

TOWN OF BRATTLEBORO  
Finance Department  
230 Main Street, Suite 208  
Brattleboro, VT 05301  
Phone (802) 251-8104 • FAX (802) 257-2322  
[www.brattleboro.org](http://www.brattleboro.org)

MEMORANDUM

TO: SELECTBOARD  
VIA: PETER ELWELL, TOWN MANAGER  
FROM: JOHN O'CONNOR, FINANCE DIRECTOR  
SUBJECT: OCTOBER 2016 FINANCIAL REPORT  
DATE: NOVEMBER 4, 2016

The financial reports for the month of October provide line item detail of activity for the General Fund, Utilities Fund, Parking Fund and Solid Waste Disposal Fund. There is a separate report for each fund that reflects the year to date revenues and expenditures, the budget for each account and the percentage of the budget realized or expended through October 31, 2016. This report is the fourth monthly report for Fiscal Year 2017 and represents the unaudited results through the fourth month of the fiscal year.

With 33.3% of the fiscal year complete the total General Fund expenditures are 36.4% of the annual budget. The expenditures include \$277,324 in semi-annual insurance payments, \$140,765 in annual human service payments and \$1,160,367 in annual lease and note payments which, if prorated, would reduce General Fund expenditures to 30.5% of the annual budget.

As of October 31, 2016, the Utilities Fund expenditures are 32.0% and the Parking Fund expenditures are 28.4% of their annual budgets, respectively. The Utilities Fund expenditures include an encumbrance of \$95,000 for sludge removal and \$207,514 in interest expense which, if prorated, would reduce expenditures to 28.6% of the annual budget.

As of October 31, 2016, the Solid Waste Disposal Fund revenues and expenditures are 27.2% and 29.1% of their annual budgets, respectively. October refuse bag revenue, curbside collection costs and tipping fees will not be recorded until November.

The loan report indicates that as of October 31, 2016 the Town had \$3,442,451 in outstanding loans issued through the Town's various loan programs. Two of the loans had payments that were overdue and one loan is in default and fully reserved.

The program income report indicates that the Town has \$683,190 in available funds for additional grants and loans as of October 31, 2016.

As of October 31, 2016, the grant report contains information on 42 active grants and 9 grants in the application process.

Account	Budget	Actual	% of Budget
<b>01-5-2010 Town Manager</b>			
01-5-2010-160.00 MM - Investment Income	7,000.00	2,425.45	34.65%
01-5-2010-166.00 In Lieu of Taxes	144,000.00	36,821.90	25.57%
01-5-2010-450.00 Miscellaneous Revenue	2,500.00	995.00	39.80%
<b>Total Town Manager</b>	<b>153,500.00</b>	<b>40,242.35</b>	<b>26.22%</b>
<b>01-5-2015 Taxes</b>			
01-5-2015-250.00 Current Taxes	13,861,274.00	13,746,430.16	99.17%
01-5-2015-256.00 Meals, Alcohol and Rooms	320,000.00	0.00	0.00%
01-5-2015-260.00 Interest	60,000.00	13,597.35	22.66%
01-5-2015-265.00 Penalty	55,000.00	0.00	0.00%
01-5-2015-270.00 Collection Charges	20,000.00	11,876.89	59.38%
<b>Total Taxes</b>	<b>14,316,274.00</b>	<b>13,771,904.40</b>	<b>96.20%</b>
<b>01-5-2020 Finance Department</b>			
01-5-2020-136.00 Business Licenses	50,000.00	10,700.00	21.40%
01-5-2020-216.01 Reimbursements/Insurance	0.00	500.00	100.00%
01-5-2020-361.10 Interest on Receivables	0.00	376.60	100.00%
<b>Total Finance Department</b>	<b>50,000.00</b>	<b>11,576.60</b>	<b>23.15%</b>
<b>01-5-2029 Attorney</b>			
<b>Total Attorney</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>01-5-2030 Town Clerk</b>			
01-5-2030-130.00 Liquor & Tobacco License	8,700.00	660.00	7.59%
01-5-2030-135.00 Dog License Revenue	18,500.00	1,441.00	7.79%
01-5-2030-140.00 Town Clerk Fees	105,000.00	32,113.00	30.58%
<b>Total Town Clerk</b>	<b>132,200.00</b>	<b>34,214.00</b>	<b>25.88%</b>
<b>01-5-2040 Listers</b>			
01-5-2040-265.00 Personal Property Fines	2,000.00	0.00	0.00%
01-5-2040-450.00 Listers Office Misc	50.00	0.00	0.00%
<b>Total Listers</b>	<b>2,050.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>01-5-2050 General Services</b>			
<b>Total General Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>01-5-2070 Risk Management</b>			
<b>Total Risk Management</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>01-5-2090 Planning</b>			
01-5-2090-290.00 Planning Permit Fees	45,000.00	9,451.41	21.00%

Account	Budget	Actual	% of Budget
01-5-2090-450.00 Planning Misc Revenue	50.00	30.00	60.00%
<b>Total Planning</b>	<b>45,050.00</b>	<b>9,481.41</b>	<b>21.05%</b>
<b>01-5-2260 Benefits</b>			
<b>Total Benefits</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>01-5-2800 Library Revenue</b>			
01-5-2800-120.00 Library Copier Revenue	6,700.00	2,064.44	30.81%
01-5-2800-135.00 Library Donations	6,000.00	0.00	0.00%
01-5-2800-216.00 Reimbursements	0.00	1,034.52	100.00%
01-5-2800-360.00 Library Fines	16,000.00	4,972.77	31.08%
01-5-2800-370.00 Non-Resident Fees	16,000.00	5,804.60	36.28%
01-5-2800-375.00 Gift Books & Replacement	3,000.00	899.47	29.98%
01-5-2800-390.00 Library Postage Revenue	800.00	75.00	9.38%
01-5-2800-396.00 Audio Visual Rental	50.00	0.00	0.00%
01-5-2800-450.00 Miscellaneous Income	700.00	31.65	4.52%
<b>Total Library Revenue</b>	<b>49,250.00</b>	<b>14,882.45</b>	<b>30.22%</b>
<b>01-5-3500 Fire</b>			
01-5-3500-200.00 Tower Rent	0.00	500.00	100.00%
01-5-3500-450.00 Fire Dept - Banner	11,200.00	3,750.00	33.48%
01-5-3500-455.00 Fire Outside Revenue	7,500.00	190.00	2.53%
<b>Total Fire</b>	<b>18,700.00</b>	<b>4,440.00</b>	<b>23.74%</b>
<b>01-5-5000 Municipal Center</b>			
01-5-5000-200.00 Municipal Center Rental	20,000.00	6,480.04	32.40%
<b>Total Municipal Center</b>	<b>20,000.00</b>	<b>6,480.04</b>	<b>32.40%</b>
<b>01-5-5500 Police</b>			
01-5-5500-110.00 Town Ordinance	43,000.00	6,204.06	14.43%
01-5-5500-115.00 Bicycle Registration	30.00	7.00	23.33%
01-5-5500-120.00 Police Dept Copy Charges	3,000.00	213.00	7.10%
01-5-5500-216.01 Reimbursements/Insurance	0.00	4,695.43	100.00%
01-5-5500-220.00 False Alarm Fees	5,000.00	895.00	17.90%
01-5-5500-450.00 Miscellaneous Revenue	2,000.00	590.00	29.50%
01-5-5500-452.00 Police Outside Revenue	40,000.00	2,406.07	6.02%
01-5-5500-455.00 Animal Control	1,000.00	480.00	48.00%
01-5-5500-500.00 Rescue Inc Dispatch Fees	47,079.00	15,693.00	33.33%
<b>Total Police</b>	<b>141,109.00</b>	<b>31,183.56</b>	<b>22.10%</b>
<b>01-5-6 Public Works</b>			
01-5-6020-230.00 Gasoline Sales	4,000.00	1,134.19	28.35%
<b>Total Public Works</b>	<b>4,000.00</b>	<b>1,134.19</b>	<b>28.35%</b>

Account	Budget	Actual	% of Budget
<b>01-5-7000 Regional</b>			
01-5-7000-280.00 Railroad Revenue Sharing	2,500.00	0.00	0.00%
01-5-7000-290.00 State Road Construction	230,000.00	116,646.81	50.72%
01-5-7000-292.00 State Current Use Payment	150,000.00	161,868.00	107.91%
01-5-7000-450.00 Overweight Permits	0.00	5.00	100.00%
<b>Total Regional</b>	<b>382,500.00</b>	<b>278,519.81</b>	<b>72.82%</b>
<b>01-5-7100 Parks and Recreation</b>			
01-5-7100-400.00 Basketball	5,500.00	0.00	0.00%
01-5-7100-410.00 Softball Field Rental	23,000.00	4,055.00	17.63%
01-5-7100-415.00 Swimming Pool	20,000.00	10,485.65	52.43%
01-5-7100-420.00 Snack Bar	2,000.00	675.00	33.75%
01-5-7100-425.00 Kiwanis Shelter	3,500.00	1,125.00	32.14%
01-5-7100-430.00 Skating Rink Revenue	113,000.00	24,811.25	21.96%
01-5-7100-435.00 Gibson-Aiken Center	6,000.00	2,532.88	42.21%
01-5-7100-440.00 Day Camp	20,000.00	7,572.50	37.86%
01-5-7100-445.00 Facilities Use Fees	2,000.00	1,458.50	72.93%
01-5-7100-450.00 Miscellaneous Revenue	9,500.00	5,037.63	53.03%
01-5-7100-450.01 Cemetery Plots	1,500.00	2,400.00	160.00%
01-5-7100-500.00 Non-Resident Fees	19,000.00	3,984.00	20.97%
<b>Total Parks and Recreation</b>	<b>225,000.00</b>	<b>64,137.41</b>	<b>28.51%</b>
<b>01-5-8000 Intergovernmental</b>			
<b>Total Intergovernmental</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>01-5-9000 Fund Balance</b>			
01-5-9000-900.00 Use of Fund Balance	449,225.00	0.00	0.00%
<b>Total Fund Balance</b>	<b>449,225.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>01-5-9999 Transfers</b>			
01-5-9999-905.00 Transfer Rec Self Support	5,000.00	0.00	0.00%
01-5-9999-905.10 Transfer Skate Rink Imp	7,500.00	0.00	0.00%
01-5-9999-906.03 Transfer Utility Fund	250,000.00	83,333.32	33.33%
01-5-9999-906.06 Transfer Parking Fund	36,900.00	12,300.00	33.33%
<b>Total Transfers</b>	<b>299,400.00</b>	<b>95,633.32</b>	<b>31.94%</b>
<b>Total Revenues</b>	<b>16,288,258.00</b>	<b>14,363,829.54</b>	<b>88.19%</b>
<b>01-6-20 General Government</b>			
<b>01-6-2010 Town Manager</b>			
01-6-2010-001.00 Department Head Salary	99,038.00	28,887.60	29.17%
01-6-2010-005.00 Staff Salaries	116,168.00	34,235.20	29.47%
01-6-2010-005.16 Vacation BB - Retire Pay	2,227.00	0.00	0.00%

Account	Budget	Actual	% of Budget
01-6-2010-060.00 Equipment	300.00	0.00	0.00%
01-6-2010-124.00 Training	300.00	0.00	0.00%
01-6-2010-126.00 Conferences/Memberships	500.00	0.00	0.00%
01-6-2010-450.00 Postage Expense	1,000.00	283.46	28.35%
01-6-2010-500.00 Office Supplies	1,000.00	254.90	25.49%
01-6-2010-753.00 Transportation	5,000.00	1,538.40	30.77%
<b>Total Town Manager</b>	<b>225,533.00</b>	<b>65,199.56</b>	<b>28.91%</b>
<b>01-6-2020 Finance</b>			
01-6-2020-001.00 Department Head Salary	75,249.00	21,933.60	29.15%
01-6-2020-005.00 Staff Salaries	218,067.00	64,242.60	29.46%
01-6-2020-060.00 Equipment	500.00	0.00	0.00%
01-6-2020-124.00 Training	1,500.00	30.00	2.00%
01-6-2020-126.00 Conferences/Memberships	1,000.00	653.65	65.37%
01-6-2020-140.00 Office Equipment Maint	1,200.00	0.00	0.00%
01-6-2020-141.00 Computer Supplies	600.00	0.00	0.00%
01-6-2020-142.00 NEMRC Services	27,500.00	13,336.85	48.50%
01-6-2020-165.00 Tax Bills	1,000.00	0.00	0.00%
01-6-2020-216.00 Reimbursable Expense	0.00	500.00	100.00%
01-6-2020-218.00 Bank Service Charges	1,000.00	206.00	20.60%
01-6-2020-450.00 Postage Expense	7,800.00	4,291.29	55.02%
01-6-2020-500.00 Office Supplies	4,000.00	2,151.28	53.78%
<b>Total Finance</b>	<b>339,416.00</b>	<b>107,345.27</b>	<b>31.63%</b>
<b>01-6-2029 Attorney</b>			
01-6-2029-116.00 Contracted Legal Services	102,500.00	34,000.00	33.17%
01-6-2029-126.00 Conferences/Memberships	1,000.00	0.00	0.00%
01-6-2029-205.00 Litigation Expenses	5,000.00	13,140.27	262.81%
<b>Total Attorney</b>	<b>108,500.00</b>	<b>47,140.27</b>	<b>43.45%</b>
<b>01-6-2030 Town Clerk</b>			
01-6-2030-001.00 Department Head Salary	67,840.00	19,703.60	29.04%
01-6-2030-005.00 Staff Salaries	57,160.00	17,410.62	30.46%
01-6-2030-005.16 Vacation BB - Retire Pay	17,340.00	0.00	0.00%
01-6-2030-008.00 Election Salaries	6,000.00	1,596.00	26.60%
01-6-2030-126.00 Conferences/Memberships	1,800.00	388.08	21.56%
01-6-2030-154.00 Computer - Land Records	14,600.00	783.45	5.37%
01-6-2030-190.00 Election Expense	16,000.00	3,805.42	23.78%
01-6-2030-400.00 Copier Expense	1,010.00	358.03	35.45%
01-6-2030-450.00 Postage Expense	2,600.00	1,062.51	40.87%
01-6-2030-500.00 Office Supplies	2,500.00	854.45	34.18%
01-6-2030-650.00 Equipment Maintenance	290.00	0.00	0.00%
<b>Total Town Clerk</b>	<b>187,140.00</b>	<b>45,962.16</b>	<b>24.56%</b>
<b>01-6-2040 Listers</b>			
01-6-2040-001.00 Department Head Salary	65,026.00	20,458.70	31.46%

