ 4,420	\$ 4,505	\$ 4,685	\$ 180	4.0%
Contractual Repairs	\$ 1,000	\$ 6,895	\$ 1,725	\$ -	\$ 2,000	\$ 2,500	\$ 500	25.0%
Parts	\$ 3,361	\$ 5,515	\$ 3,028	\$ 4,020	\$ 3,250	\$ 3,500	\$ 250	7.7%
	\$ 8,112	\$ 16,609	\$ 9,081	\$ 8,440	\$ 9,755	\$ 10,685	\$ 930	9.5%
<b>Regional</b>								
Windham Regional	\$ 26,471	\$ 26,862	\$ 27,276	\$ 27,339	\$ 28,611	\$ 29,183	\$ 572	2.0%
County Tax	\$ 75,639	\$ 81,366	\$ 83,159	\$ 101,481	\$ 88,000	\$ 104,255	\$ 16,255	18.5%
	\$ 102,110	\$ 108,228	\$ 110,435	\$ 128,820	\$ 116,611	\$ 133,438	\$ 16,827	14.4%
<b>Recreation &amp; Parks</b>								
Department Head Salary	\$ 68,519	\$ 73,057	\$ 75,859	\$ 78,237	\$ 79,440	\$ 81,805	\$ 2,365	3.0%
Staff Salaries	\$ 68,643	\$ 75,362	\$ 74,342	\$ 78,893	\$ 76,840	\$ 99,295	\$ 22,455	29.2%
Vacation BB - Retire Pay	\$ 6,387	\$ 4,159	\$ 3,499	\$ 2,973	\$ 7,500	\$ 5,000	\$ (2,500)	-33.3%
Overtime	\$ 3,679	\$ 2,168	\$ 2,545	\$ 235	\$ 4,200	\$ 4,300	\$ 100	2.4%
Clerical	\$ 31,449	\$ 33,365	\$ 35,662	\$ 36,543	\$ 37,605	\$ 45,585	\$ 7,980	21.2%
Conferences/Memberships	\$ 1,105	\$ 755	\$ 800	\$ 406	\$ 800	\$ 800	\$ -	0.0%
Insurable Expense	\$ -	\$ 3,246	\$ 393	\$ 294	\$ -	\$ -	\$ -	0.0%
Telephone	\$ 6,568	\$ 5,866	\$ 5,675	\$ 9,087	\$ 7,400	\$ 7,400	\$ -	0.0%
Postage Expense	\$ 561	\$ 706	\$ 606	\$ 507	\$ 900	\$ 900	\$ -	0.0%
Office Supplies	\$ 3,833	\$ 3,565	\$ 3,966	\$ 4,437	\$ 3,900	\$ 4,000	\$ 100	2.6%
Transportation	\$ 535	\$ 547	\$ 384	\$ 81	\$ 1,500	\$ 1,700	\$ 200	13.3%
	\$ 191,278	\$ 202,795	\$ 203,730	\$ 211,693	\$ 220,085	\$ 250,785	\$ 30,700	13.9%
<b>Gibson-Aiken Center</b>								
Staff Salaries	\$ 38,770	\$ 40,670	\$ 40	\$ -	\$ -	\$ -	\$ -	0.0%
Vacation BB - Retire Pay	\$ 1,347	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Fuel Expense	\$ 15,565	\$ 20,907	\$ 16,964	\$ 9,917	\$ 17,815	\$ 14,000	\$ (3,815)	-21.4%
Electric	\$ 15,954	\$ 15,487	\$ 14,366	\$ 11,232	\$ 14,945	\$ 15,540	\$ 595	4.0%
Utilities	\$ 4,563	\$ 4,661	\$ 4,447	\$ 3,892	\$ 4,625	\$ 4,810	\$ 185	4.0%
Building Repairs	\$ 15,746	\$ 19,643	\$ 14,638	\$ 14,300	\$ 14,000	\$ 15,000	\$ 1,000	7.1%
Maintenance Supplies	\$ 3,429	\$ 2,228	\$ 3,751	\$ 3,956	\$ 4,000	\$ 4,200	\$ 200	5.0%
Maintenance Contracts	\$ -	\$ 25,571	\$ 45	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 95,374	\$ 129,167	\$ 54,252	\$ 43,297	\$ 55,385	\$ 53,550	\$ (1,835)	-3.3%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
<b>Parks</b>								
Staff Salaries	\$ 154,638	\$ 157,255	\$ 177,797	\$ 176,036	\$ 188,905	\$ 190,085	\$ 1,180	0.6%
Vacation BB - Retire Pay	\$ -	\$ 669	\$ -	\$ 2,088	\$ 750	\$ 750	\$ -	0.0%
Overtime	\$ 9,199	\$ 8,755	\$ 14,614	\$ 9,131	\$ 9,500	\$ 10,500	\$ 1,000	10.5%
Holiday/Weekend Pay	\$ 5,934	\$ 2,951	\$ 5,536	\$ 4,998	\$ 7,930	\$ 8,085	\$ 155	2.0%
Seasonal Employees	\$ 17,961	\$ 22,085	\$ 19,533	\$ 26,596	\$ 26,000	\$ 32,000	\$ 6,000	23.1%
Equipment	\$ 7,156	\$ 5,488	\$ 6,567	\$ 3,793	\$ 7,000	\$ 7,200	\$ 200	2.9%
Contractual Repairs	\$ -	\$ 800	\$ 986	\$ 82	\$ 800	\$ 800	\$ -	0.0%
Training	\$ 315	\$ 615	\$ 315	\$ 600	\$ 600	\$ 600	\$ -	0.0%
Propane	\$ 4,435	\$ 4,768	\$ 3,602	\$ 2,879	\$ 5,295	\$ 4,000	\$ (1,295)	-24.5%
Gasoline	\$ 4,738	\$ 4,449	\$ 3,798	\$ 5,048	\$ 5,500	\$ 5,500	\$ -	0.0%
Electric	\$ 21,224	\$ 12,980	\$ 8,634	\$ 7,425	\$ 8,980	\$ 9,340	\$ 360	4.0%
Utilities	\$ 5,589	\$ 4,789	\$ 7,157	\$ 3,926	\$ 6,000	\$ 6,240	\$ 240	4.0%
Building Repairs	\$ 6,385	\$ 6,324	\$ 10,000	\$ 12,684	\$ 10,000	\$ 10,500	\$ 500	5.0%
Maintenance Supplies	\$ 350	\$ 1,504	\$ 1,542	\$ 1,603	\$ 1,500	\$ 1,500	\$ -	0.0%
Program Supplies	\$ -	\$ -	\$ -	\$ 34	\$ 2,700	\$ 7,700	\$ 5,000	185.2%
Refuse/Landfill	\$ 293	\$ 327	\$ 514	\$ 245	\$ 300	\$ 500	\$ 200	66.7%
Grounds Maintenance	\$ 16,578	\$ 15,505	\$ 21,460	\$ 28,214	\$ 21,500	\$ 27,000	\$ 5,500	25.6%
Equipment Parts	\$ 5,476	\$ 4,426	\$ 4,770	\$ 3,122	\$ 4,000	\$ 4,500	\$ 500	12.5%
Tires	\$ 2,404	\$ 438	\$ -	\$ 971	\$ 1,100	\$ 1,100	\$ -	0.0%
Clothing	\$ 1,560	\$ 1,678	\$ 1,517	\$ 1,710	\$ 1,500	\$ 1,700	\$ 200	13.3%
Safety Equipment	\$ 784	\$ 649	\$ 1,823	\$ 1,460	\$ 1,400	\$ 1,400	\$ -	0.0%
Lube & Oil	\$ 754	\$ 600	\$ 597	\$ 361	\$ 1,100	\$ 1,100	\$ -	0.0%
Lawn and Tree Care	\$ 6,869	\$ 4,795	\$ 3,972	\$ 6,526	\$ 6,000	\$ 6,000	\$ -	0.0%
Miscellaneous	\$ 1,567	\$ 2,752	\$ 1,863	\$ 2,036	\$ -	\$ -	\$ -	0.0%
	\$ 274,210	\$ 264,600	\$ 296,598	\$ 301,567	\$ 318,360	\$ 338,100	\$ 19,740	6.2%
<b>Cemetery Maintenance</b>								
Contractual Repairs	\$ 13,499	\$ 24,348	\$ 22,841	\$ 18,934	\$ 24,000	\$ 26,000	\$ 2,000	8.3%
Lawn & Tree Care	\$ 4,476	\$ 300	\$ 400	\$ -	\$ 3,000	\$ 3,000	\$ -	0.0%
	\$ 17,974	\$ 24,648	\$ 23,241	\$ 18,934	\$ 27,000	\$ 29,000	\$ 2,000	7.4%
<b>Gibson Aiken Programs</b>								
Staff Salaries	\$ 8,575	\$ 9,273	\$ 8,786	\$ 1,554	\$ 10,000	\$ 11,000	\$ 1,000	10.0%
	\$ 8,575	\$ 9,273	\$ 8,786	\$ 1,554	\$ 10,000	\$ 11,000	\$ 1,000	10.0%
<b>Senior Center</b>								
Building Maint Contract	\$ 1,563	\$ 1,753	\$ 1,593	\$ 1,600	\$ 1,900	\$ 1,900	\$ -	0.0%
Operating Supplies	\$ 2,363	\$ 2,699	\$ 2,518	\$ 2,540	\$ 2,500	\$ 2,500	\$ -	0.0%
	\$ 3,926	\$ 4,453	\$ 4,111	\$ 4,139	\$ 4,400	\$ 4,400	\$ -	0.0%

# GENERAL FUND BUDGET Fiscal Year 2023

## TOWN OF BRATTLEBORO FY23 GENERAL FUND BUDGET (PROPOSED)

	ACTUAL FY: 2018	ACTUAL FY: 2019	ACTUAL FY: 2020	ACTUAL FY: 2021	BUDGET FY: 2022	BUDGET FY: 2023	\$ Change	% Change
<b>Skating Rink</b>								
Staff Salaries	\$ 10,954	\$ 11,137	\$ 11,137	\$ (257)	\$ 12,700	\$ 13,900	\$ 1,200	9.4%
Propane	\$ 17,835	\$ 20,592	\$ 17,924	\$ 7,741	\$ 22,000	\$ 17,000	\$ (5,000)	-22.7%
Electric	\$ 23,359	\$ 27,689	\$ 31,284	\$ 23,104	\$ 32,540	\$ 33,840	\$ 1,300	4.0%
Utilities	\$ 6,406	\$ 4,762	\$ 9,028	\$ 3,131	\$ 7,500	\$ 7,800	\$ 300	4.0%
Building Repairs	\$ 7,041	\$ 8,487	\$ 6,820	\$ 10,984	\$ 7,700	\$ 7,700	\$ -	0.0%
Operating Supplies	\$ 11,854	\$ 12,764	\$ 16,490	\$ 15,627	\$ 11,600	\$ 11,600	\$ -	0.0%
	\$ 77,448	\$ 85,431	\$ 92,684	\$ 60,310	\$ 94,040	\$ 91,840	\$ (2,200)	-2.3%
<b>Day Camp</b>								
Staff Salaries	\$ 31,640	\$ 34,093	\$ 34,443	\$ 40,681	\$ 38,000	\$ 42,000	\$ 4,000	10.5%
	\$ 31,640	\$ 34,093	\$ 34,443	\$ 40,681	\$ 38,000	\$ 42,000	\$ 4,000	10.5%
<b>Pool</b>								
Staff Salaries	\$ 33,734	\$ 32,857	\$ 34,337	\$ 35,891	\$ 38,495	\$ 42,265	\$ 3,770	9.8%
Electric	\$ 6,588	\$ 6,442	\$ 3,753	\$ -	\$ 3,905	\$ 4,060	\$ 155	4.0%
Utilities	\$ 5,554	\$ 7,075	\$ 6,373	\$ 4,943	\$ 6,630	\$ 6,895	\$ 265	4.0%
Building Repairs	\$ 1,255	\$ 991	\$ 1,428	\$ 7,507	\$ 1,500	\$ 1,500	\$ -	0.0%
Snack Bar	\$ -	\$ -	\$ -	\$ 2,896	\$ -	\$ -	\$ -	0.0%
Operating Supplies	\$ 11,769	\$ 8,983	\$ 10,553	\$ 12,664	\$ 11,000	\$ 15,000	\$ 4,000	36.4%
	\$ 58,900	\$ 56,348	\$ 56,443	\$ 63,900	\$ 61,530	\$ 69,720	\$ 8,190	13.3%
<b>Irene Projects</b>								
Cooke Road Temp Bridge	\$ 3,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Cooke Road Bridge APRVD	\$ (18,810)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ (14,970)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Downtown Association</b>								
Downtown Alliance	\$ 75,000	\$ 78,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	0.0%
	\$ 75,000	\$ 78,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -	0.0%
<b>Transfers</b>								
Transfer to Capital Fund	\$ 1,844,192	\$ 1,715,000	\$ 1,295,000	\$ 1,223,004	\$ 1,580,000	\$ 1,489,000	\$ (91,000)	-5.8%
Transfer to Solid Waste	\$ 536,836	\$ 510,000	\$ 550,000	\$ 587,257	\$ -	\$ -	\$ -	0.0%
Transfer to Fossil Fuel Free Facilities Fund	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000	\$ 70,000	100.0%
Transfer Skatepark Fund	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfer to Parking Fund	\$ -	\$ -	\$ 90,000	\$ -	\$ 45,900	\$ -	\$ (45,900)	-100.0%
	\$ 2,381,028	\$ 2,285,000	\$ 1,935,000	\$ 1,880,261	\$ 1,625,900	\$ 1,559,000	\$ (66,900)	-4.1%
<b>TOTAL EXPENDITURES</b>	\$ 17,075,661	\$ 17,497,728	\$ 17,767,642	\$ 18,125,848	\$ 19,683,991	\$ 20,063,642		1.9%
<b>SURPLUS (DEFICIT)</b>	\$ (649,653)	\$ (376,582)	\$ 47,396	\$ 378,625	\$ -	\$ -		

