

Jan Anderson

From: Stephanie Bonin <stephanie@brattleboro.com>
Sent: Thursday, October 31, 2019 10:16 AM
To: Jan Anderson
Subject: DBA Budget for the November 5th
Attachments: Fy_21ProposedBudget - FY '21 Proposed Budget (2).pdf; Fy_21ProposedBudget&Comparison - FY '21 Proposed Budget.pdf

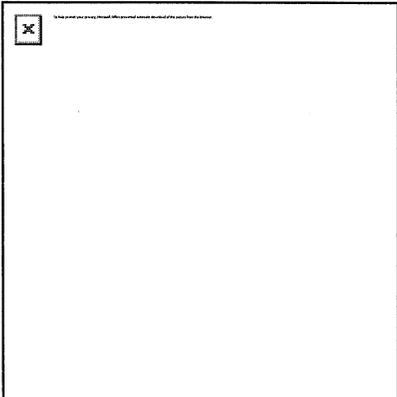
Hello Jan:

I was so busy worrying about CMI that I forgot about DBA documents. My apologies. Attached are 2 documents for the November 5th meeting.

- 1.) FY '21 DBA Budget as passed by the DBA membership and the DBA board of directors.
- 2.) A side by side comparison FY years '18-'21. (LEGAL Size)

Thank you,
Stephanie

Stephanie Bonin,
Executive Director



A National Main Streets Program

802.257.4886

[fb.com/DowntownBrattleboro](https://www.facebook.com/DowntownBrattleboro)