Account	Budget	Actual	% of Budget
01-6-2040-005.00 Staff Salaries	75,513.00	20,448.20	27.08%
01-6-2040-005.16 Vacation BB - Retire Pay	2,448.00	0.00	0.00%
01-6-2040-023.00 Board Salaries	1,950.00	975.00	50.00%
01-6-2040-060.00 Equipment Purchases	1,700.00	955.08	56.18%
01-6-2040-116.00 Professional Services	1,200.00	90.00	7.50%
01-6-2040-124.00 Training	1,000.00	0.00	0.00%
01-6-2040-126.00 Conferences/Memberships	950.00	65.00	6.84%
01-6-2040-165.00 Grand List	150.00	0.00	0.00%
01-6-2040-168.00 Tax Map Maintenance	2,550.00	1,275.00	50.00%
01-6-2040-425.00 Annual Software Fees	4,200.00	3,390.82	80.73%
01-6-2040-450.00 Postage Expense	1,200.00	194.35	16.20%
01-6-2040-500.00 Office Supplies	950.00	168.12	17.70%
01-6-2040-650.00 Equipment Maintenance Fee	800.00	124.00	15.50%
01-6-2040-753.00 Transportation	750.00	415.80	55.44%
<b>Total Listservs</b>	<b>160,387.00</b>	<b>48,560.07</b>	<b>30.28%</b>
<b>01-6-2050 General Services</b>			
01-6-2050-023.00 Board Salaries	17,000.00	7,000.00	41.18%
01-6-2050-023.01 BCA Salaries	700.00	0.00	0.00%
01-6-2050-120.00 Personell Mgmt Expense	5,000.00	0.00	0.00%
01-6-2050-121.00 Employee Recognition	0.00	968.71	100.00%
01-6-2050-126.00 Conferences/Memberships	16,500.00	14,489.80	87.82%
01-6-2050-140.00 Computer Equipment Maint	30,000.00	11,611.30	38.70%
01-6-2050-170.00 Printing & Public Notices	11,500.00	1,906.41	16.58%
01-6-2050-173.00 Professional Services	18,500.00	1,708.93	9.24%
01-6-2050-175.00 Town Report	3,000.00	0.00	0.00%
01-6-2050-203.00 GIS Mapping	19,000.00	1,508.87	7.94%
01-6-2050-220.00 Auditing	49,500.00	9,054.88	18.29%
01-6-2050-350.00 Telephone	17,000.00	4,386.03	25.80%
01-6-2050-450.00 Postage Expense	2,750.00	397.75	14.46%
01-6-2050-500.00 Office Supplies	2,000.00	354.37	17.72%
01-6-2050-875.01 Tax Abatements	10,000.00	5,270.91	52.71%
01-6-2050-875.02 Interest Abatements	1,000.00	1,036.88	103.69%
01-6-2050-875.03 Penalty Abatements	1,000.00	321.27	32.13%
01-6-2050-875.04 Other Abatements	0.00	3,768.92	100.00%
01-6-2050-900.00 Miscellaneous	0.00	270.00	100.00%
<b>Total General Services</b>	<b>204,450.00</b>	<b>64,055.03</b>	<b>31.33%</b>
<b>01-6-2070 Risk Management</b>			
01-6-2070-035.00 Worker's Compensation	412,500.00	197,617.35	47.91%
01-6-2070-105.00 General Liability	189,500.00	79,707.00	42.06%
01-6-2070-213.00 Occupational Health	25,000.00	2,158.04	8.63%
01-6-2070-216.00 Insurance Deductible	10,000.00	2,000.00	20.00%
<b>Total Risk Management</b>	<b>637,000.00</b>	<b>281,482.39</b>	<b>44.19%</b>
<b>01-6-2090 Planning</b>			
01-6-2090-001.00 Department Head Salary	69,919.00	17,790.17	25.44%

Account	Budget	Actual	% of Budget
01-6-2090-005.00 Staff Salaries	117,088.00	32,772.44	27.99%
01-6-2090-060.00 Equipment	800.00	0.00	0.00%
01-6-2090-124.00 Training	1,800.00	0.00	0.00%
01-6-2090-126.00 Conferences/Memberships	2,300.00	568.84	24.73%
01-6-2090-141.00 Computer Supplies	1,000.00	0.00	0.00%
01-6-2090-170.00 Legal Notices	2,200.00	570.70	25.94%
01-6-2090-173.00 Professional Services	4,000.00	845.00	21.13%
01-6-2090-400.00 Document Production	1,800.00	74.96	4.16%
01-6-2090-450.00 Postage Expense	1,400.00	297.30	21.24%
01-6-2090-500.00 Office Supplies	1,800.00	209.31	11.63%
01-6-2090-650.00 Equipment Maintenance	1,000.00	1,421.25	142.13%
01-6-2090-753.00 Transportation	1,400.00	161.28	11.52%
01-6-2090-800.00 Miscellaneous Expenses	500.00	0.00	0.00%
<b>Total Planning</b>	<b>207,007.00</b>	<b>84,711.25</b>	<b>26.43%</b>
<b>Total General Government</b>	<b>2,069,433.00</b>	<b>714,456.00</b>	<b>34.52%</b>
<b>01-6-2260 Benefits</b>			
01-6-2260-005.00 Salary Increases	-2,364.00	0.00	0.00%
01-6-2260-009.00 Vacation Accrual	30,000.00	0.00	0.00%
01-6-2260-030.00 Social Security	546,000.00	157,689.79	28.88%
01-6-2260-032.00 Employee Retirement	610,000.00	174,328.06	28.58%
01-6-2260-033.00 Health Insurance	1,732,008.00	473,662.78	27.35%
01-6-2260-033.01 Life Insurance	27,200.00	8,000.91	29.42%
01-6-2260-033.02 Opt-Out & HSA Payments	220,500.00	58,127.45	26.36%
01-6-2260-033.03 HRA Expense	0.00	53,341.05	100.00%
01-6-2260-033.04 HRA Administration	0.00	4,147.18	100.00%
01-6-2260-034.00 Unemployment Compensation	10,000.00	0.00	0.00%
01-6-2260-035.00 Dependent Care Administra	1,500.00	40.50	2.70%
<b>Total Benefits</b>	<b>3,174,844.00</b>	<b>929,337.72</b>	<b>29.27%</b>
<b>01-6-2271 Bonds/Notes</b>			
01-6-2271-340.00 Bond Principal	648,500.00	648,333.33	99.97%
01-6-2271-341.07 Note Principal	232,000.00	158,000.00	68.10%
01-6-2271-345.00 Bond Interest	359,656.00	156,875.08	43.62%
01-6-2271-345.01 Note Interest	11,750.00	9,569.34	81.44%
01-6-2271-345.02 Accrued Interest	0.00	27,179.99	100.00%
01-6-2271-345.03 Lease Expense	193,900.00	160,409.41	82.73%
<b>Total Bonds/Notes</b>	<b>1,445,806.00</b>	<b>1,160,367.15</b>	<b>80.26%</b>
<b>01-6-2280 Human Services</b>			
01-6-2280-998.01 Senior Solutions	2,800.00	2,800.00	100.00%
01-6-2280-998.02 Brattleboro Senior Meals	7,000.00	7,000.00	100.00%
01-6-2280-998.03 Youth Services	7,500.00	7,500.00	100.00%
01-6-2280-998.04 Museum & Art Center	7,000.00	7,000.00	100.00%
01-6-2280-998.05 Windham Child Care Assoc	5,500.00	5,500.00	100.00%
01-6-2280-998.07 Women's Freedom Center	3,765.00	3,765.00	100.00%

Account	Budget	Actual	% of Budget
01-6-2280-998.08 Brattleboro Area Hospice	1,200.00	1,200.00	100.00%
01-6-2280-998.09 VNA & Hospice of VT & NH	7,500.00	7,500.00	100.00%
01-6-2280-998.10 Green Mountain RSVP	700.00	700.00	100.00%
01-6-2280-998.11 Vt Center for Ind Living	1,600.00	1,600.00	100.00%
01-6-2280-998.13 Aids Project of So. Vt.	2,000.00	2,000.00	100.00%
01-6-2280-998.14 SEVCA	12,000.00	12,000.00	100.00%
01-6-2280-998.15 The Gathering Place	2,000.00	2,000.00	100.00%
01-6-2280-998.16 Boys & Girls Club	15,200.00	15,200.00	100.00%
01-6-2280-998.23 Summer Lunch Program	6,000.00	6,000.00	100.00%
01-6-2280-998.24 Kidsplayce	4,000.00	4,000.00	100.00%
01-6-2280-998.25 Climate Control	10,000.00	10,000.00	100.00%
01-6-2280-998.32 Turning Point	7,000.00	7,000.00	100.00%
01-6-2280-998.35 American Red Cross	5,000.00	5,000.00	100.00%
01-6-2280-998.36 Family Garden	2,500.00	2,500.00	100.00%
01-6-2280-998.39 Windham Co. Safe Place	1,500.00	1,500.00	100.00%
01-6-2280-998.40 Meeting Waters YMCA	5,000.00	5,000.00	100.00%
01-6-2280-998.41 Groundworks Colaborative	20,000.00	20,000.00	100.00%
01-6-2280-998.42 Vermont Wilderness School	4,000.00	4,000.00	100.00%
<b>Total Human Services</b>	<b>140,765.00</b>	<b>140,765.00</b>	<b>100.00%</b>
<b>01-6-2290 Auxiliary Services</b>			
01-6-2290-236.00 Street Lights	140,000.00	34,147.82	24.39%
01-6-2290-375.00 Civil Defense	4,000.00	621.81	15.55%
01-6-2290-390.00 Local Bus Service	50,000.00	12,500.00	25.00%
01-6-2290-997.01 Ambulance Service	210,000.00	72,351.36	34.45%
<b>Total Auxilliary Services</b>	<b>404,000.00</b>	<b>119,620.99</b>	<b>29.61%</b>
<b>01-6-2800 Library</b>			
01-6-2800-001.00 Department Head Salary	67,184.00	20,874.48	31.07%
01-6-2800-005.00 Staff Salaries	374,100.00	105,587.11	28.22%
01-6-2800-005.01 Custodian	14,725.00	4,888.06	33.20%
01-6-2800-005.16 Vacation BB - Retire Pay	0.00	745.72	100.00%
01-6-2800-060.00 Office Equipment	4,000.00	873.18	21.83%
01-6-2800-124.00 Training	200.00	126.36	63.18%
01-6-2800-126.00 Conferences/Memberships	900.00	0.00	0.00%
01-6-2800-128.00 Lost Book Refund Pmt Fees	500.00	110.43	22.09%
01-6-2800-140.00 Computer Equipment Maint	14,700.00	246.78	1.68%
01-6-2800-141.00 Computer Supplies	4,000.00	919.45	22.99%
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	1,025.98	25.65%
01-6-2800-173.00 Professional Services	500.00	0.00	0.00%
01-6-2800-173.01 Bindery Services	400.00	0.00	0.00%
01-6-2800-216.00 Reimbursable Expense	0.00	998.70	100.00%
01-6-2800-217.00 Trust Expense	0.00	4,547.39	100.00%
01-6-2800-230.00 Fuel Expense	14,000.00	0.00	0.00%
01-6-2800-235.00 Electric	25,960.00	12,169.43	46.88%
01-6-2800-240.00 Utilities	1,723.00	458.60	26.62%
01-6-2800-250.00 Building Equip & Maint	17,000.00	6,708.86	39.46%
01-6-2800-255.00 Maintenance Supplies	2,500.00	1,895.70	75.83%

Account	Budget	Actual	% of Budget
01-6-2800-350.00 Telephone	2,350.00	949.72	40.41%
01-6-2800-450.00 Postage Expense	11,000.00	500.00	4.55%
01-6-2800-500.00 Office Supplies	4,100.00	1,218.11	29.71%
01-6-2800-501.00 Books - General	8,300.00	8,331.17	100.38%
01-6-2800-502.00 Reference Sources	18,000.00	10,338.17	57.43%
01-6-2800-505.00 Juvenile Books	9,200.00	2,290.39	24.90%
01-6-2800-510.00 Young Adult Sources	1,200.00	320.59	26.72%
01-6-2800-515.00 Replacement Books	1,200.00	382.55	31.88%
01-6-2800-520.00 Periodicals & Newspapers	6,775.00	2,902.79	42.85%
01-6-2800-530.00 Non-Print Materials/Adult	5,250.00	564.69	10.76%
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	1,304.58	34.33%
01-6-2800-551.01 Special Programs/Adult	100.00	0.00	0.00%
01-6-2800-552.00 Special Programs/Children	100.00	0.00	0.00%
01-6-2800-650.00 Equipment Maintenance	1,500.00	435.28	29.02%

**Total Library** **619,267.00**    **191,714.27**    **30.96%**

**01-6-3500 Fire**

01-6-3500-001.00 Department Head Salary	82,301.00	24,477.35	29.74%
01-6-3500-005.00 Staff Salaries	1,280,334.00	341,433.70	26.67%
01-6-3500-005.16 Vacation BB - Retire Pay	36,622.00	34,553.43	94.35%
01-6-3500-006.00 Incentive Pay	51,630.00	13,175.81	25.52%
01-6-3500-010.00 Overtime	96,900.00	40,524.12	41.82%
01-6-3500-010.01 Fire Outside Overtime	12,240.00	2,312.68	18.89%
01-6-3500-015.00 Holiday Pay	43,927.00	537.60	1.22%
01-6-3500-020.00 Auxiliary Staff	14,000.00	0.00	0.00%
01-6-3500-025.00 Clerical	34,247.00	10,381.20	30.31%
01-6-3500-060.00 Equipment	20,000.00	6,171.47	30.86%
01-6-3500-124.00 Training	7,500.00	2,301.23	30.68%
01-6-3500-126.00 Conferences/Memberships	4,500.00	628.00	13.96%
01-6-3500-230.00 Heating Oil Expense	13,250.00	341.85	2.58%
01-6-3500-230.02 Propane	5,000.00	2,656.27	53.13%
01-6-3500-231.00 Gasoline	7,000.00	1,156.02	16.51%
01-6-3500-231.01 Diesel	15,000.00	3,280.87	21.87%
01-6-3500-235.00 Electric	13,350.00	4,884.28	36.59%
01-6-3500-240.00 Utilities	4,200.00	1,056.32	25.15%
01-6-3500-250.00 Building Repairs	5,500.00	913.39	16.61%
01-6-3500-350.00 Telephone	9,500.00	2,495.11	26.26%
01-6-3500-450.00 Postage Expense	750.00	259.94	34.66%
01-6-3500-500.00 Office Supplies	7,000.00	2,483.30	35.48%
01-6-3500-550.00 Operating Supplies	12,000.00	8,846.81	73.72%
01-6-3500-590.00 Clothing	20,000.00	7,546.87	37.73%
01-6-3500-635.00 Fire Prevention	600.00	566.55	94.43%
01-6-3500-650.01 Fire Alarm Repair	18,300.00	2,731.65	14.93%
01-6-3500-650.02 Equipment Maintenance	6,500.00	1,681.53	25.87%
01-6-3500-705.01 Vehicle Maintenance	41,100.00	27,749.15	67.52%