## CAPITAL REQUEST Fiscal Year 2023

<b>FY23 Capital Request</b>		
<b>Projects</b>		
DPW	Street Paving	\$ 400,000
DPW	Bicycle Infrastructure	\$ 12,000
DPW	Sidewalk Replacement	\$ 208,000
BML	Fire Alarm	\$ 30,000
<b>Vehicles/Equipment</b>		
BFD	Future Fire Truck Reserve Fund	\$ 115,000
BFD	Replace 2005 Radio System (Year 2 of 4)	\$ 55,000
BFD	12 Lead EKG	\$ 35,000
BFD	Car 1 (2013)	\$ 45,000
GEN	Replace Computer Hardware (Townwide)	\$ 46,000
BPD	P-6 (2017)	\$ 58,000
BPD	P-2 (2017)	\$ 58,000
BPD	Ballistic Vests	\$ 13,000
DPW	HD-6 Grader (2005)	\$ 315,000
DPW	HD-11 Dump (2013) (FY24 Purchase)	\$ 80,000
DPW	Electronic Signage	\$ 19,000

Total \$ 1,489,000

**Transfer from General Fund \$ 1,489,000**

# CAPITAL PROJECT PLAN (2023-2027)

Town of Brattleboro Capital Project Plan (2023-2027)					
LIBRARY	FY 2023	FY2024	FY2025	FY2026	FY2027
<b>Land/Buildings</b>					
Brooks Memorial Library					
Fire Alarm	\$ 30,000				
<b>Library Totals</b>	<b>\$ 30,000</b>				
<b>DPW HIGHWAY PROJECTS</b>					
<b>Infrastructure</b>					
<b>Streets</b>					
Street Paving & Improvements	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Bicycle Infrastructure	\$ 12,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<b>Intersection Improvements</b>					
Williams Street Intersection		\$ 350,000			
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	\$ 208,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
<b>DPW Highway Subtotals</b>	<b>\$ 620,000</b>	<b>\$ 1,120,000</b>	<b>\$ 870,000</b>	<b>\$ 840,000</b>	<b>\$ 540,000</b>
<b>RECREATION &amp; PARKS DEPARTMENT</b>					
<b>Land/Buildings</b>					
<b>Skating Rink</b>					
Rink Roof Replacement		\$ 1,400,000			
R-22 Refrigerant Conversion		\$ 1,220,000			
<b>Memorial Park</b>					
Maintenance Building		\$ 660,000			
Upper Field Lighting		\$ 75,000.00			
<b>Gibson Aiken Center</b>					
Kiwanis Shelter Parking		\$ 40,000			
Generator					
<b>Pool</b>					
Pool Improvement - Engineering/Design Services				\$ 30,000	\$ 40,000
<b>Recreation &amp; Parks Department - Totals</b>	<b>\$ 3,395,000</b>	<b>\$ 4,515,000</b>	<b>\$ 870,000</b>	<b>\$ 870,000</b>	<b>\$ 580,000</b>
<b>General Fund Subtotal</b>	<b>\$ 650,000</b>	<b>\$ 4,515,000</b>	<b>\$ 870,000</b>	<b>\$ 870,000</b>	<b>\$ 580,000</b>
Cash	\$ 650,000	\$ 570,000	\$ 570,000	\$ 570,000	\$ 580,000
Grants	-	\$ 550,000	\$ 300,000	\$ 300,000	-
Borrowed Funds	-	\$ 3,395,000	-	-	-

**CAPITAL EQUIPMENT REPLACEMENT PROGRAM  
(2023-2047)**

**CAPITAL EQUIPMENT  
REPLACEMENT PROGRAM**

The large spreadsheet entitled  
“Capital Equipment  
Replacement Program  
(2023–2047)”

is posted on the home page  
of the Town of Brattleboro’s website  
([www.brattleboro.org](http://www.brattleboro.org))

Click on **“FY23 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, 2021**

**AND  
INDEPENDENT AUDITOR'S REPORT**



**TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2021**

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TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2021



# Batchelder Associates, PC

## INDEPENDENT AUDITOR'S REPORT

The Brattleboro Select Board  
Town of Brattleboro, Vermont

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Brattleboro, Vermont (the Town) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Brattleboro, Vermont as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 8, the Schedule of Proportionate Share of the Net Pension Liability

TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2021

Town of Brattleboro, Vermont  
Page 2

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, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying Schedules 6 through 11 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Batchelder Associates, P.C.*

Batchelder Associates, P.C.  
Barre, Vermont  
License #045  
October 22, 2021

**TOWN OF BRATTLEBORO, VERMONT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**JUNE 30, 2021**

This discussion and analysis is intended to serve as an introduction to the Town of Brattleboro's basic financial statements. The Town's basic financial statements include three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements.

**Using This Annual Report**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Exhibit A and B) provide information about the activities of the Town as a whole and present a longer-term view of the Town's finances. Fund financial statements start on Exhibit C. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Town's operations in more detail than the government-wide statements. Fiduciary fund statements provide financial information about activities for which the Town acts solely as a trustee or 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 similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Town's net position and changes in them. You can think of the Town's net position – the difference between assets, liabilities, and deferred inflows/outflows – as one way to measure the Town's financial health, or financial position. Over time, increases or decreases in the Town's net position is one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Town's property tax base and the condition of the Town's roads, to assess the overall health of the Town.

In the Statement of Net Position and the Statement of Activities, we divide the Town into two kinds of activities:

- Governmental activities – Most of the Town's basic services are reported here, including the police, public safety, highway and streets, sanitation, health and welfare, culture and recreation, equipment and building maintenance, and general administration. Property taxes and state and federal grants finance most of these activities.
- Business-type activities- The Town charges a fee to customers to help it cover all or most of the cost of certain services it provides. The Town's utility and parking activities are reported here.

**TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2021**

*Reporting the Town's Most Significant Funds*

The fund financial statements begin on page 11 and provide detailed information about the most significant funds – not the Town as a whole. Some funds are required to be established by State law and by bond covenants. However, the Town Selectboard establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money. The Town's two kinds of funds – governmental and proprietary – use different accounting approaches.

- Governmental funds – Most of the Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in Exhibits C and E that are included in the financial statements.
  
- Proprietary funds – When the Town charges customers for the services it provides – whether to outside customers or to other units of the Town – these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the Town's enterprise funds (a component of proprietary funds) are the same as the business-type activities we report in the government-wide statements but provide more detail and additional information, such as cash flows, for proprietary funds.

**TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2021**

**Financial Highlights**

- The net position of the Town's governmental activities decreased by \$154,963, or approximately 0.7%. The net position of our business-type activities increased by \$33,788, or approximately 0.1%.
- The General Fund reported an increase in fund balance this year of \$378,626, which was better than budgeted. This favorable budget variance was due to higher tax collections, lower expenditures in risk management, the police department, public works, and in recreation and parks.
- The unassigned fund balance of the General Fund was \$2,047,900 as of June 30, 2021. This represents the amount of funds available for future budgets. The committed fund balance was \$605,000, to fund upgrades to the Town's website, replacement of an elevator at the Gibson-Aiken Center, replacement of sidewalks, and for paving projects. The non-spendable fund balance was \$904,731, including \$898,787 in prepaid expenditures and inventories of \$5,944.
- The Development Fund reported a decrease in fund balance this year of \$358,668 compared to an increase of \$105,596 in the prior year. This decrease was largely due to an increase in expenditures in the SBAP fund.
- The Capital Projects Fund reported a decrease in fund balance this year of \$558,031, compared to an increase of \$253,820 in the prior year. This decrease from the previous year was primarily due to an increase in capital costs incurred during the year.

**Government-wide Financial Analysis**

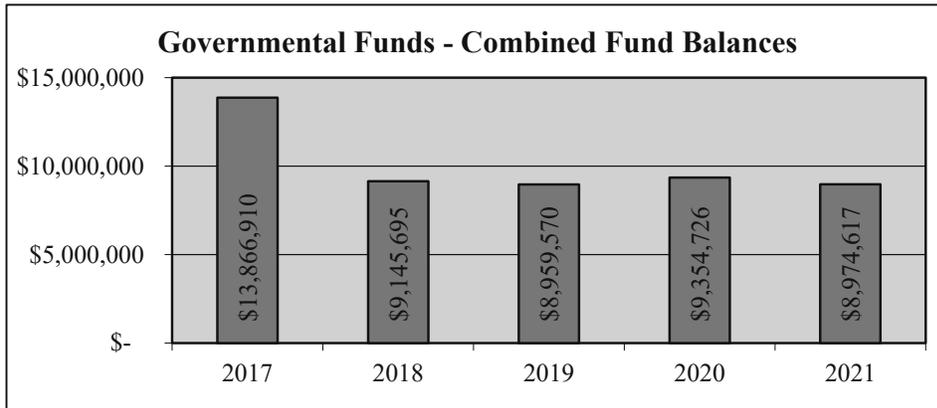
The Statement of Net Position as of June 30, 2021 shows total recorded assets of the Town are \$102,493,408. This includes the net value of capital assets of \$79,997,186. Total assets reported in 2020 were \$103,482,331. Of the 2021 assets, \$18,711,812 are current assets. The noncurrent assets are the outstanding development loans and net capital assets, including land, buildings and improvements, utilities systems, parking lots, machinery and equipment and infrastructure. Deferred outflows of the Town at June 30, 2021 totaled \$3,334,733. The liabilities of the Town at June 30, 2021 totaled \$42,664,610 including \$2,267,802 in current liabilities, and \$40,396,808 in noncurrent liabilities. The liabilities of the Town at June 30, 2020 totaled \$42,906,377 including \$1,716,601 in current liabilities, and \$41,189,776 in noncurrent liabilities. Deferred inflows of the Town at June 30, 2021 totaled \$5,155,736.

The Statement of Activities reports total operating expenses for 2021 of \$27,991,376 which includes depreciation of capital assets of \$4,698,809. Total expenses for 2020 were \$26,296,658 (including depreciation of capital assets of \$4,591,887). Government-wide expenses include all fund expenditures but exclude debt principal payments and capital asset purchases. Certain revenues (labeled Program Revenues) offset expenses as they relate to specific programs, such as state and federal grants or fees charged for specific services.

General revenues are mainly the Town property taxes of \$16,717,486 and \$16,211,300 for 2021 and 2020, 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, 2021, the Town's total expenses exceeded revenues by \$121,175 and decreased net position at June 30, 2021 to \$58,007,794. For the year ending June 30, 2020, revenues exceeded expenses, increasing government-wide net position by \$1,051,682.

**TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2021**

**Governmental Funds**

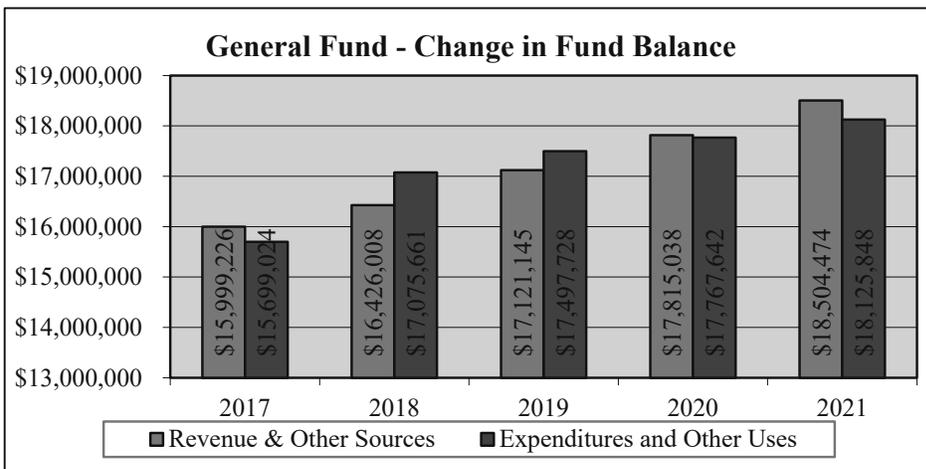
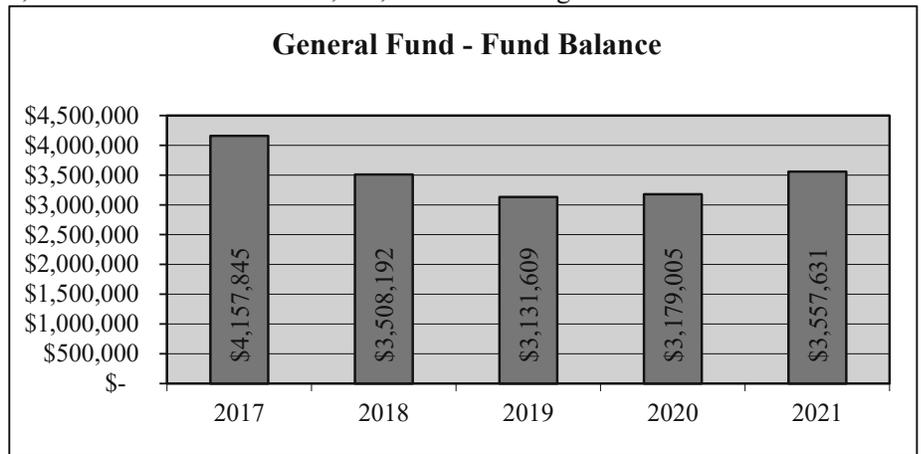


The Town's governmental funds reported combined ending fund balances of \$8,974,617 an decrease of \$380,109 for the year then ended.

In 2020 the General Fund experienced an increase in fund balance of \$47,396. In 2021 the General Fund recorded an increase in fund balance of \$378,626, resulting in a June 30, 2021 fund balance of \$3,557,631, of which \$904,731 was non-spendable, \$605,000 was committed and \$2,047,900 was unassigned.

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.

The 2020 increase in fund balance resulted from favorable budget variances in tax revenues and lower expenditures in employee benefits and public safety.

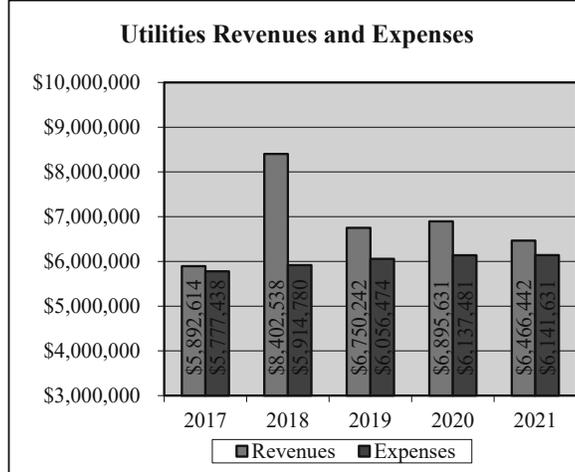
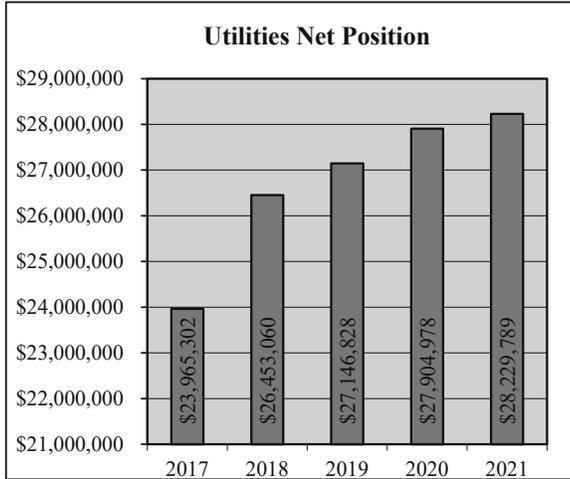


As shown on the Statement of Revenues and Expenditures - Budget and Actual - General Fund, revenues exceeded the budget by \$59,834. Actual expenditures were less than the budgeted expenditures by \$420,660. Monitoring of expenditures and revenues is conducted on an on-going basis with financial reports being reviewed on a monthly basis by the Selectboard.

**TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2021**

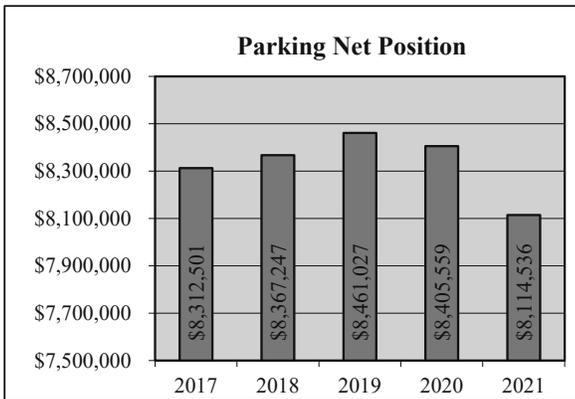
**Proprietary Funds**

The Utilities Fund net position increased by \$324,811 in 2021. 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 \$906,991 and non-operating revenue was \$31,122 in 2021 compared to \$72,837 in 2020. Non-operating expense for interest for the years ending June 30, 2021 and 2020 were \$318,294 and \$480,460, respectively. Transfers out were \$295,008 and \$290,004 in 2021 and 2020.

The Parking Fund showed a decrease in net position of \$291,023.



Operating revenue decreased by \$80,358 from the previous year due to decreased parking ticket revenue. Operating expenses increased by \$38,259, primarily due to an increase in personnel services expense. Non-operating revenues decreased by \$27,966. Operating expenses exceeded operating revenues by \$250,472 and non-operating revenue was \$11,230 in 2021 compared to \$39,196 in 2020. Non-operating expense for interest for the years ending June 30, 2021 and 2020 were \$6,781 and \$12,809, respectively. Transfers in were \$0 in 2021 and \$90,000 in 2020, and transfers out were \$45,000 in 2021 and \$40,000 in 2020.

**TOWN OF BRATTLEBORO, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2021**

**Capital Assets and Debt Administration**

*Capital Assets*

At June 30, 2021, the Town had \$79,997,186 compared to \$80,830,502 at June 30, 2020 invested in a broad range of capital assets including land, highway equipment, buildings, park facilities, roads, bridges, water facilities and wastewater facilities. This amount represents a net decrease (including additions and deductions) of \$833,316 from last year.

*Debt Administration*

As of June 30, 2021, the Governmental Activities had \$9,970,618 in debt and capital leases outstanding compared to \$10,940,003 at June 30, 2020, a net decrease of \$969,385 (8.9%). This decrease is the result of principal payments on governmental debt (\$848,333) and leases (\$121,052). As of June 30, 2021, the Utilities Fund had \$19,962,953 in debt outstanding compared to \$21,431,498 at June 30, 2020, a decrease of \$1,468,545 (6.9%). This decrease is due to principal payments on debt of \$1,468,545. As of June 30, 2021, the Parking Fund had \$0 in outstanding debt compared to \$200,000 at June 30, 2020, representing a decrease of \$200,000 (100.0%). This decrease is due to principal payments of \$200,000.

**Economic Factors and Next Year's Budget and Rates**

The following key economic indicators and activities reflect the growth, prosperity and economic concerns of the Town.

In fiscal year 2022, 54.3% 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 2022, Representative Town Meeting approved a General Fund Budget with a total of \$19,683,991 in expenditures, an increase of \$1,239,359 (or 6.7%) from the total budgeted General Fund expenditures for fiscal year 2021. This increase is primarily the result of increases in staff salaries and capital project funding, and the inclusion of solid waste expenditures and revenues in the General Fund (instead of reporting them separately as in past years). The municipal portion of the Town's property taxes approved by the Brattleboro Selectboard as part of the overall fiscal year 2022 budget was \$15,674,281 which represents an increase of \$439,115 (or 2.9%) from the property taxes approved in fiscal year 2021.

For fiscal year 2022, the Selectboard approved a Utility Fund budget with a total of \$6,254,243 in expenditures, an increase of \$24,319 (or 0.4%) from the total budgeted Utility Fund expenditures for fiscal year 2021. The fiscal year 2022 Utility Fund budget includes a total of \$6,275,109 in revenues, an increase of \$195,065 (or 3.2%) from the total budgeted Utility Fund revenues for fiscal year 2021.

**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.

<b>TOWN OF BRATTLEBORO, VERMONT</b>			Exhibit A
<b>STATEMENT OF NET POSITION</b>			
<b>JUNE 30, 2021</b>			
	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
<b>ASSETS:</b>			
Cash and cash equivalents	\$ 11,840,449	\$ 224,933	\$ 12,065,382
Investments	2,249,142	-	2,249,142
Receivables: net of allowance for uncollectibles			
Property taxes	626,428	-	626,428
Accounts	659,153	1,960,496	2,619,649
Internal balances	(5,879,296)	5,879,296	-
Prepaid expenses	900,412	96,964	997,376
Inventory	5,944	147,891	153,835
Loans receivable, net of allowance for uncollectibles	3,784,410	-	3,784,410
Capital assets (net of accumulated depreciation)			
Land and land improvements	5,069,436	4,959,272	10,028,708
Construction in Progress	98,477	-	98,477
Buildings and building improvements	13,775,975	19,458,308	33,234,283
Vehicles and equipment	4,670,968	3,140,781	7,811,749
Roads, Bridges and sidewalks	6,740,283	-	6,740,283
Distribution and Collection Systems	-	22,083,686	22,083,686
Total Assets	<u>44,541,781</u>	<u>57,951,627</u>	<u>102,493,408</u>
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>			
Related to Town's Participation in VMERS	2,782,874	369,453	3,152,327
Deferred OPEB Outflows	182,406	-	182,406
Total deferred outflows	<u>2,965,280</u>	<u>369,453</u>	<u>3,334,733</u>
<b>LIABILITIES:</b>			
Accounts payable	849,417	153,495	1,002,912
Accrued Payroll	256,240	42,874	299,114
Accrued Compensated absences	157,299	117,328	274,627
Accrued Interest	53,470	131,025	184,495
Due to fiduciary funds	30,000	-	30,000
Note payable	-	476,654	476,654
Noncurrent Liabilities			
Compensated Absences	627,371	-	627,371
Net OPEB Liability	2,501,574	-	2,501,574
Net Pension Liability	6,474,713	859,579	7,334,292
Due within One year	961,553	1,498,731	2,460,284
Due in more than One Year	9,009,065	18,464,222	27,473,287
Total Liabilities	<u>20,920,702</u>	<u>21,743,908</u>	<u>42,664,610</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Deferred revenue and grants	3,547,904	224,883	3,772,787
Deferred OPEB Inflows	1,315,001	-	1,315,001
Related to Town's Participation in VMERS	59,984	7,964	67,948
Total deferred inflows of resources	<u>4,922,889</u>	<u>232,847</u>	<u>5,155,736</u>
<b>NET POSITION:</b>			
Net investment in capital assets	20,384,521	29,679,094	50,063,615
Restricted for:			
Community Development	3,133,294	-	3,133,294
Capital Projects	1,247,474	-	1,247,474
Recreation and Parks	361,079	-	361,079
Reappraisal	427,844	-	427,844
Other	247,295	-	247,295
Unrestricted	(4,138,037)	6,665,231	2,527,194
Total net position	<u>\$ 21,663,469</u>	<u>\$ 36,344,325</u>	<u>\$ 58,007,794</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, 2021**