Instagram: downtownbrattleboro

DBA Proposed FY '21, Current Year Projections & Past Year FY '19 Realized				
	Proposed Projected Income FY '21	Current Projected Income FY '20	Realized Income FY '19	Realized Income FY '18
DID Assessment	\$80,000.00	\$80,000.00	\$78,000.00	\$75,000.00
Individual Donations	\$7,000.00	\$7,000.00	\$8,345.00	\$25,420.00
Corporate Donations	\$8,000.00	\$8,000.00	\$0.00	
Livable Communities Programs	\$6,000.00	\$5,000.00	\$2,714.91	
Placemaking Programs	\$8,000.00	\$8,000.00	\$31,000.00	
Wayfinding Programs	\$6,000.00	\$6,000.00	\$0.00	
Programs				
Bratt LUV Crawl	\$5,740.00	\$4,740.00	\$4,093.00	\$4,050.50
Short Term Rental Summit	\$23,000.00	\$23,000.00	\$25,980.00	
Brattleboro LIVE	\$5,000.00	\$5,000.00	\$0.00	
Restaurant Week			\$1,350.00	\$3,650.00
Membership Dues	\$5,000.00	\$4,000.00	\$2,925.00	\$1,250.00
Board Giving	\$1,000.00	\$1,000.00	\$905.00	
Office Rental	\$12,000.00	\$10,800.00	\$3,475.00	
Design: Flowers	\$6,000.00	\$5,000.00	\$1,075.00	
Bratt Resale Items	\$0.00	\$0.00	\$367.10	\$908.99
Past Fiscal Year Invoices	\$0.00	\$0.00	\$0.00	\$361.00
Total Income	\$172,740.00	\$167,540.00	\$160,230.01	\$110,640.49
	Proposed Projected Expenditures FY '21	Current Projected Expenditures FY '20	Realized Expenditures FY '19	Realized Expenditures FY '18
Promotions				
Events	\$2,000.00	\$2,000.00	\$0.00	
Digital Marketing				
Social Media	\$500.00	\$500.00	\$562.70	\$1,180.92
Website Subscriptions	\$390.00	\$390.00	\$163.84	\$373.57
Website & Calendar Subscriptions & Functionality	\$3,500.00	\$3,500.00	\$2,447.32	\$999.75
Email Management Tool	\$1,500.00	\$1,140.00	\$1,140.00	
Print Marketing				
PR materials	\$5,000.00	\$5,000.00	\$3,352.24	\$9,114.88
Content Development	\$1,000.00	\$1,000.00	\$521.00	\$1,250.00
Radio Marketing	\$3,000.00	\$2,000.00	\$0.00	\$1,350.00
Programs				
Bratt LUV Crawl	\$3,000.00	\$2,800.00	\$2,833.59	\$2,230.52
Short Term Summit	\$13,000.00	\$13,000.00	\$16,581.87	
Brattleboro LIVE	\$5,000.00	\$4,500.00	\$0.00	
Parking Promotions	\$1,000.00	\$1,000.00	\$850.14	\$1,497.21
TOTAL PROMOTIONS EXPENSES	\$38,890.00	\$36,830.00	\$28,452.70	\$21,796.85
Design				
Flowers	\$26,000.00	\$22,700.00	\$18,965.29	\$1,342.01
Holiday Lights	\$4,000.00	\$3,000.00	\$2,619.02	\$1,167.01
Facade Improvement	\$2,000.00	\$2,000.00	\$1,500.00	\$2,341.88
TOTAL DESIGN EXPENSES	\$32,000.00	\$27,700.00	\$23,084.31	\$21,524.39
Economic Development				
Livable Communities Projects	\$5,000.00	\$7,000.00	\$1,874.00	
Placemaking Programs	\$3,000.00	\$8,000.00	\$331.75	
Wayfinding Programs	\$4,000.00	\$4,000.00	\$0.00	
Matching Grant Program	\$0.00	\$0.00	\$500.00	\$1,750.00
TOTAL ECONOMIC DEVELOPMENT EXPENSES	\$12,000.00	\$19,000.00	\$2,705.75	\$1,750.00
Organizational				
Copy/Printing	\$300.00	\$300.00	\$128.11	\$329.38
Dues/Subscriptions	\$1,900.00	\$600.00	\$1,863.00	\$1,357.25
Insurance	\$3,000.00	\$2,800.00	\$2,709.35	\$2,668.51
Salary & Wages	\$55,000.00	\$50,000.00	\$50,000.08	\$45,656.98
FICA & SUTA	\$4,000.00	\$7,573.50	\$3,949.80	\$4,003.00
HRA	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00
Postage	\$300.00	\$200.00	\$293.51	\$150.32
Professional Fees	\$6,000.00	\$5,000.00	\$5,844.36	\$6,246.22
Rent	\$12,000.00	\$12,000.00	\$4,712.49	\$950.00
Phone	\$1,200.00	\$1,200.00	\$1,200.00	\$1,449.29
Supplies	\$500.00	\$500.00	\$3,195.63	\$959.87
Meeting Expenses	\$500.00	\$500.00	\$0.00	\$147.52
Conferences & Workshops	\$1,000.00	\$500.00	\$708.91	\$662.00
Travel	\$500.00	\$500.00	\$700.00	\$127.33
Items for Resale/Bank Fees/Bad Debt	\$0.00	\$0.00	\$1,544.89	\$1,604.38
TOTAL ORGANIZATIONAL EXPENSES	\$89,200.00	\$84,673.50	\$79,850.13	\$66,312.05
Total Expenditures	\$172,090.00	\$168,203.50	\$134,092.89	\$111,383.29
Total Income	\$172,740.00	\$167,540.00	\$160,271.42	\$110,640.49
Gain/Loss	\$650.00	\$663.50	\$26,178.53	-\$742.80



Brattleboro Fire Department

103 Elliot Street * Brattleboro, VT 05301 * 802-254-4831 * FAX: 802-257-2323

Michael Bucossi
Fire Chief

Leonard Howard III
Assistant Chief

To: Brattleboro Selectboard
From: Michael Bucossi; Fire Chief
Via: Peter Elwell; Town Manager
Date: October 23, 2019, 2019

Re: Recommend Green St ordinance change

In June of 2019 Police Chief Michael Fitzgerald, Public Works Director Steve Barrett and I monitored several aspects of the Green St traffic after issues were raised about speeding through a school zone, illegal parking and traffic congestion during school drop off and dismissal times.

Since that time, we have been working with Mark Speno, Principal of Green St School, to make traffic flow smoother through the area, especially at drop off and dismissal times. One of the things that has been realized is when the school district changed school times several years ago, the times in the ordinance for the one-way traffic pattern on Green St was never updated.

Attached are the proposed edits to the Brattleboro Code of Ordinances, which were considered and unanimously recommended for adoption by the Traffic Safety Committee on September 19, 2019.