**Total Fire** **1,863,251.00**    **545,146.50**    **29.26%**

**01-6-5000 Municipal Center**

Account	Budget	Actual	% of Budget
01-6-5000-005.00 Staff Salaries	46,858.00	13,733.93	29.31%
01-6-5000-010.00 Overtime	8,160.00	971.75	11.91%
01-6-5000-060.00 Equipment	3,000.00	0.00	0.00%
01-6-5000-230.00 Fuel Expense	29,500.00	448.46	1.52%
01-6-5000-235.00 Electric	40,000.00	14,019.77	35.05%
01-6-5000-240.00 Utilities	5,500.00	1,120.29	20.37%
01-6-5000-250.00 Building Repairs	15,000.00	573.67	3.82%
01-6-5000-255.00 Maintenance Supplies	6,100.00	3,139.24	51.46%
01-6-5000-260.00 Maintenance Contracts	10,000.00	13,180.96	131.81%
01-6-5000-263.00 Grounds Maintenance	1,500.00	117.66	7.84%
01-6-5000-590.00 Clothing	350.00	0.00	0.00%
01-6-5000-705.00 Automotive Maintenance	650.00	780.64	120.10%
<b>Total Municipal Center</b>	<b>166,618.00</b>	<b>48,086.37</b>	<b>28.86%</b>
<b>01-6-55 Police</b>			
<b>01-6-5500 Police Department</b>			
01-6-5500-001.00 Department Head Salary	90,110.00	27,632.40	30.67%
01-6-5500-005.00 Staff Salaries	1,349,426.00	366,253.30	27.14%
01-6-5500-005.16 Vacation BB - Retire Pay	8,160.00	1,788.80	21.92%
01-6-5500-006.00 Educational Incentive	29,028.00	30,153.08	103.88%
01-6-5500-010.00 Overtime	124,440.00	74,816.14	60.12%
01-6-5500-010.01 Police Outside Overtime	40,800.00	2,738.95	6.71%
01-6-5500-015.00 Holiday Pay	27,543.00	0.00	0.00%
01-6-5500-020.00 Auxiliary Staff	2,040.00	0.00	0.00%
01-6-5500-025.00 Clerical	107,320.00	30,625.44	28.54%
01-6-5500-060.00 Equipment	8,000.00	0.00	0.00%
01-6-5500-116.00 Poundkeeper	10,000.00	1,332.00	13.32%
01-6-5500-124.00 Training	23,000.00	3,920.93	17.05%
01-6-5500-126.00 Conferences/Memberships	3,500.00	2,082.40	59.50%
01-6-5500-141.00 Computer Supplies	7,000.00	1,612.83	23.04%
01-6-5500-216.00 Reimbursements/Insurance	0.00	4,695.53	100.00%
01-6-5500-231.00 Gasoline	40,685.00	6,772.82	16.65%
01-6-5500-350.00 Telephone	20,000.00	5,219.17	26.10%
01-6-5500-350.01 VIBRS/VLETS	19,900.00	0.00	0.00%
01-6-5500-355.00 Office Furniture	1,000.00	197.50	19.75%
01-6-5500-400.00 Copier Expense	3,700.00	1,614.87	43.65%
01-6-5500-450.00 Postage Expense	2,300.00	565.43	24.58%
01-6-5500-500.00 Office Supplies	7,300.00	1,294.06	17.73%
01-6-5500-501.00 Books/Reference	200.00	228.80	114.40%
01-6-5500-550.00 Operating Supplies	10,500.00	2,809.43	26.76%
01-6-5500-590.00 Clothing	19,000.00	10,526.55	55.40%
01-6-5500-650.00 Equipment Maintenance	5,000.00	994.50	19.89%
01-6-5500-700.00 Automotive Equipment	2,500.00	0.00	0.00%
01-6-5500-705.00 Automotive Maintenance	20,000.00	7,129.41	35.65%
01-6-5500-710.00 Prisoner Expense	3,000.00	662.07	22.07%
01-6-5500-722.00 Crime Prevention	2,000.00	0.00	0.00%
01-6-5500-753.00 Transportation	4,000.00	-55.21	-1.38%
<b>Total Police Department</b>	<b>1,991,452.00</b>	<b>585,611.20</b>	<b>29.41%</b>

Account	Budget	Actual	% of Budget
<b>01-6-5510 Police Dispatch</b>			
01-6-5510-001.00 Chief Dispatcher	47,749.00	14,058.84	29.44%
01-6-5510-005.00 Staff Salaries	314,977.00	86,355.51	27.42%
01-6-5510-005.16 Vacation Buy	1,836.00	784.40	42.72%
01-6-5510-006.00 Educational Incentive	4,904.00	6,354.13	129.57%
01-6-5510-010.00 Overtime	77,520.00	30,641.06	39.53%
01-6-5510-015.00 Holiday Pay	7,576.00	0.00	0.00%
01-6-5510-060.00 Equipment	4,000.00	204.72	5.12%
01-6-5510-124.00 Training	3,500.00	122.48	3.50%
01-6-5510-350.00 Telephone	1,200.00	0.00	0.00%
01-6-5510-500.00 Office Supplies	500.00	0.00	0.00%
01-6-5510-550.00 Operating Supplies	1,750.00	431.52	24.66%
01-6-5510-650.00 Equipment Maintenance	2,500.00	656.90	26.28%
<b>Total Police Dispatch</b>	<b>468,012.00</b>	<b>139,609.56</b>	<b>29.83%</b>
<b>Total Police</b>	<b>2,459,464.00</b>	<b>725,220.76</b>	<b>29.49%</b>
<b>01-6-60 Public Works</b>			
<b>01-6-6015 Public Works Admin</b>			
01-6-6015-001.00 Department Head Salary	42,620.00	13,629.04	31.98%
01-6-6015-005.00 Staff Salaries	581,391.00	161,601.65	27.80%
01-6-6015-005.03 Mechanics Staff Salaries	151,849.00	41,887.11	27.58%
01-6-6015-005.16 Vacation BB - Retire Pay	1,020.00	0.00	0.00%
01-6-6015-010.00 Overtime	91,800.00	11,104.23	12.10%
01-6-6015-013.00 Holiday/Weekend Pay	15,137.00	3,685.42	24.35%
01-6-6015-025.00 Clerical	45,306.00	12,994.10	28.68%
01-6-6015-126.00 Conferences/Memberships	3,000.00	500.00	16.67%
01-6-6015-173.00 Professional Services	10,000.00	1,675.00	16.75%
01-6-6015-202.00 Equip Rental - Outside	17,000.00	5,582.00	32.84%
01-6-6015-350.00 Telephone	5,400.00	1,245.23	23.06%
01-6-6015-400.00 Copier Expense	800.00	172.79	21.60%
01-6-6015-450.00 Postage Expense	300.00	0.00	0.00%
01-6-6015-500.00 Office Supplies	3,900.00	1,119.57	28.71%
01-6-6015-590.00 Clothing	5,200.00	2,131.34	40.99%
01-6-6015-595.00 Safety Equipment	6,000.00	1,554.51	25.91%
<b>Total Public Works Admin</b>	<b>980,723.00</b>	<b>258,881.99</b>	<b>26.40%</b>
<b>01-6-6016 Public Works Bridges</b>			
01-6-6016-550.00 Painting & Repair	8,000.00	10,129.57	126.62%
<b>Total Public Works Bridges</b>	<b>8,000.00</b>	<b>10,129.57</b>	<b>126.62%</b>
<b>01-6-6017 Public Works Drainage</b>			
01-6-6017-550.00 Pipes	6,000.00	4,813.12	80.22%
01-6-6017-550.01 Grates & Risers	4,500.00	884.00	19.64%
01-6-6017-550.02 Other Materials	9,000.00	4,398.25	48.87%
<b>Total Public Works Drainage</b>	<b>19,500.00</b>	<b>10,095.37</b>	<b>51.77%</b>

Account	Budget	Actual	% of Budget
<b>01-6-6018 Public Works Equipment</b>			
01-6-6018-550.00 Parts	87,000.00	35,235.57	40.50%
01-6-6018-550.01 Tires & Accessories	12,000.00	4,813.41	40.11%
01-6-6018-550.02 Small Tools	5,500.00	582.13	10.58%
<b>Total Public Works Equipment</b>	<b>104,500.00</b>	<b>40,631.11</b>	<b>38.88%</b>
<b>01-6-6020 Public Works Gas &amp; Oil</b>			
01-6-6020-230.00 Gasoline Pump Maintenance	0.00	100.00	100.00%
01-6-6020-231.00 Gasoline	8,000.00	1,462.76	18.28%
01-6-6020-231.01 Diesel	80,000.00	9,490.57	11.86%
01-6-6020-650.00 Lube & Oil	7,500.00	2,600.09	34.67%
<b>Total Public Works Gas &amp; Oil</b>	<b>95,500.00</b>	<b>13,653.42</b>	<b>14.30%</b>
<b>01-6-6022 Public Works Summer Roads</b>			
01-6-6022-550.00 Chloride	26,000.00	0.00	0.00%
01-6-6022-550.01 Hot Mix	32,000.00	18,577.52	58.05%
01-6-6022-550.02 Cold Patch	900.00	0.00	0.00%
01-6-6022-550.03 Gravel	30,000.00	17,914.00	59.71%
01-6-6022-550.04 Guard Rails	0.00	459.45	100.00%
<b>Total Public Works Summer Roads</b>	<b>88,900.00</b>	<b>36,950.97</b>	<b>41.56%</b>
<b>01-6-6023 Public Works Sidewalks</b>			
01-6-6023-660.01 Sidewalk Repairs	10,000.00	4,041.94	40.42%
<b>Total Public Works Sidewalks</b>	<b>10,000.00</b>	<b>4,041.94</b>	<b>40.42%</b>
<b>01-6-6024 Public Works Streets Misc</b>			
01-6-6024-550.00 Retaining Walls & Rails	10,000.00	12,006.02	120.06%
01-6-6024-550.01 Signs & Street Markings	12,000.00	2,755.95	22.97%
01-6-6024-550.02 Broom Material	3,000.00	0.00	0.00%
01-6-6024-750.00 Traffic Safety	5,000.00	5,000.00	100.00%
01-6-6024-751.00 Line Striping	26,000.00	5,159.59	19.84%
01-6-6024-754.00 Tree Care & Removal	10,000.00	2,100.00	21.00%
<b>Total Public Works Streets Misc</b>	<b>66,000.00</b>	<b>27,021.56</b>	<b>40.94%</b>
<b>01-6-6026 Public Works Winter Roads</b>			
01-6-6026-550.00 Salt	130,000.00	32,349.40	24.88%
01-6-6026-550.02 Sand	28,000.00	27,506.08	98.24%
01-6-6026-550.04 Chains & Blades	15,000.00	1,682.46	11.22%
01-6-6026-650.00 Equipment Maintenance	20,000.00	5,174.72	25.87%
<b>Total Public Works Winter Roads</b>	<b>193,000.00</b>	<b>66,712.66</b>	<b>34.57%</b>
<b>01-6-6027 Public Works Yard Expense</b>			
01-6-6027-230.00 Fuel Expense	14,000.00	4.07	0.03%

Account	Budget	Actual	% of Budget
01-6-6027-235.00 Electric	10,600.00	2,344.75	22.12%
01-6-6027-240.00 Utilities	5,300.00	1,392.48	26.27%
01-6-6027-250.00 Building Repairs	13,000.00	3,267.71	25.14%
01-6-6027-255.00 Maintenance Supplies	1,500.00	239.20	15.95%
01-6-6027-257.00 Refuse Charges	1,200.00	131.95	11.00%
<b>Total Public Works Yard Expense</b>	<b>45,600.00</b>	<b>7,380.16</b>	<b>16.18%</b>
01-6-6028 Public Works Traffic Light			
01-6-6028-235.00 Electric	4,000.00	1,196.05	29.90%
01-6-6028-260.01 Contractual Repairs	1,000.00	0.00	0.00%
01-6-6028-550.00 Parts	2,000.00	5,875.48	293.77%
<b>Total Public Works Traffic Light</b>	<b>7,000.00</b>	<b>7,071.53</b>	<b>101.02%</b>
<b>Total Public Works</b>	<b>1,618,723.00</b>	<b>482,570.28</b>	<b>29.81%</b>
01-6-7000 Regional			
01-6-7000-101.00 Windham Regional	25,000.00	22,180.00	88.72%
01-6-7000-150.00 County Tax	80,000.00	84,384.00	105.48%
<b>Total Regional</b>	<b>105,000.00</b>	<b>106,564.00</b>	<b>101.49%</b>
01-6-71 Parks and Recreation			
01-6-7115 Recreation Administration			
01-6-7115-001.00 Department Head Salary	67,204.00	20,065.53	29.86%
01-6-7115-005.00 Staff Salaries	67,020.00	20,071.93	29.95%
01-6-7115-005.16 Vacation BB - Retire Pay	3,851.00	3,841.88	99.76%
01-6-7115-010.00 Overtime	3,876.00	1,402.01	36.17%
01-6-7115-025.00 Clerical	31,002.00	9,158.88	29.54%
01-6-7115-126.00 Conferences/Memberships	755.00	583.91	77.34%
01-6-7115-350.00 Telephone	8,000.00	1,715.93	21.45%
01-6-7115-450.00 Postage Expense	900.00	0.00	0.00%
01-6-7115-500.00 Office Supplies	3,800.00	1,601.24	42.14%
01-6-7115-753.00 Transportation	2,300.00	669.06	29.09%
<b>Total Recreation Administration</b>	<b>188,708.00</b>	<b>59,110.37</b>	<b>31.32%</b>
01-6-7130 Gibson-Aiken Center			
01-6-7130-005.00 Staff Salaries	33,709.00	11,364.41	33.71%
01-6-7130-005.16 Vacation BB - Retire Pay	624.00	589.40	94.46%
01-6-7130-230.00 Fuel Expense	23,750.00	445.12	1.87%
01-6-7130-235.00 Electric	17,370.00	5,344.02	30.77%
01-6-7130-240.00 Utilities	4,600.00	1,067.97	23.22%
01-6-7130-250.00 Building Repairs	13,000.00	8,179.19	62.92%
01-6-7130-255.00 Maintenance Supplies	4,000.00	1,788.75	44.72%
<b>Total Gibson-Aiken Center</b>	<b>97,053.00</b>	<b>28,778.86</b>	<b>29.65%</b>