Exhibit B

	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Position</u>		<u>Totals</u>
		<u>Grants and Contributions</u>	<u>Charges for Services</u>	<u>Governmental Activities</u>	<u>Business-type Activities</u>	
<b>FUNCTIONS/PROGRAMS:</b>						
Governmental activities -						
General government	\$ 9,396,275	\$ 1,784,706	\$ 547,787	\$ (7,063,782)	\$ -	\$ (7,063,782)
Public safety	6,140,629	92,676	141,447	(5,906,506)	-	(5,906,506)
Public works	2,636,110	461,562	5,228	(2,169,320)	-	(2,169,320)
Culture and recreation	1,934,735	204,199	299,913	(1,430,623)	-	(1,430,623)
Recycling and solid waste	888,322	-	339,026	(549,296)	-	(549,296)
Interest	308,565	-	-	(308,565)	-	(308,565)
Total governmental activities	<u>21,304,636</u>	<u>2,543,143</u>	<u>1,333,401</u>	<u>(17,428,092)</u>	<u>-</u>	<u>(17,428,092)</u>
Business-type activities -						
Utilities	5,846,623	-	6,247,252	-	400,629	400,629
Parking	840,117	-	575,331	-	(264,786)	(264,786)
Total business-type activities	<u>6,686,740</u>	<u>-</u>	<u>6,822,583</u>	<u>-</u>	<u>135,843</u>	<u>135,843</u>
	<u>\$ 27,991,376</u>	<u>\$ 2,543,143</u>	<u>\$ 8,155,984</u>	<u>(17,428,092)</u>	<u>135,843</u>	<u>(17,292,249)</u>
GENERAL REVENUES:						
				16,717,486	-	16,717,486
				30,549	215,406	245,955
				185,084	22,547	207,631
				<u>340,008</u>	<u>(340,008)</u>	<u>-</u>
				17,273,128	(102,055)	17,171,073
				<u>17,273,128</u>	<u>(102,055)</u>	<u>17,171,073</u>
				(154,964)	33,788	(121,176)
				<u>21,818,433</u>	<u>36,310,537</u>	<u>58,128,970</u>
				<u>\$ 21,663,469</u>	<u>\$ 36,344,325</u>	<u>\$ 58,007,794</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF BRATTLEBORO, VERMONT**  
**BALANCE SHEET - GOVERNMENTAL FUNDS**  
**JUNE 30, 2021**

Exhibit C

	General Fund	Development Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 11,837,285	\$ -	\$ -	\$ 3,164	\$ 11,840,449
Investments	-	2,249,142	-	-	2,249,142
Receivables:					
Property taxes	626,428	-	-	-	626,428
Loans receivable, net of allowance for uncollectibles	-	3,784,410	-	-	3,784,410
Accounts receivable - other	556,703	-	-	102,450	659,153
Due from other funds	-	475,342	1,383,008	1,265,329	3,123,679
Prepaid expenditures	898,787	-	-	1,625	900,412
Inventory	5,944	-	-	-	5,944
Total assets	<u>\$ 13,925,147</u>	<u>\$ 6,508,894</u>	<u>\$ 1,383,008</u>	<u>\$ 1,372,568</u>	<u>\$ 23,189,617</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>					
<b>LIABILITIES:</b>					
Warrants and accounts payable	\$ 578,832	\$ -	\$ 135,534	\$ 135,051	\$ 849,417
Accrued liabilities -					
Payroll	234,781	-	-	21,459	256,240
Compensated absences	157,299	-	-	-	157,299
Accrued Interest	53,470	-	-	-	53,470
Due to other funds	9,025,439	-	-	7,536	9,032,975
Total liabilities	<u>10,049,821</u>	<u>-</u>	<u>135,534</u>	<u>164,046</u>	<u>10,349,401</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>					
Deferred property taxes	317,695	-	-	-	317,695
Deferred revenue and grants	-	3,375,600	-	172,304	3,547,904
Total deferred inflows of resources	<u>317,695</u>	<u>3,375,600</u>	<u>-</u>	<u>172,304</u>	<u>3,865,599</u>
<b>FUND BALANCES:</b>					
Nonspendable	904,731	408,810	-	1,625	1,315,166
Restricted	-	2,465,013	16,682	515,920	2,997,615
Committed	605,000	259,471	-	518,673	1,383,144
Assigned	-	-	1,230,792	-	1,230,792
Unassigned	2,047,900	-	-	-	2,047,900
Total fund balances	<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>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 13,925,147</u>	<u>\$ 6,508,894</u>	<u>\$ 1,383,008</u>	<u>\$ 1,372,568</u>	<u>\$ 23,189,617</u>

The notes to financial statements are an integral part of this statement.

<b>TOWN OF BRATTLEBORO, VERMONT</b>		Exhibit D
<b>RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO NET POSITION OF GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION JUNE 30, 2021</b>		
Amount reported on Balance Sheet - Governmental Funds - total fund balances		\$ 8,974,617
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		64,132,217
Accumulated depreciation		(33,777,078)
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.		
		(627,371)
Liabilities not due and payable in the year are not reported in the governmental funds.		
Long-term debt (incl Capital lease) - current		(961,553)
Long-term debt (incl Capital lease) - noncurrent		(9,009,065)
Balances related to net position asset or liability and related to deferred outflows/inflows of resources are not reported in the funds.		
VMERS Deferred Outflows - pension expense		2,782,874
VMERS Deferred Inflows - pension credits		(59,984)
VMERS Net pension liability		(6,474,713)
Deferred OPEB Outflow - expense		182,406
Deferred OPEB Inflows - credits		(1,315,001)
Net OPEB liability		(2,501,574)
Deferred property taxes are reported in the governmental funds to offset uncollected property taxes which are not available financial resources.		
		<u>317,695</u>
Net position of governmental activities - Government-wide Statement of Net Position		<u>\$ 21,663,469</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, 2021**

Exhibit E

	General Fund	Development Fund	Capital Projects Fund	Other Governmental Funds	Totals Governmental Funds
<b>REVENUES:</b>					
Property taxes	\$ 16,690,284	\$ -	\$ -	\$ -	\$ 16,690,284
Licenses and permits	200,636	-	-	-	200,636
Investment income (loss)	176,621	7,695	28	740	185,084
Intergovernmental	425,879	-	61,124	1,621,792	2,108,795
Donations	-	-	255,997	178,351	434,348
Other departmental revenue	671,045	-	30,550	461,720	1,163,315
Total revenues	<u>18,164,466</u>	<u>7,695</u>	<u>347,699</u>	<u>2,262,603</u>	<u>20,782,463</u>
<b>EXPENDITURES:</b>					
Current -					
General government	2,872,583	366,363	-	1,280,901	4,519,847
Human services	205,941	-	-	211,256	417,197
Public safety	5,284,543	-	-	99,376	5,383,919
Public works	1,830,341	-	20,603	21,840	1,872,784
Culture and recreation	1,380,564	-	-	260,201	1,640,765
Recycling and solid waste	-	-	-	888,322	888,322
Pension and benefits	3,393,665	-	-	-	3,393,665
Capital Expenditures					
General government	-	-	265,804	-	265,804
Public safety	-	-	266,132	-	266,132
Public works	-	-	726,230	-	726,230
Culture and recreation	-	-	849,965	-	849,965
Debt service - Principal	848,333	-	-	-	848,333
- Capital lease principal	121,052	-	-	-	121,052
- Interest	308,565	-	-	-	308,565
Total expenditures	<u>16,245,587</u>	<u>366,363</u>	<u>2,128,734</u>	<u>2,761,896</u>	<u>21,502,580</u>
EXCESS OF REVENUES OR (EXPENDITURES)	<u>1,918,879</u>	<u>(358,668)</u>	<u>(1,781,035)</u>	<u>(499,293)</u>	<u>(720,117)</u>
<b>OTHER FINANCING SOURCES (USES):</b>					
Operating transfers in (out), net	<u>(1,540,253)</u>	<u>-</u>	<u>1,223,004</u>	<u>657,257</u>	<u>340,008</u>
Total other financing sources (uses)	<u>(1,540,253)</u>	<u>-</u>	<u>1,223,004</u>	<u>657,257</u>	<u>340,008</u>
NET CHANGE IN FUND BALANCES	<u>378,626</u>	<u>(358,668)</u>	<u>(558,031)</u>	<u>157,964</u>	<u>(380,109)</u>
FUND BALANCES, July 1, 2020	<u>3,179,005</u>	<u>3,491,962</u>	<u>1,805,505</u>	<u>878,254</u>	<u>9,354,726</u>
FUND BALANCES, June 30, 2021	\$ <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>

The notes to financial statements are an integral part of this statement.

<b>TOWN OF BRATTLEBORO, VERMONT</b>		Exhibit F
<b>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, 2021</b>		
Net change in fund balances - total governmental funds	\$	(380,109)
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		2,108,131
Depreciation		(1,917,648)
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		(290,493)
Current year		317,695
Accrued compensated absences are fully accrued for the governmental activities, exceeding the limited accrual for fund accounting by these amounts.		
Prior year		660,251
Current year		(627,371)
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		(113,504)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position.		
Debt service - principal		848,333
Capital lease - principal		121,052
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		<u>(881,300)</u>
Change in net position of governmental activities - Government-wide Statement of Activities	\$	<u><u>(154,963)</u></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, 2021**

Exhibit G

	<u>Utilities</u> <u>Fund</u>	<u>Parking</u> <u>Fund</u>	<u>Totals</u> <u>Proprietary</u> <u>Funds</u>
<b>ASSETS:</b>			
Current assets -			
Cash and cash equivalents	\$ 224,883	\$ 50	\$ 224,933
Accounts receivable: net of allowance for uncollectibles			
Accounts	1,960,496	-	1,960,496
Due from other funds	6,064,029	-	6,064,029
Inventory	147,891	-	147,891
Prepaid expenses	84,921	12,043	96,964
Capital assets (net of accumulated depreciation)			
Land and land improvements	3,273,591	1,685,681	4,959,272
Construction in Progress	-	-	-
Buildings and building improvements	13,060,819	6,397,489	19,458,308
Distribution and Collection Systems	22,083,686	-	22,083,686
Vehicles and equipment	2,822,757	318,024	3,140,781
Total assets	<u>49,723,073</u>	<u>8,413,287</u>	<u>58,136,360</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Related to Town's Participation in VMERS	<u>315,548</u>	<u>53,905</u>	<u>369,453</u>
<b>LIABILITIES:</b>			
Accounts payable	138,332	15,163	153,495
Accrued payroll	37,334	5,540	42,874
Accrued Compensated absences	96,686	20,642	117,328
Accrued Interest	131,025	-	131,025
Due to other funds	-	184,733	184,733
Note payable	476,654	-	476,654
Noncurrent Liabilities			
Net Pension Liability	734,163	125,416	859,579
Due within One year	1,498,731	-	1,498,731
Due in more than One Year	18,464,222	-	18,464,222
Total liabilities	<u>21,577,147</u>	<u>351,494</u>	<u>21,928,641</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>			
Deferred revenue and grants	224,883	-	224,883
Related to Town's Participation in VMERS	6,802	1,162	7,964
Total Deferred Inflows of Resources	<u>231,685</u>	<u>1,162</u>	<u>232,847</u>
<b>NET POSITION:</b>			
Net investment in capital assets	21,277,897	8,401,197	29,679,094
Unrestricted	<u>6,951,892</u>	<u>(286,661)</u>	<u>6,665,231</u>
Total net position	<u>\$ 28,229,789</u>	<u>\$ 8,114,536</u>	<u>\$ 36,344,325</u>

The notes to financial statements are an integral part of this statement.