Ordinance Changes on Green Street Recommended by the Traffic Safety Committee

Appendix C (Regulations Governing the Control of Traffic):

Article II (Parking)

Section 16-100 (No-Parking Areas)

46) *On the southerly side of Green Street, from the easterly westerly boundary of the Green Street School property, westerly to the junction of Green Street with Western Avenue.*

Article II (Parking)

Section 16-101 (Limited-Parking Areas)

12) *On the southerly side of Green Street, in the "cut out" area directly in front of Green Street School there shall be one-hour limited parking during the hours of 8:30am and 2:15pm, with the exception of the area designated "Fire Lane."*

Article XI (One-Way Street)

Section 16-71 (One-Way Streets)

4) *Green Street, from the junction of High Street easterly to Whipple Street, during the hours of ~~8:00am to 9:00am~~ 7:15am – 8:30am and ~~2:30pm~~ 2:15pm to 3:30pm during the week days that school is in session, beginning on the first day of the calendar school year and continuing until the last day of the calendar school year. In addition, for a one hour time period beginning at one-half hour prior to the commencement of any pre-scheduled early release from school through the next one-half hour after the commencement of such pre-scheduled early release. Finally, for a one hour time period beginning at the time of a declared emergency early release from school that has not been pre-scheduled, due to the nature of the events resulting in the emergency.*

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Proposed Schedule of Meetings for
Review of the FY21 Proposed Budget
Date: October 31, 2019



The proposed FY21 Budget will be distributed at the Selectboard meeting on November 5, 2019, and I will make an initial overview presentation during that meeting. At that time, staff also will request that the Selectboard commit to the schedule of meetings for reviewing, modifying, and approving the FY20 Budget. We must complete this process before the last week of January 2020, so that the Representative Town Meeting warning can be finalized and the Town Report can be prepared. The schedule of meetings proposed below is unchanged from the one that the Selectboard tentatively approved on September 17, 2019.

Here is the proposed meeting schedule:

<u>Date</u>	<u>Topics</u>
Tuesday, November 5 (Regular Meeting)	Overview
Tuesday, November 12	Revenues + Public Works + Recreation/Parks
Tuesday, November 19 (Regular Meeting)	Capital Projects + Equipment
Tuesday, November 26	Police + Fire
Tuesday, December 3 (Regular Meeting)	Assessor's Office + Planning + Library
Tuesday, December 10	Town Clerk, Finance, Town Manager's Office, Employee Benefits, General Services, Solid Waste, + Other Topics

Follow-up discussions could be held, as needed, on:

Tuesday, December 17 (Regular Meeting)
Tuesday, January 7 (Regular Meeting)
Tuesday, January 14
Tuesday, January 21 (Regular Meeting)
Tuesday, January 28

All meetings are proposed to start at 6:15pm in the Selectboard Meeting Room. About an hour is expected to be sufficient for discussion of the topics on the noted regular meeting nights, and between 2 and 3 hours should be sufficient for discussion of the topics on the "off Tuesdays."

PBE:

Brattleboro Police Department

230 Main Street, Brattleboro, Vermont 05301

802-257-7950

MEMORANDUM

FROM: Michael R. Fitzgerald
To: Brattleboro Select board
Via: Peter Elwell, Town Manager

SUBJ: FY20 CRUISER UP FIT BID

Date: 22 October 2019

The purpose of this memorandum is to recommend approval for the department to move forward and award the upfit bid.

The Town of Brattleboro approved \$101,000.00 in the FY 2020 Capital Improvement Plan for the replacement of two police cruisers. The bid process is broken down into two categories, vehicles and the up fit of the vehicles. Purchasing the vehicle separately and up fitting through an independent vendor is administratively burdensome however the cost savings is substantial. We also save additional costs by removing and reinstalling cruiser equipment from the outgoing cruiser onto the new vehicle.

On 9 August 2019 the Select Board approved the purchase of 2 police cruisers for \$60,200 which left a remaining balance of \$40,800 for up fitting costs. Included in the purchase price was a \$3,500 trade-in rebate per cruiser. The Brattleboro Fire Department has since expressed interest in one of the cruisers for use to transport personnel to trainings and other administrative duties. This has increased the cost of the cruisers to \$63,700, leaving a balance of \$37,300 for the up fit.