Account	Budget	Actual	% of Budget
<b>01-6-7131 Parks</b>			
01-6-7131-005.00 Staff Salaries	151,505.00	43,597.06	28.78%
01-6-7131-005.16 Vacation BB - Retire Pay	1,010.00	0.00	0.00%
01-6-7131-010.00 Overtime	7,140.00	3,597.90	50.39%
01-6-7131-013.00 Holiday/Weekend Pay	10,845.00	1,350.95	12.46%
01-6-7131-022.00 Seasonal Employees	18,720.00	13,072.29	69.83%
01-6-7131-060.00 Equipment	7,000.00	5,264.57	75.21%
01-6-7131-116.00 Contractual Repairs	800.00	0.00	0.00%
01-6-7131-124.00 Training	600.00	0.00	0.00%
01-6-7131-230.02 Propane	6,000.00	1,755.00	29.25%
01-6-7131-231.00 Gasoline	8,500.00	1,411.82	16.61%
01-6-7131-235.00 Electric	22,265.00	7,657.73	34.39%
01-6-7131-240.00 Utilities	4,500.00	988.82	21.97%
01-6-7131-250.00 Building Repairs	9,500.00	665.45	7.00%
01-6-7131-255.00 Maintenance Supplies	1,300.00	0.00	0.00%
01-6-7131-257.00 Refuse/Landfill	300.00	40.00	13.33%
01-6-7131-263.00 Grounds Maintenance	17,500.00	10,051.35	57.44%
01-6-7131-550.00 Equipment Parts	4,000.00	1,098.91	27.47%
01-6-7131-550.01 Tires	800.00	30.00	3.75%
01-6-7131-590.00 Clothing	1,200.00	226.98	18.92%
01-6-7131-595.00 Safety Equipment	1,400.00	727.04	51.93%
01-6-7131-650.00 Lube & Oil	1,500.00	26.70	1.78%
01-6-7131-754.00 Lawn and Tree Care	6,000.00	3,208.02	53.47%
01-6-7131-900.00 Miscellaneous	2,500.00	1,084.95	43.40%
<b>Total Parks</b>	<b>284,885.00</b>	<b>95,855.54</b>	<b>33.65%</b>
<b>01-6-7132 Cemetery Maintenance</b>			
01-6-7132-116.00 Contractual Repairs	24,000.00	8,675.00	36.15%
01-6-7132-754.00 Lawn & Tree Care	3,000.00	0.00	0.00%
<b>Total Cemetery Maintenance</b>	<b>27,000.00</b>	<b>8,675.00</b>	<b>32.13%</b>
<b>01-6-7140 Gibson Aiken Programs</b>			
01-6-7140-005.00 Staff Salaries	6,834.00	14,131.34	206.78%
<b>Total Gibson Aiken Programs</b>	<b>6,834.00</b>	<b>14,131.34</b>	<b>206.78%</b>
<b>01-6-7141 Senior Center</b>			
01-6-7141-260.00 Building Maint Contract	1,800.00	579.69	32.21%
01-6-7141-550.00 Operating Supplies	2,200.00	1,402.16	63.73%
<b>Total Senior Center</b>	<b>4,000.00</b>	<b>1,981.85</b>	<b>49.55%</b>
<b>01-6-7143 Skating Rink</b>			
01-6-7143-005.00 Staff Salaries	9,180.00	546.07	5.95%
01-6-7143-230.02 Propane	26,000.00	17,550.00	67.50%
01-6-7143-235.00 Electric	28,500.00	0.00	0.00%
01-6-7143-240.00 Utilities	7,000.00	1,770.93	25.30%
01-6-7143-250.00 Building Repairs	7,000.00	998.68	14.27%

Account	Budget	Actual	% of Budget
01-6-7143-550.00 Operating Supplies	12,000.00	10,669.28	88.91%
<b>Total Skating Rink</b>	<b>89,680.00</b>	<b>31,534.96</b>	<b>35.16%</b>
01-6-7144 Day Camp			
01-6-7144-005.00 Staff Salaries	30,600.00	14,113.89	46.12%
<b>Total Day Camp</b>	<b>30,600.00</b>	<b>14,113.89</b>	<b>46.12%</b>
01-6-7145 Pool			
01-6-7145-005.00 Staff Salaries	31,212.00	23,870.16	76.48%
01-6-7145-235.00 Electric	5,075.00	2,825.21	55.67%
01-6-7145-240.00 Utilities	10,400.00	0.00	0.00%
01-6-7145-250.00 Building Repairs	1,000.00	1,165.54	116.55%
01-6-7145-550.00 Operating Supplies	10,000.00	12,027.81	120.28%
<b>Total Pool</b>	<b>57,687.00</b>	<b>39,868.72</b>	<b>69.15%</b>
<b>Total Parks and Recreation</b>	<b>786,447.00</b>	<b>294,070.53</b>	<b>37.39%</b>
01-6-8000 Downtown Association			
01-6-8000-996.99 Downtown Alliance	78,000.00	19,500.00	25.00%
<b>Total Downtown Association</b>	<b>78,000.00</b>	<b>19,500.00</b>	<b>25.00%</b>
01-6-9999 Transfers			
01-6-9999-999.00 Transfer to Capital Fund	959,000.00	319,666.68	33.33%
01-6-9999-999.03 Transfer to Solid Waste	397,640.00	132,546.68	33.33%
<b>Total Transfers</b>	<b>1,356,640.00</b>	<b>452,213.36</b>	<b>33.33%</b>
<b>Total Expenditures</b>	<b>16,288,258.00</b>	<b>5,929,632.93</b>	<b>36.40%</b>
<b>Total General Fund</b>	<b>0.00</b>	<b>8,434,196.61</b>	
<b>Total All Funds</b>	<b>0.00</b>	<b>8,434,196.61</b>	

Account	Budget	Actual	% of Budget
<b>03-5-20 General Revenue</b>			
03-5-2020-160.00 MM - Interest Income	9,000.00	2,216.44	24.63%
03-5-2020-160.01 Interest REED Bonds	0.00	54.82	100.00%
<b>Total General Revenue</b>	<b>9,000.00</b>	<b>2,271.26</b>	<b>25.24%</b>
<b>03-5-6600 Water</b>			
03-5-6600-112.00 Water Rents	1,969,100.00	535,493.44	27.19%
03-5-6600-112.03 Water Connection Fee	5,000.00	18,387.00	367.74%
<b>Total Water</b>	<b>1,974,100.00</b>	<b>553,880.44</b>	<b>28.06%</b>
<b>03-5-6700 Sewer</b>			
03-5-6700-112.05 Sewer Rents	3,076,950.00	830,796.45	27.00%
03-5-6700-115.00 Interest & Penalties	40,000.00	11,000.58	27.50%
03-5-6700-145.00 Miscellaneous/Adjustments	0.00	2,170.77	100.00%
03-5-6700-157.00 Sewer Connection Fees	5,000.00	19,635.80	392.72%
03-5-6700-158.00 Sewage Disposal Revenue	165,000.00	132,681.58	80.41%
03-5-6700-225.00 Jobbing	30,000.00	15,917.36	53.06%
<b>Total Sewer</b>	<b>3,316,950.00</b>	<b>1,012,202.54</b>	<b>30.52%</b>
<b>03-5-6750 WWTP</b>			
03-5-6750-160.01 Interest Income RF3-163	82,000.00	0.00	0.00%
03-5-6750-305.00 Welcome Center Jobbing	0.00	2,218.08	100.00%
<b>Total WWTP</b>	<b>82,000.00</b>	<b>2,218.08</b>	<b>2.70%</b>
<b>03-5-6860 Administration</b>			
03-5-6860-115.00 TriPark Bond Revenue	223,277.00	0.00	0.00%
03-5-6860-290.00 Utilities Application Fee	0.00	175.00	100.00%
<b>Total Administration</b>	<b>223,277.00</b>	<b>175.00</b>	<b>0.08%</b>
<b>Total Revenues</b>	<b>5,605,327.00</b>	<b>1,570,747.32</b>	<b>28.02%</b>
<b>03-6-6664 Pleasant Valley Expense</b>			
03-6-6664-230.00 Pump Station Fuel	3,500.00	651.04	18.60%
03-6-6664-230.01 Fuel Expense - PV	13,000.00	470.86	3.62%
03-6-6664-235.00 Electric	36,000.00	8,140.57	22.61%
03-6-6664-235.01 Electric - PV	55,000.00	15,015.50	27.30%
03-6-6664-250.00 Building Repairs	500.00	37.77	7.55%
03-6-6664-253.00 Watershed Maintenance	15,000.00	1,030.93	6.87%
03-6-6664-313.00 Sludge Removal - PV	32,000.00	4,410.00	13.78%
03-6-6664-550.01 Chemicals - PV	44,500.00	13,954.76	31.36%
03-6-6664-650.00 Equipment Maintenance	9,000.00	3,094.71	34.39%
03-6-6664-650.01 Maintenance & Supplies PV	35,000.00	6,920.09	19.77%
<b>Total Pleasant Valley Expense</b>	<b>243,500.00</b>	<b>53,726.23</b>	<b>22.06%</b>

Account	Budget	Actual	% of Budget
<b>03-6-6665 Wells Expense</b>			
03-6-6665-109.00 Other Operating Expense	1,000.00	92.64	9.26%
03-6-6665-230.00 Fuel Expense - Wells	14,000.00	353.28	2.52%
03-6-6665-235.00 Electric - Wells	22,000.00	3,105.09	14.11%
03-6-6665-250.00 Building Repairs	2,500.00	0.00	0.00%
03-6-6665-550.00 Chemicals - Wells	5,000.00	300.00	6.00%
03-6-6665-650.00 Maintenance & Supplies	25,000.00	5,561.07	22.24%
<b>Total Wells Expense</b>	<b>69,500.00</b>	<b>9,412.08</b>	<b>13.54%</b>
<b>03-6-6666 Water Dist &amp; Storage</b>			
03-6-6666-005.00 Staff Salaries	336,698.00	100,655.38	29.89%
03-6-6666-010.00 Overtime-Distribution	42,840.00	17,087.29	39.89%
03-6-6666-010.01 Emergency Repair Overtime	5,100.00	0.00	0.00%
03-6-6666-012.00 Flushing Overtime	21,420.00	0.00	0.00%
03-6-6666-013.00 Holiday & Weekend Pay	16,830.00	5,138.95	30.53%
03-6-6666-022.00 Seasonal Employees	11,730.00	4,594.00	39.16%
03-6-6666-030.00 Social Security	28,375.00	9,602.65	33.84%
03-6-6666-032.00 Employee Retirement	38,600.00	10,164.85	26.33%
03-6-6666-033.00 Health Insurance	86,550.00	22,919.96	26.48%
03-6-6666-033.02 Opt-Out HSA	9,675.00	3,734.78	38.60%
03-6-6666-033.03 HRA Expense	10,150.00	3,437.12	33.86%
03-6-6666-033.04 HRA Administration	0.00	243.00	100.00%
03-6-6666-035.00 Worker's Compensation	18,810.00	9,405.00	50.00%
03-6-6666-102.00 Real Estate Rights	1,250.00	150.00	12.00%
03-6-6666-106.00 Gravel and Asphalt	15,000.00	3,624.70	24.16%
03-6-6666-110.00 Pipe Replacement & Repair	22,000.00	9,371.22	42.60%
03-6-6666-111.00 Hydrant & Meter Parts	21,000.00	2,099.23	10.00%
03-6-6666-116.00 Contract Maintenance	2,500.00	420.00	16.80%
03-6-6666-550.00 Tools & Equipment	7,000.00	2,714.70	38.78%
<b>Total Water Dist &amp; Storage</b>	<b>695,528.00</b>	<b>205,362.83</b>	<b>29.53%</b>
<b>03-6-6750 WWTP</b>			
03-6-6750-005.00 Staff Salaries	245,157.00	71,644.63	29.22%
03-6-6750-010.00 Overtime	25,500.00	4,847.61	19.01%
03-6-6750-013.00 Holiday & Weekend Pay	10,846.00	3,588.38	33.08%
03-6-6750-030.00 Social Security	21,900.00	7,113.63	32.48%
03-6-6750-032.00 Employee Retirement	25,700.00	5,733.90	22.31%
03-6-6750-033.00 Health Insurance	37,500.00	14,017.20	37.38%
03-6-6750-033.02 Opt-Out HSA	7,875.00	1,664.15	21.13%
03-6-6750-033.03 HRA Expense	4,400.00	1,580.38	35.92%
03-6-6750-033.04 HRA Administration	0.00	162.00	100.00%
03-6-6750-035.00 Workers Compensation	18,810.00	9,405.00	50.00%
03-6-6750-124.00 Training	4,500.00	1,271.67	28.26%
03-6-6750-230.00 Fuel Expense	50,000.00	8,425.90	16.85%
03-6-6750-231.00 Gasoline	2,500.00	395.02	15.80%
03-6-6750-231.01 Diesel	0.00	60.67	100.00%
03-6-6750-235.00 Electric	130,000.00	38,539.49	29.65%

Account	Budget	Actual	% of Budget
03-6-6750-250.00 Building Repairs	2,500.00	1,148.09	45.92%
03-6-6750-257.00 Refuse Charges	15,000.00	12,000.00	80.00%
03-6-6750-305.00 Welcome Center Jobbing	0.00	1,174.50	100.00%
03-6-6750-313.00 Sludge Removal	100,000.00	95,000.00	95.00%
03-6-6750-500.00 Office Supplies	1,800.00	928.22	51.57%
03-6-6750-500.01 Lab Supplies	8,000.00	1,005.15	12.56%
03-6-6750-550.00 Tires & Accessories	1,000.00	0.00	0.00%
03-6-6750-550.01 Chemicals	70,000.00	23,430.93	33.47%
03-6-6750-590.00 Clothing	1,500.00	170.00	11.33%
03-6-6750-595.00 Safety Equipment	2,000.00	1,094.85	54.74%
03-6-6750-650.00 Lube & Oil	2,000.00	76.80	3.84%
03-6-6750-650.01 Equipment Maintenance	75,000.00	16,149.94	21.53%
03-6-6750-705.00 Auto Maintenance	5,000.00	219.50	4.39%
03-6-6750-752.00 Permits and Testing	30,000.00	19,525.00	65.08%
<b>Total WWTP</b>	<b>898,488.00</b>	<b>340,372.61</b>	<b>37.88%</b>
<b>03-6-6757 Sewer Mains</b>			
03-6-6757-005.00 Staff Salaries	79,565.00	23,861.19	29.99%
03-6-6757-010.00 Overtime-Sewer	6,120.00	5,251.10	85.80%
03-6-6757-010.01 Emergency Repair Overtime	4,080.00	0.00	0.00%
03-6-6757-010.02 Emergency Clean Overtime	2,550.00	186.06	7.30%
03-6-6757-013.00 Holiday & Weekend Pay	5,355.00	1,649.67	30.81%
03-6-6757-030.00 Social Security	6,675.00	2,014.13	30.17%
03-6-6757-032.00 Employee Retirement	8,275.00	1,763.38	21.31%
03-6-6757-033.00 Health Insurance	15,425.00	4,896.48	31.74%
03-6-6757-033.02 Opt-Out HSA	1,350.00	609.43	45.14%
03-6-6757-033.03 HRA Expense	1,800.00	220.27	12.24%
03-6-6757-033.04 HRA Administration	0.00	81.00	100.00%
03-6-6757-110.00 Pipe Replacement & Repair	9,000.00	3,711.46	41.24%
03-6-6757-112.00 Manhole Replace & Repair	7,500.00	4,148.68	55.32%
03-6-6757-116.00 Contract Maintenance	12,000.00	3,650.00	30.42%
03-6-6757-550.00 Tools & Equipment	5,000.00	0.00	0.00%
<b>Total Sewer Mains</b>	<b>164,695.00</b>	<b>52,042.85</b>	<b>31.60%</b>
<b>03-6-6860 Administration</b>			
03-6-6860-001.00 Department Head Salary	42,008.00	11,528.66	27.44%
03-6-6860-002.00 Superintendent Salary	30,999.00	8,829.82	28.48%
03-6-6860-005.00 Staff Salaries	46,535.00	13,968.48	30.02%
03-6-6860-009.01 Salary Adjustments	-2,401.00	0.00	0.00%
03-6-6860-030.00 Social Security	10,375.00	2,491.75	24.02%
03-6-6860-032.00 Employee Retirement	19,850.00	1,796.66	9.05%
03-6-6860-033.00 Health Insurance	29,100.00	7,008.60	24.08%
03-6-6860-033.01 Life Insurance	3,675.00	958.82	26.09%
03-6-6860-033.02 Opt-Out HSA	2,350.00	750.00	31.91%
03-6-6860-033.03 HRA Expense	3,400.00	0.00	0.00%
03-6-6860-033.04 HRA Admin Fee	0.00	54.00	100.00%
03-6-6860-060.00 Equipment	1,500.00	0.00	0.00%
03-6-6860-105.00 Liability Insurance	154,350.00	77,175.00	50.00%

Account	Budget	Actual	% of Budget
03-6-6860-109.00 Other Operating Expense	10,500.00	724.18	6.90%
03-6-6860-124.00 Training	8,000.00	1,224.00	15.30%
03-6-6860-143.00 Computer Service Contract	4,500.00	0.00	0.00%
03-6-6860-150.00 Property Taxes	8,750.00	3,721.86	42.54%
03-6-6860-173.00 Professional Services	10,000.00	6,272.91	62.73%
03-6-6860-220.00 Auditing	7,500.00	4,024.39	53.66%
03-6-6860-342.01 Depreciation - Sewer	1,750,000.00	570,128.76	32.58%
03-6-6860-342.02 Depreciation - Water	675,000.00	212,227.09	31.44%
03-6-6860-350.00 Telephone	7,800.00	2,005.98	25.72%
03-6-6860-400.00 Copier Expense	3,000.00	810.27	27.01%
03-6-6860-450.00 Postage Expense	8,000.00	3,666.07	45.83%
03-6-6860-500.00 Office Supplies	5,500.00	564.62	10.27%
03-6-6860-590.00 Clothing	3,900.00	849.96	21.79%
03-6-6860-595.00 Safety Equipment	5,000.00	624.11	12.48%
03-6-6860-752.00 Permits and Testing	35,000.00	3,885.50	11.10%
<b>Total Administration</b>	<b>2,884,191.00</b>	<b>935,291.49</b>	<b>32.43%</b>
<b>03-6-6862 Equipment Maintenance</b>			
03-6-6862-231.00 Gasoline	14,000.00	2,302.82	16.45%
03-6-6862-231.01 Diesel	18,000.00	3,013.31	16.74%
03-6-6862-550.00 Parts & Repairs	22,000.00	6,772.32	30.78%
03-6-6862-550.01 Tires & Accessories	2,500.00	83.72	3.35%
03-6-6862-650.00 Lube & Oil	1,000.00	345.60	34.56%
<b>Total Equipment Maintenance</b>	<b>57,500.00</b>	<b>12,517.77</b>	<b>21.77%</b>
<b>03-6-6868 Jobbing</b>			
03-6-6868-005.00 Staff Salaries	5,100.00	979.13	19.20%
<b>Total Jobbing</b>	<b>5,100.00</b>	<b>979.13</b>	<b>19.20%</b>
<b>03-6-6961 Debt Service</b>			
03-6-6961-345.00 Bond Interest	668,975.00	207,513.79	31.02%
03-6-6961-345.01 Lease Interest	425.00	280.30	65.95%
<b>Total Debt Service</b>	<b>669,400.00</b>	<b>207,794.09</b>	<b>31.04%</b>
<b>03-6-7500 Tropical Storm Irene</b>			
<b>Total Tropical Storm Irene</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>03-6-9999 Transfers</b>			
03-6-9999-999.00 Transfer Out	250,000.00	83,333.32	33.33%
<b>Total Transfers</b>	<b>250,000.00</b>	<b>83,333.32</b>	<b>33.33%</b>
<b>Total Expenditures</b>	<b>5,937,902.00</b>	<b>1,900,832.40</b>	<b>32.01%</b>
<b>Total Utilities Fund</b>	<b>-332,575.00</b>	<b>-330,085.08</b>	

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Town of Brattleboro General Ledger  
Current Yr Pd: 4 - Budget Status Report  
Utilities Fund

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Account	Budget	Actual Actual % of Budget
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<b>Total All Funds</b>	<b>-332,575.00</b>	<b>-330,085.08</b>

Account	Budget	Actual	% of Budget
<b>06-5 Revenue</b>			
06-5-2020-160.00 MM - Interest Income	500.00	180.25	36.05%
06-5-2020-160.01 Bond Interest	4,995.00	27,389.88	548.35%
06-5-5500-350.00 Parking Meter Revenue	375,000.00	143,008.61	38.14%
06-5-5500-350.01 Meter Income-Smart Card	15,000.00	5,790.50	38.60%
06-5-5500-355.00 Parking Boot Income	5,000.00	2,940.00	58.80%
06-5-5500-360.00 Parking Fines	200,000.00	62,439.00	31.22%
06-5-5500-365.00 Hood Rentals	3,500.00	922.00	26.34%
06-5-5500-370.00 Permit Stickers	135,000.00	37,749.00	27.96%
06-5-5500-375.00 BTC Rental Space Revenue	96,000.00	33,007.96	34.38%
<b>Total Revenue</b>	<b>834,995.00</b>	<b>313,427.20</b>	<b>37.54%</b>
<b>Total Revenues</b>	<b>834,995.00</b>	<b>313,427.20</b>	<b>37.54%</b>

<b>06-6 Expenditures</b>			
06-6-5521-005.00 Staff Salaries	143,820.00	39,110.86	27.19%
06-6-5521-010.00 Overtime	500.00	2,324.62	464.92%
06-6-5521-030.00 Social Security	11,625.00	2,958.81	25.45%
06-6-5521-031.00 Health Insurance	57,850.00	19,306.68	33.37%
06-6-5521-031.03 HRA Expense	6,775.00	880.93	13.00%
06-6-5521-032.00 Employee Retirement	13,800.00	3,188.22	23.10%
06-6-5521-033.01 Life Insurance	700.00	145.30	20.76%
06-6-5521-033.02 Opt-Out & HSA Payments	5,750.00	2,195.10	38.18%
06-6-5521-033.04 HRA Administration	0.00	121.50	100.00%
06-6-5521-035.00 Worker's Compensation	7,675.00	3,837.50	50.00%
06-6-5521-105.00 Liability Insurance	24,675.00	12,337.50	50.00%
06-6-5521-143.00 Computer Maintenance	12,000.00	0.00	0.00%
06-6-5521-173.01 Towing	0.00	80.00	100.00%
06-6-5521-174.00 Marketing	1,000.00	0.00	0.00%
06-6-5521-218.00 Bank Service Charges	2,500.00	450.00	18.00%
06-6-5521-220.00 Auditing	5,000.00	1,920.73	38.41%
06-6-5521-230.00 Fuel Oil	7,150.00	221.22	3.09%
06-6-5521-235.00 Electric	28,500.00	4,404.64	15.45%
06-6-5521-240.00 Utilities	1,800.00	383.60	21.31%
06-6-5521-250.00 Building Maintenance	18,000.00	12,384.46	68.80%
06-6-5521-255.00 Maintenance Supplies	4,000.00	1,542.44	38.56%
06-6-5521-260.00 Maintenance Contracts	6,000.00	1,057.04	17.62%
06-6-5521-342.00 Depreciation	255,000.00	84,681.04	33.21%
06-6-5521-350.00 Communications	2,500.00	689.03	27.56%
06-6-5521-450.00 Postage	4,500.00	1,324.64	29.44%
06-6-5521-500.00 Office Supplies	3,000.00	211.98	7.07%
06-6-5521-550.00 Operating Supplies	22,000.00	8,851.21	40.23%
06-6-5521-590.00 Uniforms	2,000.00	1,085.26	54.26%
06-6-5521-660.00 Parking Lot Maintenance	8,250.00	1,227.84	14.88%
06-6-5521-660.01 Snow Removal	78,000.00	0.00	0.00%
06-6-5521-705.00 Vehicle Maintenance	500.00	35.00	7.00%
06-6-9999-999.00 Transfer Out	36,900.00	12,300.00	33.33%
<b>Total Expenditures</b>	<b>771,770.00</b>	<b>219,257.15</b>	<b>28.41%</b>

11/04/16  
08:41 am

Town of Brattleboro General Ledger  
Current Yr Pd: 4 - Budget Status Report  
Parking Fund

Page 2 of 2  
jocconnor

Account	Budget	Actual	Actual % of Budget
<b>Total Expenditures</b>	<b>771,770.00</b>	<b>219,257.15</b>	<b>28.41%</b>
<b>Total Parking Fund</b>	<b>63,225.00</b>	<b>94,170.05</b>	
<b>Total All Funds</b>	<b>63,225.00</b>	<b>94,170.05</b>	

Account	Budget	Actual	% of Budget
08-5-2020-160.00 MM - Interest Income	60.00	11.54	19.23%
08-5-4100-257.00 Refuse Bag Revenue	430,000.00	90,852.00	21.13%
08-5-4100-550.02 Container Sales	1,000.00	1,875.00	187.50%
08-5-9999-999.00 Transfer In	397,640.00	132,546.68	33.33%
<b>Total Revenues</b>	<b>828,700.00</b>	<b>225,285.22</b>	<b>27.19%</b>
<b>08-6 Solid Waste Disposal</b>			
08-6-4100-116.00 Refuse Collection	134,200.00	35,437.20	26.41%
08-6-4100-116.01 Recycling Collection	294,400.00	76,668.00	26.04%
08-6-4100-116.02 Town Dumpsters	32,850.00	9,091.09	27.67%
08-6-4100-257.00 Tipping Fee - Refuse	140,000.00	26,781.30	19.13%
08-6-4100-257.02 Tipping Fee - Compost	30,000.00	8,241.35	27.47%
08-6-4100-257.10 WSWMD Assessment	147,250.00	73,606.68	49.99%
08-6-4100-550.01 Management & Education	2,000.00	2,595.00	129.75%
08-6-4100-550.02 Refuse Containers	5,000.00	0.00	0.00%
08-6-4100-550.03 Refuse Bags	43,000.00	8,816.00	20.50%
<b>Total Solid Waste Disposal</b>	<b>828,700.00</b>	<b>241,236.62</b>	<b>29.11%</b>
<b>Total Expenditures</b>	<b>828,700.00</b>	<b>241,236.62</b>	<b>29.11%</b>
<b>Total Solid Waste Disposal Fund</b>	<b>0.00</b>	<b>-15,951.40</b>	
<b>Total All Funds</b>	<b>0.00</b>	<b>-15,951.40</b>	

Monthly Loan Report to the Selectboard

October 2017

DISASTER RELIEF- 35	Origination	Deferred	Loan	6/30/2016	FY 2017	FY 2017	FY 2017	FY 2017	Current	Pymt
	Date	Until	Principal	Balance	New Loans	Principal Pyts	Interest	Penalties	Balance	Status
JUMI 2011 BH Fire	05/04/11	Active	\$ 10,000.00	\$ 1,962.32		\$ 783.30	\$ 16.70	\$ -	\$ 1,179.02	Late 9
			\$ 10,000.00	\$ 1,962.32		\$ 783.30	\$ 16.70	\$ -	\$ 1,179.02	

RENTAL HOUSING-40	Origination	Deferred	Loan	6/30/2016	FY 2017	FY 2017	FY 2017	FY 2017	Current	Pymt
	Date	Until	Principal	Balance	New Loans	Principal Pyts	Interest	Penalties	Balance	Status
DANIEL	04/15/10	Active	\$ 24,000.00	\$ 6,494.33		\$ 846.65	\$ 36.83	\$ -	\$ 5,648.28	Late 1
SHAW	06/23/14	Active	\$ 25,000.00	\$ 20,153.73		\$ 1,403.72	\$ 196.28	\$ -	\$ 18,750.01	Current
			\$ 49,000.00	\$ 26,648.06		\$ 2,249.77	\$ 230.23	\$ -	\$ 24,398.29	

SBAP - 41	Origination	Deferred	Loan	6/30/2016	FY 2017	FY 2017	FY 2017	FY 2017	Current	Pymt
	Date	Until	Principal	Balance	New Loans	Principal Pyts	Interest	Penalties	Balance	Status
CARBON HARVEST	09/24/09	Active	\$ 40,000.00	\$ 14,076.25					\$ 0.00	Write-off
WHETSTONE	04/26/12	Active	\$ 40,000.00	\$ 8,787.01		\$ 2,797.50	\$ 77.41	\$ -	\$ 5,989.42	Current
PETER HAVENS	11/15/12	Active	\$ 40,000.00	\$ 12,473.63		\$ 2,785.50	\$ 144.91	\$ -	\$ 9,687.04	Current
DJO RESTAURANT	07/28/14	Active	\$ 40,000.00	\$ 29,876.43		\$ 1,861.83	\$ 882.71	\$ -	\$ 28,014.60	Current
HERMIT THRUSH BR	09/10/14	Active	\$ 40,000.00	\$ 28,014.29		\$ 2,603.10	\$ 270.40	\$ -	\$ 26,411.19	Current
CULTURAL INTRIGUE	10/07/16	Active	\$ 70,000.00		\$ 70,000.00				\$ 70,000.00	Current
IRONWOOD BRAND	10/24/16	Active	\$ 25,000.00		\$ 25,000.00				\$ 25,000.00	Current
21 O'BRYAN DRIVE	10/31/16	Deferred	\$ 45,000.00		\$ 45,000.00				\$ 45,000.00	Deferred
			\$ 340,000.00	\$ 93,227.61	\$ 140,000.00	\$ 10,048.21	\$ 824.83	\$ -	\$ 209,103.15	

RLF Other - 41	Origination	Deferred	Loan	6/30/2016	FY 2017	FY 2017	FY 2017	FY 2017	Current	Pymt
	Date	Until	Principal	Balance	New Loans	Principal Pyts	Interest	Penalties	Balance	Status
TONTINE & CANAL	02/14/08	02/14/38	\$ 185,100.00	\$ 185,100.00		none	none	none	\$ 185,100.00	Deferred
AW RICHARDS	07/23/09	Active	\$ 48,000.00	\$ 39,571.23		\$ 571.44	\$ -	\$ -	\$ 38,999.79	Current
LESLIE PROP	05/22/86	Overdue	\$ 225,000.00	\$ 242,170.26		none	none	none	\$ 242,170.26	Default
WILDER #2	01/24/06	01/24/26	\$ 40,000.00	\$ 40,000.00		none	none	none	\$ 40,000.00	Deferred
BROOKS HOUSE	07/08/13	07/08/23	\$ 150,000.00	\$ 150,000.00		none	\$ 1,500.00	\$ -	\$ 150,000.00	Deferred
G.S. PRECISION, INC.	12/10/15	07/01/17	\$ 200,000.00	\$ 200,000.00		none	\$ 2,000.00	\$ -	\$ 200,000.00	Deferred
			\$ 848,100.00	\$ 856,841.49	\$ -	\$ 571.44	\$ 3,500.00	\$ -	\$ 856,270.05	

VCDP 1st GEN ACTIVE	Origination	Deferred	Loan	6/30/2016	FY 2017	FY 2017	FY 2017	FY 2017	Current	Pymt
	Date	Until	Principal	Balance	New Loans	Principal Pyts	Interest	Penalties	Balance	Status
			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	

VCDP 1st GEN DEFERF	Origination	Deferred	Loan	6/30/2016	FY 2017	FY 2017	FY 2017	FY 2017	Current	Pymt
	Date	Until	Principal	Balance	New Loans	Principal Pyts	Interest	Penalties	Balance	Status
WILDER #1	01/24/06	01/24/36	\$ 200,000.00	\$ 200,000.00		none	none	none	\$ 200,000.00	Deferred
WILDER #3	08/24/05	08/24/35	\$ 175,000.00	\$ 175,000.00		none	none	none	\$ 175,000.00	Deferred
BIRGE WORDEN #1	02/09/07	02/01/37	\$ 50,000.00	\$ 50,000.00		none	none	none	\$ 50,000.00	Deferred
BIRGE WORDEN #2	01/23/08	02/01/38	\$ 50,000.00	\$ 50,000.00		none	none	none	\$ 50,000.00	Deferred
ESTEYVILLE	02/09/07	02/01/37	\$ 642,000.00	\$ 642,000.00		none	none	none	\$ 642,000.00	Deferred
WESTERN AVENUE	07/18/02	07/17/22	\$ 150,000.00	\$ 150,000.00		none	none	none	\$ 150,000.00	Deferred
WESTGATE #1	07/18/02	07/18/32	\$ 308,633.00	\$ 308,633.00		none	none	none	\$ 308,633.00	Deferred
WESTGATE #2	07/18/02	07/18/32	\$ 125,000.00	\$ 125,000.00		none	none	none	\$ 125,000.00	Deferred
WESTGATE BOND	07/18/02	07/18/32	\$ 170,867.00	\$ 170,867.00		none	none	none	\$ 170,867.00	Deferred
AW RICHARDS VCDP	07/16/09	07/16/39	\$ 480,000.00	\$ 480,000.00		none	none	none	\$ 480,000.00	Deferred
			\$ 2,351,500.00	\$ 2,351,500.00					\$ 2,351,500.00	

TOTALS OF ALL LOANS	Loan	6/30/2016	FY 2017	FY 2017	FY 2017	FY 2017	Current
	Principal	Balance	New Loans	Principal Pyts	Interest	Penalties	Balance
	\$ 3,598,600.00	\$ 3,330,179.48	\$ 140,000.00	\$ 13,652.72	\$ 4,571.76	\$ -	\$ 3,442,450.51

ALLOWANCE FOR UNCOLLECTABLE ACCOUNTS	Balance	Balance
	\$ 256,246.52	\$ 242,170.26

# VCDP Program Income and Unrestricted Revenue Report

October 31, 2016

Fiscal Year Beginning Cash on Hand Balance (Due From/Due To 6/30/16)	
Disaster Relief Fund 35	45,574.28
RHIP Fund 40	166,518.08
SBAP/RLF Other Fund 41	166,125.73
VCDP1 Fund 57	546,109.60
VCDP 1 Fund 57 Accounts Payable	-
<b>Beginning Balance 7/1/16</b>	<b>\$ 924,328</b>

Receipts Thru October 31, 2016	
Disaster Relief Fund 35 Revenue	35,114
RHIP Fund 40 Revenue	297.46
SBAP/RLF Other Fund 41 Revenue	4,520.18
VCDP1 Fund 57 Revenue	218.48
Change in RLF Balance - Decrease (Increase)	(126,347.28)
<b>Total Receipts thru October 31, 2016</b>	<b>\$ (121,276)</b>

Outlays Thru October 31, 2016	
Disaster Relief Fund 35 Expenses	0.00
RHIP Fund 40 Expenses	0.00
SBAP/RLF Other Fund 41 Expenses	28,000.00
VCDP1 Fund 57 Expenses/AP	0.00
<b>Total Outlays thru October 31, 2016</b>	<b>\$ 28,000</b>

Ending Balance	
	<b>\$ 775,052</b>

<b>Obligations</b>		<b>0.00</b>
50% of 1st Generation VCDP loan receipts.	1/2 DI pymts	0.00
Apartments in Homes FY2015 Ending Balance	41-6-2097-300.00	31,330.00
FY 2017 Expenses		3,000.00
		28,330.00
SB 11/15/11 vote \$15,000 for admin expenses	57-6-2106-174.00	13,631.74
State Hazard Mitigation Admin FY16 EndBal		0.00
FY 2017 Expenses		13,631.74
To Be Voted 3/19/16 RTM		25,000.00
SE VT Economic Development Strategies	41-6-2097-310.00	25,000.00
FY 17 Expenses		0.00
SB 3/15/16 vote \$50,000 Bradley House	57-6-2106-336.00	50,000.00
Bradley House		0.00
FY 2017 Expenses		50,000.00
<b>Total Obligations</b>		<b>91,861.74</b>

<b>Amount Potentially Available (ending balance less obligations)</b>	<b>\$ 683,190</b>
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	Historical	
	FY 2015	
Beginning Balance	\$ 578,750	\$ 551,393
Receipts	\$ 32,589	\$ 731,276
Outlays	\$ (52,709)	\$ (958,341)
Obligations	\$ (111,829)	\$ 119,862
<b>Ending Balance</b>	<b>\$ 446,801</b>	<b>\$ 804,466</b>
		<b>\$ 683,190</b>

Schedule 1: Change in RLF Balance (adds payments/payoffs, subtracts new loans)	
DRF FY2016 Ending Principal	1,962.32
RHIP FY2016 Ending Principal	26,648.06
SBAP FY2016 Ending Principal	93,227.61
VCDP2 FY2016 Ending Principal	856,841.49
	<i>Ending Principal Balance</i>
	978,679.48

DRF - Current	1,179.02
RHIP - Current	24,398.29
SBAP - Current	209,103.15
VCDP2 - Current	856,270.05
	<i>Current Principal Balance</i>
	1,090,950.51
Allowance for Uncollectable FY2015 End Balance	256,246.52
Allowance for Uncollectable FY2016	242,170.27
	<i>Allowance for Uncollectable</i>
	14,076.25
<b>Total Change in RLF</b>	<b>(126,347.28)</b>

Controls	
Fund 35 Due From/To Other Funds	35-1-0000-305.00
Fund 40 Due From/To Other Funds	40-1-0000-305.00
Fund 41 Due From/To Other Funds	41-1-0000-305.00
Fund 57 Due From/To Other Funds	57-1-0000-305.00
<b>Total Due From/To Other Funds</b>	<b>775,051.67</b>
	<b>Difference between control and ending balance</b>
	<b>0.00</b>

MONTHLY MASTER GRANT LIST TO SELECTBOARD  
Sep-16

GRANT NAME	FUNDER/ GRANTOR	PURPOSE	END DATE	GRANT AWARDED	MATCH REQUIRED	TOTAL	AVAILABLE BALANCE	EXPENDED TO DATE	TOTAL REVENUE REC'D
<b>PLANNING</b>									
NEA Our Town	NEA	Dev collaborative public arts event	7/31/2016	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00
Quails Hill	VT DEC	Renewal of stormwater permit	Extended	\$ 158,000.00	\$ -	\$ 158,000.00	\$ 99,385.75	\$ 58,614.25	\$ 158,000.00
AVCC Tiny Grant	VCF/AVCC	Trail work	NA	\$ 450.00	\$ -	\$ 450.00	\$ 239.37	\$ 210.63	\$ 450.00
Brownfields	EPA	Assess brownfield sites	9/30/2018	\$ 400,000.00	\$ -	\$ 400,000.00	\$ 345,069.52	\$ 54,930.48	\$ 119,037.84
Planning Grant	VCDP	parking study		\$20,000.00		\$ 658,450.00			
<b>LIBRARY</b>									
Videoconferencing	VDOL & Google	Videoconference equipment & training	N/A	\$ 5,103.77	\$ -	\$ 5,103.77	\$ 185.40	\$ 4,918.37	\$ 5,103.77
LSTA FY16	VDOL	Support resource sharing	6/30/2016	\$ 2,796.00	\$ -	\$ 2,796.00	\$ 1,206.00	\$ 1,590.00	\$ 2,796.00
Loan Courier	VDOL	Interlibrary messenger costs	8/31/2016	\$ 382.50	\$ -	\$ 382.50	\$ 382.50	\$ -	\$ 382.50
				\$	\$	\$ 8,282.27			
<b>FIRE DEPARTMENT</b>									
Assistance to FF	VDEMHS	Purchase aerial ladder truck		\$ 990,000.00					
RERP 2017	VDEMHS	Emergency Preparedness		\$ 15,000.00					
<b>POLICE DEPARTMENT</b>									
BPV - 2014(1)	Bureau of Justice Ass	Purchase bulletproof vests	9/30/2016	\$ 1,863.95	\$ 1,863.95	\$ 1,874.72	\$ -	\$ 1,874.72	\$ 1,874.72
BPV - 2015	Bureau of Justice Ass	Purchase bulletproof vests	8/31/2017	\$ 2,047.54	\$ 2,047.54	\$ 4,095.08	\$ 4,095.08	\$ -	\$ -
BPV - 2016	Bureau of Justice Ass	Purchase bulletproof vests	8/31/2018	\$ 1,400.00	\$ 1,400.00	\$ 2,800.00	\$ 2,800.00	\$ -	\$ -
JAG - 2015	EBM JAG Program	Community policing, major acc invest, tactical unit	12/30/2016	\$ 17,062.00	\$ -	\$ 17,062.00	\$ 12,483.78	\$ 4,578.22	\$ 315.51
JAG - 2016	EBM JAG Program	Purchase ballistic vest	9/30/2017	\$ 19,161.00	\$ -	\$ 19,161.00	\$ 19,161.00	\$ -	\$ -
HSGP 75252-104	VT DPS	containment system	8/31/2016	\$ 4,499.12	\$ -	\$ 4,499.12	\$ 495.12	\$ 4,004.00	\$ 2,585.00
GHS GR0772	VT AOT	mobile data terminal	9/30/2016	\$ 12,597.00	\$ 3,149.25	\$ 15,746.25	\$ 13,245.22	\$ 2,501.03	\$ 1,572.48
		Reimb of DUI							



GRANT NAME	FUNDER/ GRANTOR	PURPOSE	END DATE	GRANT AWARDED	MATCH REQUIRED	TOTAL	AVAILABLE BALANCE	EXPENDED TO DATE	TOTAL REVENUE REC'D
HMPG 805 Western Ave	FEMA/VT EM	Acquire & demolish 805 Western Avenue	Extended	\$ 319,468.00	\$ -	\$ 319,468.00	\$ 91,465.10	\$ 228,002.90	\$ 195,299.15
<b>Local Bypass Mitigation</b>									
Grant	VT AOT	Pay for inc costs for closure of Rt 30 due to I91 bridge work	6/15/2016	\$ 7,663.00	\$ -	\$ 7,663.00	\$ 7,146.28	\$ 516.72	\$ 7,663.00
Green Street RW	VCDP	Repair Green Street RW	12/31/2016	\$ 255,000.00	\$ 285,000.00	\$ 540,000.00	\$ 49,554.27	\$ 490,445.73	\$ 490,445.73
Groundworks	VCDP	39 Frost St Planning Grant	N/A	\$ 30,000.00	\$ 14,000.00	\$ 44,000.00	\$ 16,846.85	\$ 27,153.15	\$ 27,153.15
Exit One Expansion	VCDP	GS Precision project		\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
WWHT-PEIII	VCDP	Rehab rental housing	6/30/2018	\$ 425,000.00	\$ -	\$ 425,000.00	\$ 425,000.00	\$ -	\$ -
Bradley House	VCDP	Renovation & expansion		\$ 450,000.00	\$ 50,000.00	\$ 500,000.00	\$ 500,000.00	\$ -	\$ -
						<b>\$ 3,836,131.00</b>			
257 Marlboro Road	FEMA/VEM	Flood wall to protect bldg		\$ 144,000.00					
<b>JUSTICE CENTER</b>									
Justice Ctr 15/16	VT DOC	Fund Justice Ctr operations	6/30/2017	\$ 487,500.00	\$ -	\$ 487,500.00	\$ 144,432.22	\$ 343,067.78	\$ 407,998.45
						<b>\$ 487,500.00</b>			

The FY18 Proposed Budget is included in a separate document. See the Town's website ([www.brattleboro.org](http://www.brattleboro.org)) or contact the Town Manager's Office (251-8151) to obtain a copy of the budget.

MEMORANDUM

DATE: November 4, 2016  
TO: Brattleboro Selectboard  
VIA: Peter B. Elwell, Town Manager  
FROM: Kim Ellison, Grants Manager  
SUBJECT: True North Granola SBAP loan approval

For the 11/15/2016 Selectboard meeting, please add the following to the agenda:

True North Granola applied to the SBAP loan committee for a \$37,000.00 SBAP loan to finance the purchase and installation of a Roll-in Double Rack Oven to triple production to meet current and future demand.

The SBAP committee met on November 4, 2016 to discuss the application and recommends the following to the Selectboard for approval:

A loan in the amount of \$37,000.00 at 3%, amortized over 7 years with 84 monthly payments in the amount of \$488.89 contingent upon the following:

1. A Loan and Security Agreement,
2. Corporate Promissory Note,
3. UCC Financing Statement;
4. Personal Guaranties of Franklin & Ingrid Chrisco.

Please see the attached application summary for additional details.

REQUEST A MOTION: To approve an SBAP loan in the amount of \$37,000.00 to True North Granola amortized over seven (7) years at 3% interest.

**Town of Brattleboro, VT  
SMALL BUSINESS ASSISTANCE PROGRAM  
APPLICATION SUMMARY**

A \$50.00 application fee, payable to the Town of Brattleboro, is required. Applications will not be processed until this fee has been received. For additional information, please call Grants and Loans Manager at 802-251-8122 or email [grantmgr@brattleboro.org](mailto:grantmgr@brattleboro.org).

Business Name: True North Granola, LLC Date 10/17/16

Applicant Name: Ingrid Chrisco

Address: 171 Green Meadow Rd., Brattleboro, VT 05301

Email: info@truenorthgranola.com

Phone: 802-254-5806

Is this a  new business or  existing business?

Is this a loan for a  startup;  acquisition;  expansion;  relocation;

or specific project

Is this business owned by or affiliated with any other business? NO

Business Location: 74 Cotton Mill Hill, Brattleboro

Requested Loan Amount: Approximately \$29,000-\$30,000 Total Project Cost: Approximately \$29,000-\$32,000

Proposed collateral : Equity Account at Edward Jones in the amount of approximately \$32,000

Anticipated FT jobs created: We created 2 jobs in late September and cannot sustain these without adding new equipment; we anticipate hiring 2 additional staff members in 2017.

For last 3 years, average gross sales: \$255,671

Average net profit: \$39,800

Concise and specific description of the purpose of the loan (attach a detailed project description:

We intend to purchase a Lincoln Double Rack Rotator Oven, model Eq LRO-2G5, which will enable us to triple production. The loan amount would allow us to purchase all equipment (oven plus 2 specially designed sheet pan racks with 40 sheet pans), shipping and installation costs; necessary electrical work required by the equipment and electrical code; and moving current equipment in the shop to make adjustments. This equipment will require professional movers to assist.

It is our interest to purchase this new equipment in 2016 on the advice of our accountant. Once purchased, it will take 3-4 weeks for delivery and installation and electrical wiring and ventilation.

**Budget Breakdown**

Oven Cost: \$22,000

Double Rack Cost: \$950.00

New Sheet Pans: \$600.00

Shipping + Installation: \$750.00

Electrical Installation: Approximately \$2000

Professional Movers: Approximately \$500

Total Anticipated Cost: \$26,800 + \$1608 taxes = \$28,408



**TRUE NORTH GRANOLA**  
**BUDGET FOR ROTATOR RACK OVEN**  
**BRATTLEBORO SMALL BUSINESS ASSISTANCE**

ITEM	COST
Roll-In Double Rack Oven	\$20,165
2 Specialized Oven Racks	\$770.26
Installation Cost	\$1850.00
Delivery Charge	\$750.00
Estimated Freight to Supplier	\$1950
<b>Sub-total</b>	<b>\$25,485.26</b>
Estimated Renovation & Moving Costs in shop	\$1640
<b>Sub-total</b>	<b>\$1640</b>
Estimated Electricity Installation	\$2200.00
Estimated Propane Gas Installation by Tyler Electric	\$5200.00
Estimated Propane Gas Installation by Osterman	\$1300.00
<b>Sub-total</b>	<b>\$8700.00</b>
<b>ESTIMATED TOTAL BUDGET</b>	<b>\$35,825.26</b>
<b>REQUESTED LOAN (+10%)</b>	<b>\$37,000.00</b>

## MEMORANDUM

**DATE:** November 9, 2016  
**TO:** Selectboard  
**VIA:** Peter B. Elwell, Town Manager  
**FROM:** Kim Ellison  
**SUBJECT:** Groundworks Collaborative

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For the 11/15/2016 Selectboard meeting, please add the following to the agenda:

A Final Public Hearing on the Vermont Community Development grant the Town of Brattleboro received from the State of Vermont for a \$30,000 planning grant for Groundworks Collaborative to conduct a financial, architectural and engineering review of a site at 39 Frost Street to create a multi-purpose center serving Brattleboro's homeless and at risk population. A copy of the notice published in the Brattleboro Reformer on 10/29/16 is attached.

On 9/1/15 the Selectboard held a Public Hearing on a VCDP Planning Grant Application in the amount of \$30,000 for Groundworks Collaborative. The Selectboard unanimously approved the application and a resolution granting the Town Manager authority to sign the application.

The Town received a letter dated November 25, 2015 from the Agency of Commerce and Community Development that an award was made in the amount of \$30,000 to fund the proposal in the application.

At a meeting on 3/15/16 the Selectboard unanimously adopted a Grant Agreement Resolution to 1) accept the terms and conditions of the award; 2) naming Patrick Moreland as the person with overall administrative responsibility for VCDP activities; and 3) giving Peter B. Elwell, Town Manager, authority to sign the Grant Agreement.

After review the information collected with funds provided by the Planning Grant, Groundworks Collaborative made the decision not to move forward with the proposed project at 39 Frost Street. A copy of the Final Narrative Report is attached.

The close-out process for the grant requires the legislative body to hold a public hearing, monitor public participation and provide minutes of the hearing.

& the center of town  
 • 1½ story home built in 1964 includes 1,443± SF GLA, 7 rooms, 3 bedrooms, 2 baths, and a finished family room in the basement • Attached garage, enclosed porch, hardwood floor, and FHW/oil heat • Served by public water and sewer • Tax Map 45, Lot 125. Assessed value: \$137,700. 2015 taxes: \$3,565. Mortgage Ref: Cheshire County Registry of Deeds Book 1716, Page 510 & Book 2105, Page 195. Sale per order of Mortgagee by its Attorneys: Law Office of Steve J. Bonnette, P.C., Keene, NH; Elana S. Baron, Esquire. Terms: \$5,000 deposit by cash, certified check, bank check, or other form of payment acceptable to Mortgagee at time of sale, balance due within 30 days. Other terms may be announced at time of sale. All information herein is believed but not warranted to be correct. The Mortgagee does not warrant the condition or existence of any feature described above.

For more information, please visit our website

NH Lic. #2279  
 VT Lic. #638  
**James R. St. Jean**  
 AUCTIONEERS  
 1-800-639-1810 • www.jsjauctions.com

The building is being offered advertised until November 1: state and local permits. A pa property and sale procedure: September 26, 2016 by cont Division. Informational packe September 25, 2016 at the F office at 4 Governor Aiken Av shall NOT be distributed via f means. A mandatory walk-th November 16, 2016 at 10:00 be available at the walk-thru

All proposals that are receive before 2:00 p.m. Thursday Di by the State. Proposals mus by the above date – not sin

**NOTE: The State of Vern refuse any and all prop**

All proposals must be sent

**Allen Palmer**  
**Property Management I**  
**4 Governor Aiken Avenue**  
**Montpelier, VT 05633-7**  
**wk. 802-828-1424**  
**cell 802-371-7152**

**Public Notices**

**Notice of Public Hearing**

The Town of Brattleboro is considering making application to the State of Vermont for a VCDP Implementation Grant 2016 under the Vermont Community Development Program. A public hearing will be held at 6:15 PM on 11/15/2016 at Selectboard Meeting Room, 230 Main Street, Brattleboro, VT 05301 to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds.

The proposal is to apply for \$459,000 in VCDP funds which will be used to accomplish the following activities: The Brattleboro Permanent Supportive Housing Project involves the conversion of The Lamplighter Inn, a current extended-stay motel, into 22 efficiency and one-bedroom rental apartments for very low income and special needs populations, including 11 units specifically targeted for homeless populations.

Copies of the proposed application are available at Town Manager's Office, 230 Main Street, Brattleboro, VT 05301 and may be viewed during the hours of 8:30 AM - 5:00 PM Monday-Friday. Should you require any special accommodations, please contact Patrick Moreland at 802-251-8101 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) #1-800-253-0191.

Legislative Body for the Town of Brattleboro

10/29/16

**Public Notices**

**Final Public Hearing**

The Town of Brattleboro received \$30,000 from the State of Vermont for a grant under the Vermont Community Development Program. A public hearing will be held at Selectboard Meeting Room, Municipal Center, 230 Main Street, Brattleboro, VT 05301 on 11/15/2016 at 6:15 PM to obtain the views of citizens on community development, to furnish information concerning the range of community development activities that have been undertaken under this program, and to give affected citizens the opportunity to examine a statement of the use of these funds. The VCDP Funds received have been used to accomplish the following activities:

The VCDP Planning Grant provided funding to conduct a financial, architectural and engineering review of the site at 39 Frost Street in Brattleboro - to create a multi-purpose center serving Brattleboro's homeless and at-risk population. It was determined that moving forward with the expansion project at this time would threaten the sustainability of Groundworks Collaborative.

Information on this project may be obtained from and viewed during the hours of 8:30 AM to 5:00 PM at Town Manager's Office, Municipal Center, 230 Main Street, Brattleboro, VT 05301 on 11/15/2016. Should you require any special accommodations please contact Patrick Moreland at 802-251-8101 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) #1-800-253-0191.

Legislative Body for the Town of Brattleboro

10/29/16

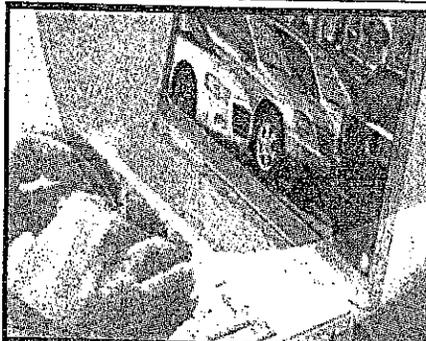
Free Estimates!

Route 30, Newfane, VT  
 (802) 365-4333  
 Hours: Mon-Fri 7am-5pm  
 Sat 8am-3pm  
 Closed Sundays



INNOVATIONS I

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# Groundworks Collaborative

## Final Narrative Report

### August 2016

#### Summary

Groundworks Collaborative is a 501 (c)(3) non-profit organization that was formed through the merger of Morningside Shelter and the Brattleboro Area Drop in Center. Prior to the merger, both organizations experienced over-crowded program space that made it difficult for us to provide the services our clients need. Additionally, there is no available space to operate the winter emergency shelter that was, until recently, housed in a local church.

An initial review of program space needs (attached to the application) determined that our Food Shelf, administrative offices and Drop In Center (day shelter) require approximately 9,000 square feet to adequately provide service to the growing number of people who need assistance. The center that we envision must be easily accessible from downtown Brattleboro. □39 Frost Street was identified after an extensive search, and we secured an Option to Purchase the property at its fair market value.

The VCDP Planning Grant provided funding to conduct a financial, architectural and engineering review of the site at 39 Frost Street in Brattleboro – to create a multi-purpose center serving Brattleboro's homeless and at-risk population. Specifics of the review included: 1) determination of the acceptability of the site use under HUD Environmental Review standards, 2) determination of whether the proposed use and site plan design met the code and regulatory requirements of the Town and Department of Labor and Industry 3) determination of the financial feasibility of the proposed construction scope, and 4) determination of whether the total project costs could be financed through a combination of loans and grants that Groundworks would pursue.

Early on in the project we modified our financing options to look at the potential of using the New Market Tax Credit program as a funding source. While adding this source was encouraging because it would bring significant resources to the project, it also added many complications for Groundworks to sort through. As an organization that does not do this type of development on a regular basis, it was challenging to determine the viability of this financing for our program. This program also required an additional scope of services to the architectural contract as it added the existing Groundworks housing program to the project to leverage the program funds.

The Work Products consisted of:1) the materials required to successfully complete the HUD Environmental Review Process for implementation of the project,□2) local zoning approval for the site as designed,□3) design of Development Plans and Outline Specifications for the scope of work to renovate and build out the site,□4) a cost estimate for the construction,□5) a financing plan for the project

with sufficient documentation for submission of applications for funding.□

After thoroughly analyzing the information we've collected, we have come to the difficult conclusion that the project is not feasible for the organization at this time. The project is much more expensive than anticipated, while providing only for our short-term needs, and the timing is problematic to raise the amount of money needed to establish the Seasonal Overflow Shelter (SOS) there for this coming November.

The additional operating costs of the New Market Tax Credit, the additional fundraising required, and the timing of the program did not make this program feasible for Groundworks. When Groundworks tested the fundraising plan that was developed concurrently with the site plan it became clear that our donor base was more interested in supporting our operations than a capital campaign at this time.

We tried to make the plan work with a phased approach - locating the Seasonal Overflow Shelter and Food Shelf at the site as the first two phases. However, the result would still be a major expense leaving us with a scaled-back project that would not entirely meet our needs; not to mention consuming energy that would otherwise be dedicated to serving clients and strengthening our new organization. Ultimately, moving forward with the expansion project at this time would threaten the sustainability of Groundworks Collaborative.

### **Lessons Learned**

Groundworks Collaborative is not a property development organization. As such, this project presented a huge learning curve. This equated to a substantial time investment represented throughout the agency: Board of Directors, management and staff. While our need for new and expanded space remains urgent, the timing of this process – on the heels of merging two organizations – proved to be too substantial to overcome. Creating a new site that meets current codes was also a much more substantial cost than anticipated. Even with a phased version of construction, we would not have substantially increased space, but we would have invested a significant amount of money. Finally, there was significant push back from a select group of community members on our proposed location. This is to be expected with the siting of any project that will serve a marginalized group of people. In this case, the lesson was that we underestimated the capacity needed to effectively work with the community. Unfortunately, most of the community issues didn't arise until the June 20<sup>th</sup> meeting of the Development Review Board.

### **Experience with the Project Support Team**

We heavily relied upon the expertise of Stevens and Associates and Amy Wright to negotiate this process. Both parties were knowledgeable and helpful at walking with us through the process from needs assessment to conceptualization and design details. We arrived at a project that would have met the needs of the organization in the near future and in the long-term, given the site and

new/revised code requirements. The VCDP process was more complicated than anticipated, even with consultant support. If/when we move forward with a project, I will make sure we have regular, in-person meetings with all parties involved in the grant to focus on deadlines and deliverables. Knowing the time involved in this process, I would make sure that there is someone in Groundworks who can take on the 10 – 12 hours a week of my regular activities so that the decision-making, the community engagement activities, and the additional fund-raising activities can be accomplished without stopping to deal with the critical day to day functions that the merger, and organizational responsibility require.

### **Next Steps**

This decision renews the challenge to find a permanent home for the Seasonal Overflow Shelter. At the time of this report, we are still without a location for this season. We have formed a Community Task Force that is working vigorously on the issue. Given the work that has been done over this summer, it seems that a location for this season will be challenging to find, and a permanent location will require even more time and energy. Moving forward, the Seasonal Overflow Shelter is going to require additional support from the community – shifting from a Groundworks response to a community-wide response to homelessness.

Beyond the SOS – we are focusing out capacity and attention on strengthening Groundworks. The process of scrutinizing 39 Frost Street took time away from investing in the structural formation of Groundworks Collaborative as well as the financial sustainability of the organization. Plans for a new or additional space will be revisited in the coming months. While the space is much needed, we must focus on the sustainability of Groundworks before we can hope to be successful with a project.

# TOWN OF BRATTLEBORO

Town Manager's Office · 230 Main Street · Brattleboro, VT 05301  
(802) 251-8151 Fax (802) 257-2322

November 3, 2016

Memo To: Brattleboro Selectboard  
Via: Peter B. Elwell, Town Manager  
Memo From: Patrick Moreland, Assistant Town Manager  
Re: CDBG – Brattleboro Permanent Supportive Housing, Windham & Windsor Housing Trust (WWHT)

**Recommendation 1:** To adopt the resolution to authorize the submission of an Implementation Grant application in the amount of \$449,000 to the Vermont Community Development Program to support the Brattleboro Permanent Supportive Housing project for Windham & Windsor Housing Trust.

The Brattleboro Permanent Supportive Housing Project involves the conversion of The Lamplighter Inn, a current extended- stay motel, into 22 efficiency and one-bedroom rental apartments for very low income and special needs populations, including 11 units specifically targeted for homeless populations. The project will provide on-site supportive services to all residents. The project has an estimated construction timeline of August 2017-June 2018, with full occupancy by August 2018.

Brattleboro Permanent Supportive Housing will be located on Putney Road in Brattleboro, roughly a half-mile north of the I-91 Exit 3 Rotary. Within one mile of the project site, there is a grocery store, hardware store, post office, multiple banks, an urgent care clinic, and employment opportunities in various industries (including service, retail, and industrial). While these opportunities are located nearby, sidewalks are intermittent between the project location and many of these destinations.

The project is one quarter-mile from a bus stop, which is serviced by two lines. One regional line runs from Brattleboro to Bellows Falls, allowing access to other communities in the region, and one local line provides access to downtown Brattleboro. The local line has 5 buses running to downtown Brattleboro per day, and the regional line has two morning buses north to Bellows Falls, and two afternoon buses running south to Brattleboro.

The scope of work will be a thorough rehabilitation. All original siding, wall material, flooring, and insulation will be stripped and replaced with new materials. The structural integrity of the buildings will be analyzed by an engineer before and during construction, and modern building techniques and materials will be used in the rehab, including (but not limited to) high efficiency windows, high R-value insulation, and modern ventilation systems. This will ensure that the project can be continuously operational as well as affordable.

The total project budget is \$4,347,460, with significant funding provided by a variety of standard affordable housing investment partners. The total project cost includes \$580,000 for acquisition, \$1,021,460 for program management, \$45,000 for relocation of existing tenants, \$2,696,000 for rehabilitation, and \$5,000 to cover the administrative costs incurred by the Town. If awarded, VCDP funds will be used in connection with other funds for the rehabilitation portion of the project.

Brattleboro Permanent Supportive Housing			
Affordable Housing Program Federal Home Loan Bank of Boston (AHP)	Deferred Loan	\$ 650,000.00	Pending
Efficiency Vermont (EVT)	Grant	\$ 52,800.00	Pending
HOME Investments Partnerships (HOME)	Deferred Loan	\$ 458,000.00	Pending
Low Income Housing Tax Credit (LIHTC)	Equity	\$ 15,000.00	Committed
Low Income Housing Tax Credit (LIHTC)	Equity	\$ 1,408,000.00	Committed
NeighborWorks (NW)	Deferred Loan	\$ 160,000.00	Committed
Vermont Housing & Conservation Board (VHCB)	Deferred Loan	\$ 450,200.00	Pending
Housing & Conservation Board - Feasibility (VHCB-F)	Grant	\$ 10,000.00	Committed
Other (Other) - Windham Regional PC Solar Fund	Grant	\$ 27,000.00	Pending
Other (Other) - National Housing Trust Fund	Deferred Loan	\$ 642,460.00	Pending
Other (Other) - WWHT deferred fee loan	Deferred Loan	\$ 25,000.00	Committed
Vermont Community Development Program	Deferred Loan	\$ 449,000.00	TBD
		\$ 4,347,460.00	

The location is currently taxed as a commercial property, with a combined (2 parcels) assessed value of \$523,200, as determined by the Assessor's Office using a cost approach. If WWHT purchases the property, the Town would expect to use an income approach for assessing the property as it does for other WWHT properties. After reviewing the operating pro forma provided by WWHT, the resulting assessed value is not expected to be materially different from the current value.

PM:

Attachments:

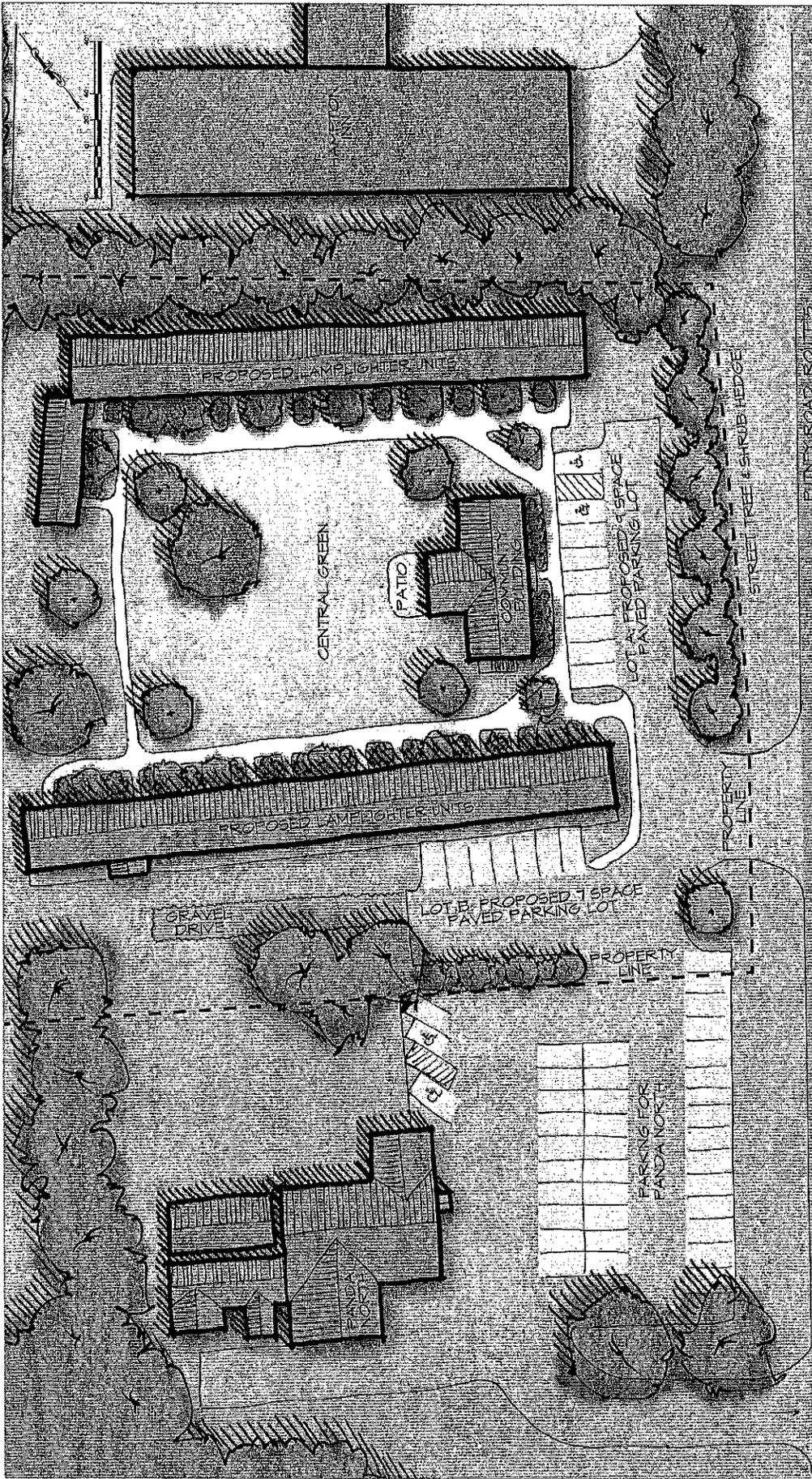
Concept Design

Letter dated 10-5-16 from Rod Francis – Conformance with Brattleboro Town Plan

Letter dated 10-7-16 from Susan McMahon – Conformance with Windham Regional Plan

Letter dated 10-12-16 from Kristin Mehalick – Conformance with Windham Region CEDS

Cc: WWHT



WWHT LAMPLIGHTER INN | Rendered Site Concept | 08/30/2016

October 5, 2016

Connie Snow  
Executive Director.  
Windham Windsor Housing Trust  
68 Birge St.  
Brattleboro, VT 05301

Re: Permanent Supportive Housing project proposed for 1336-54 Putney Rd

Dear Connie,

We have reviewed your VCDP application for the rehabilitation of the Lamplighter Inn at 1336-54 Putney Rd into Permanent Supportive Housing, this proposal conforms to the following goals of the 2013 Brattleboro Town Plan (as amended June 2015).

Housing Chapter

Goals:

- B. Increase the supply of housing opportunities to serve residents of all income levels, age groups, and special needs
- D. Provide equal housing opportunities for all residents of Brattleboro

Policies:

- 6.4 Continue to support affordable housing for low and moderate income households

The Town of Brattleboro is enthusiastic about the redevelopment of this site and this new mode of supported housing designed to assist in the transition from homelessness to successful housing outcomes for our community members. We look forward to working as partners with you on the project.

This letter of support is not an approval for development purposes. All necessary permits will need to be obtained. We are happy to help you through the permitting process.

Best of luck in this exciting initiative.

Sincerely,



Rod Francis



7 October 2016

VCDP Community Development Board  
National Life Building, 6<sup>th</sup> floor  
Drawer 20  
Montpelier, VT 05620

RE: CDBG Implementation Grant – Brattleboro Permanent Supportive Housing

Dear VCDP Community Development Board:

The Windham Regional Commission's staff has reviewed the description of the Windham & Windsor Housing Trust (WWHT) application for the Brattleboro Permanent Supportive Housing project. The project will provide much needed affordable housing in Brattleboro, VT. The project is consistent with the following policies of the Windham Regional Plan, adopted September 30, 2014:

**Housing Policies**

- *Promote a diversity of housing stock within the region offering safe, adequate, accessible, and affordable housing to meet the needs of all residents across the entire income spectrum and increase opportunities for owner-occupied housing.*
- *Implement innovative planning, design, and construction techniques that minimize the long-term cost and energy consumption of housing, including locating housing convenient to community centers, in proximity to transportation centers, in a compact development arrangement, and employing energy efficient construction techniques.*

**Energy Policies**

- *Require that new development and renovations, at minimum, meet State commercial and residential energy building codes. Encourage development to utilize strategies to increase the energy efficiency, including consideration of transportation energy use, on-site generation and heating systems, and reuse/repurposing of existing structures.*

Further review of a specific development proposal under Act 250 would still be needed in the future, if applicable. Thank you for all you have done and continue to do on the issues related to affordable housing in the Windham Region.

Sincerely,

Susan McMahon  
Associate Director

Cc: Alan LaCombe, WRC Chair Community Development  
Rod Francis, WRC Commissioner – Town of Brattleboro  
Elizabeth McLoughlin, WRC Commissioner – Town of Brattleboro  
Greg Brown, WRC Citizen Interest Commission for Housing



Developing the Economic Landscape

October 12, 2016

Vermont Community Development Program  
Deane C. Davis Building, 6th Floor  
Montpelier, VT 05620-0501

Dear Vermont Community Development Program,

Southeastern Vermont Economic Development Strategies (SeVEDS), an affiliate of the Brattleboro Development Credit Corporation (BDCC) fully supports The Lamplighter Motel Redevelopment Project's application to the Vermont Community Development Program. The Lamplighter Motel Redevelopment Project, proposed by the Windham-Windsor Housing Trust, is clearly aligned with Goal One of the Comprehensive Economic Development Strategies (CEDS) identified by (SeVEDS) in 2013. The CEDS is the Windham Region's playbook engaging in collaborative, region-wide transformation of the economy in order to raise productivity, create wealth, and increase prosperity for residents.

The first goal of the CEDS is to reverse the population decline within Windham County, and access to affordable and reliable housing is an integral factor in encouraging and retaining population growth. Furthermore, the entry level wages of those entering the Southern Vermont workforce often, if not always, qualify these individuals for affordable housing access.

The Lamplighter Motel Redevelopment Project will create sustainable workforce and low-income housing solutions in North Brattleboro that currently do not exist, despite its proximity to a number of major regional employers and the Brattleboro Development Credit Corporation Business Park.

SeVEDS applauds the efforts of The Lamplighter Motel Redevelopment Project and supports their application.

Sincerely,

A handwritten signature in black ink that reads "Kristin Mehalick". The signature is written in a cursive, flowing style.

Kristin Mehalick | SeVEDS Project Manager  
Brattleboro Development Credit Corporation

RESOLUTION FOR VCDP GRANT APPLICATION AUTHORITY

Single Applicant

WHEREAS, the Town of Brattleboro (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program; and

WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.

Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan 10-2-15 (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that Patrick Moreland is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that (Name) Peter B. Elwell Title Town Manager who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Authorizing Official (AO) for the Grants Management On-line System, Intelligants; and
7. that it is understood that, if the application is funded, the receipt of VCDP funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that VCDP funds may be used to fund only a limited portion of the audit cost.

Passed this 15<sup>th</sup> day of November, 2016

LEGISLATIVE BODY

<u>David Gartenstein</u>	_____
<u>Kate O'Connor</u>	_____
<u>Dana Schoales</u>	_____
<u>John Allen</u>	_____
<u>Richard DeGray</u>	_____

The above resolution is a true and correct copy of the resolution as adopted at a meeting of the Legislative Body held on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and duly filed in my office.

IN WITNESS WHEREOF, I hereunto set my hand this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Clerk

Signature