**TOWN OF BRATTLEBORO, VERMONT**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES**  
**IN FUND NET POSITION - PROPRIETARY FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

Exhibit H

	Utilities <u>Fund</u>	Parking <u>Fund</u>	Totals Proprietary <u>Funds</u>
<b>OPERATING REVENUES:</b>			
Charges for services	\$ 6,247,252	\$ 575,331	\$ 6,822,583
Interest and penalties	119,118	-	119,118
Miscellaneous	<u>68,950</u>	<u>7,533</u>	<u>76,483</u>
Total operating revenues	<u><u>6,435,320</u></u>	<u><u>582,864</u></u>	<u><u>7,018,184</u></u>
<b>OPERATING EXPENSES:</b>			
Personnel services	1,874,943	316,813	2,191,756
Contractual services	463,284	137,688	600,972
Supplies and materials	234,327	23,441	257,768
Maintenance	80,133	25,461	105,594
Heat, light and power	270,002	30,520	300,522
Depreciation	2,498,470	282,691	2,781,161
Miscellaneous	<u>107,170</u>	<u>16,722</u>	<u>123,892</u>
Total operating expenses	<u><u>5,528,329</u></u>	<u><u>833,336</u></u>	<u><u>6,361,665</u></u>
Operating income (loss)	<u><u>906,991</u></u>	<u><u>(250,472)</u></u>	<u><u>656,519</u></u>
<b>NONOPERATING REVENUES (EXPENSES):</b>			
Gain on sale of assets	17,305	2,500	19,805
Investment income	13,817	8,730	22,547
Interest expense	<u>(318,294)</u>	<u>(6,781)</u>	<u>(325,075)</u>
Total nonoperating revenues (expenses)	<u><u>(287,172)</u></u>	<u><u>4,449</u></u>	<u><u>(282,723)</u></u>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	619,819	(246,023)	373,796
Operating transfers out	<u>(295,008)</u>	<u>(45,000)</u>	<u>(340,008)</u>
<b>CHANGE IN NET POSITION</b>	324,811	(291,023)	33,788
<b>NET POSITION, July 1, 2020</b>	<u><u>27,904,978</u></u>	<u><u>8,405,559</u></u>	<u><u>36,310,537</u></u>
<b>NET POSITION, June 30, 2021</b>	\$ <u><u>28,229,789</u></u>	\$ <u><u>8,114,536</u></u>	\$ <u><u>36,344,325</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, 2021**

Exhibit I

	Utilities Fund	Parking Fund	Totals Proprietary Funds
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Cash received from customers	\$ 6,074,611	\$ 558,219	\$ 6,632,830
Cash paid to suppliers for goods and services	(1,247,519)	(285,133)	(1,532,652)
Cash payments to employees for services	(1,880,077)	(311,482)	(2,191,559)
Net cash provided (used) by operating activities	<u>2,947,015</u>	<u>(38,396)</u>	<u>2,908,619</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Interest received on investments	<u>13,817</u>	<u>8,730</u>	<u>22,547</u>
Net cash provided (used) by investing activities	<u>13,817</u>	<u>8,730</u>	<u>22,547</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>			
(Increase)Decrease in pooled cash due from other funds	(11,403)	254,397	242,994
Operating transfer from (to) other funds	<u>(295,008)</u>	<u>(45,000)</u>	<u>(340,008)</u>
Net cash provided (used) by noncapital financing activities	<u>(306,411)</u>	<u>209,397</u>	<u>(97,014)</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:</b>			
Purchase of capital assets, net	(1,703,521)	(34,036)	(1,737,557)
Net pension liability	835,996	61,086	897,082
Payments on bonds and bond anticipation note	(1,468,545)	(200,000)	(1,668,545)
Interest expense on bonds and notes	<u>(318,294)</u>	<u>(6,781)</u>	<u>(325,075)</u>
Net cash provided (used) by capital and related financing activities	<u>(2,654,364)</u>	<u>(179,731)</u>	<u>(2,834,095)</u>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>57</b>	<b>-</b>	<b>57</b>
CASH AND CASH EQUIVALENTS, July 1, 2020	<u>224,826</u>	<u>50</u>	<u>224,876</u>
CASH AND CASH EQUIVALENTS, June 30, 2021	<u>\$ 224,883</u>	<u>\$ 50</u>	<u>\$ 224,933</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)	\$ 906,991	\$ (250,472)	\$ 656,519
Depreciation expense	2,498,470	282,691	2,781,161
(Increase) decrease in accounts receivable	(252,002)	-	(252,002)
(Increase) decrease in inventory	5,189	-	5,189
(Increase) decrease in prepaid expenses	(74,796)	(9,793)	(84,589)
(Increase) decrease in deferred outflow	(104,730)	(24,285)	(129,015)
Increase (decrease) in accounts payable	(22,996)	(41,508)	(64,504)
Increase (decrease) in deferred inflow	(3,977)	(360)	(4,337)
Increase (decrease) in accrued liabilities	<u>(5,134)</u>	<u>5,331</u>	<u>197</u>
Net cash provided by (used for) operating activities	<u>\$ 2,947,015</u>	<u>\$ (38,396)</u>	<u>\$ 2,908,619</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, 2021**

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	\$ 625	\$ 18,861	\$ 556,974	\$ -	\$ 576,460
Investments, at fair value	315,916	-	2,268,188	-	2,584,104
Due from other funds	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>30,000</u>
Total assets	<u><u>346,541</u></u>	<u><u>18,861</u></u>	<u><u>2,825,162</u></u>	<u><u>-</u></u>	<u><u>3,190,564</u></u>
<b>LIABILITIES:</b>					
Accounts payable	-	9,111	8,351	-	17,462
Intergovernmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u><u>-</u></u>	<u><u>9,111</u></u>	<u><u>8,351</u></u>	<u><u>-</u></u>	<u><u>17,462</u></u>
<b>NET POSITION:</b>					
Held in trust for specific purpose	346,541	5,000	2,816,811	-	3,168,352
Held in trust for restricted purpose	<u>-</u>	<u>4,750</u>	<u>-</u>	<u>-</u>	<u>4,750</u>
Total net position	<u><u>\$ 346,541</u></u>	<u><u>\$ 9,750</u></u>	<u><u>\$ 2,816,811</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,173,102</u></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, 2021**

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>
<b>ADDITIONS:</b>					
Investment earnings -					
Investment income	\$ 9,862	\$ 5	\$ 248,284	\$ -	\$ 258,151
Net increase (decrease) in fair value of investments	46,807	-	227,955	-	274,762
Property taxes collected for Schools	-	-	-	15,844,537	15,844,537
Contributions	-	-	5,272	-	5,272
Total additions	<u>56,669</u>	<u>5</u>	<u>481,511</u>	<u>15,844,537</u>	<u>16,382,722</u>
<b>DEDUCTIONS:</b>					
Broker fees	-	-	12,494	-	12,494
Payments of taxes to Schools	-	-	-	15,844,537	15,844,537
Miscellaneous	8,710	5	84,423	-	93,138
Total deductions	<u>8,710</u>	<u>5</u>	<u>96,917</u>	<u>15,844,537</u>	<u>15,950,169</u>
<b>CHANGE IN NET POSITION</b>	<u>47,959</u>	<u>-</u>	<u>384,594</u>	<u>-</u>	<u>432,553</u>
<b>NET POSITION, July 1, 2020</b>	<u>298,582</u>	<u>9,750</u>	<u>2,432,217</u>	<u>-</u>	<u>2,740,549</u>
<b>NET POSITION, June 30, 2021</b>	\$ <u>346,541</u>	\$ <u>9,750</u>	\$ <u>2,816,811</u>	\$ <u>-</u>	\$ <u>3,173,102</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, 2021**

**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, 2021**

**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, 2021**

**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, 2021**

**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, 2021**

**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, 2021, 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, 2021 are as follows:

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**2. Cash and investments (continued):**

	Governmental Activities	Fiduciary Funds	Total
U.S. Government obligations	\$ 2,249,142	\$ 533,228	\$ 2,782,370
International obligations	-	-	-
Municipal obligations	-	54,791	54,791
Corporate obligations	-	211,342	211,342
Common and preferred stock	-	1,413,344	1,413,344
Mutual funds - various	-	371,399	371,399
	<u>\$ 2,249,142</u>	<u>\$ 2,584,104</u>	<u>\$ 4,833,246</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, 2021 are as follows:

	Fair Value	Investment Maturity			
		Less than One Year	1 to 5 Years	6 to 10 Years	Over 10 Years
U.S. Government obligation	\$ 2,782,370	\$ 80,263	\$ 2,702,107	\$ -	\$ -
International obligations	-	-	-	-	-
Municipal obligations	54,791	-	-	-	54,791
Corporate obligations	211,342	29,798	81,248	100,296	-
	<u>\$ 3,048,503</u>	<u>\$ 110,061</u>	<u>\$ 2,783,355</u>	<u>\$ 100,296</u>	<u>\$ 54,791</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, 2021, the Town holds \$2,249,142 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, 2021**

**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 2022.

Due to the Covid-19 pandemic and its impact on local businesses, the Brattleboro Selectboard voted on March 17, 2020 to defer indefinitely interest and principal payments on all loan receivables.

**4. Capital assets:**

Capital asset activity for the year ended June 30, 2021 was as follows:

	Balance <u>June 30, 2020</u>	<u>Increase</u>	<u>Decrease</u>	Balance <u>June 30, 2021</u>
Governmental activities -				
Capital assets, not depreciated:				
Land	\$ 2,338,144	-	-	\$ 2,338,144
Construction in process	<u>272,302</u>	<u>49,288</u>	<u>223,113</u>	<u>98,477</u>
Total capital assets, not depreciated	<u>2,610,446</u>	<u>49,288</u>	<u>223,113</u>	<u>2,436,621</u>
Capital assets, depreciated:				
Buildings and improvements	18,709,177	354,343	-	19,063,520
Improvements, other	6,774,769	396,561	-	7,171,330
Machinery and equipment	10,061,228	1,031,727	438,644	10,654,311
Infrastructure	<u>24,270,431</u>	<u>536,004</u>	<u>-</u>	<u>24,806,435</u>
Total capital assets, depreciated	<u>59,815,605</u>	<u>2,318,635</u>	<u>438,644</u>	<u>61,695,596</u>
Less accumulated depreciation for:				
Buildings and improvements	4,742,845	544,700	-	5,287,545
Improvements, other	4,185,343	254,695	-	4,440,038
Machinery and equipment	5,661,905	723,403	401,965	5,983,343
Infrastructure	<u>17,671,302</u>	<u>394,850</u>	<u>-</u>	<u>18,066,152</u>
Total accumulated depreciation	<u>32,261,395</u>	<u>1,917,648</u>	<u>401,965</u>	<u>33,777,078</u>
Total capital assets, depreciated, net	<u>27,554,210</u>	<u>400,987</u>	<u>36,679</u>	<u>27,918,518</u>
Capital assets, net, governmental	<u>30,164,656</u>	<u>450,275</u>	<u>259,792</u>	<u>30,355,139</u>

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**4. Capital assets (continued):**

	Balance <u>June 30, 2020</u>	<u>Increase</u>	<u>Decrease</u>	Balance <u>June 30, 2021</u>
Business-type activities -				
Capital assets, not depreciated:				
Land - Utilities	754,051	48,364	-	802,415
Land - Parking	609,974	-	-	609,974
Construction in process	714,532	1,252,918	79,421	1,888,029
Total capital assets, not depreciated	<u>2,078,557</u>	<u>1,301,282</u>	<u>79,421</u>	<u>3,300,418</u>
Capital assets, depreciated:				
Utilities - water	24,864,410	234,117	82,542	25,015,985
Utilities - sewer	51,691,163	264,847	18,381	51,937,629
Parking	11,808,073	55,016	23,345	11,839,744
Total capital assets, depreciated	<u>88,363,646</u>	<u>553,980</u>	<u>124,268</u>	<u>88,793,358</u>
Less accumulated depreciation for:				
Utilities - water	13,571,440	685,529	82,418	14,174,551
Utilities - sewer	22,434,221	1,812,817	18,381	24,228,657
Parking	3,770,696	282,815	4,990	4,048,521
Total accumulated depreciation	<u>39,776,357</u>	<u>2,781,161</u>	<u>105,789</u>	<u>42,451,729</u>
Total capital assets, depreciated, net	<u>48,587,289</u>	<u>(2,227,181)</u>	<u>18,479</u>	<u>46,341,629</u>
Capital assets, net, business-type	<u>50,665,846</u>	<u>(925,899)</u>	<u>97,900</u>	<u>49,642,047</u>
Government-Wide Capital assets, net	\$ <u>80,830,502</u>	\$ <u>(475,624)</u>	\$ <u>357,692</u>	\$ <u>79,997,186</u>

Depreciation expense of \$1,917,648 in the governmental activities was allocated to expenses of the general government (\$180,467), public safety (\$643,206), public works (\$800,005) and culture and recreation (\$293,970) programs based on capital assets assigned to those functions.

Depreciation expense of \$2,781,161 in the business-type activities was recorded in the Utilities Fund (\$2,498,346) and the Parking Fund (\$282,815) in the proprietary fund statements.

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**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, 2021 are as follows:

Included in the interfund receivables for the Utilities Fund and Parking Fund is a \$275,491 advance from the Utilities Fund to the Parking Fund.

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
<b>Governmental funds -</b>		
General Fund	\$ -	\$ 9,025,439
Development Fund	475,342	-
Capital Projects Fund	1,383,008	-
Other Governmental Funds	<u>1,265,329</u>	<u>7,536</u>
	<u>3,123,679</u>	<u>9,032,975</u>
<b>Proprietary funds -</b>		
Utilities Fund	6,064,029	-
Parking Fund	-	184,733
	<u>6,064,029</u>	<u>184,733</u>
<b>Fiduciary funds</b>	<u>30,000</u>	<u>-</u>
	<u>\$ 9,217,708</u>	<u>\$ 9,217,708</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, 2021 were as follows:

The General Fund received transfers of \$330,008 from the proprietary funds as reimbursement of expenditures for administration and other operating costs.

The General Fund transferred \$657,257 to Other Governmental Funds and \$1,223,004 to the Capital Projects Fund.

	<u>Transfers In</u>	<u>Transfers Out</u>
<b>General Fund</b>	\$ 340,008	\$ 1,880,261
<b>Development Fund</b>	-	-
<b>Capital Projects Fund</b>	1,223,004	-
<b>Other Governmental Funds</b>	657,257	-
<b>Utilities Fund</b>	-	295,008
<b>Parking Fund</b>	-	45,000
<b>Fiduciary funds</b>	-	-
	<u>\$ 2,220,269</u>	<u>\$ 2,220,269</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, 2021, \$476,654 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, 2021**

**8. Long-term Liabilities:**

Outstanding long-term liabilities for the year ended June 30, 2021 consisted of:

	Balance June 30, 2020	Additions	Reductions	Balance June 30, 2021	Due Within One Year
Governmental activities -					
Notes payable (1.51% - 2.32%):					
Fire Ladder Truck Note					
payments through July 2028	\$ 450,000	\$ -	\$ 50,000	\$ 400,000	\$ 50,000
General obligation bonds (0.44% - 5.24%):					
General purpose, maturities through -					
November 2022	75,000	-	25,000	50,000	25,000
November 2028	3,000,001	-	333,333	2,666,668	333,333
November 2031	540,000	-	50,000	490,000	45,000
November 2036	6,630,000	-	390,000	6,240,000	390,000
Capital Lease	245,002	-	121,052	123,950	118,220
Compensated Absences	660,251	-	32,880	627,371	-
Net OPEB Liability	2,938,615	-	437,041	2,501,574	-
Net Pension Liability	4,580,258	1,894,455	-	6,474,713	-
	<u>19,119,127</u>	<u>1,894,455</u>	<u>1,439,306</u>	<u>19,574,276</u>	<u>961,553</u>
Total governmental activities	\$ <u>19,119,127</u>	\$ <u>1,894,455</u>	\$ <u>1,439,306</u>	\$ <u>19,574,276</u>	\$ <u>961,553</u>
Business-type activities -					
General obligation bonds (-3.00% - 5.64%):					
Parking, through December 2020	\$ 200,000	-	200,000	-	-
Net Pension Liability - Parking	64,330	61,086	-	125,416	-
Wastewater, Revolving Loan Fund -					
RF1-127, through December 2033	7,487,021	-	468,702	7,018,319	478,076
RF1-024, through September 2031	1,688,775	-	125,914	1,562,861	128,433
RF1-171, through June 2036	778,039	-	41,742	736,297	42,577
Wastewater, Recovery Zone Economic					
Development, through December 2030	8,195,000	-	645,000	7,550,000	660,000
Special obligation bonds (-3.0% - 2.0%):					
Tri-Park Water, through June 2043	1,478,187	-	64,269	1,413,918	64,269
Tri-Park Sewer, through June 2033	1,804,476	-	122,918	1,681,558	125,376
Net Pension Liability - Utilities	374,821	359,342	-	734,163	-
	<u>22,070,649</u>	<u>420,428</u>	<u>1,668,545</u>	<u>20,822,532</u>	<u>1,498,731</u>
Total business-type activities	\$ <u>22,070,649</u>	\$ <u>420,428</u>	\$ <u>1,668,545</u>	\$ <u>20,822,532</u>	\$ <u>1,498,731</u>

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**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

Parking - The Town issued a \$4,000,000 bond in July 2000 through the Vermont Municipal Bond Bank for the construction of a parking facility. The bond is payable in twenty annual installments of \$200,000 from December 2001 to December 2020. Final payment was made in the current fiscal year.

RF1-127 - The Town received a loan of \$14,064,704 from the Clean Water State Revolving Loan Fund (CWSRLF) for planning, design engineering, and a portion of construction costs of a Wastewater Treatment Plant (WWTP) Upgrade. The loan has a 2.0% administration fee in lieu of interest. The Town recognized loan forgiveness subsidies of \$1,100,000 and \$2,368,442 in fiscal years 2014 and 2018, respectively. The loan is payable in annual installments of \$792,879 from December 2014 through December 2017 and annual installments of \$618,443 from December 2018 through December 2033.

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**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 sewer replacement annual debt service is \$159,007 from June 2014 through June 2033. The water main annual debt service is \$64,269 from June 2014 to June 2043.

Debt service requirements to maturity are as follows:

Year ending June 30,	<u>Governmental Activities</u>		<u>Business-type Activities</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2022	\$ 843,333	\$ 288,652	\$ 1,498,731	\$ 464,146
2023	843,333	265,852	1,534,220	427,962
2024	818,334	242,435	1,570,019	390,850
2025	818,334	213,463	1,606,134	352,309
2026	818,334	189,425	1,642,572	312,014
2027-2031	3,325,000	582,507	8,821,156	890,346
2032-2036	1,990,000	206,427	2,840,237	100,654
2037-2041	390,000	6,027	321,345	-
2042-2046	-	-	128,539	-
	<u>\$ 9,846,668</u>	<u>\$ 1,994,788</u>	<u>\$ 19,962,953</u>	<u>\$ 2,938,281</u>

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**9. Capital leases:**

The Town has entered into a lease agreement as lessee for financing the acquisition of energy efficiency improvements in several buildings. This lease agreement qualifies as a capital lease for accounting purposes and, therefore, the cost and depreciation of these assets are included with other capital assets of the Town. The cost of the assets acquired by the capital lease is the present value of the future lease payments. Leased building improvements (\$1,094,917) are included in governmental capital assets.

The capital lease liability is also reported on the Government-wide Statement of Net Position as the net present value of the minimum lease payments remaining under the lease.

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2021 are \$126,920, including an amount representing interest of \$2,970.

**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, 2020, 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 2021 fiscal year, the total Town premiums plus implicit costs for the retiree medical

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
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**11. Other postemployment benefit (OPEB) plan (continued):**

program are \$92,112. The Town is also to make a contribution to an OPEB Trust of \$0 for the 2021 fiscal year for a total contribution of \$92,112.

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, 2021, based on an actuarial valuation date of July 1, 2020, the plan was 0% funded and had a total OPEB liability of \$2,501,574, resulting in a net OPEB liability of \$2,501,574. For the year ended June 30, 2021, the Town recognized OPEB expense of \$205,616. As of June 30, 2021, the Town reported deferred outflows of resources of \$182,406, all of which arose from the recognition of the effects of differences between expected and actual experience. On June 30, 2021, the Town reported deferred inflows of resources of \$1,315,001, 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, 2021	
<i>Description</i>	<i>Amount</i>
I. Service Cost	\$ 225,701
II. Interest on Net OPEB Liability	\$ 109,153
III. Deferred (Inflows)/Outflows from Plan Experience*	\$ (106,006)
IV. Deferred (Inflows)/Outflows from Changes in Assumptions*	\$ (127,302)
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	\$ 101,546
VII. Expense Related to Change in Benefit Terms***	<u>\$ 104,070</u>
Net OPEB Expense	\$ 205,616
* Amortized over 7 years	
** Amortized over 5 years	
*** Recognized Immediately	

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**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.

	Healthcare Trend Rate	
<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
	Discount Rate	
<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, 2020. 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  
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**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, 2020, the measurement date selected by the State of Vermont, VMERS was funded at 74.52% and had a plan fiduciary net position of \$740,052,895 and a total pension liability of \$993,026,959 resulting in a net pension liability of \$252,974,064. As of June 30, 2020, the Town's proportionate share of this was 2.89923% resulting in a liability of \$7,334,295. The net pension liability was measured as of June 30, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2020. 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, 2020, the Town's proportion of 2.89923% was an increase of 0.00606% from its proportion measured as of June 30, 2019. For the year ended June 30, 2021, the Town recognized pension expense of \$647,875.

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 \$647,875 will be recognized as a reduction of the net pension liability in the year ended June 30, 2021.

	Deferred Outflow of	Deferred Inflow of
Difference between expected and actual experience	\$ 660,533	\$ 21,739
Changes in assumptions	983,296	-
Difference between projected and actual earnings on pension plan investments	701,463	-
Changes in proportional share of contributions	159,160	-
Difference between the employer contributions and proportionate share of total contributions	-	46,209
Town's required employer contributions made subsequent to the measurement date	<u>647,875</u>	<u>-</u>
	<u>\$ 3,152,327</u>	<u>\$ 67,948</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
2021	766,968
2022	688,051
2023	566,899
2024	414,586
Total	<u>\$ 2,436,504</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, 2020, the retirement system consisted of 499 participating employers.

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
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**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, 2021**

**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 – 5.00%

Group D – 11.475%

*Employer Contributions:*

Group B – 5.625%

Group D – 9.975%

*Retirement Stipend:* \$25 per month payable at the option of the Board or retirees.

Significant Actuarial Assumptions and Methods

*Investment rate of return:* 7.00%, 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, 2021**

**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, 2021**

**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>
\$11,205,315	\$7,334,295	\$4,149,262

**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, 2021:

Number of active plan participants		<u>8</u>
Current year covered payroll	\$	<u>333,738</u>
Current year total payroll	\$	<u>8,980,413</u>
Contributions by Town (9.5% of covered payroll)	\$	<u>31,864</u>
Contributions by employees (3.8% of covered payroll)	\$	<u>12,812</u>

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**13. Fund balances:**

The General Fund reported a nonspendable fund balance (\$904,731) for inventory and prepaid expenditures. The General Fund also reported a \$605,000 committed fund balance, to fund upgrades to the Town's website, replacement of an elevator at the Gibson-Aiken Center, replacement of sidewalks, and for paving projects. The General Fund's unassigned fund balance on June 30, 2021 was \$2,047,900.

The Development Fund reported a nonspendable fund balance (\$408,810) for those loan balances not offset by deferred revenue; the remaining balance of these programs are restricted (\$2,465,013) by program regulations or committed (\$259,471) by Town Meeting Members.

The Capital Projects Fund reported a restricted fund balance (\$16,682), and an assigned fund balance (\$1,230,792) for capital projects which has not been used and may be released to the General Fund.

The Other Governmental Funds reported nonspendable, restricted or committed fund balances for the individual funds that are shown in the combining balance sheet in Schedule 10.

	Individual Funds Statements		Government-Wide Statements	
	Governmental Funds	Proprietary Funds	Governmental Activities	Business-type Activities
<b>Nonspendable:</b>				
General Fund	\$ 904,731	\$ -	\$ -	\$ -
Community Development Fund	408,810	-	-	-
Grants Fund	75	-	-	-
Recreation Programs	1,550	-	-	-
	<u>1,315,166</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Restricted:</b>				
Community Development Fund	2,465,013	-	3,133,294	-
Fire and Police Stations Upgrade	16,682	-	1,247,474	-
Reappraisal Reserve	427,844	-	427,844	-
Recreation and Parks	-	-	361,079	-
Records Restoration	81,839	-	-	-
Other Funds	6,237	-	247,295	-
	<u>2,997,615</u>	<u>-</u>	<u>5,416,986</u>	<u>-</u>
<b>Committed:</b>				
General Fund	605,000	-	-	-
Community Development Fund	259,471	-	-	-
Energy Efficiency Fund	83,772	-	-	-
Agricultural Land Trust Preservation Fund	52,339	-	-	-
Recreation Programs	263,171	-	-	-
Skating Rink Improvements	96,358	-	-	-
Covid-19 Emergency Fund	(7,983)	-	-	-
Trees Program	31,016	-	-	-
	<u>1,383,144</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Assigned:</b>				
Capital Projects Fund	1,230,792	-	-	-
	<u>1,230,792</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned (governmental funds)/Unrestricted (business-type funds)	2,047,900	6,665,231	(4,138,037)	6,665,231
<b>Invested in Capital Assets, Net of Related Debt:</b>				
Capital Assets, net of accumulated depreciation	-	49,642,047	30,355,139	49,642,047
Related Debt	-	19,962,953	9,970,618	19,962,953
	<u>-</u>	<u>29,679,094</u>	<u>20,384,521</u>	<u>29,679,094</u>
Total Fund Balances/Net Position	\$ <u>8,974,617</u>	\$ <u>36,344,325</u>	\$ <u>21,663,469</u>	\$ <u>36,344,325</u>

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**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, 2022 through 2024 the contractual commitments are \$484,915, \$489,764 and \$494,662 respectively.

Transfer of bus operations - The Town previously transferred bus operations to Connecticut River Transit. The Town is committed to continue payment of a \$50,000 bus service subsidy for fiscal 2022.

Legal services - The Town has a one-year retainer contract for legal services through March 2022. The annual cost of the contract is \$112,571 from March 2021 to March 2022.

**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, 2020 is provided below because audited financial statements for the fiscal year ended June 30, 2021 were not available as of the date of this report.

Assets	\$ <u>1,560,349</u>	Operating revenues	\$ 884,548
		Operating expenses	<u>1,161,215</u>
Liabilities	\$ 245,259	Operating gain (loss)	(276,667)
Deferred inflows of resources	-	Nonoperating revenue, net	<u>279,524</u>
Net position	<u>1,315,090</u>		
	\$ <u>1,560,349</u>	Change in net position	\$ <u>2,857</u>

**TOWN OF BRATTLEBORO, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**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, 2021, the Town abated \$128,978 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
<b>Constructed New Factory</b>		
Real Estate	25%	\$ 22,163
Equipment	75%	\$ 17,341
<b>Expanded Manufacturing Facility</b>		
Real Estate	65%	\$ 14,030
Equipment	75%	\$ 49,369
Farmland Preservation (8)	100%	<u>\$ 26,075</u>
Total		<u><u>\$ 128,978</u></u>

A 25% property tax abatement on real estate and a 75% property tax abatement on equipment to a newly constructed yogurt factory. The abatement amounted to \$39,504.

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 \$63,399.

The Town negotiates property tax abatements on an individual basis. The Town has tax abatement agreements with ten entities as of June 30, 2021.

**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, 2021**

	2021	2020	2019	2018	2017	2016	2015
Total Plan Net Pension Liability	\$ 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	2.89923%	2.89317%	2.97110%	2.82094%	1.98470%	1.97556%	2.06554%
Town's Proportionate Share of the Net Pension Liability	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	8,337,426	\$ 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	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	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 seven years are shown.

<b>TOWN OF BRATTLEBORO, VERMONT</b>								Schedule 2
<b>REQUIRED SUPPLEMENTARY INFORMATION</b>								
<b>SCHEDULE OF CONTRIBUTIONS</b>								
<b>VMERS DEFINED BENEFIT PLAN</b>								
<b>FOR THE YEAR ENDED JUNE 30, 2021</b>								
	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	
Contractually Required Contribution (Actuarially Determined)	\$ 766,968	\$ 560,189	\$ 908,329	\$ 559,032	\$ 337,749	\$ 301,643	\$ 276,153	
Contributions in Relation to Actuarially Determined Contribution	\$ 647,875	\$ 600,877	\$ 555,878	\$ 520,410	\$ 460,685	\$ 301,643	\$ 246,153	
Contribution Excess/(Deficiency)	\$ (119,093)	\$ (40,688)	\$ (352,451)	\$ (38,622)	\$ (122,936)	\$ -	\$ (30,000)	
Town's Covered Employee Payroll	\$ 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	7.77%	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 seven years are shown.								

**TOWN OF BRATTLEBORO, VERMONT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**CHANGE IN THE NET OPEB LIABILITY**  
**FOR THE YEAR ENDED JUNE 30, 2021**

Schedule 3

	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
Total OPEB Liability					
Service Cost	\$ 225,701	\$ 237,261	\$ 229,238	\$ 178,623	\$ 236,902
Interest on Net OPEB Liability and Service Cost	109,153	100,791	125,557	98,283	89,700
Benefit Payments	(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	<u>(874,664)</u>	<u>-</u>	<u>(7,327)</u>	<u>-</u>	<u>204,533</u>
Net Change in Total OPEB Liability	\$ (437,041)	\$ 254,905	\$ (713,648)	\$ 190,364	\$ (1,066,247)
Total OPEB Liability July 1	<u>2,938,615</u>	<u>2,683,710</u>	<u>3,397,358</u>	<u>3,206,994</u>	<u>4,273,241</u>
Total OPEB Liability June 30	\$ 2,501,574	\$ 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	\$ 2,501,574	\$ 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%
Covered Employee Payroll	\$ 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	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, 2021**

Schedule 4

	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
Actuarially Determined Contributions	\$ 297,830	\$ 378,243	\$ 370,220	\$ 346,905	\$ 337,476
Contributions in Relation to the Actuarily Determined Contribution	\$ 92,112	\$ 83,147	\$ 79,188	\$ 86,542	\$ 86,542
Contribution Excess (Deficiency)	\$ (205,718)	\$ (295,096)	\$ (291,032)	\$ (260,363)	\$ (250,934)
Covered Employee Payroll	\$ 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%	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 five years are shown

**TOWN OF BRATTLEBORO, VERMONT** Schedule 5  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2021**

(Page 1 of 2)

	Original and Final <u>Budget</u>	Actual (Budgetary Basis)	Variance Favorable (Unfavorable)
<b>REVENUES:</b>			
Taxes	\$ 16,304,841	\$ 16,690,284	\$ 385,443
Interest income	135,000	176,621	41,621
Departmental revenue -			
Town Manager	282,500	197,386	(85,114)
Finance	50,000	105,391	55,391
Attorney	-	-	-
Town Clerk	136,600	177,754	41,154
Listers	1,800	6,495	4,695
General services	-	-	-
Risk management	-	1,071	1,071
Planning	40,000	22,882	(17,118)
Benefits	20,000	-	(20,000)
Library	31,500	15,886	(15,614)
Fire	83,250	41,413	(41,837)
Municipal Center	18,000	18,787	787
Police	118,441	100,034	(18,407)
Public works	-	5,228	5,228
Parks and recreation	254,700	179,354	(75,346)
Intergovernmental - regional	628,000	425,879	(202,121)
Total revenues	<u>18,104,632</u>	<u>18,164,466</u>	<u>59,834</u>
<b>EXPENDITURES:</b>			
Administration -			
Town Manager	320,970	351,792	(30,822)
Finance	364,580	335,114	29,466
Town Attorney	116,364	111,396	4,968
Town Clerk	192,575	186,277	6,298
Listers	162,905	170,146	(7,241)
General services	261,250	307,596	(46,346)
Risk management	845,000	717,601	127,399
Planning	269,915	252,744	17,171
Employee benefits	3,399,025	3,393,665	5,360
Debt service - bonds, notes, lease	1,285,375	1,277,950	7,425
Human services	190,105	205,941	(15,836)

**TOWN OF BRATTLEBORO, VERMONT** Schedule 5  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2021**

(Page 2 of 2)

	Final Budget	Actual (Budgetary Basis)	Variance Favorable (Unfavorable)
EXPENDITURES (CONTINUED):			
Auxiliary services	529,548	589,834	(60,286)
Library	656,345	634,488	21,857
Fire Department	2,057,640	2,105,916	(48,276)
Facilities Maintenance	143,845	169,797	(25,952)
Municipal center	89,415	61,300	28,115
Police Department	2,304,730	2,077,500	227,230
Police dispatch	555,575	511,293	44,282
Public works	1,916,155	1,830,341	85,814
Regional	115,050	128,820	(13,770)
Recreation and parks	809,880	746,076	63,804
Downtown Alliance	80,000	80,000	-
Total expenditures	<u>16,666,247</u>	<u>16,245,587</u>	<u>420,660</u>
EXCESS OF REVENUES OR (EXPENDITURES)			
	<u>1,438,385</u>	<u>1,918,879</u>	<u>480,494</u>
OTHER FINANCING SOURCES (USES):			
Operating transfers in	340,000	340,008	8
Operating transfers out	<u>(1,778,385)</u>	<u>(1,880,261)</u>	<u>(101,876)</u>
Total other financing sources (uses)	<u>(1,438,385)</u>	<u>(1,540,253)</u>	<u>(101,868)</u>
NET CHANGE IN FUND BALANCES			
	\$ <u>-</u>	\$ <u>378,626</u>	\$ <u>378,626</u>

<b>TOWN OF BRATTLEBORO, VERMONT</b>										Schedule
<b>COMBINING BALANCE SHEET - DEVELOPMENT FUND</b>										
<b>JUNE 30, 2021</b>										
	Disaster Relief	Rental Housing	SBAP	UDAG Holstein	VCDP 1st Generation Active	VCDP 1st Generation Deferred	Total			
<b>ASSETS</b>										
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Due from other funds	49,038	71,004	139,429	-	215,871	-	-	-	-	475,342
Investments	-	-	-	2,249,142	-	-	-	-	-	2,249,142
Loans receivable, net	-	-	593,910	-	-	3,190,500	-	-	-	3,784,410
Total assets	\$ 49,038	\$ 71,004	\$ 733,339	\$ 2,249,142	\$ 215,871	\$ 3,190,500	\$ -	\$ -	\$ -	\$ 6,508,894
<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	-	-	408,810	-	-	-	-	-	-	408,810
Restricted	-	-	-	2,249,142	215,871	-	-	-	-	2,465,013
Committed	49,038	71,004	139,429	-	-	-	-	-	-	259,471
Assigned	-	-	-	-	-	-	-	-	-	-
Unassigned	-	-	-	-	-	-	-	-	-	-
Total fund balances	\$ 49,038	\$ 71,004	\$ 548,239	\$ 2,249,142	\$ 215,871	\$ -	\$ -	\$ -	\$ -	\$ 3,133,294
Total liabilities, deferred inflows of resources and fund equity	\$ 49,038	\$ 71,004	\$ 733,339	\$ 2,249,142	\$ 215,871	\$ 3,190,500	\$ -	\$ -	\$ -	\$ 6,508,894

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES - DEVELOPMENT FUND**  
**FOR THE YEAR ENDED JUNE 30, 2021**

	Disaster Relief	Rental Housing	SBAP	UDAG Holstein	VCDP 1st Generation Active	VCDP 1st Generation Deferred	Total
<b>REVENUES:</b>							
Investment income/change in value	\$ 120	\$ 173	\$ 3,931	\$ 2,865	\$ 606	\$ -	\$ 7,695
Departmental and other revenue	-	-	-	-	-	-	-
Total revenues	<u>120</u>	<u>173</u>	<u>3,931</u>	<u>2,865</u>	<u>606</u>	<u>-</u>	<u>7,695</u>
<b>EXPENDITURES:</b>							
General government	-	-	<u>292,147</u>	-	<u>74,216</u>	-	<u>366,363</u>
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	120	173	(288,216)	2,865	(73,610)	-	(358,668)
Operating transfers in (out)	-	-	-	-	-	-	-
<b>EXCESS OF REVENUES OR (EXPENDITURES)/NET CHANGE IN FUND BALANCES</b>	120	173	(288,216)	2,865	(73,610)	-	(358,668)
FUND BALANCES, June 30, 2020	<u>48,918</u>	<u>\$ 70,831</u>	<u>\$ 836,455</u>	<u>\$ 2,246,277</u>	<u>\$ 289,481</u>	<u>\$ -</u>	<u>3,491,962</u>
FUND BALANCES, June 30, 2021	<u>\$ 49,038</u>	<u>\$ 71,004</u>	<u>\$ 548,239</u>	<u>\$ 2,249,142</u>	<u>\$ 215,871</u>	<u>\$ -</u>	<u>\$ 3,133,294</u>

**TOWN OF BRATTLEBORO, VERMONT  
COMBINING BALANCE SHEET - CAPITAL PROJECTS FUND  
JUNE 30, 2021**

	<u>Capital Projects Fund</u>	<u>West River Park Fund</u>	<u>Skateboard Dog Park Fund</u>	<u>Fire and Police Station</u>	<u>Total</u>
<b>ASSETS</b>					
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts receivable	-	-	-	-	-
Due from other funds	<u>1,366,326</u>	<u>-</u>	<u>-</u>	<u>16,682</u>	<u>1,383,008</u>
Total assets	<u>\$ 1,366,326</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16,682</u>	<u>\$ 1,383,008</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>					
<b>LIABILITIES:</b>					
Accounts payable	\$ 135,534	\$ -	\$ -	\$ -	\$ 135,534
Due to other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u>135,534</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>135,534</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>					
Deferred revenue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND EQUITY:</b>					
Fund balances -					
Restricted	-	-	-	16,682	16,682
Assigned	<u>1,230,792</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,230,792</u>
Total fund balances	<u>1,230,792</u>	<u>-</u>	<u>-</u>	<u>16,682</u>	<u>1,247,474</u>
Total liabilities, deferred inflows of resources and fund equity	<u>\$ 1,366,326</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16,682</u>	<u>\$ 1,383,008</u>

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES - CAPITAL PROJECTS FUND**  
**FOR THE YEAR ENDED JUNE 30, 2021**

	\$	\$	\$	\$	\$	\$	\$	\$
	Capital Projects Fund	West River Park Fund	Skateboard Dog Park Fund	Fire and Police Station	Total			
<b>REVENUES:</b>								
Investment income/change in value	-	-	-	28	28			
Intergovernmental	61,124	-	-	-	61,124			
Donations and grants	160,119	-	95,878	-	255,997			
Departmental and other revenues	30,550	-	-	-	30,550			
Total revenues	<u>251,793</u>	<u>-</u>	<u>95,878</u>	<u>28</u>	<u>347,699</u>			
<b>EXPENDITURES:</b>								
Capital outlay	<u>1,745,682</u>	<u>10,278</u>	<u>272,855</u>	<u>99,919</u>	<u>2,128,734</u>			
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	<u>(1,493,889)</u>	<u>(10,278)</u>	<u>(176,977)</u>	<u>(99,891)</u>	<u>(1,781,035)</u>			
<b>OTHER FINANCING SOURCES (USES):</b>								
Proceeds from borrowing	-	-	-	-	-			
Operating transfers in (out), net	<u>1,213,004</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>1,223,004</u>			
Total other financing sources (uses)	<u>1,213,004</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>1,223,004</u>			
<b>NET CHANGE IN FUND BALANCES</b>	<u>(280,885)</u>	<u>(10,278)</u>	<u>(166,977)</u>	<u>(99,891)</u>	<u>(558,031)</u>			
<b>FUND BALANCES, July 1, 2020</b>	<u>1,511,677</u>	<u>10,278</u>	<u>166,977</u>	<u>116,573</u>	<u>1,805,505</u>			
<b>FUND BALANCES, June 30, 2021</b>	<u>\$ 1,230,792</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16,682</u>	<u>\$ 1,247,474</u>			

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING BALANCE SHEET - OTHER GOVERNMENTAL FUNDS**  
**JUNE 30, 2021**

Schedule 10  
Page 1 of 2

	Grants Fund	Community Restorative Justice	Solid Waste Disposal	Recreation Programs	Fossil Fuel Free Facilities	Agricultural Land Trust Preservation Fund
<b>ASSETS</b>						
Cash and cash equivalents	\$ 122	\$ -	\$ 1	\$ 3,041	\$ -	\$ -
Accounts receivable	67,836	-	34,614	-	-	-
Prepaid expenditures	75	-	-	1,550	-	-
Due from other funds	<u>170,699</u>	<u>23,125</u>	<u>25,460</u>	<u>266,145</u>	<u>83,772</u>	<u>52,339</u>
Total assets	\$ <u>238,732</u>	\$ <u>23,125</u>	\$ <u>60,075</u>	\$ <u>270,736</u>	\$ <u>83,772</u>	\$ <u>52,339</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>						
<b>LIABILITIES:</b>						
Accounts payable	\$ 66,780	\$ 1,666	\$ 60,075	\$ 6,015	\$ -	\$ -
Accrued liabilities	-	21,459	-	-	-	-
Due to other funds	-	-	-	-	-	-
Total liabilities	<u>66,780</u>	<u>23,125</u>	<u>60,075</u>	<u>6,015</u>	<u>-</u>	<u>-</u>
<b>DEFERRED INFLOWS OF RESOURCES:</b>						
Deferred revenue	<u>171,952</u>	-	-	-	-	-
<b>FUND EQUITY:</b>						
Fund balances -						
Nonspendable	\$ 75	\$ -	\$ -	\$ 1,550	\$ -	\$ -
Restricted	(75)	-	-	-	-	-
Committed	-	-	-	263,171	83,772	52,339
Total fund balances	<u>-</u>	<u>-</u>	<u>-</u>	<u>264,721</u>	<u>83,772</u>	<u>52,339</u>
Total liabilities, deferred inflows of resources and fund equity	\$ <u>238,732</u>	\$ <u>23,125</u>	\$ <u>60,075</u>	\$ <u>270,736</u>	\$ <u>83,772</u>	\$ <u>52,339</u>

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING BALANCE SHEET - OTHER GOVERNMENTAL FUNDS**  
**JUNE 30, 2021**

	Reappraisal Reserve	Records Restoration	Skating Rink Improvements	Trees Program	Other Funds	Covid-19 Emergency Response	Total
<b>ASSETS</b>							
Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,164
Accounts receivable	-	-	-	-	-	-	102,450
Prepaid expenditures	-	-	-	-	-	-	1,625
Due from other funds	428,196	81,907	96,358	31,016	6,312	-	1,265,329
Total assets	\$ 428,196	\$ 81,907	\$ 96,358	\$ 31,016	\$ 6,312	\$ -	\$ 1,372,568
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY</b>							
<b>LIABILITIES:</b>							
Accounts payable	\$ -	\$ 68	\$ -	\$ -	\$ -	\$ 447	\$ 135,051
Accrued liabilities	-	-	-	-	-	-	21,459
Due to other funds	-	-	-	-	-	7,536	7,536
Total liabilities	-	68	-	-	-	7,983	164,046
<b>DEFERRED INFLOWS OF RESOURCES:</b>							
Deferred revenue	352	-	-	-	-	-	172,304
<b>FUND EQUITY:</b>							
Fund balances -							
Nonspendable Restricted	\$ 427,844	\$ 81,839	\$ -	\$ -	\$ -	\$ -	\$ 1,625
Committed	-	-	96,358	31,016	-	(7,983)	515,920
Total fund balances	427,844	81,839	96,358	31,016	6,312	(7,983)	518,673
Total liabilities, deferred inflows of resources and fund equity	\$ 428,196	\$ 81,907	\$ 96,358	\$ 31,016	\$ 6,312	\$ -	\$ 1,372,568

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES - OTHER GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

	Grants Fund	Community Restorative Justice	Solid Waste Disposal	Recreation Programs	Fossil Fuel Free Facilities Fund	Agricultural Land Trust Preservation Fund
<b>REVENUES:</b>						
Investment income/change in value	\$ -	\$ -	\$ -	\$ 579	\$ 33	\$ 128
Intergovernmental	1,345,235	179,653	-	-	-	-
Donations and grants	153,106	25,245	-	-	-	-
Departmental and other revenues	-	-	339,026	104,673	-	-
Total revenues	<u>1,498,341</u>	<u>204,898</u>	<u>339,026</u>	<u>105,252</u>	<u>33</u>	<u>128</u>
<b>EXPENDITURES:</b>						
General government	1,243,858	-	-	-	-	-
Human services	-	211,256	-	-	-	-
Public safety	87,477	-	-	-	-	-
Public works	21,840	-	-	-	-	-
Culture and recreation	144,990	-	-	93,359	-	-
Recycling and Solid Waste	-	-	888,322	-	-	-
Miscellaneous	176	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
Total expenditures	<u>1,498,341</u>	<u>211,256</u>	<u>888,322</u>	<u>93,359</u>	<u>-</u>	<u>-</u>
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	-	(6,358)	(549,296)	11,893	33	128
<b>OTHER FINANCING SOURCES (USES):</b>						
Operating transfers in (out)	-	-	587,257	-	70,000	-
<b>NET CHANGE IN FUND BALANCES</b>	-	(6,358)	37,961	11,893	70,033	128
<b>FUND BALANCES, June 30, 2020</b>	-	6,358	(37,961)	252,828	13,739	52,211
<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>

**TOWN OF BRATTLEBORO, VERMONT**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGES IN FUND BALANCES - OTHER GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

	Reappraisal Reserve	Records Restoration	Skating Risk Improvements	Trees Program	Other Funds	Covid-19 Emergency Response	Total
<b>REVENUES:</b>							
Investment income/change in value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	740
Intergovernmental	42,845	-	-	-	-	54,059	1,621,792
Donations and grants	-	-	-	-	-	-	178,351
Departmental and other revenues	-	18,021	-	-	-	-	461,720
Total revenues	<u>42,845</u>	<u>18,021</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>54,059</u>	<u>2,262,603</u>
<b>EXPENDITURES:</b>							
General government	-	868	-	126	-	35,873	1,280,725
Human services	-	-	-	-	-	-	211,256
Public safety	-	-	-	-	6,774	5,125	99,376
Public works	-	-	-	-	-	-	21,840
Culture and recreation	-	-	18,162	-	-	3,690	260,201
Recycling and Solid Waste	-	-	-	-	-	-	888,322
Miscellaneous	-	-	-	-	-	-	176
Capital outlay	-	-	-	-	-	-	-
Total expenditures	<u>-</u>	<u>868</u>	<u>18,162</u>	<u>126</u>	<u>6,774</u>	<u>44,688</u>	<u>2,761,896</u>
<b>EXCESS OF REVENUES OR (EXPENDITURES)</b>	42,845	17,153	(18,162)	(126)	(6,774)	9,371	(499,293)
<b>OTHER FINANCING SOURCES (USES):</b>							
Operating transfers in (out)	-	-	-	-	-	-	657,257
<b>NET CHANGE IN FUND BALANCES</b>	42,845	17,153	(18,162)	(126)	(6,774)	9,371	157,964
<b>FUND BALANCES, June 30, 2020</b>	<u>384,999</u>	<u>64,686</u>	<u>114,520</u>	<u>31,142</u>	<u>13,086</u>	<u>(17,354)</u>	<u>878,254</u>
<b>FUND BALANCES, June 30, 2021</b>	<u>\$ 427,844</u>	<u>\$ 81,839</u>	<u>\$ 96,358</u>	<u>\$ 31,016</u>	<u>\$ 6,312</u>	<u>\$ (7,983)</u>	<u>\$ 1,036,218</u>



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## Batchelder Associates, PC

### INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Brattleboro Select Board  
Town of Brattleboro, Vermont

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund, and the aggregate remaining fund information of the Town of Brattleboro, Vermont, as of and for the year ended June 30, 2021, 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 October 22, 2021.

#### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Brattleboro, Vermont's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Brattleboro, Vermont's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Brattleboro, Vermont's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

#### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Brattleboro, Vermont's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on

the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Batchelder Associates, P.C.*

Batchelder Associates, P.C.  
Barre, Vermont  
License #945  
October 22, 2021