The Town prepared a bid request and it was publicly advertised on our Facebook page, the Town website, and the Brattleboro Reformer. We received 1 bid from the following;

SWNH (Southwestern New Hampshire Fire Mutual Aid Systems)

Keene N.H.

2 Ford Cruisers - Total upfit cost - \$35,577.23

The Brattleboro Police Department currently has a professional working relationship with SWNH. SWNH provides all the non-mechanical vehicle service for BPD cruisers, including lights, sirens, cameras, radios, and other accessories. They are familiar with our fleet and the needs of the department

By awarding the bid to SWNH, the Town will enjoy a savings of \$1,722.77 (the balance of \$37,300 minus \$35,577.23). Additional to the fiscal savings, we are excited to be a part of reutilizing equipment with other departments which adds additional savings to the town.

I recommend the Town award the up fit contract to SWNH.

Please contact me with any questions or concerns.

Respectfully,

A handwritten signature in black ink, appearing to read "M. Fitzgerald", with a long horizontal flourish extending to the right.

Michael R. Fitzgerald, Chief
Brattleboro Police Department

FY20 Committee and Board Vacancies
Announced October 1, 2019
Appointments to be made at November 5, 2019 Selectboard Meeting

Committees and Terms	No. of Vacancies	Applicants (in order received)
Conservation Commission	3	Jesse Wagner
Design Review Committee Alternate	1	Gary Stroud

Town of Brattleboro, VT

Board and Committee Application

Date:

Oct 22, 2019

Applicant's Name:

Jesse Wagner

Name of Town Committee or Board to which you are applying: (hold Ctrl key for multiple selections)

- ADA Advisory Committee 1 year
- ADA Advisory Committee 2 year
- ADA Advisory Committee 3 year
- Agricultural Advisory Committee
- Arts Committee
- Cemetery Committee
- Citizen Police Communications Committee
- [*] Conservation Commission
- Development Review Board
- Development Review Board, Alternate
- Design Review Committee
- Design Review Committee, Alternate
- Energy Committee, one year term
- Energy Committee, two year term
- Energy Committee, three year term
- Honor Roll Committee
- Planning Commission
- Recreation & Parks Board
- Skatepark Committee (BASIC)
- Traffic Safety and Control Committee
- Tree Advisory Committee

Town Appointed Committee Member for which you are applying: (hold Control key for multiple selections)

- Brattleboro Housing Partnership
- Nelson E Withington Fund Advisory Committee

Senior Solutions

Appointed position for which you are applying: (hold Control key for multiple selections)

Energy Coordinator

Fence Viewer

Rescue, Inc., Trustee

Tree Warden

Weigher of Coal

Windham Regional Commission

Other position not listed:

email: (none@none.com if none)

jwagner@marlboro.edu

Residential Address

Street Name: *CLARK AVE*

Street Num: *14* Unit:

If your street address is not listed, enter it here:

Apt 2

Town:

Brattleboro

State:

VT

Zip Code:

05301

Phone Number:

Home:	
Work:	
Cell:	6039733852

Employer

Retreat Farm

Address:

45 Farmhouse Square, Brattleboro, VT 05301

Position:

Lands and Trails Manager

Other Relevant Employment:

The Nature Conservancy- River Continuity Technician

Educational Background:

BA Environmental Studies-Marlboro College

Number of Years as a Resident of Brattleboro:

On and off since 2001. Surrounding towns except for 2015-2018 was spent in VA.

How Much Time Are You Able to Give?

2 hr/ wk

Other Information: Please answer the following questions.

List your involvement on other municipal committees, commissions or boards, civic organizations, school or neighborhood groups whether in Brattleboro or another community. Please include any offices held on any of the groups listed.

Why are you interested in this position and what particular skills would you bring to the organization?

I consider myself a naturalist with a broad knowledge of Environmental processes. I have strong interests in forestry, ornithology, land conservation and fisheries. I spend nearly all of my time in the outdoors and care deeply about preserving natural spaces, biodiversity and forest health.

Have you ever attended a meeting of this committee?

Yes

No

What is your vision of the Town of Brattleboro?

I see Brattleboro as a confluence of two rivers, both literally and figuratively. A turbulent swirling of dynamic social and environmental change. It is also the crossroads of three states, several distinct ecosystems, and countless cultural and social constructs. I envision a place that is striving to keep in touch with its history while simultaneously embracing positive change and conflicted by the results of negative change.

Do you or any member of your family have any business dealings with the Town?

Yes

No

If yes, please explain. (Note that rules of law or ethics may prohibit members from participating in or voting on matters in which they have a direct or indirect financial interest.)

To complete this form, press submit to email it to the Town offices or press print and mail with any supplemental materials to: Town Manager's Office, Ste 208, Municipal Building, 230 Main Street, Brattleboro, VT 05301.

You may visit our website for additional information on various committees, commissions or boards at: <http://tinyurl.com/Brattleboro-boards-commissions>

Or call us by phone at 802-251-8100

Following for office use only:

Reviewed by Committee, Board or Commission:

Voted By the Board of Selectment

yes

no

Town of Brattleboro, VT

Board and Committee Application

Date:

Oct 20, 2019

Applicant's Name:

Gary Stroud

Name of Town Committee or Board to which you are applying: (hold Ctrl key for multiple selections)

- ADA Advisory Committee 1 year
- ADA Advisory Committee 2 year
- ADA Advisory Committee 3 year
- Agricultural Advisory Committee
- Arts Committee
- Cemetery Committee
- Citizen Police Communications Committee
- Conservation Commission
- Development Review Board
- Development Review Board, Alternate
- Design Review Committee
- * Design Review Committee, Alternate
- Energy Committee, one year term
- Energy Committee, two year term
- Energy Committee, three year term
- Honor Roll Committee
- Planning Commission
- Recreation & Parks Board
- Skatepark Committee (BASIC)
- Traffic Safety and Control Committee
- Tree Advisory Committee

Town Appointed Committee Member for which you are applying: (hold Control key for multiple selections)

- Brattleboro Housing Partnership
- Nelson E Withington Fund Advisory Committee

Senior Solutions

Appointed position for which you are applying: (hold Control key for multiple selections)

Energy Coordinator

Fence Viewer

Rescue, Inc., Trustee

Tree Warden

Weigher of Coal

Windham Regional Commission

Other position not listed:

email: (none@none.com if none)

garycs2004@gmail.com

Residential Address

Street Name: *CANAL ST*

Street Num: *92* Unit:

If your street address is not listed, enter it here:

Town:

Brattleboro

State:

VT

Zip Code:

05301

Phone Number:

Home:	
Work:	
Cell:	8024904878

Employer

Vermont Associates A4td

Address:

Position:

Culinary Arts

Other Relevant Employment:

Educational Background:

2 College Degree in International Cooperate Law

Number of Years as a Resident of Brattleboro:

11

How Much Time Are You Able to Give?

3000%

Other Information: Please answer the following questions.

List your involvement on other municipal committees, commissions or boards, civic organizations, school or neighborhood groups whether in Brattleboro or another community. Please include any offices held on any of the groups listed.

ADA Committee, CPCC Committee,... I was on the Planning Commision, Agricultural Committee, Energy Committee, Transportation Committee, Cemetery Committee...Dedicated Dad's

Why are you interested in this position and what particular skills would you bring to the organization?

To see how it works and to do my part as a citizen an tenant living in brattleboro who appreciates the beauty an historicalness of such places in town and in vermont an the preservation of any historical places appreciating the up keep for future generations.

Have you ever attended a meeting of this committee?

Yes

No

What is your vision of the Town of Brattleboro?

To preserve an up keep our beautiful town for our community an people who visit an our future generations to come.

Do you or any member of your family have any business dealings with the Town?

Yes

No

If yes, please explain. (Note that rules of law or ethics may prohibit members from participating in or voting on matters in which they have a direct or indirect financial interest.)

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You may visit our website for additional information on various committees, commissions or boards at: <http://tinyurl.com/Brattleboro-boards-commissions>

Or call us by phone at 802-251-8100

Following for office use only:

Reviewed by Committee, Board or Commission:

Voted By the Board of Selectment

yes

no

Date: