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BRATTLEBORO SELECTBOARD  
TUESDAY, APRIL 2, 2020  
SPECIAL MEETING – 6:15PM  
HELD REMOTELY VIA GoToMeeting  
MINUTES

**NOTE: Per the “Stay Home – Stay Safe” order issued by Governor Scott on March 13, 2020, this meeting was held remotely with no physical location using GoToMeeting.**

Selectboard members in attendance: Tim Wessel, Elizabeth McLoughlin, Ian Goodnow, Brandie Starr, and Daniel Quipp.

Staff participating: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Fire Chief Mike Bucossi, Public Works Director Steve Barrett, and Executive Secretary Jan Anderson.

Others participating: ASL interpreter Elizabeth Fox and BCTV staff and volunteers.

**NEW BUSINESS**

COVID-19 / Coronavirus

(i) Update

(ii) Potential Actions, as needed

Town Manager Elwell spoke about the changes in Town operations since the Declarations of Emergency had been issued by the Federal and State governments on March 13 in response to the Coronavirus and COVID-19 pandemic. He noted that Town's facilities were closed to the public after those orders were issued. He said that Vermont Governor Scott had since issued a "Stay Home – Stay Safe" order to become effective March 24, and he subsequently issued an amendment to the Open Meeting Law allowing essential meetings to meet remotely and avoid the need to congregate in large groups. He said that since the last "live" Selectboard meeting on March 17, the Town had implemented GoToMeeting software to allow the Selectboard to meet remotely. Elwell spoke at length about many adjustments that had been made to Town operations in order for staff to work at home remotely, including repurposing some staff, adding some staff to emergency on-call lists, and shift/assignments changes to allow employees that needed to be physically present (police, fire, public works, and water and sewer operations) to continue to work safely and still protect the public. He noted that emergency services would continue to be provided 24/7. He announced that green and open spaces in the various parks were still available for public use but the equipment was impossible to keep sanitized so should not be utilized. Elwell spoke about the creative energy invested by staff at the Library and Recreation & Parks Departments devising ways to continue to stay in service to the community and provide access to services and resources. He invited the public to use both websites and stay in touch with staff. He reminded the public of the requirement to obtain burn permits when burning yard debris. Fire Chief Bucossi asked residents with small backyard fire pits to contact the Fire Department and let them know about the pits so that the department was aware of the burn if neighbors reported smoke. Elwell announced that the spring leaf pick-up dates were scheduled on Friday, April 17 and May 1. He said that the State denied the Town's request to suspend the Pay-As-You-Throw (PAYT) trash program, and he reminded business owners that the Board previously suspended payments on Small Business Assistance Program (SBAP) loans during the pandemic. Public Works Director Steve Barrett confirmed that the street clean-up program would continue and winter debris would be removed from the streets.

Elwell announced that the public could participate in Selectboard meetings by clicking on any "Town Update" posted on the homepage of the Town's website and then click on the "GoToMeeting" link. He said that the website contained daily updates about the pandemic and provided links to other resources, including the Vermont Department of Health, Federal Centers for Disease Control and Prevention, and the World Health Organization.

1 Wessel noted that with the adoption of the COVID-19 procedures and the need to cancel Representative  
2 Town Meeting that the Board had not properly recognized former Selectboard member David Scholes for  
3 his service. He thanked Schoales for his seven years of service on the Board. Wessel welcomed new  
4 Selectboard member Ian Goodnow to his first regular Selectboard meeting.

5  
6 Wessel opened the meeting to public participation. Olga Peters inquired about previously planned  
7 construction projects. Public Works Director responded that health and safety projects would be the main  
8 focus. Millicent Cooley inquired about plans to reschedule Representative Town Meeting. Elwell said  
9 that the matter would be discussed at the April 7 Selectboard meeting but RTM was not expected to be  
10 rescheduled to May 5 as previously discussed due to the anticipated extension of the Governor's Stay at  
11 Home order. Cooley added that she was working with BAMA (Brattleboro Area Mutual Aid) on lessening  
12 the "digital divide" in the community. Chris Grotke asked about known cases of COVID-19 in Brattleboro.  
13 Elwell suggested that he visit the Brattleboro Memorial Hospital and/or Vermont Department of Health  
14 websites for that information.

15  
16 There were several questions and some discussion by the Selectboard. No other potential actions were  
17 discussed.

18  
19 **NO ACTION TAKEN.**

20  
21 There was no further business.

22  
23 **MOTION BY IAN GOODNOW TO ADJOURN AT 7:12PM. MOTION CARRIED 5-0.**

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Ian Goodnow, Clerk

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**BRATTLEBORO SELECTBOARD  
TUESDAY, APRIL 7, 2020  
REGULAR MEETING – 6:15PM  
HELD REMOTELY VIA GoToMeeting  
MINUTES**

*NOTE: Per the "Stay Home – Stay Safe" order issued by Governor Scott on March 13, 2020, this meeting was held remotely with no physical location using GoToMeeting.*

10 Selectboard members in attendance: Tim Wessel, Elizabeth McLoughlin, Ian Goodnow, and Daniel  
11 Quipp.

13 Staff participating: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Planning  
14 Director Sue Fillion, Assistant Fire Chief Leonard Howard, and Executive Secretary Jan Anderson.

16 Others participating: Kurt Daims, Millicent Cooley, Gary Stroud, Terry Carter, Stephanie Bonin, Wendy  
17 Levy, ASL interpreters Elizabeth Fox and Janet Dickinson, and BCTV staff and volunteers.

19 Chair Wessel called the meeting to order at 6:15pm. He confirmed that the meeting was properly  
20 warned.

21  
22 **APPROVE MINUTES**

23 Wessel asked the Board to approve the meeting minutes from March 17 and March 23, 2020. There was  
24 no discussion.

26 **MOTION BY ELIZABETH McLOUGHLIN TO APPROVE MINUTES FROM THE MARCH 17 AND  
27 MARCH 23 MEETINGS. MOTION CARRIED 4-0.**

28  
29 **CHAIR'S REMARKS**

30 Chair Wessel noted that these were interesting times due to the self-quarantining and social distancing  
31 required by the Coronavirus/COVID-19 pandemic. He suggested that viewers continue to support  
32 friends, neighbors, and family through the crisis. He noted that this was the second meeting taking place  
33 on GoToMeeting, rather than in-person, and he thanked Assistant Town Manager Patrick Moreland for  
34 his efforts on managing the remote connections during this meeting.

35  
36 **MANAGER'S COMMENTS**

37 None.

38  
39 **SELECTBOARD COMMENTS AND COMMITTEE REPORTS**

40 None.

41  
42 **PUBLIC PARTICIPATION**

43 Wessel announced that the "chat" window was open for members of the public who wanted to participate.  
44

45 Millicent Cooley announced that she was working with BAMA (Brattleboro Area Mutual Aid) and formed a  
46 volunteer technical support team, consisting of Alan Baker, Steve Morelock, and herself, to assist with  
47 participants who needed technical assistance during this meeting. She asked callers to use the chat  
48 button if they needed assistance.

49  
50 Kurt Daims inquired about rescheduling Representative Town Meeting and still preserving the people's  
51 powers of referendum, as provided in the Town Charter. Wessel responded that the matter was an  
52 agenda item that would be discussed later in the meeting.

53  
54 **COVID-19**

55 Overall Update re: Town Operations. Elwell provided a broad overview of services and changes that had

1 occurred since last week's special Selectboard meeting. He explained that Fire and Police services were  
2 being provided 24/7 but that the practices had been altered to protect the first responders and the public  
3 since social distancing was not possible in all instances. He reviewed the field services being provided by  
4 employees in the Public Works and Recreation & Parks Departments. He said that administrative  
5 services were being provided by staff from their homes, and that staff from the Library and Recreation &  
6 Parks continued to provide services to the community while town facilities were closed to the public. He  
7 noted that green spaces in the parks were open for public use, but the equipment was not being sanitized  
8 and was not available. Elwell noted that he issued daily updates which were posted on the Town's  
9 website. He added that responses to the 2020 Census was low in this area, and he asked the public to  
10 participate in the on-line census or to welcome a volunteer who visited their homes. McLoughlin added  
11 that it was particularly important to participate in the census at this time so the Town would receive the  
12 maximum amounts of aid from the state and federal governments.

13  
14 Elwell explained that although most employees remained fully (or nearly fully) engaged during this time,  
15 three employees from the Parking Enforcement were not able to work because parking enforcement had  
16 been suspended and the department had been closed. Elwell explained that because of the Town's  
17 traditionally low number of unemployment claims, it did not purchase unemployment insurance from an  
18 outside carrier, but rather was self-insured. He said that typically employees who received unemployment  
19 compensation would receive a check from the State and the Town was then obligated to repay the State  
20 dollar-for-dollar; however, he said, this year employees would receive an additional payment of \$600 per  
21 week from the Federal Assistance Package because of the COVID-19 crisis. He said that, due to the  
22 Coronavirus federal and state assistance packages, the Town would at this time be obligated to repay  
23 only 50% of each employee's unemployment benefit for so long as the Coronavirus/COVID-19 assistance  
24 packages were in effect. He said it was in the collective best interest of the employees and the Town to  
25 furlough three members of Parking Enforcement with the expectation that they would return to work at the  
26 beginning of the fiscal year. He noted that a fourth employee from Parking Enforcement would be  
27 repurposed to the Recreation & Parks Department where he was previously employed. Elwell said that  
28 each furloughed employee would retain their health insurance and benefit packages while on furlough.  
29 He said that the Parking Fund was an Enterprise Fund and revenue had been reduced to \$0 since  
30 parking operations had been suspended, and that it was necessary to reduce the expenditures, including  
31 postponing any capital expenditures such as paving the Preston Parking Lot. He said that the Parking  
32 Fund was likely to end the fiscal year with an operating deficit in excess of \$100,000. He added that he  
33 did not at this time, however, anticipate an operating deficit for FY20 in the General Fund. He added that  
34 some other Town employees were working in a reduced capacity and, depending on the length of the  
35 crisis, additional furloughs may become necessary if the employees could not be repurposed. Quipp  
36 inquired whether the HR Director was available to support employees who needed assistance through the  
37 process. Elwell confirmed that HR Director Sally Nix was assisting the employees and that she was the  
38 staff member most knowledgeable about the benefits and process.

39  
40 **NO ACTION TAKEN.**

41  
42 Update re: Representative Town Meeting. Town Manager Elwell reported that Representative Town  
43 Meeting (RTM) previously scheduled on March 21 had been cancelled after the issuance of the  
44 Governor's "Stay Home – Stay Safe" order in response to the COVID-19 pandemic. He said that the  
45 Board had intended to reschedule RTM at this meeting to May 9, which would have provided time for any  
46 public referenda prior to the start of the new fiscal year (July 1); however, that date was now not possible  
47 due to the Governor's extension of his order to May 15. Elwell said that staff had contacted the State  
48 asking how to properly hold RTM in as timely a manner as possible, and how to adjust timelines and  
49 processes as needed to protect rights of the public and still enact Town business, but the State had not  
50 yet responded. He said that staff was exploring electronic tools that could allow 140 voting participants to  
51 engage in the meeting and was also researching various venues that would allow proper social distances.

52  
53 Members of the public provided their opinions and comments: Millicent Cooley spoke in strong support of  
54 a format that would allow Town Meeting Members to hear their differing opinions and be able to engage

1 in full debates. Terry Carter said that she appreciated the efforts. Gary Stroud suggested using the  
2 Zoom app and supported consideration of other venues. There was a brief discussion by the Board.

3  
4 **NO ACTION TAKEN.**

5  
6 Potential Additional Town Actions – Quipp noted that payments under the Small Business Assistance  
7 Program (SBAP) had been temporarily suspended and he inquired about the end-point on the  
8 deferments. Elwell said that a timeline had been intentionally omitted due to the uncertainty of the timing  
9 of the crisis, and the Board would make that decision at the appropriate time in the future. Quipp spoke in  
10 favor of offering support to the many community members who found themselves impacted during this  
11 crisis. He said that he would like to see data that was collected by BDCC or other entities, and suggested  
12 supporting creative programs, such as a possible relief fund or other options. Other Board members  
13 spoke of the positive efforts and programs by local organizations, such as Groundworks, BDCC, DBA,  
14 and the Chamber of Commerce. Goodnow asked community members to contact Board members with  
15 their concerns and suggestions. Stephanie Bonin, Executive Director of Downtown Brattleboro Alliance,  
16 spoke of the recent 48-hour Gift Card Challenge, where downtown businesses, whose doors were now  
17 closed, were able to sell gift cards on-line last weekend. She said that the program was successful in  
18 meeting two \$5,000 matches and multiple \$1,000 matches. She said the total impact was \$57,503, of  
19 which \$13,000 was given to families in need. There was much discussion by the Board. No additional  
20 actions were offered at this time.

21  
22 **NO ACTION TAKEN.**

23  
24 **NEW BUSINESS**

25 Association of Vermont Conservation Commissions Grant – Planning Services Application on Behalf of  
26 the Conservation Commission. Planning Director Sue Fillion said that the Board was asked to approve  
27 the Planning Services Department's application for a grant from the Association of Vermont Conservation  
28 Commission in the amount of \$480. She said that the funds would be used to support a partnership  
29 between the Conservation Commission and the Friends of the West River Trail to create an interpretive  
30 trail loop on the Riverstone Preserve, as set forth in her memo dated March 30, 2020. There was a brief  
31 discussion by the Board.

32  
33 **MOTION BY ELIZABETH McLOUGHLIN TO APPROVE AN APPLICATION FOR A 2020 ASSOCIATION**  
34 **OF VERMONT CONSERVATION COMMISSIONS GRANT IN THE AMOUNT OF \$480. MOTION**  
35 **CARRIED 4-0.**

36  
37 Ordinance Amendment - Chapter 8, Article 3, Section 8-32, First Reading, Add Requirement for Licensed  
38 Electricians. Elwell said that the Board was asked to hold a first reading on the proposed amendment to  
39 Chapter 8 of the Brattleboro Code of Ordinances. He said that the amendment would require that  
40 electrical repairs or improvements on one and two-family homes be made by a licensed electrician.  
41 Assistant Fire Chief Leonard Howard said that State statutes require that licensed electricians perform  
42 electrical repairs on public buildings, including multi-family housing with three or more units, but one and  
43 two-family homes were exempt, as set forth in the memo dated March 6, 2020 from Zoning Administrator  
44 Brian Bannon. Wessel read the proposed amendment. Public comment included: (1) Wendy Levy  
45 asked if the Brooks House fire was due to electrical deficiencies. AC Howard replied that it was caused by  
46 a staple too tight into the electrical wire. (2) Tony Duncan asked where the line of demarcation would be  
47 requiring an electrician to add to existing wires or features, such as changing lightbulbs or swapping out  
48 electrical fixtures previously installed. AC Howard said he would ask for information from the State  
49 electrical inspector. There was much discussion by the Board, including whether there was an adequate  
50 number of electricians available to perform the work, why such a gap existed in the statutes, what other  
51 towns took similar actions requiring additional oversight, and how many units would be affected by the  
52 amendment. Town Manager Elwell said that staff would prepare a complete report for the Board with that  
53 information for the second reading and public hearing at its next meeting.

1 **NO ACTION TAKEN.**

2  
3 Rules for Conduct – Discussion and Possible Approval. Wessel said that the Board was asked to review,  
4 and possibly approve, its Rules for Conduct of Meetings and Hearings for the year. He noted that the  
5 document included in the Board's packet was identical to the "Rules" that were approved by the Board  
6 last year. There was a brief discussion by the Board.

7  
8 **MOTION BY IAN GOODNOW TO APPROVE THE RULES FOR CONDUCT OF MEETINGS AND**  
9 **HEARINGS. MOTION CARRIED 4-0.**

10  
11 Warrants – Rotation Schedule for Reviewing and Signing. Wessel said that the Board was asked to  
12 assign designated periods throughout the year for each member to review and sign warrants. There was  
13 a brief discussion by the Board and assignments were agreed upon.

14  
15 **NO MOTION WAS OFFERED ON THIS ITEM.**

16  
17 Annual Selectboard Appointments – Committees and Boards. Wessel said that the Board was asked to  
18 assign individual Board members to various board and committee positions for 2020-2021. The following  
19 appointments were made: Capital Grant Review Board – Tim Wessel and Ian Goodnow; Rental Housing  
20 Improvement Program Loan Committee – Ian Goodnow; Small Business Assistance Program Loan  
21 Committee – Elizabeth McLoughlin; Traffic Safety Committee – Daniel Quipp; and Windham Solid Waste  
22 Management District Board of Supervisors – Patrick Moreland as Representative and Peter Elwell as  
23 Alternate.

24  
25 **NO MOTION WAS OFFERED ON THIS ITEM.**

26  
27 Windham Regional Commission - Appointment of Town Representatives. Wessel said that the Board  
28 was asked to appoint two representatives to the Windham Regional Commission for the period from April  
29 1, 2020, through March 31, 2021. Planning Director Sue Fillion offered to continue to serve, along with  
30 Tom Mosakowski who was currently a member. There was no discussion.

31  
32 **MOTION BY DANIEL QUIPP TO APPOINT SUE FILLION AND TOM MOSAKOWSKI AS**  
33 **REPRESENTATIVES FROM THE TOWN OF BRATTLEBORO TO THE WINDHAM REGIONAL**  
34 **COMMISSION FOR THE PERIOD FROM APRIL 1, 2020, THROUGH MARCH 31, 2021. MOTION**  
35 **CARRIED 4-0.**

36  
37 Chair Wessel wished happy Passover to viewers who were celebrating the holiday. He also mentioned  
38 that the Easter Bunny may arrive on Sunday, and noted that the Recreation & Parks Department was  
39 organizing a virtual Easter egg hunt. Quipp added that various religious groups were experiencing  
40 difficulties during these holidays because of the social distancing requirements. There was no further  
41 business.

42  
43 **MOTION BY ELIZABETH McLOUGHLIN TO ADJOURN AT 8:40PM. MOTION CARRIED 4-0.**  
44  
45

46  
47 \_\_\_\_\_  
Ian Goodnow, Clerk

**Town of Brattleboro**  
**COVID-19 Response Status**  
**April 17, 2020**  
**1:35pm**

**An Update to the Community from Brattleboro Town Manager Peter Elwell:**

The United States Government and the State of Vermont are operating under State of Emergency declarations issued by President Trump and Governor Scott related to the COVID-19 coronavirus pandemic. The Town of Brattleboro, as a subdivision of the State of Vermont, is taking emergency actions in accordance with Governor Scott's declaration of a State of Emergency for all of Vermont.

Fire Chief Mike Bucossi, who also is the Town's Emergency Management Director, is in close ongoing communication with Brattleboro Memorial Hospital, Rescue Inc., and other emergency health service providers. Chief Bucossi and Town Manager Peter Elwell are in at least daily communication with the Vermont Department of Health and Vermont Emergency Management. All other members of the Town's management team are maintaining similarly close contact with their colleagues in State government and others to ensure that the Town's actions are taken in concert with similar actions to protect the public throughout Vermont and beyond.

**Please visit the Town's website at [www.brattleboro.org](http://www.brattleboro.org) for extensive information about COVID-19, its impacts, and actions being taken to address those impacts. All of the Town's daily updates are posted there, along with links to the Vermont Department of Health, the Centers for Disease Control and Prevention, and the World Health Organization. Most importantly, the Town's homepage includes links to numerous resources for informing and assisting individuals, families, businesses, and other organizations. All of this information is being reviewed daily to ensure you can rely on the Town's site for current and accurate information throughout the COVID-19 emergency.**

**WHAT IS NEW TODAY**

- There is no change in the status of Town operations today.
- Wi-fi is available near the Main Street entrance to Brooks Memorial Library and can be accessed from cars parked in front of the building.

The following information has previously been announced by the Town to the community. Some of the items have been modified to update the details. The information is separated into sections, as follows: "Overall Status of Town Government's Daily Operations," "Emergency Services," "Non-Emergency and Administrative Support Services," and "Public Meetings":

**OVERALL STATUS OF TOWN GOVERNMENT'S DAILY OPERATIONS**

- All Town facilities are closed to the public until further notice.
- In keeping with the Governor's "Stay Home – Stay Safe" order, most administrative employees are working at home. While we are not in our usual places interacting with the public in the usual manner, we are here for you during these extraordinary times. We have made arrangements for employees to conduct many of their usual activities from their homes. Some continue to come to the office occasionally to complete tasks that can only be completed there. Importantly, all email communications and most telephone communications are functioning exactly as they do during normal office operations, but we are only sporadically able to retrieve and reply to communications via USPS + delivery services. Field crews are performing limited ongoing field work to protect public health and safety, and all field employees are "on call" every day for addressing urgent maintenance issues (like a water main break, a snowstorm, etc.). If there is anything you need from your Town government, please contact us. Those of us who have direct dial phone numbers and individual email addresses can be contacted in the usual way.

If you don't have that information, please use the contact information for each department listed below under "Non-Emergency and Administrative Support Services."

- Town officials are coordinating with a variety of community organizations regarding emerging community needs that extend beyond the scope of our normal Town government services.
- All reservations for use of Town facilities by non-Town organizations are cancelled until further notice.

### **EMERGENCY SERVICES**

- Emergency services are still being provided by the Police Department (BPD) and Fire Department (BFD).
- Both BPD and BFD have instituted policies that adjust their normal procedures to reflect COVID-19 best practices advice from public health experts. This includes screening every employee for COVID-19 before and during every shift.
- Dispatch is fully staffed 24/7 and is screening for COVID-19 on all calls.
- Both BPD and BFD are conducting "doorway assessments" for COVID-19 before entering into buildings.
- Both BPD and BFD have implemented best practices for more rigorous than normal cleaning of facilities and equipment, for the use of personal protective equipment, and for decontamination (when needed) after calls.
- BPD is still patrolling the roadways, walking downtown, and visiting merchants that are open, adhering to social distancing best practices when encountering people face-to-face.
- BPD is answering life safety calls involving physical harm or the threat of harm to individuals. Non life safety calls for service are being handled via appropriate technology (i.e. phone, email, etc.) Patrol Commanders are determining whether or not a physical response is warranted.
- Both BPD and BFD have plans in place for how additional special procedures will be implemented, if necessary. Contingency plans include coordination with other emergency service providers in our region for mutual aid coverage of essential services, as needed.

### **NON-EMERGENCY AND ADMINISTRATIVE SUPPORT SERVICES**

#### **Water+Sewer Utilities**

- Town water+sewer facilities are being operated. Staffing and some procedures have been adjusted to reflect COVID-19 best practices advice from public health experts, but the public should notice no change in water or sewer service.
- For general water+sewer questions, please call 802-254-4255.
- Many buildings are currently in a state of prolonged shutdown. The Town's Water Department reminds all building owners that **water lines within buildings should be flushed to keep the water supply safe**. While the Town is continuing to deliver water to the meter that complies with all drinking water standards and has a trace of chlorine for disinfection, the water quality within the interior piping of a building will deteriorate if not used.
- The Town's semi-annual flushing of water mains will be completed April 23 through May 11. This is essential maintenance activity to ensure the continued safety of the Town's drinking water. To view the complete street-by-street schedule for this Spring 2020 water main flushing, please see the "News" section on the right side of the homepage on the Town's website.
- Water+Sewer crews will not enter private buildings until further notice. People who experience service problems should call the Department of Public Works, as usual. A DPW crew will address the situation on the outside of the building. If that does not resolve the issue, then the owner/customer will need to hire a private plumber to address the issue on the interior of the building.
- Until further notice, the Town will not shut-off water service to any customer as a result of that customer becoming delinquent on payment of water+sewer fees.

**Parking**

- Parking Enforcement at timed and metered spaces is discontinued until further notice.
- Permit holders will receive credit for the unused value of their permits after the Parking Enforcement office reopens. Parking Enforcement Coordinator Carol Coulombe will contact each permit holder personally to address the details of the adjustment of their permit.
- No one needs to purchase a new parking permit until parking enforcement resumes. When we are preparing to resume enforcement, the community will be given advance notice and an opportunity to purchase permits before active enforcement actually begins.
- The annual Winter Parking Ban has been lifted. Overnight on-street parking is allowed except where regulations prohibit parking anytime (e.g. on one side of some streets, near fire hydrants, etc.) and except on the following streets: Main Street, High Street, Elliot Street (east of School Street), Flat Street, Church Street, Elm Street, Harris Place, and Grove Street.
- Parking related inquiries should be directed to the Town Manager's Office (see immediately below).

**Town Manager's Office**

- All employees are working from home, coming into the office only when necessary.
- Direct contact phone numbers and email addresses remain operational.
- For general information, please call 802-251-8151 or email [townmanager@brattleboro.org](mailto:townmanager@brattleboro.org).

**Town Clerk's Office**

- All employees are working from home to the extent that they are able. Some are coming into the office, but only when necessary.
- Direct contact phone numbers and email addresses remain operational.
- For general information, please call 802-251-8157 or email [townclerk@brattleboro.org](mailto:townclerk@brattleboro.org).
- Services requiring on-site visits to the Town Clerk's Office are suspended until further notice.
- Until further notice, the Town Clerk's Office will waive late fees for any dog licensed after April 1.
- Depending upon how the months ahead unfold regarding resumption of normal social interaction, the August primary election and November General election might rely more heavily on absentee ballot voting or other processes. In preparation for those elections, it is important for all voter rolls to be up to date. All voters are encouraged to visit their "My Voter Page" to confirm or update their voter registration address, including both their physical and mailing addresses. The My Voter Page is now found at <https://mvp.vermont.gov>. If you encounter problems logging into your My Voter Page, please contact the Town Clerk's office at 802-251-8157 for assistance. People who are not yet registered to vote can register online at <https://olvr.vermont.gov>.

**Public Works Department**

- Administrative employees are working from home, coming into the office only when necessary.
- Operations employees continue to address health and safety concerns and are "on call" to perform urgent maintenance services, as needed.
- Direct contact phone numbers and email addresses remain operational.
- For general information, please call 802-254-4255.

**Planning Services Department**

- All employees are working from home to the extent that they are able. Some are coming into the office, but only when necessary.
- Direct contact phone numbers and email addresses remain operational.
- For general information, please call 802-251-8154 or email [planning@brattleboro.org](mailto:planning@brattleboro.org).
- The Planning Services Department is accepting zoning permit and development applications by mail or email. Any application that can be administratively issued will be processed. Use this link to view a list of issued permits: [https://www.brattleboro.org/index.asp?SEC=2CB22546-F959-4A03-B179-60D7295CD090&Type=B\\_BASIC](https://www.brattleboro.org/index.asp?SEC=2CB22546-F959-4A03-B179-60D7295CD090&Type=B_BASIC). Any application requiring a hearing will be delayed until such time as those public hearings resume.

**Brooks Memorial Library**

- Brooks Memorial Library is closed until further notice.
- All employees are working from home to the extent that they are able. Some are coming into the library, but only when necessary.
- Direct contact phone numbers and email addresses remain operational.
- For general information, please call 802-254-5290 (Extension 0) or email [info@brookslibraryvt.org](mailto:info@brookslibraryvt.org).
- Please go to [www.brookslibraryvt.org](http://www.brookslibraryvt.org) for information on obtaining a library card, which will allow access to online resources. Library cards that are due to expire can be renewed on a month-by-month basis until the library reopens. Fees for renewing non-resident cards are suspended until further notice. If you encounter a problem using your card, please call 524-5290 (extension 0) or email [info@brookslibraryvt.org](mailto:info@brookslibraryvt.org).
- All book drops are closed. Please hold onto borrowed materials until further notice. Due dates will be extended (even if you receive an overdue reminder) and cards will not be blocked for overdue materials.
- Follow us on Facebook @BrooksMemorialLibrary and @BrooksMemorialLibraryCR or on Twitter @brookslibraryvt. Check the library website for updates and to subscribe to the online newsletter.

**Recreation+Parks Department**

- All Recreation and Parks facilities are closed until further notice and all on-site Recreation programming has been canceled until further notice.
- Recreation employees are working from home, coming to the Recreation facilities only when necessary.
- Parks employees continue to address health and safety concerns and are "on call" to perform urgent maintenance services, as needed.
- Direct contact phone numbers and email addresses remain operational.
- For general information, please call 802-254-5808 or email [recreation@brattleboro.org](mailto:recreation@brattleboro.org).
- The closure of all Recreation and Parks facilities includes the equipment (benches and playground equipment) at our parks. It is impossible for the Town to ensure that equipment is sanitized in between users. Signage has been installed to warn the public. The Town is inviting people to enjoy the open green spaces in the parks where you can get some fresh air and exercise while still practicing social distancing.
- Morningside Cemetery is open. Anyone visiting the cemetery to honor a loved one or to get some fresh air and exercise should adhere to all the requirements of social distancing.
- To stay up to date on virtual programming being offered by the Recreation and Parks Department, please follow us on Facebook @Brattleboro Recreation and Parks Department or frequently check our website at [https://www.brattleboro.org/index.asp?SEC=DF7D4AE1-C4DB-477C-86FD-9892508078A9&Type=B\\_BASIC](https://www.brattleboro.org/index.asp?SEC=DF7D4AE1-C4DB-477C-86FD-9892508078A9&Type=B_BASIC).
- The Spring Youth Sports Season was cancelled. People who registered can receive a refund or a credit on your account. Please email [cjlatte@brattleboro.org](mailto:cjlatte@brattleboro.org) or leave a message at 802-254-5808. In addition, the Recreation team encourages everyone to follow them on Facebook for tips on how to work on your skills at home and how to access and enjoy a variety of virtual programming. Finally, the Recreation and Parks summer program brochure will soon be posted on Facebook and at [www.brattleboro.org](http://www.brattleboro.org).
- The following seasonal special events also have been cancelled for this year:
  - Super Bike Day - Scheduled for Saturday April 18
  - Bowling Day at The Brattleboro Bowl - Scheduled for Tuesday April 21
  - Pitch, Hit & Run / Home Run Derby - Scheduled for Wednesday April 22
  - Annual Memorial Day Dawn Dance - Scheduled for May 24-25. (This is not a Town of Brattleboro event. It is a privately organized event that attracts over 500 people from across the country. The local organizing committee has been informed of this cancellation and agrees with the decision.)

**Assessor's Office**

- All employees are working from home, coming into the office only when necessary.
- Direct contact phone numbers and email addresses remain operational.
- For general information, please call 802-251-8156.
- The deadline for businesses to submit personal property tax data has been postponed from April 20 to July 20, consistent with the annual income tax filing deadline being postponed by both the IRS and the State of Vermont from April 15 to July 15.

**Finance Department**

- All employees (including the Treasurer's Office) are working from home to the extent that they are able. Some are coming into the office, but only when necessary.
- Direct contact phone numbers and email addresses remain operational.
- For general information, please call 802-251-8152 (Finance) or 802-251-8153 (Treasurer's Office).

**Human Resources**

- The Human Resources Director is working from home, coming into the office only when necessary.
- The Human Resources Director can be contacted at the usual phone number (802-251-8135) and email address ([snix@brattleboro.org](mailto:snix@brattleboro.org)).

**Fire Department (non-emergency and administrative support)**

- Employees are working from home to the extent that they are able. Some are coming into the fire stations, but only when necessary.
- Direct contact phone numbers and email addresses remain operational.
- For general Fire Department information, please call 802-254-4831.
- Fire Safety and Rental Housing inspections are canceled until further notice.
- Burn Permits are still required for any open air fires. To apply for a Burn Permit, please visit the Fire Department's website at [www.brattleborofd.org](http://www.brattleborofd.org).

**Police Department (non-emergency and administrative support)**

- Most employees are working from home to the extent that they are able. Some are coming into the Police Station, but only when necessary.
- Direct contact phone numbers and email addresses remain operational.
- For general Police Department information, please call 802-257-7946 or email [bpd@sover.net](mailto:bpd@sover.net).
- BPD Clerks are working from home. Public Records requests are being accepted by email, but the majority will not be able to be processed until the "Stay Home - Stay Safe" order is lifted.
- The Police Department is waiving alarm fees until further notice.
- The Police Department is not performing Vehicle Identification Number (VIN) verifications until further notice.

**Small Business Assistance Program Loans**

- Businesses who are repaying loans to the Town's Small Business Assistance Program can defer (without penalty or additional interest) their monthly payments until further notice.

**Curbside Garbage, Recycling, + Compost Program**

- Annual Spring Leaf Pickup service will be provided by Triple-T on Friday, April 17, and on Friday, May 1. The Town decided to proceed with this service in the usual manner because curbside solid waste collection is continuing under the "essential services" provisions of the Governor's "Stay Home – Stay Safe" order and because the fresh air and exercise involved in doing yard work is a safe and healthy way for people to take a break from staying indoors during the COVID-19 emergency.
- Due to the closure of Town facilities, individual pay-as-you-throw bags are not being sold at the Treasurer's Office and the Gibson-Aiken Center until further notice. Packages of five pay-as-you-throw bags are still available at retail outlets.

- Some residents asked the Town to suspend the pay-as-you-throw program so that no one would have to buy the yellow and purple bags during the COVID-19 emergency. Unfortunately, our local pay-as-you-throw system is required for the Town to comply with a State-mandate to have “variable rate pricing” for garbage collection and disposal (i.e. the more one throws away the more one pays) so it can’t be suspended without the State’s permission. The Town asked the State if we can temporarily suspend the pay-as-you-throw system and the State said “no.”

### **U.S. Census Reminder**

If you have not completed your census form yet, now is a great time. You can complete it without leaving home or coming into contact with any other person. There are three simple ways to complete the Census form:

1. **Online:** Go to [www.2020census.gov](http://www.2020census.gov). Can’t find your 12-digit code that you received in the mail? No problem. Just follow the instructions and you will be able to complete the questionnaire on-line.
2. **By Phone:** Call 844-330-2020 to get started in English. The 2020 Census can be completed by phone in 14 different languages.
3. **By Mail:** All homes that do not respond online or by phone will receive a paper questionnaire. Simply respond using a blue or black ink, and return the questionnaire in the envelope provided. Regardless of how you respond, your answers will be kept confidential. Every Census employee takes an oath to protect your personal information for life and the U.S. Census Bureau cannot release any information that identifies you individually.

The results of the 2020 Census will help determine our eligibility for billions of dollars in Federal funding to flow into our community, county, and state every year for the next decade. This money means better health care, schools, roads, job opportunities, housing assistance, disaster assistance and more. With so much at stake, every response counts!

**Brooks Memorial Library Staff are available to assist the public in accessing the Census questionnaire. Call 802-254-5290 ext.1206 or email [info@brookslibraryvt.org](mailto:info@brookslibraryvt.org) for assistance. For more information, visit: [www.2020census.gov](http://www.2020census.gov).**

### **PUBLIC MEETINGS**

- The Selectboard’s next regularly scheduled meetings will be on April 21 and May 5.

**Here is how the public can watch and/or participate in those meetings:**

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

<https://global.gotomeeting.com/join/804762765>

**You also can dial in using your telephone (but this alternative is not recommended):**

United States (Toll Free): [1 866 899 4679](tel:18668994679)

Access Code: 804-762-765

**New to GoToMeeting? Get the app now and be ready when your first meeting starts:**

<https://global.gotomeeting.com/install/804762765>

**The meetings will be carried live on BCTV,  
whose broadcast also can be accessed using the following links:**

<https://www.brattleborotv.org/>

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

- In addition to its regular meetings on the first and third Tuesday of each month, the Selectboard will continue to hold special meetings, as necessary, to take urgent action(s) as the COVID-19 situation continues to evolve.
- In general, meetings of Town boards, commissions, and committees remain cancelled until further notice. Individual boards, commissions, or committees will resume meeting on a case-by-case basis. All will use the GoToMeeting platform for remote-only meetings (with no physical location) until after the COVID-19 emergency has passed.
- The Representative Town Meeting (RTM) that would have been held on March 21 was cancelled in compliance with the Governor’s orders re: social distancing. RTM will be re-warned when it becomes legal and prudent to do so.

## TOWN OF BRATTLEBORO COVID-19 TIMELINE

IN ADDITION TO THE SPECIFIC TOWN ACTIONS NOTED BELOW, TOWN OFFICIALS AND EMPLOYEES HAVE BEEN PARTICIPATING IN NUMEROUS FREQUENT CONFERENCE CALLS AND ONLINE MEETINGS WITH OTHER GOVERNMENT AGENCIES, HEALTH CARE PROVIDERS, BRATTLEBORO BUSINESS LEADERS, BRATTLEBORO SOCIAL SERVICE PROVIDERS, AND OTHER INDIVIDUALS AND GROUPS. THE PURPOSE AND RESULTS OF THESE MEETINGS IS TO ENSURE WE ARE GIVING AND RECEIVING ACCURATE INFORMATION AND TO MAXIMIZE THE IMPACT OF OUR ACTIONS THROUGH COLLABORATION.

### **Wednesday, February 26**

- Fire Chief Mike Bucossi, who also is the Town's Emergency Management Director, starts creating a Town COVID-19 Incident Response Plan (as an extension of the Town's overall Local Emergency Management Plan or LEMP), orders applicable supplies, opens communications with Brattleboro Memorial Hospital (BMH) and Rescue Inc. for joint preparations, and starts working with BMH on regional information and training sessions that were held on March 5 and March 10.

### **Thursday, February 27**

- Town Manager Peter Elwell and Chief Bucossi open communications with the Vermont Department of Health (VDH) and make a conscious decision to rely on VDH for advice to the public about the virus (limiting the Town's public communications to the scope of Town government actions).

### **Friday, February 28**

- "Coronavirus Information" link to VDH website added to the "News" section on the homepage of the Town's website.
- Town Manager Elwell provides first comprehensive COVID-19 update to Selectboard and senior management team.

### **Saturday, February 29**

[Community Forum at the Library re: Automobile Break-ins.]

### **Monday, March 2**

- Bucossi and Elwell open communications with Vermont Emergency Management (VEM).

### **Tuesday, March 3**

[Town Meeting Day Election]

- Town issues first COVID-19 public update in the form of a Town news release.

### **Wednesday, March 4**

- Town and BMH announce March 10 information and training session for municipal officials and first responders from throughout southeastern Vermont.

### **Thursday, March 5**

[Bomb scare at State Office Building requires lockdown of Municipal Center.]

- Bucossi represents Town at public information meeting at BMH.

### **Friday, March 6**

*VDH begins issuing daily updates.*

**Sunday, March 8**

*VDH announces first COVID-19 case in Vermont.*

**Tuesday, March 10**

- Town issues rumor control news release emphasizing that “We are in a state of heightened awareness and preparation to take emergency response action(s). We are not at this time in active response mode.”
- Town and BMH co-host regional information and training session for municipal officials and first responders at the Central Fire Station.

**Wednesday, March 11**

*State Emergency Operations Center activated.*  
[RTM Information Meeting]

**Thursday, March 12**

- Town assists in correcting rumor of a confirmed positive COVID-19 case at the Brattleboro Retreat.
- BFD inspections of rental properties and commercial properties suspended for at least 2 weeks.
- Town begins preparations for maximizing the ability of employees to work productively at home.

**Friday, March 13**

- Town of Brattleboro COVID-19 ticker message starts running on both BCTV channels.
- Rabies clinic at BFD Station 2 (scheduled for the next day, March 14) cancelled.
- Adult basketball league (both men’s and women’s) playoffs cancelled.

*Governor Scott declares a COVID-19 State of Emergency in Vermont.*

**Saturday, March 14**

- Town issues first comprehensive COVID-19 public update of Town actions (as listed below) in the form of a Town news release.

**EMERGENCY SERVICES**

- Dispatch is screening for COVID-19 on all calls involving any flu-like symptoms.
- Inter-agency protocols for handling potential COVID-19 patients are in place, including details such as how this type of response will differ from normal EMS protocols, what special protective equipment will be used, how affected equipment will be cleaned after the call, etc.
- BFD is handling all other emergency calls as normal.
- Police operations are continuing as normal.
- Both BPD and BFD have implemented best practices for more rigorous than normal cleaning of facilities and equipment.
- Only essential personnel will be allowed inside the fire stations until further notice.
- Both BPD and BFD have plans in place for how additional special procedures will be implemented if our area experiences increased impacts from COVID-19. Contingency plans include coordination with other emergency service providers in our region for mutual aid coverage of essential services, as needed.

**NON-EMERGENCY AND ADMINISTRATIVE SUPPORT SERVICES**

- All departments have implemented best practices for more rigorous than normal cleaning of facilities and equipment.
- All departments are currently remaining open for business with the public during normal business hours and all field services are being provided as normal.
- Town staff is doing as much outgoing business as possible via telephone and computer.

- We are encouraging the public to do as much Town business as possible over the phone and online. If you have a question about whether a particular transaction or interaction with Town staff can be accomplished this way, please call or email the applicable department.
- This coming week, some employees will begin working from home some of the time, but we don't at this time expect that the public will see any reduction in levels of service.
- Employees are being cross-trained to keep as much of Town government as possible functioning normally if we experience future staffing shortages due to quarantine requirements or other factors.
- Special procedures are being implemented at the Water Treatment Plant and Wastewater Treatment Facilities in close coordination with the Vermont Department of Health and other authorities.
- Fire Safety and Rental Housing inspections have been canceled for at least the next 2 weeks.
- Brooks Memorial Library remains open, but some programs and events at the library are being canceled. If you have a question about any particular program or event, please check the library website or contact the library.
- The circulation staff at the library are wearing protective gloves. Other administrative staff are taking similar personal protective measures, as needed.
- The Gibson-Aiken Center remains open and most Recreation programming is currently continuing as scheduled, but the playoffs for the men's and women's basketball leagues have been canceled. Additional cancellations are expected. If you have a question about any particular program or event, please check the Recreation and Parks Department's website or contact the department.
- Town officials are coordinating with a variety of community organizations regarding emerging community needs that extend beyond the scope of our normal Town government services.

**Sunday, March 15**

*Governor Scott orders all Vermont schools to close.*

**Monday, March 16**

*Governor Scott orders all bars + restaurants to cease "dine in" service, to be enforced by local Health Officers.*

- Town begins issuing daily COVID-19 updates.
- Town creates robust COVID-19 presence on homepage of Town website (including all Town updates plus links to VDH, CDC, WHO, and numerous resources for individuals, families, and businesses).
- Town Manager Elwell announces: "Due to the Governor's order prohibiting gatherings of more than 50 people, Town staff is recommending to the Selectboard that the Representative Town Meeting scheduled for March 21 be canceled and that it be re-warned when it becomes legal and prudent to do so. The Selectboard will consider that matter at its meeting tomorrow, March 17, at 6:15pm at the Municipal Center."
- All Town facilities will be closed to the public beginning Wednesday, March 18, and all Town departments will continue to be available to the public via telephone and email.
- All regularly scheduled Town board, committee, and commission meetings (except Selectboard meetings) are cancelled until further notice.
- All reservations for use of Town facilities by non-Town organizations are cancelled until further notice.
- Some Town employees begin working at home.
- Town department updates include the following:
  - BFD initiates offer to assist anyone with special needs (for groceries, prescriptions, etc.)
  - Police Officers will be responding to medical calls only when there is an in-progress safety concern (e.g. a situation in which someone is threatening to hurt themselves or other people).

- BPD is not performing Vehicle Identification Number (VIN) verifications until further notice.
- BPD is not receiving parking fines until further notice.
- The Planning Services Department will be accepting zoning permit and development applications by mail or email. Any application that can be administratively issued will be processed. Any application requiring a hearing will be delayed until such time as public meetings resume.
- The Town Clerk's Office has extended the deadline for dog licensing until further notice.
- Brooks Memorial Library begins offering curbside pick-up service and advises patrons not to return any borrowed materials until further notice.
- The Recreation and Parks Department is taking mail-in registration for Spring Youth Sports. Participants will receive a credit on their account for program cancellations.
- Water+Sewer crews will not enter private buildings until further notice. People who experience service problems should call the Department of Public Works, as usual. A DPW crew will address the situation on the outside of the building. If that does not resolve the issue, then the owner/customer will need to hire a private plumber to address the issue on the interior of the building.

**Tuesday, March 17**

- Parking Enforcement is discontinued until further notice.
- Regular Selectboard Meeting is held, as scheduled, in the evening. In addition to awarding a bid for construction of the long-awaited skatepark and a few other matters of non-COVID business, the Selectboard also takes the following COVID-specific actions:
  - Approves allowing businesses who are repaying loans to the Town's Small Business Assistance Program to defer their monthly payments until further notice.
  - Directs that until further notice the Town will not shut-off water service to any customer as a result of that customer becoming delinquent on payment of water+sewer fees.
  - Cancels Representative Town Meeting (RTM) that had been scheduled for March 21. Plan is to re-warn on April 7 to hold RTM on May 9, if possible.

**Wednesday, March 18**

- All town facilities are closed to the public until further notice.
- All Town departments are available to the public via telephone, email, USPS, and delivery services.
- Due to the closure of Town facilities, individual pay-as-you-throw bags will not be sold at the Treasurer's Office and the Gibson-Aiken Center until further notice. Packages of five pay-as-you-throw bags are still available at retail outlets.
- Selectboard member Dave Schoales resigns so that Selectboard member-elect Ian Goodnow can be appointed at the same time as he would have been sworn-in during normal circumstances.

**Friday, March 20**

- A special Selectboard meeting is warned to be held on Monday, March 23, at 5:30pm, in the Selectboard Meeting Room at the Municipal Center, so that the Selectboard can (1) appoint Ian Goodnow (consistent with the results of the March 3 election) to the seat that became vacant upon Dave Schoales' resignation and (2) elect Selectboard officers.

**Monday, March 23**

*Governor Scott announces intention to further restrict movement of public and operation of businesses.*

- Town staff continues to be available for remote communications with the public during normal business hours. However, in keeping with increasingly restrictive social distancing requirements and advice from State Government and public health experts, fewer Town employees are reporting to their usual workplaces.

- Special Selectboard meeting at 5:30pm. The Municipal Center is open to the public from 5:15pm until 15 minutes after the meeting to allow public access to the meeting. The Selectboard takes the following actions:
  - Appoints Ian Goodnow to the seat vacated by Dave Schoales' resignation.
  - Elects Tim Wessel as Selectboard Chair.
  - Elects Liz McLoughlin as Selectboard Vice-Chair.
  - Elects Ian Goodnow as Selectboard Clerk.

**Tuesday, March 24**

- The Town's daily update contains this statement: "In furtherance of the Governor's announcement yesterday that all businesses should implement work-from-home practices "to the maximum extent possible" and his suggestion that additional restrictions on people's movement will be announced tomorrow, the Town has increased the number of employees who are telecommuting and is finalizing plans for full closure of certain non-emergency services and administrative functions, if necessary." *Governor Scott issues "Stay Home – Stay Safe" order to remain in effect through April 15.*

**Wednesday, March 25**

- Normal office operations close down and most Town employees begin working from home.
- Emergency services are still being provided by the Police and Fire Departments, but both departments have instituted policies that adjust their normal procedures to reflect COVID-19 best practices advice from public health experts.
- Town water+sewer facilities are being operated. Staffing and some procedures have been adjusted to reflect COVID-19 best practices advice from public health experts, but the public should notice no change in water or sewer service.
- Library curbside take-out services are suspended until further notice.
- The deadline for businesses to submit personal property tax data to the Town is postponed from April 20 to July 20, consistent with the annual income tax filing deadline being postponed by both the IRS and the State of Vermont from April 15 to July 15.

**Thursday, March 26**

*Governor Scott orders schools to stay closed for the remainder of the school year.*

- The Town's daily update includes this statement from Town Manager Elwell to the community: "In keeping with the Governor's "Stay Home – Stay Safe" order, this is the first full day of Town operations with most employees working from home. While we are not in our usual places interacting with the public in the usual manner, we are here for you during these extraordinary times. We have made arrangements for many administrative employees to conduct most or all of their usual activities from their homes. Some will continue to come to the office occasionally to complete tasks that can only be completed there. Importantly, all email communications and most telephone communications are functioning exactly as they do during normal office operations. Field crews will be performing limited ongoing field work to ensure that health and safety concerns are promptly addressed, and all field employees will be on call every day for addressing urgent maintenance issues (like a water main break, a snowstorm, etc.). If there is anything you need from your Town government, please contact us. Those of us who have direct dial phone numbers and individual email addresses can be contacted just as you normally would. If you don't have that information, please use the contact information for each department that is listed below under Non-Emergency and Administrative Support Services." {Please see the March 26 daily update for additional details, including the list of departmental phone numbers and email addresses.)

**Friday, March 27**

- BPD adjusts its operations, as follows:
  - Patrolling the roadways, walking downtown, and visiting merchants that are open, adhering to social distancing best practices when encountering people face-to-face.
  - Answering life safety calls involving physical harm or the threat of harm to individuals.
  - Handling non life safety calls for service via appropriate technology (i.e. phone, email, etc.).
  - Patrol Commanders are determining whether or not a physical response is warranted.
  - Dispatch is fully staffed 24/7 and is screening for COVID-19 on all calls.
  - Clerks are working from home. Public Records requests are being accepted by email, but the majority will not be able to be processed until the “Stay Home - Stay Safe” order is lifted.

**Monday, March 30**

- The Town’s daily update includes this statement from Town Manager Elwell to the community: “We continue to make adjustments in Town operations as we come to clearer understandings of what is possible during these unprecedented circumstances. As we make these adjustments, our goal is to remain as productive as possible in service to the community while fully complying with the Governor’s ‘Stay Home – Stay Safe’ order. The current status of particular Town services is set forth each day in the function-by-function summary” of Town operations.
- The Town announces that annual spring leaf pickup service will be provided on Friday, April 17, and Friday, May 1, because curbside solid waste collection is continuing under the “essential services” provisions of the Governor’s “Stay Home – Stay Safe” order and because the fresh air and exercise involved in doing yard work is a safe and healthy way for people to take a break from staying indoors during the COVID-19 emergency.

*Governor Scott orders out-of-state visitors to Vermont to self-quarantine for 14 days.*

*Governor Scott signs emergency legislation authorizing COVID-19 financial assistance and temporarily modifying the Open Meetings Law to allow electronic meetings with no designated physical location.*

**Tuesday, March 31**

- A special Selectboard meeting is warned for Thursday, April 2, at 6:15pm on GoToMeeting.
- The Town also announces that meetings of Town boards, commissions, and committees will resume on a case-by-case basis using the GoToMeeting platform for remote-only meetings (with no physical location) until after the COVID-19 emergency has passed.
- The State advises that the Town cannot temporarily suspend the pay-as-you-throw program.
- The Recreation+Parks Department announces cancellation of numerous seasonal special events.

**Thursday, April 2**

- The Selectboard holds its first remote-only (no physical location) meeting using GoToMeeting.

**Wednesday, April 8**

- Because many buildings are currently in a state of prolonged shutdown, the Town’s Water Department reminds all building owners that water lines within buildings should be flushed to keep the water supply safe, stating that “While the Town is continuing to deliver water to the meter that complies with all drinking water standards and has a trace of chlorine for disinfection, the water quality within the interior piping of a building will deteriorate if not used.”
- The annual Winter Parking Ban is lifted.

**Thursday, April 9**

- Morningside Cemetery opens for the season. The Town reminds anyone visiting the cemetery to adhere to all the requirements of social distancing.

**Friday, April 10**

*Governor Scott extends "Stay Home – Stay Safe" order to remain in effect through May 15.*

- The Town furloughs 3 Parking Enforcement employees due to the complete closure of that function.

**Monday, April 13**

- Brooks Memorial Library staff begins offering assistance in completing the 2020 U.S. Census form.
- The Recreation and Parks Department's spring youth sports season is cancelled.
- The Planning Services Department resumes issuing minor zoning permits that can be approved digitally by Town staff.

**Tuesday, April 14**

- The Public Works Department announces that the semi-annual flushing of water mains will be completed April 23 through May 11. This essential maintenance activity ensures the continued safety of the Town's drinking water.
- The Police Department announces that alarm fees will be waived until further notice.

**Friday, April 17**

- The Town announces that wi-fi is available near the Main Street entrance to Brooks Memorial Library and can be accessed from cars parked in front of the building.

**Town of Brattleboro**  
**DEPARTMENT OF PUBLIC WORKS**

211 Fairground Road, Brattleboro, Vermont 05301  
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail: [dtyler@brattleboro.org](mailto:dtyler@brattleboro.org)

To: Brattleboro Selectboard  
Via: Peter Elwell, Town Manager  
From: Daniel Tyler, Highway/Utilities Superintendent   
Subject: Utilities Division – Old Guilford Rd. Manhole Rehab  
Date: March 27, 2020

The Old Guilford Rd. portion of the wastewater collection system collects waste from the Broad Brook Pump Station. Much of the infrastructure was installed as part of the Welcome Center project in 1998. Waste from the Welcome Center, Algiers Village, and Commonwealth Dairy now flow to the Broad Brook Pump Station and is discharged on Old Guilford Rd.

Nineteen concrete manholes on Old Guilford Rd. are experiencing excessive concrete deterioration. This is likely in part to the high strength waste which is discharged from Commonwealth Dairy. As the manholes continue to deteriorate there is an increased risk for groundwater infiltration, odor release, and structural deficiencies/failure. If deterioration persists the manholes would need complete replacement.

The Department of Public Works worked with Aldrich and Elliot Engineering to specify an epoxy coating that will seal the manholes and prevent further deterioration, preventing the need for replacement. Aldrich and Elliot produced bid documents and solicited bids for the coating process. The bid documents identified five manholes to be coated with an alternate price to add an additional five manholes if the prices were favorable. The following bids were received:

<u>Company</u>	<u>Base Bid</u>	<u>Alternative Bid</u>
Everett J. Prescott Inc., ME	\$30,500	\$28,490
Green Mtn. Pipeline LLC, VT	\$22,500	\$25,000
*Ted Berry Co., LLC, ME	\$12,825	\$14,250

\*Bid does not meet specifications

This project was anticipated as part of the 19/20 budget. The project was previously advertised, and one bid was received. The bid was unfavorable. This round of bidding was in line with the engineers estimate. The Department of Public Works is seeking approval to accept both the base bid and alternative bid from Green Mountain Pipeline, for a total of \$47,500.

**Amendment to the Code of Ordinances  
April 21, 2020**

Pursuant to the authority granted to the Selectboard of the Town of Brattleboro under 24A VSA, Chapter 107 as amended, and 24 VSA §872, §1971 et seq., and §2291, Vermont Statutes Annotated, and such other general or special enactments as may be material hereto, the Selectboard of the Town of Brattleboro, does hereby amend Chapter 8 (Health, Sanitation and Fire Safety Inspections), Article 3 (Rental Housing Code), Section 8-32 (Requirement for Licensed Electricians) of the Code of Ordinances in the following manner:

Add:

**Sec. 8-32. Requirement for Licensed Electricians.**

A Vermont Licensed Journeyman or a Vermont Licensed Master Electrician shall be required for the following types of work:

- (1) Any construction not otherwise exempt under 26 VSA Sec. 910; excepting that:
- (2) Any electrical work in a building used for dwelling or residential purposes that contains one or two dwelling units, where one or both units are intended for rent, a Vermont Licensed Journeyman or a Vermont Licensed Master Electrician shall be required.

**Sec. 8-32 8-33 – 40 RESERVED.**

A copy of this Amendment may be obtained from the Brattleboro Town Manager's Office. Peter B. Elwell, Brattleboro Town Manager, 230 Main Street, Brattleboro, Vermont 05301, telephone number 251-8151 is a person with knowledge of this Amendment and who is available to answer questions in connection therewith.

This amendment shall be posted in five conspicuous places within the Town and published in the *Brattleboro Reformer* on the 25th day of April, 2020, and shall become effective on the 20th day of June, 2020, unless a petition for a vote to disapprove the ordinance at a special or regular town meeting is signed by not less than five (5%) percent of the qualified voters of the Town of Brattleboro and filed with the Town Clerk within 44 days of the date of adoption stated above.

Passed and adopted by the Selectboard of the Town of Brattleboro this 21st day of April, 2020.

Brattleboro, Vermont  Town Clerk's Office, Brattleboro, Vermont, _____ at _____ M. received and recorded the foregoing Amendment to the Code of Ordinances in Volume _____, Ordinances, at Page _____.  Attest:  _____ Town Clerk
--

**BRATTLEBORO SELECTBOARD**

\_\_\_\_\_  
Tim Wessel, Chair

\_\_\_\_\_  
Elizabeth McLoughlin, Vice-Chair

\_\_\_\_\_  
Ian Goodnow, Clerk

\_\_\_\_\_  
Brandie Starr

\_\_\_\_\_  
Daniel Quipp



Michael Bucossi  
Fire Chief

Leonard Howard III  
Assistant Chief

To: Selectboard  
Via: Peter B. Elwell, Town Manager  
From: Leonard Howard, Assistant Fire Chief  
Date: April 13, 2020

Subject: Ordinance – Chapter 8, Article 3, Section 8-32

Following the first reading of the proposed ordinance amendment that would require one- and two-family rental units to have a licensed electrician perform electrical work, the following questions were asked:

• **How many one- and two-family rental units are there in Brattleboro?**

432 buildings with 2 units and 55 single-unit buildings.

• **What other towns in Vermont have the same requirement?**

Burlington  
South Burlington  
Barre City

• **What other towns in Vermont have other similar requirements?**

St. Albans City allows the owner to perform the work, however an electrician must sign off on the work and pull an electrical permit (which requires the state electrical inspector to approve the work).

Putney allows the owner to perform the work, however it also requires the work to be inspected by the state.

Hartford requires a permit (which requires the state electrical inspector to approve the work).

• **What threshold of electrical work requires an electrical permit?**

Here is the language directly from the state code:

WORK NOTICE, FEES, INSPECTION, ENERGIZING, INSTALLATIONS, CERTIFICATE OF COMPLETION 7.1 WORK NOTICE (a) Electrical work in a complex structure shall not commence until a work notice accompanied by the required fee is submitted to the department by a Master or Type-S Journeyman Electrician and the work notice is validated by the department. Where electrical work is proposed in a complex structure used for residential purposes, containing no more than two dwelling units, the work notice may be submitted by any person. Demolition work of energized electrical wiring or equipment is considered electrical work and requires a work notice.

# Brattleboro Fire Department

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

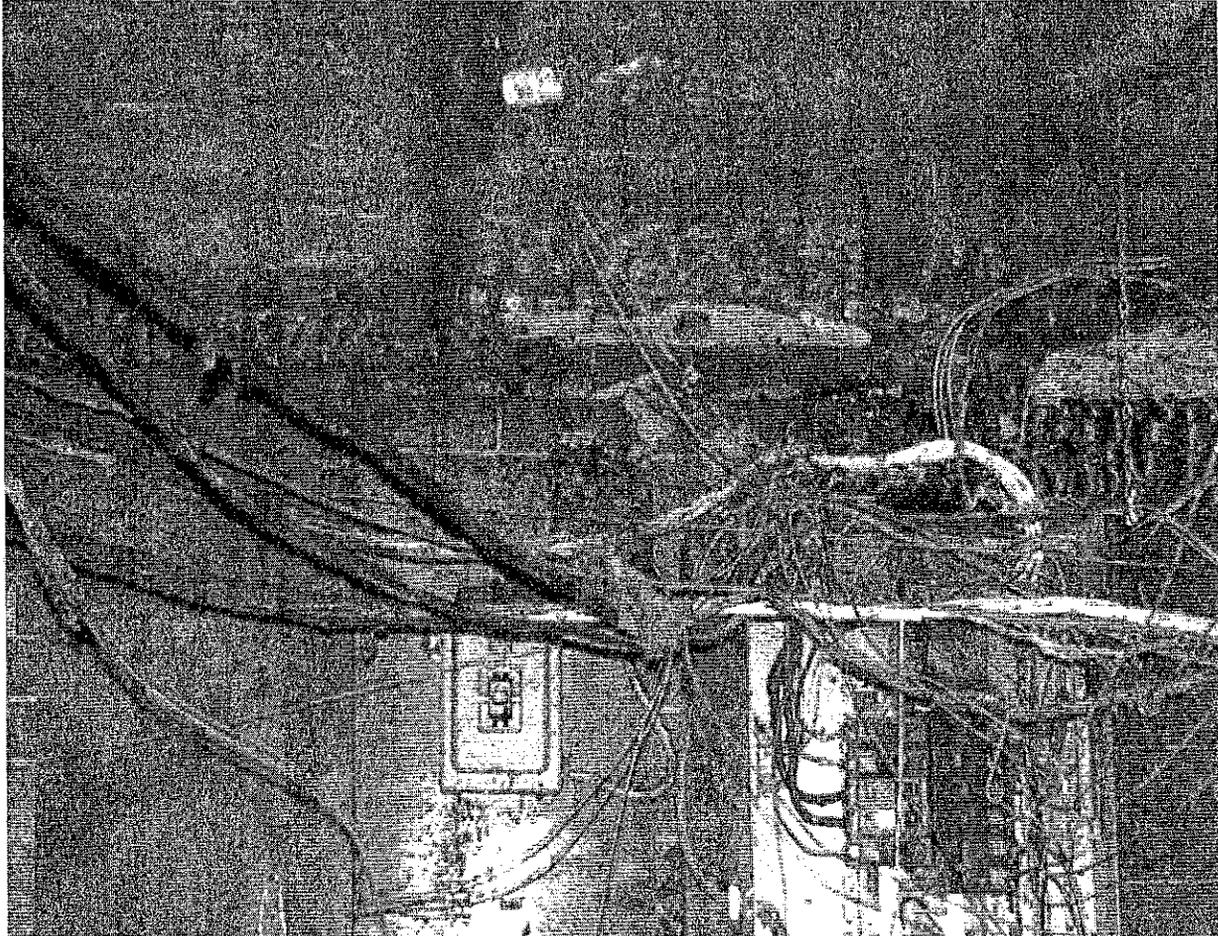
The validated work notice is the electrical permit for the electrical work to be done. (b) The electrical inspector may accept an annual electrical work notice where electrical installation work is ongoing at an existing building. An electrical work notice filed under this section shall include the name and location of the building, the licensed electrician responsible for the work and payment of the base fee. The acceptance of an annual electrical work notice does not modify the requirements for licensure or direct supervision as established under these rules. (c) Installation or replacement of equipment such as lamps and electric utilization equipment approved for connection to suitable permanently installed receptacles, replacement of fuses, and other minor maintenance and repair work, such as replacing worn cords and tightening connections on a wiring device, do not require a work notice. (d) Electrical work regulated under the National electrical Code, Article 800, Communications Circuits, does not require a work notice. (e) A validated work notice shall expire if the work authorized under the validated work notice is not commenced, or is suspended or abandoned, for a time period of 12 months. (f) The fee for a work notice, other than the base fee, may be refunded upon written request, when the electrical work is abandoned or discontinued, prorated on the electrical work, services, reviews and inspections conducted prior to such abandonment or discontinued electrical work.

In researching the answers to these questions, I spoke with Mr. Frank Small, the state electrical inspector for Windham County. Mr. Small asked me to pass on that he supports this ordinance.

The most recent fire that we had in Brattleboro in a 1- or 2-family rental unit was on February 2, 2018, at 100 Clark Street. That was a basement fire caused by the main electrical panel having been compromised by wiring work done by the landlord. The sprinkler head required by code over the boiler in the basement held the fire in the basement. Here is a photo (*on the next page*) from that location:

# Brattleboro Fire Department

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



This is an important issue that we as a town should be acting on. The state requires you to have a construction permit and a plumbing permit for work on 1- and 2-family rentals, but not an electrical permit. With one of the leading causes of fires in the United States being electrical distribution and lighting equipment, this ordinance will provide needed protection to landlords and tenants in Brattleboro. We as inspectors see in our routine inspections and complaint investigations that there are landlords that own multiple buildings in town who continue to perform electrical work that is substandard. Feel free to reach out to Brian Bannon or me if you have any further questions.

To: Selectboard  
Via: Peter Elwell, Town Manager  
From: Brian Bannon, Deputy Health Officer  
Date: March 6, 2020  
Re: Chapter 8 Amendment

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Vermont State statute exempts one and two family homes from the requirement that electrical repairs or improvements are made by a licensed electrician. This follows from general exemptions for one and two family homes from state regulations that apply to public buildings. Public buildings include multi-family housing with three or more units, municipal, commercial, and non-profit buildings.

This exemption has had a negative impact on town efforts to require that rental housing meets minimum safety standards. It has been my experience, and that of Health Officer Howard, that repairs and improvements are being made by workers who lack a basic knowledge of the electric code. These workers pose a danger to tenants due to substandard work; they also pose a threat to themselves as they do not understand safe work practices.

This has been a pressing issue with the recent enforcement actions at properties controlled by William Hunter, 48-50 Central Street and 6 Reynolds Drive. Violations at the properties were so extensive that the state inspector felt unable to list them. Conditions included standing water under a building load panel, a condition that could cause death by electrocution to anyone servicing the panel. Standing water also surrounded an electric water heater and the electrical equipment on a boiler, again raising the risk of electrocution. Requiring repairs by a licensed electrician will insure that any visible safety hazards would be corrected, that any concealed hazards would be identified and corrected as the electrician went about repairs, and that the completed work will comply with all applicable electrical codes.

Requiring that electrical improvements or repairs are made by licensed electricians will promote the health and safety of the community, protecting tenants from risk of fire or electrocution with a concomitant reduction in demand for town and private emergency services.

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: LAURIE GARLAND, INTERIM FINANCE DIRECTOR  
SUBJECT: MARCH 2020 FINANCIAL REPORT  
DATE: APRIL 7, 2020

The financial reports for the month of March 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 March 31, 2020. This report is the ninth monthly report for Fiscal Year 2020 and represents the unaudited results through the ninth month of the fiscal year.

With 75.0% of the fiscal year complete the total General Fund expenditures are 74.7% of the annual budget. The expenditures include \$733,983 in annual insurance payments, \$185,595 in annual human service payments and \$1,314,775 in annual lease and note payments which, if prorated, would reduce General Fund expenditures to 71.6% of the annual budget.

As of March 31, 2020, the Utilities Fund expenditures are 72.7% and the Parking Fund expenditures are 75.2% of their annual budgets, respectively. The Utilities Fund expenditures include a \$120,000 encumbrance for sludge removal and \$347,589 in annual interest expense which, if prorated, would reduce expenditures to 70.8% of the annual budget.

As of March 31, 2020, the Solid Waste Disposal Fund revenues and expenditures are 68.5% and 70.3% of their annual budgets, respectively. March refuse bag revenue, curbside collection costs and tipping fees will not be recorded until April.

The loan report indicates that as of March 31, 2020 the Town had \$4,196,313 in outstanding loans issued through the Town's various loan programs. One loan had a payment that was overdue and one loan is in default and fully reserved. Following court action discharging all debts of Cultural Intrigue, the Town wrote off the outstanding loan balance of \$67,837.

The program income report indicates that the Town has \$501,184 in available funds for additional grants and loans as of March 31, 2020.

As of March 31, 2020, the grant report contains information on 42 active grants and 5 grants in the application process.

Town of Brattleboro General Ledger  
Current Yr Pd: 9 - Budget Status Report  
General Fund

Account	Budget	Actual	Actual % of Budget
<b>01-5 Revenues</b>			
<b>01-5-2010 Town Manager</b>			
01-5-2010-160.00 MM - Investment Income	100,000.00	82,439.44	82.44%
01-5-2010-166.00 In Lieu of Taxes	160,000.00	162,180.27	101.36%
01-5-2010-450.00 Permits/Mileage Payments	2,500.00	5,140.38	205.62%
<b>Total Town Manager</b>	<b>262,500.00</b>	<b>249,760.09</b>	<b>95.15%</b>
<b>01-5-2015 Taxes</b>			
01-5-2015-250.00 Current Taxes	14,721,497.00	14,537,534.68	98.75%
01-5-2015-250.01 DID Property Taxes	80,000.00	79,687.11	99.61%
01-5-2015-256.00 Meals, Alcohol and Rooms	420,000.00	233,070.97	55.49%
01-5-2015-257.00 Sales Tax	630,000.00	438,887.77	69.66%
01-5-2015-260.00 Interest	60,000.00	52,032.54	86.72%
01-5-2015-265.00 Penalty	55,000.00	0.00	0.00%
01-5-2015-270.00 Collection Charges	20,000.00	14,258.42	71.29%
<b>Total Taxes</b>	<b>15,986,497.00</b>	<b>15,355,471.49</b>	<b>96.05%</b>
<b>01-5-2020 Finance Department</b>			
01-5-2020-136.00 Business Licenses	50,000.00	44,684.90	89.37%
01-5-2020-216.01 Reimbursements/Insurance	0.00	663.73	100.00%
01-5-2020-361.10 Interest on Receivables	0.00	141.34	100.00%
<b>Total Finance Department</b>	<b>50,000.00</b>	<b>45,489.97</b>	<b>90.98%</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	9,500.00	8,810.00	92.74%
01-5-2030-135.00 Dog License Revenue	21,000.00	10,382.00	49.44%
01-5-2030-140.00 Town Clerk Fees	105,000.00	93,621.56	89.16%
01-5-2030-160.00 Town Clerk Misc Income	0.00	894.95	100.00%
<b>Total Town Clerk</b>	<b>135,500.00</b>	<b>113,708.51</b>	<b>83.92%</b>
<b>01-5-2040 Listers</b>			
01-5-2040-265.00 Personal Property Fines	1,800.00	-300.00	-16.67%
01-5-2040-450.00 Listers Office Misc	0.00	202.60	100.00%
<b>Total Listers</b>	<b>1,800.00</b>	<b>-97.40</b>	<b>-5.41%</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>			
01-5-2070-216.02 Restitution	0.00	525.00	100.00%

Town of Brattleboro General Ledger  
Current Yr Pd: 9 - Budget Status Report  
General Fund

Account	Budget	Actual	% of Budget
<b>Total Risk Management</b>	<b>0.00</b>	<b>525.00</b>	<b>100.00%</b>
<b>01-5-2090 Planning</b>			
01-5-2090-180.00 ZEA & Planning Commission	0.00	105.16	100.00%
01-5-2090-290.00 Planning Permit Fees	50,000.00	21,941.14	43.88%
01-5-2090-293.00 Planning Fines	0.00	2.00	100.00%
01-5-2090-450.00 Planning Misc Revenue	0.00	47.00	100.00%
<b>Total Planning</b>	<b>50,000.00</b>	<b>22,095.30</b>	<b>44.19%</b>
<b>01-5-2260 Benefits</b>			
01-5-2260-450.00 Miscellaneous Revenue	0.00	1,000.00	100.00%
<b>Total Benefits</b>	<b>0.00</b>	<b>1,000.00</b>	<b>100.00%</b>
<b>01-5-2800 Library Revenue</b>			
01-5-2800-120.00 Library Copier Revenue	6,500.00	4,210.25	64.77%
01-5-2800-216.00 Reimbursements	800.00	1,552.00	194.00%
01-5-2800-360.00 Library Fines	0.00	197.00	100.00%
01-5-2800-370.00 Non-Resident Fees	15,000.00	11,446.00	76.31%
01-5-2800-375.00 Gift Books & Replacement	4,000.00	1,307.53	32.69%
01-5-2800-390.00 Library Postage Revenue	0.00	42.50	100.00%
01-5-2800-450.00 Miscellaneous Income	5,000.00	1,338.22	26.76%
<b>Total Library Revenue</b>	<b>31,300.00</b>	<b>20,093.50</b>	<b>64.20%</b>
<b>01-5-3500 Fire</b>			
01-5-3500-200.00 Tower Rent	6,000.00	4,926.25	82.10%
01-5-3500-216.01 Insurance Proceeds	0.00	8,120.00	100.00%
01-5-3500-450.00 Fire Dept - Banner	11,000.00	6,600.00	60.00%
01-5-3500-450.03 Rental Housing Fees	56,250.00	21,000.00	37.33%
01-5-3500-455.00 Fire Outside Revenue	10,000.00	5,685.74	56.86%
<b>Total Fire</b>	<b>83,250.00</b>	<b>46,331.99</b>	<b>55.65%</b>
<b>01-5-5000 Municipal Center</b>			
01-5-5000-200.00 Municipal Center Rental	20,000.00	13,016.91	65.08%
01-5-5000-216.00 Reimbursements	0.00	300.00	100.00%
<b>Total Municipal Center</b>	<b>20,000.00</b>	<b>13,316.91</b>	<b>66.58%</b>
<b>01-5-5500 Police</b>			
01-5-5500-110.00 Town Ordinance	20,000.00	10,994.57	54.97%
01-5-5500-115.00 Bicycle Registration	20.00	13.00	65.00%
01-5-5500-120.00 Police Dept Copy Charges	750.00	532.20	70.96%
01-5-5500-200.00 Rental Income	27,467.00	20,592.00	74.97%
01-5-5500-200.01 Up-Fit Reimbursement	11,269.00	8,451.63	75.00%
01-5-5500-220.00 False Alarm Fees	3,000.00	3,809.75	126.99%
01-5-5500-450.00 Miscellaneous Revenue	2,000.00	375.00	18.75%

Town of Brattleboro General Ledger  
Current Yr Pd: 9 - Budget Status Report  
General Fund

Account	Budget	Actual	% of Budget
01-5-5500-452.00 Police Outside Revenue	20,000.00	0.00	0.00%
01-5-5500-455.00 Animal Control	1,000.00	570.00	57.00%
01-5-5500-500.00 Rescue Inc Dispatch Fees	48,020.00	36,015.03	75.00%
<b>Total Police</b>	<b>133,526.00</b>	<b>81,353.18</b>	<b>60.93%</b>
<b>01-5-6 Public Works</b>			
01-5-6015-216.01 Insurance/Reimbursements	0.00	16,632.47	100.00%
<b>Total Public Works</b>	<b>0.00</b>	<b>16,632.47</b>	<b>100.00%</b>
<b>01-5-7000 Regional</b>			
01-5-7000-280.00 Railroad Revenue Sharing	5,000.00	0.00	0.00%
01-5-7000-290.00 State Road Construction	230,000.00	176,940.89	76.93%
01-5-7000-292.00 State Current Use Payment	160,000.00	187,080.00	116.93%
01-5-7000-450.00 Overweight Permits	0.00	210.00	100.00%
<b>Total Regional</b>	<b>395,000.00</b>	<b>364,230.89</b>	<b>92.21%</b>
<b>01-5-7100 Parks and Recreation</b>			
01-5-7100-216.01 Reimbursements	0.00	61.00	100.00%
01-5-7100-400.00 Basketball	5,500.00	5,275.00	95.91%
01-5-7100-410.00 Softball Field Rental	25,000.00	955.00	3.82%
01-5-7100-415.00 Swimming Pool	21,000.00	11,908.55	56.71%
01-5-7100-420.00 Snack Bar	1,500.00	2,239.00	149.27%
01-5-7100-425.00 Kiwanis Shelter	3,500.00	1,800.00	51.43%
01-5-7100-430.00 Skating Rink Revenue	120,000.00	108,450.36	90.38%
01-5-7100-435.00 Gibson-Aiken Center	6,200.00	4,278.96	69.02%
01-5-7100-440.00 Day Camp	21,000.00	11,555.00	55.02%
01-5-7100-445.00 Facilities Use Fees	4,000.00	4,782.75	119.57%
01-5-7100-450.00 Misc Facilities Rentals	16,000.00	10,156.25	63.48%
01-5-7100-450.01 Cemetery Plots	3,000.00	650.00	21.67%
01-5-7100-455.00 Sr Program Donations	0.00	4,354.45	100.00%
01-5-7100-500.00 Non-Resident Fees	25,000.00	14,821.00	59.28%
<b>Total Parks and Recreation</b>	<b>251,700.00</b>	<b>181,287.32</b>	<b>72.03%</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	337,119.00	0.00	0.00%
<b>Total Fund Balance</b>	<b>337,119.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>01-5-9999 Transfers</b>			
01-5-9999-906.03 Transfer Utility Fund	290,000.00	217,503.00	75.00%
01-5-9999-906.06 Transfer Parking Fund	40,000.00	29,999.97	75.00%
<b>Total Transfers</b>	<b>330,000.00</b>	<b>247,502.97</b>	<b>75.00%</b>

Account	Budget	Actual	% of Budget
<b>Total Revenues</b>	<b>18,068,192.00</b>	<b>16,758,702.19</b>	<b>92.75%</b>
<b>Total Revenues</b>	<b>18,068,192.00</b>	<b>16,758,702.19</b>	<b>92.75%</b>
<b>01-6 Expenses</b>			
<b>01-6-20 General Government</b>			
<b>01-6-2010 Town Manager</b>			
01-6-2010-001.00 Department Head Salary	105,060.00	74,605.87	71.01%
01-6-2010-005.00 Staff Salaries	184,691.00	132,310.35	71.64%
01-6-2010-005.16 Vacation BB - Retire Pay	8,800.00	6,049.13	68.74%
01-6-2010-060.00 Equipment	300.00	0.00	0.00%
01-6-2010-124.00 Training	500.00	152.90	30.58%
01-6-2010-126.00 Conferences/Memberships	1,000.00	346.24	34.62%
01-6-2010-450.00 Postage Expense	1,000.00	153.90	15.39%
01-6-2010-500.00 Office Supplies	1,000.00	1,323.09	132.31%
01-6-2010-753.00 Transportation	5,000.00	4,308.70	86.17%
<b>Total Town Manager</b>	<b>307,351.00</b>	<b>219,250.18</b>	<b>71.34%</b>
<b>01-6-2020 Finance</b>			
01-6-2020-001.00 Department Head Salary	79,840.00	54,070.53	67.72%
01-6-2020-005.00 Staff Salaries	237,177.00	174,562.81	73.60%
01-6-2020-005.16 Vacation BB - Retire Pay	6,500.00	4,357.50	67.04%
01-6-2020-060.00 Equipment	500.00	0.00	0.00%
01-6-2020-124.00 Training	1,500.00	85.00	5.67%
01-6-2020-126.00 Conferences/Memberships	1,000.00	70.00	7.00%
01-6-2020-140.00 Office Equipment Maint	1,200.00	0.00	0.00%
01-6-2020-141.00 Computer Supplies	600.00	90.00	15.00%
01-6-2020-142.00 KRONOS & NEMRC	15,000.00	11,848.12	78.99%
01-6-2020-165.00 Tax Bills	1,000.00	0.00	0.00%
01-6-2020-173.00 Finance Consultant Fees	0.00	5,000.00	100.00%
01-6-2020-218.00 Bank Service Charges	1,000.00	23.93	2.39%
01-6-2020-450.00 Postage Expense	8,500.00	6,950.40	81.77%
01-6-2020-500.00 Office Supplies	4,000.00	2,705.10	67.63%
<b>Total Finance</b>	<b>357,817.00</b>	<b>259,763.39</b>	<b>72.60%</b>
<b>01-6-2029 Attorney</b>			
01-6-2029-116.00 Contracted Legal Services	108,200.00	81,151.20	75.00%
01-6-2029-126.00 Conferences/Memberships	1,000.00	0.00	0.00%
01-6-2029-205.00 Litigation Expenses	5,000.00	765.75	15.32%
<b>Total Attorney</b>	<b>114,200.00</b>	<b>81,916.95</b>	<b>71.73%</b>
<b>01-6-2030 Town Clerk</b>			
01-6-2030-001.00 Department Head Salary	67,005.00	47,850.75	71.41%
01-6-2030-005.00 Staff Salaries	66,331.00	49,633.04	74.83%
01-6-2030-008.00 Election Salaries	4,500.00	4,830.81	107.35%

Account	Budget	Actual	% of Budget
01-6-2030-126.00 Conferences/Memberships	1,800.00	625.87	34.77%
01-6-2030-153.00 Records Restoration	6,000.00	5,975.00	99.58%
01-6-2030-154.00 Computer - Land Records	16,000.00	7,026.27	43.91%
01-6-2030-190.00 Election Expense	12,000.00	6,151.77	51.26%
01-6-2030-400.00 Copier Expense	1,100.00	632.76	57.52%
01-6-2030-450.00 Postage Expense	2,300.00	2,148.70	93.42%
01-6-2030-500.00 Office Supplies	4,000.00	2,795.69	69.89%
01-6-2030-650.00 Equipment Maintenance	300.00	0.00	0.00%
<b>Total Town Clerk</b>	<b>181,336.00</b>	<b>127,670.66</b>	<b>70.41%</b>
<b>01-6-2040 Listers</b>			
01-6-2040-001.00 Department Head Salary	63,788.00	45,308.37	71.03%
01-6-2040-005.00 Staff Salaries	74,545.00	43,926.64	58.93%
01-6-2040-023.00 Board Salaries	1,950.00	1,950.00	100.00%
01-6-2040-060.00 Equipment Purchases	1,750.00	0.00	0.00%
01-6-2040-116.00 Professional Services	5,000.00	0.00	0.00%
01-6-2040-124.00 Training	1,200.00	330.96	27.58%
01-6-2040-126.00 Conferences/Memberships	1,000.00	523.29	52.33%
01-6-2040-168.00 Tax Map Maintenance	2,600.00	1,350.00	51.92%
01-6-2040-425.00 Annual Software Fees	4,600.00	5,078.64	110.41%
01-6-2040-450.00 Postage Expense	1,500.00	750.25	50.02%
01-6-2040-500.00 Office Supplies	950.00	1,188.07	125.06%
01-6-2040-650.00 Equipment Maintenance Fee	1,200.00	853.92	71.16%
01-6-2040-753.00 Transportation	1,500.00	337.79	22.52%
<b>Total Listers</b>	<b>161,583.00</b>	<b>101,597.93</b>	<b>62.88%</b>
<b>01-6-2050 General Services</b>			
01-6-2050-023.00 Board Salaries	17,000.00	17,000.00	100.00%
01-6-2050-023.01 BCA Salaries	700.00	0.00	0.00%
01-6-2050-023.02 IT Salaries	7,800.00	3,550.00	45.51%
01-6-2050-120.00 Personell Mgmt Expense	20,000.00	25,057.06	125.29%
01-6-2050-121.00 Employee Recognition	0.00	1,937.60	100.00%
01-6-2050-126.00 Conferences/Memberships	20,000.00	21,467.31	107.34%
01-6-2050-140.00 Computer Equipment Maint	60,000.00	44,931.00	74.89%
01-6-2050-141.00 Software Licenses	10,000.00	12,105.06	121.05%
01-6-2050-170.00 Printing & Public Notices	12,000.00	15,478.06	128.98%
01-6-2050-173.00 Professional Services	0.00	50.00	100.00%
01-6-2050-173.01 Admiistrative Services	13,000.00	7,398.11	56.91%
01-6-2050-173.02 Technical Services	13,000.00	4,776.00	36.74%
01-6-2050-175.00 Town Report	3,250.00	4,620.65	142.17%
01-6-2050-203.00 GIS Mapping	19,000.00	13,540.36	71.27%
01-6-2050-220.00 Auditing	20,000.00	12,725.00	63.63%
01-6-2050-350.00 Telephone	17,000.00	11,859.55	69.76%
01-6-2050-450.00 Postage Expense	2,000.00	4,338.18	216.91%
01-6-2050-500.00 Office Supplies	1,500.00	748.70	49.91%
01-6-2050-875.01 Tax Abatements	15,000.00	6,178.68	41.19%
01-6-2050-875.02 Interest Abatements	1,000.00	529.07	52.91%
01-6-2050-875.03 Penalty Abatements	1,000.00	165.66	16.57%

Account	Budget	Actual	% of Budget
<b>Total General Services</b>	<b>253,250.00</b>	<b>208,456.05</b>	<b>82.31%</b>
<b>01-6-2070 Risk Management</b>			
01-6-2070-035.00 Worker's Compensation	655,000.00	575,325.63	87.84%
01-6-2070-105.00 General Liability	160,000.00	158,657.00	99.16%
01-6-2070-213.00 Occupational Health	20,000.00	2,414.00	12.07%
01-6-2070-216.00 Insurance Deductible	10,000.00	2,848.78	28.49%
<b>Total Risk Management</b>	<b>845,000.00</b>	<b>739,245.41</b>	<b>87.48%</b>
<b>01-6-2090 Planning</b>			
01-6-2090-001.00 Department Head Salary	71,596.00	51,024.37	71.27%
01-6-2090-005.00 Staff Salaries	83,170.00	63,004.64	75.75%
01-6-2090-060.00 Equipment	800.00	0.00	0.00%
01-6-2090-124.00 Training	2,000.00	571.12	28.56%
01-6-2090-126.00 Conferences/Memberships	2,000.00	1,241.36	62.07%
01-6-2090-141.00 Computer Supplies	2,000.00	974.20	48.71%
01-6-2090-170.00 Legal Notices	2,000.00	850.99	42.55%
01-6-2090-173.00 Professional Services	30,000.00	18,819.70	62.73%
01-6-2090-400.00 Document Production	2,000.00	216.76	10.84%
01-6-2090-450.00 Postage Expense	1,200.00	613.75	51.15%
01-6-2090-500.00 Office Supplies	1,000.00	685.28	68.53%
01-6-2090-650.00 Equipment Maintenance	1,500.00	450.00	30.00%
01-6-2090-753.00 Transportation	1,400.00	699.27	49.95%
01-6-2090-800.00 Miscellaneous Expenses	500.00	372.96	74.59%
<b>Total Planning</b>	<b>201,166.00</b>	<b>139,524.40</b>	<b>69.36%</b>
<b>Total General Government</b>	<b>2,421,703.00</b>	<b>1,877,424.97</b>	<b>77.52%</b>
<b>01-6-2260 Benefits</b>			
01-6-2260-009.00 Vacation Accrual	30,000.00	0.00	0.00%
01-6-2260-030.00 Social Security	550,000.00	413,366.70	75.16%
01-6-2260-032.00 Employee Retirement	558,500.00	413,996.60	74.13%
01-6-2260-033.00 Health Insurance	1,616,086.00	1,215,108.76	75.19%
01-6-2260-033.01 Life Insurance	31,500.00	21,339.31	67.74%
01-6-2260-033.02 Opt-Out & HSA Payments	200,000.00	157,625.00	78.81%
01-6-2260-033.03 HRA Expense	279,125.00	129,085.91	46.25%
01-6-2260-033.04 HRA Administration	10,000.00	8,646.50	86.47%
01-6-2260-034.00 Unemployment Compensation	10,000.00	812.60	8.13%
01-6-2260-035.00 Dependent Care Administra	1,500.00	144.00	9.60%
<b>Total Benefits</b>	<b>3,286,711.00</b>	<b>2,360,125.38</b>	<b>71.81%</b>
<b>01-6-2271 Bonds/Notes</b>			
01-6-2271-340.00 Bond Principal	803,500.00	803,333.33	99.98%
01-6-2271-341.07 Note Principal	208,000.00	208,000.00	100.00%
01-6-2271-345.00 Bond Interest	318,700.00	162,328.86	50.93%
01-6-2271-345.01 Note Interest	14,200.00	14,192.66	99.95%

Account	Budget	Actual	% of Budget
01-6-2271-345.03 Lease Expense	126,925.00	126,920.18	100.00%
<b>Total Bonds/Notes</b>	<b>1,471,325.00</b>	<b>1,314,775.03</b>	<b>89.36%</b>
<b>01-6-2280 Human Services</b>			
01-6-2280-998.01 Senior Solutions	3,000.00	3,000.00	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	10,000.00	10,000.00	100.00%
01-6-2280-998.07 Women's Freedom Center	12,370.00	12,370.00	100.00%
01-6-2280-998.08 Brattleboro Area Hospice	1,825.00	1,825.00	100.00%
01-6-2280-998.09 VNA & Hospice of VT & NH	12,200.00	12,200.00	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	4,000.00	4,000.00	100.00%
01-6-2280-998.16 Boys & Girls Club	17,275.00	17,275.00	100.00%
01-6-2280-998.22 HCRS	7,725.00	7,725.00	100.00%
01-6-2280-998.23 Summer Lunch Program	7,500.00	7,500.00	100.00%
01-6-2280-998.24 Kidsplayce	4,000.00	4,000.00	100.00%
01-6-2280-998.32 Turning Point	17,375.00	17,375.00	100.00%
01-6-2280-998.35 American Red Cross	3,950.00	3,950.00	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	2,500.00	2,500.00	100.00%
01-6-2280-998.40 Meeting Waters YMCA	7,500.00	7,500.00	100.00%
01-6-2280-998.41 Groundworks Colaborative	20,000.00	20,000.00	100.00%
01-6-2280-998.43 Out in the Open	6,625.00	6,625.00	100.00%
01-6-2280-998.44 Big Brothers Big Sisters	7,500.00	7,500.00	100.00%
01-6-2280-998.45 Bratt Centre for Children	5,000.00	5,000.00	100.00%
01-6-2280-998.47 Vermont Family Network	2,150.00	2,150.00	100.00%
01-6-2280-998.48 Positive Community	6,300.00	6,300.00	100.00%
01-6-2280-998.49 W.C. Humane Society	1,000.00	1,000.00	100.00%
<b>Total Human Services</b>	<b>185,595.00</b>	<b>185,595.00</b>	<b>100.00%</b>
<b>01-6-2290 Auxiliary Services</b>			
01-6-2290-236.00 Street Lights	140,000.00	83,969.54	59.98%
01-6-2290-241.00 Public Sanitation	0.00	6,515.74	100.00%
01-6-2290-375.00 Civil Defense	2,500.00	0.00	0.00%
01-6-2290-390.00 Local Bus Service	50,000.00	50,000.00	100.00%
01-6-2290-997.01 Ambulance Service	250,000.00	190,172.16	76.07%
01-6-2290-998.04 Museum & Art Center	7,000.00	7,000.00	100.00%
01-6-2290-998.08 BCTV	5,000.00	5,000.00	100.00%
01-6-2290-998.25 Climate Protection	100,000.00	600.00	0.60%
01-6-2290-998.26 West River Watershed	1,000.00	1,000.00	100.00%
01-6-2290-998.48 Green Up Day	300.00	300.00	100.00%
01-6-2290-998.49 Business Promotion	42,119.00	42,119.00	100.00%
01-6-2290-998.50 Arts Promotion	15,000.00	15,000.00	100.00%
<b>Total Auxiliary Services</b>	<b>612,919.00</b>	<b>401,676.44</b>	<b>65.53%</b>

Account	Budget	Actual	Actual % of Budget
<b>01-6-2800 Library</b>			
01-6-2800-001.00 Department Head Salary	75,981.00	54,118.25	71.23%
01-6-2800-005.00 Staff Salaries	388,602.00	288,432.61	74.22%
01-6-2800-005.16 Vacation BB - Retire Pay	3,000.00	3,108.80	103.63%
01-6-2800-060.00 Office Equipment	4,000.00	2,787.34	69.68%
01-6-2800-140.00 Computer Equipment Maint	15,300.00	10,614.95	69.38%
01-6-2800-141.00 Computer Supplies	3,600.00	2,719.11	75.53%
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	4,795.24	119.88%
01-6-2800-173.00 Professional Services	400.00	52.50	13.13%
01-6-2800-216.00 Reimbursable Expense	800.00	1,552.00	194.00%
01-6-2800-230.00 Fuel Expense	12,000.00	7,150.90	59.59%
01-6-2800-235.00 Electric	25,425.00	11,339.84	44.60%
01-6-2800-240.00 Utilities	2,000.00	1,298.28	64.91%
01-6-2800-250.00 Building Equip & Maint	17,000.00	7,417.28	43.63%
01-6-2800-255.00 Maintenance Supplies	3,500.00	2,284.63	65.28%
01-6-2800-350.00 Telephone	2,500.00	1,505.30	60.21%
01-6-2800-450.00 Postage Expense	2,500.00	3,503.55	140.14%
01-6-2800-500.00 Office Supplies	3,500.00	2,337.14	66.78%
01-6-2800-501.00 Books - General	5,000.00	5,000.00	100.00%
01-6-2800-502.00 Reference Sources	18,000.00	13,203.76	73.35%
01-6-2800-505.00 Juvenile Books	7,500.00	5,612.97	74.84%
01-6-2800-510.00 Young Adult Sources	1,500.00	1,258.63	83.91%
01-6-2800-515.00 Replacement Books	1,500.00	1,271.55	84.77%
01-6-2800-520.00 Periodicals & Newspapers	7,200.00	6,795.89	94.39%
01-6-2800-530.00 Non-Print Materials/Adult	3,500.00	2,675.97	76.46%
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	2,397.69	63.10%
01-6-2800-650.00 Equipment Maintenance	1,500.00	873.89	58.26%
<b>Total Library</b>	<b>613,608.00</b>	<b>444,108.07</b>	<b>72.38%</b>
<b>01-6-3500 Fire</b>			
01-6-3500-001.00 Department Head Salary	87,281.00	61,874.37	70.89%
01-6-3500-005.00 Staff Salaries	1,337,988.00	925,416.22	69.16%
01-6-3500-005.16 Vacation BB - Retire Pay	10,250.00	5,639.48	55.02%
01-6-3500-006.00 Incentive Pay	56,415.00	38,197.82	67.71%
01-6-3500-010.00 Overtime	100,000.00	72,642.12	72.64%
01-6-3500-010.01 Fire Outside Overtime	5,000.00	2,015.90	40.32%
01-6-3500-010.02 Banner Outside Overtime	6,200.00	4,438.86	71.59%
01-6-3500-010.03 Rental Housing Overtime	50,000.00	4,243.67	8.49%
01-6-3500-015.00 Holiday Pay	48,216.00	41,026.72	85.09%
01-6-3500-020.00 Auxiliary Staff	8,000.00	2,169.00	27.11%
01-6-3500-025.00 Clerical	36,470.00	27,543.65	75.52%
01-6-3500-060.00 Equipment	17,500.00	12,216.09	69.81%
01-6-3500-124.00 Training	8,000.00	3,782.99	47.29%
01-6-3500-126.00 Conferences/Memberships	5,250.00	3,681.84	70.13%
01-6-3500-216.00 Reimbursable Expense	0.00	8,427.93	100.00%
01-6-3500-230.02 Propane	29,000.00	19,586.00	67.54%
01-6-3500-231.00 Gasoline	6,000.00	5,030.25	83.84%
01-6-3500-231.01 Diesel	13,000.00	8,217.20	63.21%

Account	Budget	Actual	Actual % of Budget
01-6-3500-235.00 Electric	21,600.00	17,218.32	79.71%
01-6-3500-240.00 Utilities	12,500.00	9,330.29	74.64%
01-6-3500-250.00 Building Repairs	6,000.00	8,443.15	140.72%
01-6-3500-350.00 Telephone	9,750.00	8,258.52	84.70%
01-6-3500-450.00 Postage Expense	600.00	560.83	93.47%
01-6-3500-500.00 Office Supplies	10,500.00	6,722.38	64.02%
01-6-3500-550.00 Operating Supplies	12,500.00	15,373.27	122.99%
01-6-3500-590.00 Clothing	30,000.00	27,495.13	91.65%
01-6-3500-635.00 Fire Prevention	650.00	234.60	36.09%
01-6-3500-650.01 Fire Alarm Repair	18,500.00	9,372.94	50.66%
01-6-3500-650.02 Equipment Maintenance	6,000.00	4,892.32	81.54%
01-6-3500-705.01 Vehicle Maintenance	45,000.00	27,748.69	61.66%
<b>Total Fire</b>	<b>1,998,170.00</b>	<b>1,381,800.55</b>	<b>69.15%</b>
<b>01-6-4500 Facilities Maintenance</b>			
01-6-4500-005.00 Staff Salaries	127,297.00	91,060.67	71.53%
01-6-4500-010.00 Overtime	10,000.00	11,781.38	117.81%
01-6-4500-590.00 Clothing	0.00	1,125.00	100.00%
01-6-4500-705.00 Automotive Maintenance	700.00	10.00	1.43%
<b>Total Facilities Maintenance</b>	<b>137,997.00</b>	<b>103,977.05</b>	<b>75.35%</b>
<b>01-6-5000 Municipal Center</b>			
01-6-5000-060.00 Equipment	3,000.00	625.62	20.85%
01-6-5000-230.00 Fuel Expense	25,960.00	20,224.10	77.90%
01-6-5000-235.00 Electric	25,200.00	10,104.47	40.10%
01-6-5000-240.00 Utilities	4,500.00	3,263.37	72.52%
01-6-5000-250.00 Building Repairs	15,000.00	9,377.40	62.52%
01-6-5000-255.00 Maintenance Supplies	6,000.00	3,804.70	63.41%
01-6-5000-260.00 Maintenance Contracts	10,200.00	3,814.01	37.39%
01-6-5000-263.00 Grounds Maintenance	1,500.00	954.93	63.66%
<b>Total Municipal Center</b>	<b>91,360.00</b>	<b>52,168.60</b>	<b>57.10%</b>
<b>01-6-55 Police</b>			
<b>01-6-5500 Police Department</b>			
01-6-5500-001.00 Department Head Salary	97,981.00	70,024.87	71.47%
01-6-5500-005.00 Staff Salaries	1,449,792.00	970,073.45	66.91%
01-6-5500-005.16 Vacation BB - Retire Pay	8,500.00	1,772.55	20.85%
01-6-5500-006.00 Educ/Special Incentive	29,360.00	34,435.52	117.29%
01-6-5500-010.00 Overtime	125,000.00	123,647.48	98.92%
01-6-5500-010.01 Police Outside Overtime	20,000.00	102.81	0.51%
01-6-5500-015.00 Holiday Pay	30,127.00	26,250.48	87.13%
01-6-5500-020.00 Auxiliary Staff	3,000.00	600.00	20.00%
01-6-5500-025.00 Clerical	108,595.00	80,787.07	74.39%
01-6-5500-060.00 Equipment	8,000.00	1,146.49	14.33%
01-6-5500-116.00 Poundkeeper	10,000.00	4,296.94	42.97%
01-6-5500-124.00 Training	25,000.00	22,637.39	90.55%
01-6-5500-126.00 Conferences/Memberships	4,200.00	3,027.85	72.09%

Account	Budget	Actual	% of Budget
01-6-5500-141.00 Computer Supplies	10,500.00	2,112.96	20.12%
01-6-5500-173.00 Professional Services	0.00	1,950.00	100.00%
01-6-5500-230.00 Heating Fuel	21,500.00	15,024.34	69.88%
01-6-5500-231.00 Gasoline	35,000.00	21,719.11	62.05%
01-6-5500-231.01 Diesel	0.00	209.48	100.00%
01-6-5500-235.00 Electric	23,130.00	15,650.01	67.66%
01-6-5500-240.00 Utilities	5,400.00	3,147.12	58.28%
01-6-5500-250.00 Building Maintenance	10,000.00	9,526.32	95.26%
01-6-5500-255.00 Maintenance Supplies	3,500.00	1,286.94	36.77%
01-6-5500-263.00 Grounds Maintenance	12,000.00	12,062.50	100.52%
01-6-5500-350.00 Telephone	25,000.00	17,486.52	69.95%
01-6-5500-350.01 VIBRS/VLETS	20,000.00	11,861.50	59.31%
01-6-5500-355.00 Office Furniture	1,000.00	0.00	0.00%
01-6-5500-400.00 Copier Expense	6,000.00	2,716.03	45.27%
01-6-5500-450.00 Postage Expense	2,000.00	587.65	29.38%
01-6-5500-500.00 Office Supplies	6,120.00	4,544.48	74.26%
01-6-5500-501.00 Books/Reference	200.00	228.80	114.40%
01-6-5500-550.00 Operating Supplies	10,700.00	4,814.36	44.99%
01-6-5500-590.00 Clothing	23,000.00	14,316.13	62.24%
01-6-5500-650.00 Equipment Maintenance	17,000.00	15,613.42	91.84%
01-6-5500-700.00 Automotive Equipment	1,000.00	0.00	0.00%
01-6-5500-705.00 Automotive Maintenance	20,000.00	15,853.56	79.27%
01-6-5500-710.00 Prisoner Expense	3,500.00	3,142.37	89.78%
01-6-5500-722.00 Crime Prevention	2,000.00	702.19	35.11%
01-6-5500-753.00 Transportation	4,000.00	1,615.34	40.38%
<b>Total Police Department</b>	<b>2,182,105.00</b>	<b>1,514,974.03</b>	<b>69.43%</b>
<b>01-6-5510 Police Dispatch</b>			
01-6-5510-001.00 Chief Dispatcher	50,739.00	36,428.17	71.80%
01-6-5510-005.00 Staff Salaries	364,974.00	217,507.59	59.60%
01-6-5510-005.16 Vacation Buy	3,500.00	2,824.80	80.71%
01-6-5510-006.00 Educational Incentive	7,968.00	7,351.87	92.27%
01-6-5510-010.00 Overtime	80,600.00	102,695.84	127.41%
01-6-5510-015.00 Holiday Pay	7,837.00	5,917.52	75.51%
01-6-5510-060.00 Equipment	4,000.00	2,268.47	56.71%
01-6-5510-124.00 Training	3,500.00	374.05	10.69%
01-6-5510-350.00 Telephone	600.00	0.00	0.00%
01-6-5510-500.00 Office Supplies	500.00	192.69	38.54%
01-6-5510-550.00 Operating Supplies	1,750.00	1,403.83	80.22%
01-6-5510-590.00 Uniforms	200.00	0.00	0.00%
01-6-5510-650.00 Equipment Maintenance	1,500.00	1,440.00	96.00%
<b>Total Police Dispatch</b>	<b>527,668.00</b>	<b>378,404.83</b>	<b>71.71%</b>
<b>Total Police</b>	<b>2,709,773.00</b>	<b>1,893,378.86</b>	<b>69.87%</b>
<b>01-6-60 Public Works</b>			
<b>01-6-6015 Public Works Admin</b>			
01-6-6015-001.00 Department Head Salary	47,749.00	33,549.75	70.26%

Town of Brattleboro General Ledger  
Current Yr Pd: 9 - Budget Status Report  
General Fund

Account	Budget	Actual	% of Budget
01-6-6015-005.00 Staff Salaries	636,551.00	462,189.16	72.61%
01-6-6015-005.03 Mechanics Staff Salaries	162,021.00	102,148.53	63.05%
01-6-6015-005.16 Vacation BB - Retire Pay	1,000.00	970.80	97.08%
01-6-6015-010.00 Overtime	92,000.00	69,676.10	75.73%
01-6-6015-013.00 Holiday/Weekend Pay	16,221.00	13,895.18	85.66%
01-6-6015-025.00 Clerical	49,805.00	32,492.74	65.24%
01-6-6015-126.00 Conferences/Memberships	3,000.00	973.24	32.44%
01-6-6015-173.00 Professional Services	10,000.00	9,080.57	90.81%
01-6-6015-202.00 Equip Rental - Outside	17,000.00	21,757.50	127.99%
01-6-6015-216.00 Reimbursable Expense	0.00	1,560.00	100.00%
01-6-6015-350.00 Telephone	5,400.00	4,986.61	92.34%
01-6-6015-400.00 Copier Expense	800.00	526.98	65.87%
01-6-6015-450.00 Postage Expense	300.00	71.69	23.90%
01-6-6015-500.00 Office Supplies	3,900.00	2,123.62	54.45%
01-6-6015-590.00 Clothing	6,000.00	6,000.00	100.00%
01-6-6015-595.00 Safety Equipment	6,000.00	4,764.08	79.40%
<b>Total Public Works Admin</b>	<b>1,057,747.00</b>	<b>766,766.55</b>	<b>72.49%</b>
<b>01-6-6016 Public Works Bridges</b>			
01-6-6016-550.00 Painting & Repair	10,000.00	8,214.57	82.15%
<b>Total Public Works Bridges</b>	<b>10,000.00</b>	<b>8,214.57</b>	<b>82.15%</b>
<b>01-6-6017 Public Works Drainage</b>			
01-6-6017-205.00 Permits and Compliance	0.00	31,719.20	100.00%
01-6-6017-550.00 Pipes	10,000.00	7,198.64	71.99%
01-6-6017-550.01 Grates & Risers	4,500.00	4,317.70	95.95%
01-6-6017-550.02 Other Materials	10,000.00	5,476.79	54.77%
<b>Total Public Works Drainage</b>	<b>24,500.00</b>	<b>48,712.33</b>	<b>198.83%</b>
<b>01-6-6018 Public Works Equipment</b>			
01-6-6018-550.00 Parts	98,000.00	76,992.94	78.56%
01-6-6018-550.01 Tires & Accessories	12,000.00	11,822.51	98.52%
01-6-6018-550.02 Small Tools	6,500.00	4,700.11	72.31%
<b>Total Public Works Equipment</b>	<b>116,500.00</b>	<b>93,515.56</b>	<b>80.27%</b>
<b>01-6-6020 Public Works Gas &amp; Oil</b>			
01-6-6020-231.00 Gasoline	8,000.00	4,074.49	50.93%
01-6-6020-231.01 Diesel	80,000.00	52,345.93	65.43%
01-6-6020-650.00 Lube & Oil	7,500.00	7,334.88	97.80%
<b>Total Public Works Gas &amp; Oil</b>	<b>95,500.00</b>	<b>63,755.30</b>	<b>66.76%</b>
<b>01-6-6022 Public Works Summer Roads</b>			
01-6-6022-550.00 Chloride	26,000.00	7,208.61	27.73%
01-6-6022-550.01 Hot Mix	32,000.00	20,649.05	64.53%
01-6-6022-550.02 Cold Patch	1,000.00	1,949.90	194.99%

Account	Budget	Actual	Actual % of Budget
01-6-6022-550.03 Gravel	32,000.00	24,940.95	77.94%
01-6-6022-550.04 Guard Rails	10,000.00	4,800.00	48.00%
<b>Total Public Works Summer Roads</b>	<b>101,000.00</b>	<b>59,548.51</b>	<b>59.96%</b>
01-6-6023 Public Works Sidewalks			
01-6-6023-660.01 Sidewalk Repairs	25,000.00	9,909.25	39.64%
<b>Total Public Works Sidewalks</b>	<b>25,000.00</b>	<b>9,909.25</b>	<b>39.64%</b>
01-6-6024 Public Works Streets Misc			
01-6-6024-550.00 Retaining Walls & Rails	15,000.00	182.81	1.22%
01-6-6024-550.01 Signs & Street Markings	12,500.00	8,213.26	65.71%
01-6-6024-550.02 Broom Material	3,000.00	0.00	0.00%
01-6-6024-750.00 Traffic Safety	10,000.00	7,477.98	74.78%
01-6-6024-751.00 Line Striping	27,000.00	8,223.89	30.46%
01-6-6024-754.00 Tree Removal	10,000.00	4,250.00	42.50%
01-6-6024-754.01 Tree Care	2,000.00	937.50	46.88%
<b>Total Public Works Streets Misc</b>	<b>79,500.00</b>	<b>29,285.44</b>	<b>36.84%</b>
01-6-6026 Public Works Winter Roads			
01-6-6026-550.00 Salt	120,000.00	124,501.48	103.75%
01-6-6026-550.02 Sand	29,000.00	38,009.00	131.07%
01-6-6026-550.04 Chains & Blades	15,600.00	19,833.64	127.14%
01-6-6026-650.00 Equipment Maintenance	21,000.00	17,241.96	82.10%
<b>Total Public Works Winter Roads</b>	<b>185,600.00</b>	<b>199,586.08</b>	<b>107.54%</b>
01-6-6027 Public Works Yard Expense			
01-6-6027-230.00 Fuel Expense	12,000.00	12,121.13	101.01%
01-6-6027-235.00 Electric	10,170.00	5,963.37	58.64%
01-6-6027-240.00 Utilities	5,700.00	5,535.96	97.12%
01-6-6027-250.00 Building Repairs	15,000.00	29,544.78	196.97%
01-6-6027-255.00 Maintenance Supplies	1,000.00	757.24	75.72%
01-6-6027-257.00 Refuse Charges	900.00	683.33	75.93%
<b>Total Public Works Yard Expense</b>	<b>44,770.00</b>	<b>54,605.81</b>	<b>121.97%</b>
01-6-6028 Public Works Traffic Light			
01-6-6028-235.00 Electric	3,800.00	2,844.83	74.86%
01-6-6028-260.01 Contractual Repairs	1,000.00	1,725.00	172.50%
01-6-6028-550.00 Parts	2,000.00	3,416.00	170.80%
<b>Total Public Works Traffic Light</b>	<b>6,800.00</b>	<b>7,985.83</b>	<b>117.44%</b>
<b>Total Public Works</b>	<b>1,746,917.00</b>	<b>1,341,885.23</b>	<b>76.81%</b>
01-6-7000 Regional			

Account	Budget	Actual	% of Budget
01-6-7000-101.00 Windham Regional	27,500.00	27,276.45	99.19%
01-6-7000-150.00 County Tax	85,000.00	83,159.00	97.83%
<b>Total Regional</b>	<b>112,500.00</b>	<b>110,435.45</b>	<b>98.16%</b>
<b>01-6-71 Parks and Recreation</b>			
<b>01-6-7115 Recreation Administration</b>			
01-6-7115-001.00 Department Head Salary	74,332.00	53,376.37	71.81%
01-6-7115-005.00 Staff Salaries	71,151.00	52,338.14	73.56%
01-6-7115-005.16 Vacation BB - Retire Pay	7,500.00	3,498.95	46.65%
01-6-7115-010.00 Overtime	3,900.00	2,433.02	62.39%
01-6-7115-025.00 Clerical	32,757.00	25,188.72	76.90%
01-6-7115-126.00 Conferences/Memberships	800.00	440.00	55.00%
01-6-7115-216.00 Insurable Expense	0.00	393.00	100.00%
01-6-7115-350.00 Telephone	7,000.00	4,057.77	57.97%
01-6-7115-450.00 Postage Expense	900.00	385.55	42.84%
01-6-7115-500.00 Office Supplies	3,800.00	3,470.54	91.33%
01-6-7115-753.00 Transportation	1,500.00	383.61	25.57%
<b>Total Recreation Administration</b>	<b>203,640.00</b>	<b>145,965.67</b>	<b>71.68%</b>
<b>01-6-7130 Gibson-Aiken Center</b>			
01-6-7130-005.00 Staff Salaries	0.00	39.77	100.00%
01-6-7130-230.00 Fuel Expense	18,700.00	15,377.14	82.23%
01-6-7130-235.00 Electric	18,900.00	9,255.71	48.97%
01-6-7130-240.00 Utilities	4,975.00	3,335.52	67.05%
01-6-7130-250.00 Building Repairs	13,000.00	14,118.61	108.60%
01-6-7130-255.00 Maintenance Supplies	4,000.00	3,572.71	89.32%
<b>Total Gibson-Aiken Center</b>	<b>59,575.00</b>	<b>45,699.46</b>	<b>76.71%</b>
<b>01-6-7131 Parks</b>			
01-6-7131-005.00 Staff Salaries	168,508.00	120,194.11	71.33%
01-6-7131-005.16 Vacation BB - Retire Pay	716.00	0.00	0.00%
01-6-7131-010.00 Overtime	9,500.00	13,611.34	143.28%
01-6-7131-013.00 Holiday/Weekend Pay	7,695.00	5,041.05	65.51%
01-6-7131-022.00 Seasonal Employees	24,000.00	14,613.50	60.89%
01-6-7131-060.00 Equipment	7,000.00	7,239.63	103.42%
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	4,800.00	3,242.09	67.54%
01-6-7131-231.00 Gasoline	6,500.00	2,659.79	40.92%
01-6-7131-235.00 Electric	21,600.00	6,665.40	30.86%
01-6-7131-240.00 Utilities	5,000.00	4,797.93	95.96%
01-6-7131-250.00 Building Repairs	9,500.00	6,750.33	71.06%
01-6-7131-255.00 Maintenance Supplies	1,400.00	1,056.91	75.49%
01-6-7131-257.00 Refuse/Landfill	300.00	421.56	140.52%
01-6-7131-263.00 Grounds Maintenance	21,500.00	18,565.84	86.35%
01-6-7131-550.00 Equipment Parts	4,200.00	4,286.33	102.06%
01-6-7131-550.01 Tires	1,000.00	0.00	0.00%

Town of Brattleboro General Ledger  
Current Yr Pd: 9 - Budget Status Report  
General Fund

Account	Budget	Actual	Actual % of Budget
01-6-7131-590.00 Clothing	1,300.00	1,516.68	116.67%
01-6-7131-595.00 Safety Equipment	1,400.00	1,069.71	76.41%
01-6-7131-650.00 Lube & Oil	1,100.00	278.81	25.35%
01-6-7131-754.00 Lawn and Tree Care	6,000.00	3,972.00	66.20%
01-6-7131-900.00 Miscellaneous	2,700.00	1,661.69	61.54%
<b>Total Parks</b>	<b>307,119.00</b>	<b>217,644.70</b>	<b>70.87%</b>
01-6-7132 Cemetery Maintenance			
01-6-7132-116.00 Contractual Repairs	24,000.00	13,827.21	57.61%
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>13,827.21</b>	<b>51.21%</b>
01-6-7140 Gibson Aiken Programs			
01-6-7140-005.00 Staff Salaries	9,000.00	6,869.50	76.33%
<b>Total Gibson Aiken Programs</b>	<b>9,000.00</b>	<b>6,869.50</b>	<b>76.33%</b>
01-6-7141 Senior Center			
01-6-7141-260.00 Building Maint Contract	1,800.00	1,194.66	66.37%
01-6-7141-550.00 Operating Supplies	2,400.00	2,266.27	94.43%
<b>Total Senior Center</b>	<b>4,200.00</b>	<b>3,460.93</b>	<b>82.40%</b>
01-6-7143 Skating Rink			
01-6-7143-005.00 Staff Salaries	11,500.00	10,641.22	92.53%
01-6-7143-230.02 Propane	22,000.00	17,560.09	79.82%
01-6-7143-235.00 Electric	28,000.00	21,428.54	76.53%
01-6-7143-240.00 Utilities	6,000.00	5,416.83	90.28%
01-6-7143-250.00 Building Repairs	7,500.00	7,502.55	100.03%
01-6-7143-550.00 Operating Supplies	11,500.00	15,985.97	139.01%
<b>Total Skating Rink</b>	<b>86,500.00</b>	<b>78,535.20</b>	<b>90.79%</b>
01-6-7144 Day Camp			
01-6-7144-005.00 Staff Salaries	35,350.00	30,412.17	86.03%
<b>Total Day Camp</b>	<b>35,350.00</b>	<b>30,412.17</b>	<b>86.03%</b>
01-6-7145 Pool			
01-6-7145-005.00 Staff Salaries	37,000.00	27,232.59	73.60%
01-6-7145-235.00 Electric	6,030.00	2,196.29	36.42%
01-6-7145-240.00 Utilities	7,000.00	5,633.42	80.48%
01-6-7145-250.00 Building Repairs	1,500.00	2,128.00	141.87%
01-6-7145-550.00 Operating Supplies	10,700.00	6,902.42	64.51%
<b>Total Pool</b>	<b>62,230.00</b>	<b>44,092.72</b>	<b>70.85%</b>
<b>Total Parks and Recreation</b>	<b>794,614.00</b>	<b>586,507.56</b>	<b>73.81%</b>

Town of Brattleboro General Ledger  
Current Yr Pd: 9 - Budget Status Report  
General Fund

Account	Budget	Actual	% of Budget
<b>01-6-8000 Downtown Association</b>			
01-6-8000-996.99 Downtown Alliance	80,000.00	80,000.00	100.00%
<b>Total Downtown Association</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>100.00%</b>
<b>01-6-9999 Transfers</b>			
01-6-9999-999.00 Transfer to Capital Fund	1,295,000.00	971,250.03	75.00%
01-6-9999-999.03 Transfer to Solid Waste	510,000.00	382,500.00	75.00%
<b>Total Transfers</b>	<b>1,805,000.00</b>	<b>1,353,750.03</b>	<b>75.00%</b>
<b>Total Expenses</b>	<b>18,068,192.00</b>	<b>13,487,608.22</b>	<b>74.65%</b>
<b>Total Expenditures</b>	<b>18,068,192.00</b>	<b>13,487,608.22</b>	<b>74.65%</b>
<b>Total General Fund</b>	<b>0.00</b>	<b>3,271,093.97</b>	
<b>Total All Funds</b>	<b>0.00</b>	<b>3,271,093.97</b>	

Town of Brattleboro General Ledger  
Current Yr Ed: 9 - Budget Status Report  
Utilities Fund

Account	Budget	Actual	Actual % of Budget
<b>03-5 Revenues</b>			
<b>03-5-20 General Revenue</b>			
03-5-2010-392.00 Sale of Fixed Asset	0.00	16,000.00	100.00%
03-5-2020-160.00 MM - Interest Income	40,000.00	50,008.25	125.02%
03-5-2020-160.06 Interest From Parking	6,620.00	5,495.60	83.02%
<b>Total General Revenue</b>	<b>46,620.00</b>	<b>71,503.85</b>	<b>153.39%</b>
<b>03-5-6600 Water</b>			
03-5-6600-112.00 Water Rents	2,035,300.00	1,021,568.44	50.19%
03-5-6600-112.03 Water Connection Fee	5,000.00	9,184.10	183.68%
<b>Total Water</b>	<b>2,040,300.00</b>	<b>1,030,752.54</b>	<b>50.52%</b>
<b>03-5-6700 Sewer</b>			
03-5-6700-112.05 Sewer Rents	3,457,250.00	1,680,942.91	48.62%
03-5-6700-115.00 Interest & Penalties	40,000.00	46,488.01	116.22%
03-5-6700-145.00 Scrap Metal & Tower Rent	0.00	3,077.50	100.00%
03-5-6700-157.00 Sewer Connection Fees	5,000.00	9,184.10	183.68%
03-5-6700-158.00 Sewage Disposal Revenue	275,000.00	217,820.28	79.21%
03-5-6700-225.00 Jobbing	30,000.00	13,534.55	45.12%
<b>Total Sewer</b>	<b>3,807,250.00</b>	<b>1,971,047.35</b>	<b>51.77%</b>
<b>03-5-6750 WWTP</b>			
03-5-6750-160.01 Interest Income RF3-163	69,230.00	765,230.25	1,105.34%
03-5-6750-160.06 Efficiency Vermont Grant	0.00	6,450.00	100.00%
03-5-6750-305.00 Walcome Center Jobbing	0.00	2,065.00	100.00%
<b>Total WWTP</b>	<b>69,230.00</b>	<b>773,745.25</b>	<b>1,117.64%</b>
<b>03-5-6860 Administration</b>			
03-5-6860-115.00 TriPark Bond Revenue	223,277.00	0.00	0.00%
03-5-6860-216.00 Reimbursement	0.00	379.77	100.00%
03-5-6860-290.00 Utilities Application Fee	0.00	105.00	100.00%
<b>Total Administration</b>	<b>223,277.00</b>	<b>484.77</b>	<b>0.22%</b>
<b>Total Revenues</b>	<b>6,186,677.00</b>	<b>3,847,533.76</b>	<b>62.19%</b>
<b>Total Revenues</b>	<b>6,186,677.00</b>	<b>3,847,533.76</b>	<b>62.19%</b>
<b>03-6 Expenses</b>			
<b>03-6-6664 Pleasant Valley Expense</b>			
03-6-6664-230.00 Generator Fuel	4,000.00	1,262.23	31.56%
03-6-6664-230.01 Fuel Expense - PV	13,000.00	10,890.46	83.77%
03-6-6664-235.00 Pump Stations Electric	36,000.00	23,911.19	66.42%
03-6-6664-235.01 Electric - PV	42,000.00	27,271.37	64.93%

Account	Budget	Actual	% of Budget
03-6-6664-250.00 Building Repairs	500.00	0.00	0.00%
03-6-6664-253.00 Watershed Maintenance	20,000.00	12,525.00	62.63%
03-6-6664-313.00 Sludge Removal - FV	32,000.00	21,500.00	67.19%
03-6-6664-550.01 Chemicals - FV	40,000.00	35,896.25	89.74%
03-6-6664-650.00 Equipment Maintenance	10,000.00	6,767.57	67.68%
03-6-6664-650.01 Maintenance & Supplies FV	35,000.00	26,312.63	75.18%
<b>Total Pleasant Valley Expense</b>	<b>232,500.00</b>	<b>166,936.70</b>	<b>71.84%</b>
<b>03-6-6665 Wells Expense</b>			
03-6-6665-109.00 Labs & Testing	1,000.00	0.00	0.00%
03-6-6665-230.00 Fuel Expense - Wells	7,000.00	4,453.01	63.61%
03-6-6665-235.00 Electric - Wells	21,000.00	12,304.80	58.59%
03-6-6665-250.00 Building Repairs	2,500.00	0.00	0.00%
03-6-6665-550.00 Chemicals - Wells	4,800.00	2,411.16	50.23%
03-6-6665-650.00 Maintenance & Supplies	25,000.00	23,359.20	93.44%
<b>Total Wells Expense</b>	<b>61,300.00</b>	<b>42,528.17</b>	<b>69.38%</b>
<b>03-6-6666 Water Dist &amp; Storage</b>			
03-6-6666-005.00 Staff Salaries	356,525.00	289,622.90	81.23%
03-6-6666-005.16 Vacation BB - Retire Pay	2,500.00	2,237.60	89.50%
03-6-6666-010.00 Overtime-Distribution	44,000.00	44,405.48	100.92%
03-6-6666-010.01 Emergency Repair Overtime	5,100.00	0.00	0.00%
03-6-6666-012.00 Flushing Overtime	23,500.00	13,426.85	57.14%
03-6-6666-013.00 Holiday & Weekend Pay	18,500.00	12,347.58	66.74%
03-6-6666-022.00 Seasonal Employees	22,000.00	0.00	0.00%
03-6-6666-030.00 Social Security	36,000.00	23,122.13	64.23%
03-6-6666-032.00 Employee Retirement	26,000.00	18,017.66	69.30%
03-6-6666-033.00 Health Insurance	90,000.00	70,253.93	78.06%
03-6-6666-033.02 Opt-Out HSA	12,250.00	10,875.00	88.78%
03-6-6666-033.03 HRA Expense	14,000.00	9,141.12	65.29%
03-6-6666-033.04 HRA Administration	900.00	297.00	33.00%
03-6-6666-034.00 Unemployment Compensation	0.00	76.56	100.00%
03-6-6666-035.00 Worker's Compensation	38,250.00	35,968.00	94.03%
03-6-6666-102.00 Real Estate Rights	1,250.00	1,250.00	100.00%
03-6-6666-106.00 Gravel and Asphalt	16,000.00	10,532.50	65.83%
03-6-6666-110.00 Pipe Replacement & Repair	25,000.00	27,972.36	111.89%
03-6-6666-111.00 Hydrant & Meter Parts	25,000.00	16,513.46	66.05%
03-6-6666-116.00 Contract Maintenance	4,000.00	600.00	15.00%
03-6-6666-550.00 Tools & Equipment	8,000.00	6,225.65	77.82%
<b>Total Water Dist &amp; Storage</b>	<b>768,775.00</b>	<b>592,885.78</b>	<b>77.12%</b>
<b>03-6-6750 WWTP</b>			
03-6-6750-005.00 Staff Salaries	275,150.00	190,543.52	69.25%
03-6-6750-005.16 Vacation BB/retire	2,500.00	1,978.40	79.14%
03-6-6750-010.00 Overtime	27,000.00	19,872.95	73.60%
03-6-6750-013.00 Holiday & Weekend Pay	12,500.00	8,702.80	69.62%
03-6-6750-030.00 Social Security	24,000.00	19,354.54	80.64%

Account	Budget	Actual	% of Budget
03-6-6750-032.00 Employee Retirement	18,000.00	13,263.58	73.69%
03-6-6750-033.00 Health Insurance	77,000.00	55,904.31	72.60%
03-6-6750-033.02 Opt-Out HSA	6,750.00	6,750.00	100.00%
03-6-6750-033.03 HRA Expense	12,000.00	4,615.67	38.46%
03-6-6750-033.04 HRA Administration	700.00	247.50	35.36%
03-6-6750-035.00 Workers Compensation	24,250.00	22,806.00	94.05%
03-6-6750-124.00 Training	6,000.00	1,425.00	23.75%
03-6-6750-230.00 Fuel Expense	58,000.00	61,558.56	106.14%
03-6-6750-231.00 Gasoline	2,000.00	1,194.19	59.71%
03-6-6750-231.01 Diesel	1,000.00	1,473.49	147.35%
03-6-6750-235.00 Electric	109,000.00	58,334.94	53.52%
03-6-6750-250.00 Building Repairs	2,500.00	4,058.91	162.36%
03-6-6750-255.00 Odor Control	60,000.00	23,115.78	38.53%
03-6-6750-257.00 Refuse Charges	15,000.00	15,217.00	101.45%
03-6-6750-305.00 Welcome Center Jobbing	0.00	916.00	100.00%
03-6-6750-313.00 Sludge Removal	120,000.00	120,000.00	100.00%
03-6-6750-500.00 Office Supplies	1,800.00	1,174.40	65.24%
03-6-6750-500.01 Lab Supplies	8,000.00	4,149.98	51.87%
03-6-6750-550.00 Tires & Accessories	1,000.00	136.00	13.60%
03-6-6750-550.01 Chemicals	70,000.00	34,015.61	48.59%
03-6-6750-590.00 Clothing	1,700.00	1,875.00	110.29%
03-6-6750-595.00 Safety Equipment	1,500.00	1,791.67	119.44%
03-6-6750-650.00 Lube & Oil	1,000.00	4,207.20	420.72%
03-6-6750-650.01 Equipment Maintenance	65,000.00	67,408.98	103.71%
03-6-6750-705.00 Auto Maintenance	2,000.00	510.14	25.51%
03-6-6750-752.00 Permits and Testing	32,000.00	23,482.03	73.38%
<b>Total WWTP</b>	<b>1,037,350.00</b>	<b>770,084.15</b>	<b>74.24%</b>
<b>03-6-6755 Pump Stations</b>			
03-6-6755-230.00 Fuel Expense	10,000.00	0.00	0.00%
03-6-6755-235.00 Electric	45,000.00	9,136.48	20.30%
03-6-6755-250.00 Building Repairs	2,500.00	30.00	1.20%
03-6-6755-255.00 Odor Control	10,000.00	7,557.49	75.57%
03-6-6755-650.01 Equipment Maintenance	20,000.00	3,061.65	15.31%
<b>Total Pump Stations</b>	<b>87,500.00</b>	<b>19,785.62</b>	<b>22.61%</b>
<b>03-6-6757 Sewer Mains</b>			
03-6-6757-005.00 Staff Salaries	128,900.00	50,970.72	39.54%
03-6-6757-005.16 Vacation Buy Back	2,500.00	5,399.85	215.99%
03-6-6757-010.00 Overtime-Sewer	7,400.00	8,999.85	121.62%
03-6-6757-010.01 Emergency Repair Overtime	4,300.00	0.00	0.00%
03-6-6757-010.02 Emergency Clean Overtime	2,700.00	0.00	0.00%
03-6-6757-013.00 Holiday & Weekend Pay	5,800.00	3,528.16	60.83%
03-6-6757-030.00 Social Security	11,500.00	4,696.94	40.84%
03-6-6757-032.00 Employee Retirement	8,700.00	6,037.85	69.40%
03-6-6757-033.00 Health Insurance	47,000.00	28,086.09	59.76%
03-6-6757-033.02 Opt-Out HSA	3,750.00	3,750.00	100.00%
03-6-6757-033.03 HRA Expense	7,400.00	379.49	5.13%

Town of Brattleboro General Ledger  
Current Yr Pd: 9 - Budget Status Report  
Utilities Fund

Account	Budget	Actual	% of Budget
03-6-6757-033.04 HRA Administration	400.00	148.50	37.13%
03-6-6757-110.00 Pipe Replacement & Repair	9,000.00	2,328.00	25.87%
03-6-6757-112.00 Manhole Replace & Repair	7,500.00	7,027.78	93.70%
03-6-6757-116.00 Contract Maintenance	15,000.00	9,254.64	61.70%
03-6-6757-550.00 Tools & Equipment	7,000.00	6,343.11	90.62%
<b>Total Sewer Mains</b>	<b>268,850.00</b>	<b>136,950.98</b>	<b>50.94%</b>
<b>03-6-6860 Administration</b>			
03-6-6860-001.00 Department Head Salary	47,750.00	34,149.75	71.52%
03-6-6860-002.00 Superintendent Salary	34,450.00	24,856.97	72.15%
03-6-6860-005.00 Staff Salaries	56,000.00	44,436.97	79.35%
03-6-6860-030.00 Social Security	10,500.00	6,458.23	61.51%
03-6-6860-032.00 Employee Retirement	7,900.00	10,106.34	127.93%
03-6-6860-033.00 Health Insurance	30,000.00	23,936.70	79.79%
03-6-6860-033.01 Life Insurance	4,500.00	2,892.74	64.28%
03-6-6860-033.02 Opt-Out HSA	3,000.00	3,375.00	112.50%
03-6-6860-033.03 HRA Expense	4,700.00	0.00	0.00%
03-6-6860-033.04 HRA Admin Fee	300.00	99.00	33.00%
03-6-6860-060.00 Equipment	1,500.00	720.00	48.00%
03-6-6860-105.00 Liability Insurance	50,000.00	49,066.00	98.13%
03-6-6860-109.00 Telephones and Radios	5,000.00	4,017.18	80.34%
03-6-6860-124.00 Training	15,000.00	7,317.74	48.78%
03-6-6860-143.00 Computer Service Contract	4,500.00	1,702.00	37.82%
03-6-6860-150.00 Property Taxes	9,000.00	8,852.69	98.36%
03-6-6860-173.00 Professional Services	25,000.00	27,641.78	110.57%
03-6-6860-220.00 Auditing	6,500.00	4,675.00	71.92%
03-6-6860-342.01 Depreciation - Sewer	1,825,000.00	1,355,151.57	74.25%
03-6-6860-342.02 Depreciation - Water	675,000.00	508,149.59	75.28%
03-6-6860-350.00 Telephone	6,500.00	3,744.01	57.60%
03-6-6860-400.00 Copier Expense	1,800.00	1,475.01	81.95%
03-6-6860-450.00 Postage Expense	8,000.00	6,442.05	80.53%
03-6-6860-500.00 Office Supplies	5,500.00	5,515.04	100.27%
03-6-6860-590.00 Clothing	3,500.00	4,125.00	117.86%
03-6-6860-595.00 Safety Equipment	6,000.00	2,750.94	45.85%
03-6-6860-752.00 Permits and Testing	35,000.00	41,257.34	117.88%
<b>Total Administration</b>	<b>2,881,900.00</b>	<b>2,182,914.64</b>	<b>75.75%</b>
<b>03-6-6862 Equipment Maintenance</b>			
03-6-6862-231.00 Gasoline	12,000.00	8,847.86	73.73%
03-6-6862-231.01 Diesel	9,000.00	4,990.18	55.45%
03-6-6862-550.00 Parts & Repairs	22,000.00	16,978.06	77.17%
03-6-6862-550.01 Tires & Accessories	3,000.00	1,580.95	52.70%
03-6-6862-650.00 Lube & Oil	3,000.00	2,999.58	99.99%
<b>Total Equipment Maintenance</b>	<b>49,000.00</b>	<b>35,396.63</b>	<b>72.24%</b>
<b>03-6-6868 Jobbing</b>			
<b>Total Jobbing</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

Town of Brattleboro General Ledger  
Current Yr Pd: 9 - Budget Status Report  
Utilities Fund

Account	Budget	Actual	% of Budget
<b>03-6-6961 Debt Service</b>			
03-6-6961-345.00 Bond Interest	530,500.00	347,589.31	65.52%
<b>Total Debt Service</b>	<b>530,500.00</b>	<b>347,589.31</b>	<b>65.52%</b>
<b>03-6-9999 Transfers</b>			
03-6-9999-999.00 Transfer Out	290,000.00	217,503.00	75.00%
<b>Total Transfers</b>	<b>290,000.00</b>	<b>217,503.00</b>	<b>75.00%</b>
<b>Total Expenses</b>	<b>6,207,675.00</b>	<b>4,511,974.98</b>	<b>72.68%</b>
<b>Total Expenditures</b>	<b>6,207,675.00</b>	<b>4,511,974.98</b>	<b>72.68%</b>
<b>Total Utilities Fund</b>	<b>-20,998.00</b>	<b>-664,441.22</b>	
<b>Total All Funds</b>	<b>-20,998.00</b>	<b>-664,441.22</b>	

Account	Budget	Actual	% of Budget
<b>06-5 Revenue</b>			
06-5-2020-160.00 MM - Interest Income	2,000.00	3,403.38	170.17%
06-5-2020-160.01 Bond Interest	29,850.00	35,482.65	118.87%
06-5-5500-350.00 Parking Meter Revenue	445,000.00	353,915.96	79.53%
06-5-5500-350.01 Meter Income-Smart Card	0.00	-429.50	100.00%
06-5-5500-355.00 Parking Boot Income	10,000.00	3,680.00	36.80%
06-5-5500-360.00 Parking Fines	160,000.00	84,199.29	52.62%
06-5-5500-365.00 Hood Rentals	5,000.00	8,493.00	169.86%
06-5-5500-370.00 Permit Stickers	160,000.00	107,901.10	67.44%
06-5-5500-375.00 BTC Rental Space Revenue	104,500.00	72,966.10	69.82%
06-5-5500-425.00 Miscellaneous Revenue	0.00	5.00	100.00%
<b>Total Revenue</b>	<b>916,350.00</b>	<b>669,616.98</b>	<b>73.07%</b>
<b>Total Revenues</b>	<b>916,350.00</b>	<b>669,616.98</b>	<b>73.07%</b>
<b>06-6 Expenditures</b>			
06-6-5521-005.00 Staff Salaries	155,000.00	108,427.67	69.95%
06-6-5521-010.00 Overtime	5,000.00	1,546.89	30.94%
06-6-5521-010.06 DPW Lot Maintenance	8,000.00	10,682.47	133.53%
06-6-5521-030.00 Social Security	12,900.00	9,692.93	75.14%
06-6-5521-031.00 Health Insurance	77,000.00	42,995.01	55.84%
06-6-5521-031.03 HRA Expense	12,700.00	4,984.03	39.24%
06-6-5521-032.00 Employee Retirement	8,900.00	7,999.45	89.88%
06-6-5521-033.01 Life Insurance	600.00	454.24	75.71%
06-6-5521-033.02 Opt-Out & HSA Payments	6,000.00	5,250.00	87.50%
06-6-5521-033.04 HRA Administration	810.00	192.50	23.77%
06-6-5521-035.00 Worker's Compensation	10,000.00	9,715.00	97.15%
06-6-5521-105.00 Liability Insurance	8,300.00	7,560.00	91.08%
06-6-5521-143.00 Computer Maintenance	12,000.00	13,670.93	113.92%
06-6-5521-173.00 Professional Services	0.00	875.00	100.00%
06-6-5521-173.01 Towing	500.00	0.00	0.00%
06-6-5521-174.00 Marketing	1,000.00	0.00	0.00%
06-6-5521-218.00 Bank Service Charges	2,500.00	0.00	0.00%
06-6-5521-218.01 Parking Meter Fees	27,000.00	17,546.20	64.99%
06-6-5521-220.00 Auditing	5,000.00	3,597.00	71.94%
06-6-5521-230.01 Wood Pellets	12,000.00	8,148.90	67.91%
06-6-5521-231.00 Gasoline	175.00	317.82	181.61%
06-6-5521-235.00 Electric	19,200.00	12,936.02	67.38%
06-6-5521-240.00 Utilities	1,900.00	1,349.82	71.04%
06-6-5521-250.00 Building Maintenance	18,000.00	15,359.87	85.33%
06-6-5521-255.00 Maintenance Supplies	3,000.00	1,054.66	35.16%
06-6-5521-260.00 Maintenance Contracts	7,000.00	2,354.42	33.63%
06-6-5521-342.00 Depreciation	280,000.00	207,910.09	74.25%
06-6-5521-345.01 Utilities Fund Interest	6,620.00	5,495.60	83.02%
06-6-5521-350.00 Communications	2,500.00	1,452.10	58.08%
06-6-5521-450.00 Postage	4,000.00	2,168.65	54.22%
06-6-5521-500.00 Office Supplies	2,000.00	589.18	29.46%
06-6-5521-550.00 Operating Supplies	15,000.00	27,380.33	182.54%

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08:36 am

Town of Brattleboro General Ledger  
Current Yr Pd: 9 - Budget Status Report  
Parking Fund

Page 2 of 2  
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Account	Budget	Actual	% of Budget
06-6-5521-590.00 Uniforms	2,000.00	1,472.93	73.65%
06-6-5521-660.00 Parking Lot Maintenance	10,000.00	10,582.59	105.83%
06-6-5521-660.01 Snow Removal	95,000.00	82,324.25	86.66%
06-6-5521-705.00 Vehicle Maintenance	500.00	226.00	45.20%
06-6-9999-999.00 Transfer Out	40,000.00	29,999.97	75.00%
<b>Total Expenditures</b>	<b>872,105.00</b>	<b>656,312.52</b>	<b>75.26%</b>
<b>Total Expenditures</b>	<b>872,105.00</b>	<b>656,312.52</b>	<b>75.26%</b>
<b>Total Parking Fund</b>	<b>44,245.00</b>	<b>13,304.46</b>	
<b>Total All Funds</b>	<b>44,245.00</b>	<b>13,304.46</b>	

Town of Brattleboro General Ledger  
Current Yr Pd: 9 - Budget Status Report  
Solid Waste Disposal Fund

Account	Budget	Actual	% of Budget
<b>08-5 Revenues</b>			
08-5-2020-160.00 MM - Interest Income	100.00	305.68	305.68%
08-5-4100-257.00 Refuse Bag Revenue	325,000.00	189,330.00	58.26%
08-5-4100-550.02 Container Sales	2,500.00	1,230.00	49.20%
08-5-9999-999.00 Transfer In	510,000.00	382,500.00	75.00%
<b>Total Revenues</b>	<b>837,600.00</b>	<b>579,365.68</b>	<b>68.45%</b>
<b>Total Revenues</b>	<b>837,600.00</b>	<b>579,365.68</b>	<b>68.45%</b>
<b>08-6 Expenses</b>			
08-6-4100-116.00 Refuse Collection	138,000.00	94,093.08	68.18%
08-6-4100-116.01 Recycling Collection	278,000.00	187,781.56	67.55%
08-6-4100-116.02 Town Dumpsters	40,000.00	29,335.59	73.34%
08-6-4100-257.00 Tipping Fee - Refuse	100,000.00	62,046.60	62.05%
08-6-4100-257.01 Tipping Fee - Recycling	125,000.00	104,504.05	83.60%
08-6-4100-257.02 Tipping Fee - Compost	41,000.00	26,620.01	64.93%
08-6-4100-257.10 WSWMD Assessment	82,795.00	62,094.30	75.00%
08-6-4100-550.01 Management & Education	2,000.00	0.00	0.00%
08-6-4100-550.02 Refuse Containers	805.00	2,079.00	258.26%
08-6-4100-550.03 Refuse Bags	30,000.00	20,079.97	66.93%
<b>Total Expenses</b>	<b>837,600.00</b>	<b>588,634.16</b>	<b>70.28%</b>
<b>Total Expenditures</b>	<b>837,600.00</b>	<b>588,634.16</b>	<b>70.28%</b>
<b>Total Solid Waste Disposal Fund</b>	<b>0.00</b>	<b>-15,268.48</b>	
<b>Total All Funds</b>	<b>0.00</b>	<b>-15,268.48</b>	

Monthly Loan Report to the Selectboard  
March 2020

DISASTER RELIEF - 35	Origination Date	Deferred Until	Loan Principal	6/30/2019 Balance	FY 2020 New Loans	FY 2020 Principal Pyts	FY 2020 Interest	FY 2020 Penalties	Current Balance	Pymt Status
				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -

RENTAL HOUSING-40	Origination Date	Deferred Until	Loan Principal	6/30/2019 Balance	FY 2020 New Loans	FY 2020 Principal Pyts	FY 2020 Interest	FY 2020 Penalties	Current Balance	Pymt Status
	DANIEL	04/15/10	Active	\$ 24,000.00	\$ 170.00		\$ 170.00			\$ 0.00
SHAW	06/23/14	Active	\$ 25,000.00	\$ 672.17		\$ 672.17			\$ 0.00	Paid
			\$ 49,000.00	\$ 842.17		\$ 842.17	\$ -	\$ -	\$ 0.00	

SBAP - 41	Origination Date	Deferred Until	Loan Principal	6/30/2019 Balance	FY 2020 New Loans	FY 2020 Principal Pyts	FY 2020 Interest	FY 2020 Penalties	Current Balance	Pymt Status
	DUO RESTAURANT	07/28/14	Active	\$ 40,000.00	\$ 11,404.80		\$ 11,404.80	\$ 187.61		\$ -
CULTURAL INTRIGUE	10/07/16	Active	\$ 70,000.00	\$ 67,836.81					\$ -	Bankruptcy Discharged
IRONWOOD BRAND	10/24/16	Active	\$ 25,000.00	\$ -					\$ -	PAID
21 O'BRYAN DRIVE	10/31/16	Active	\$ 45,000.00	\$ -					\$ -	PAID
IRONWOOD BRAND	04/26/19	Active	\$ 42,000.00	\$ 41,398.13		\$ 2,746.93	\$ 904.11		\$ 38,662.20	Current
TRUE NORTH GRANOLA	11/21/16	Active	\$ 34,000.00	\$ 16,405.23		\$ 3,728.19	\$ 332.06		\$ 12,676.07	Current
HERMIT THRUSH BREW	03/22/17	Active	\$ 70,000.00	\$ 46,365.59		\$ 10,535.84	\$ 917.84	\$ 63.28	\$ 35,893.03	Current
PETER HAVENS 2	03/27/17	Active	\$ 70,000.00	\$ 50,801.97		\$ 7,235.29	\$ 1,160.27		\$ 43,566.68	Current
WHETSTONE STATION	04/26/17	Active	\$ 70,000.00	\$ 56,318.85		\$ 7,089.36	\$ 1,296.21		\$ 49,219.50	Current
NECCA	01/22/18	Active	\$ 50,000.00	\$ 43,957.87		\$ 4,979.09	\$ 1,017.76		\$ 38,978.84	Current
ORTHEAST PROCESSING	08/28/19	Active	\$ 70,000.00	\$ -	\$ 70,000.00	\$ 4,627.79	\$ 1,021.79		\$ 65,472.21	Late
RGE J. BROOKS FLORIST	08/28/19	Active	\$ 45,000.00	\$ -	\$ 45,000.00	\$ 1,201.15	\$ 435.17	\$ 161.72	\$ 43,798.85	Current
DUO VT LLC	01/13/20	Active	\$ 27,000.00	\$ -	\$ 27,000.00	\$ -	\$ 67.60		\$ 27,000.00	
			\$ 658,000.00	\$ 334,489.28	\$ 142,000.00	\$ 53,458.37	\$ 7,210.32	\$ 225.00	\$ 355,257.38	

RLF Other - 41	Origination Date	Deferred Until	Loan Principal	6/30/2019 Balance	FY 2020 New Loans	FY 2020 Principal Pyts	FY 2020 Interest	FY 2020 Penalties	Current Balance	Pymt Status
	TONTINE & CANAL	02/14/08	02/14/38	\$ 185,100.00	\$ 185,100.00					\$ 185,100.00
AW RICHARDS	07/23/09	Active	\$ 48,000.00	\$ 34,428.27		\$ 1,142.88	\$ -	\$ -	\$ 33,285.39	Current
LESLIE PROP	05/22/86	Overdue	\$ 225,000.00	\$ 242,170.26					\$ 242,170.26	Default
WILDER #2	01/24/06	01/24/26	\$ 40,000.00	\$ 40,000.00					\$ 40,000.00	Deferred
BROOKS HOUSE	07/08/13	07/08/23	\$ 150,000.00	\$ 150,000.00			\$ 3,375.00	\$ -	\$ 150,000.00	Deferred
			\$ 648,100.00	\$ 651,698.53	\$ -	\$ 1,142.88	\$ 3,375.00	\$ -	\$ 650,555.65	

VCDP 1st GEN ACTIVE - 5	Origination Date	Deferred Until	Loan Principal	6/30/2019 Balance	FY 2020 New Loans	FY 2020 Principal Pyts	FY 2020 Interest	FY 2020 Penalties	Current Balance	Pymt Status
				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -

VCDP 1st GEN DEFERRED	Origination Date	Deferred Until	Loan Principal	6/30/2019 Balance	FY 2020 New Loans	FY 2020 Principal Pyts	FY 2020 Interest	FY 2020 Penalties	Current Balance	Pymt Status
	WILDER #1	01/24/06	01/24/36	\$ 200,000.00	\$ 200,000.00		none	none	none	\$ 200,000.00
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
ESTEVILLE	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	07/18/09	07/16/39	\$ 480,000.00	\$ 480,000.00		none	none	none	\$ 480,000.00	Deferred
PE III HOUSING	04/19/16	04/19/46	\$ 419,000.00	\$ 419,000.00		none	none	none	\$ 419,000.00	Deferred
GREAT RIVER TERRACE	09/25/17	09/25/47	\$ 420,000.00	\$ 420,000.00		none	none	none	\$ 420,000.00	Deferred
			\$ 3,190,500.00	\$ 3,190,500.00	\$ -				\$ 3,190,500.00	

TOTALS OF ALL LOANS	Loan Principal	6/30/2019 Balance	FY 2020 New Loans	FY 2020 Principal Pyts	FY 2020 Interest	FY 2020 Penalties	Current Balance
	\$ 4,645,600.00	\$ 4,177,629.98	\$ 142,000.00	\$ 55,443.42	\$ 10,685.32	\$ 225.00	\$ 4,198,313.03

ALLOWANCE FOR UNCOLLECTABLE ACCOUNTS	Balance	Balance
	\$ 310,007.08	\$ 67,836.81

# VCDP Program Income and Unrestricted Revenue Report

March 31, 2020

	Historical	FY 2018	FY 2019	FY 2020
Beginning Balance less obligations	\$	543,306	\$	555,136
Receipts	\$	382,913	\$	284,359
Outlays	\$	(381,084)	\$	(64,000)
Obligations	\$	93,862	\$	104,862
Ending Balance	\$	461,274	\$	670,633
				\$
				501,184

	FY 2018	FY 2019	FY 2020
35-Budget Status	408.82		
40-Budget Status	599.37		
41-Budget Status	13,362.63		
57-Budget Status	2,800.73		
Schedule 1, below	(86,619.86)		
<b>Total Receipts thru March 31, 2020</b>	<b>\$</b>		<b>(69,449)</b>

	FY 2018	FY 2019	FY 2020
Disaster Relief Fund 35 Revenue	48,451.44		
RHIP Fund 40	69,304.67		
SBAP/RLF Other Fund 41	355,902.01		
VCDP1 Fund 57	301,836.57		
VCDP1 Fund 57 Accounts Payable	-		
<b>Beginning Balance 7/1/19</b>	<b>\$</b>		<b>775,495</b>

	FY 2018	FY 2019	FY 2020
Disaster Relief Fund 35 Revenue	408.82		
RHIP Fund 40 Revenue	599.37		
SBAP/RLF Other Fund 41 Revenue	13,362.63		
VCDP1 Fund 57 Revenue	2,800.73		
Change in RLF Balance - Decrease (increase)	-		
<b>Total Receipts thru March 31, 2020</b>	<b>\$</b>		<b>(69,449)</b>

	FY 2018	FY 2019	FY 2020
Disaster Relief Fund 35 Expenses	0.00		
RHIP Fund 40 Expenses	0.00		
SBAP/RLF Other Fund 41 Expenses	25,000.00		
VCDP1 Fund 57 Expenses/AP	0.00		
<b>Total Outlays thru March 31, 2020</b>	<b>\$</b>		<b>25,000</b>
<b>Ending Balance</b>	<b>\$</b>		<b>681,046</b>

SB 11/15/11 vote \$15,000 for admin expenses	16,330.00		
State Hazard Mitigation Admin FY18 EndBal	0.00		
FY 2020 Expenses	16,330.00		
SB 1/17/17 vote \$40,000 Tri-Park	13,531.74		
Tri-Park Housing Cooperative	0.00		
FY 2020 Expenses	13,531.74		
RTM Vote 3/23/19 \$25,000 SeVEDS	40,000.00		
SeVEDS	0.00		
FY 2019 Expenses	40,000.00		
SB Vote 2/5/19 & 7/9/19 Groundworks	150,000.00		
Groundworks Collaborative	0.00		
FY 2020 Expenses	150,000.00		
<b>Total Obligations</b>	<b>\$</b>		<b>179,862</b>
<b>Amount Potentially Available (ending balance less obligations)</b>	<b>\$</b>		<b>501,184</b>

	FY 2018	FY 2019	FY 2020	
Beginning Balance less obligations	\$	543,306	\$	555,136
Receipts	\$	382,913	\$	284,359
Outlays	\$	(381,084)	\$	(64,000)
Obligations	\$	93,862	\$	104,862
Ending Balance	\$	461,274	\$	670,633
				\$
				501,184

Schedule 1: Change in RLF Balance (adds payments/payoffs, subtracts new loans)				
DRF FY2019 Ending Principal	Loan Report to SB	0.00		
RHIP FY2019 Ending Principal	Loan Report to SB	842.17		
SBAP FY2019 Ending Principal	Loan Report to SB	334,489.28		
VCDP2 FY2019 Ending Principal	Loan Report to SB	651,698.53		
Allowance for Uncollectable FY2019 End Balance	Ending Principal Balance	(310,007.08)		677,022.90
DRF - Current	Loan Report to SB	0.00		
RHIP - Current	Loan Report to SB	0.00		
SBAP - Current	Loan Report to SB	355,257.38		
VCDP2 - Current	Loan Report to SB	650,555.65		
Allowance for Uncollectable FY2019	41-1-0000-500.00	(242,170.27)		763,642.76
	Current Principal Balance			
<b>Total Change in RLF</b>				<b>(86,619.86)</b>

Controls	35-1-0000-305.00	48,659.76
Fund 35 Due From/To Other Funds	40-1-0000-305.00	70,746.21
Fund 40 Due From/To Other Funds	41-1-0000-305.00	256,802.61
Fund 41 Due From/To Other Funds	57-1-0000-305.00	304,637.30
Fund 57 Due From/To Other Funds		
<b>Total Due From/To Other Funds</b>		<b>681,045.88</b>
<b>Difference between control and ending balance</b>		<b>0.00</b>

MONTHLY MASTER GRANT LIST TO SELECTBOARD  
March-20

GRANT NAME	FUNDER/ GRANTOR	PURPOSE	END DATE	GRANT AWARDED	MATCH REQUIRED	TOTAL	AVAILABLE BALANCE	EXPENDED TO DATE	TOTAL REVENUE REC'D
<b>PLANNING</b>									
Quails Hill	VT DEC	Renewal of stormwater permit	Extended	\$ 158,000.00	\$ -	\$ 158,000.00	\$ 87,537.93	\$ 70,362.07	\$ 158,000.00
Brownfields	EPA	Assess brownfield sites	9/30/2019	\$ 275,000.00	\$ -	\$ 275,000.00	\$ 74,787.47	\$ 200,212.53	\$ 185,787.53
Tri-Park PG	VCDP	Master Plan	6/30/2020	\$ 30,000.00	\$ 50,500.00	\$ 80,500.00	\$ 4,176.94	\$ 76,323.06	\$ 66,243.44
Downtown Design	VCDP	Planning Grant	5/31/2020	\$ 22,000.00	\$ 18,100.00	\$ 40,100.00	\$ (526.36)	\$ 40,626.36	\$ 15,400.00
2019 Tiny Grant	AVCC	Assist Conservation Comm	5/4/2020	\$ 600.00	\$ -	\$ 600.00	\$ 526.91	\$ 73.09	\$ 600.00
Route 9 Bike Lane	VT AOT	Scoping Study	1/12/2022	\$ 32,000.00	\$ 8,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -
				\$ 594,200.00	\$ -	\$ 594,200.00			

<b>LIBRARY</b>									
Lean Courier	VT DOL	Interlibrary courier services	9/30/2019	\$ 292.50	\$ -	\$ 292.50	\$ -	\$ 292.50	\$ 292.50
Lean Courier	VT DOL	Interlibrary courier services	9/30/2020	\$ 390.00	\$ -	\$ 390.00	\$ 390.00	\$ -	\$ 390.00
Dunham-Mason	VCF	Archivist for local history	7/16/2020	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
Crosby-Gannett	VCF	Archivist for local history	7/16/2020	\$ 990.00	\$ -	\$ 990.00	\$ -	\$ 990.00	\$ 990.00
				\$ 1,972.50	\$ -	\$ 1,972.50			

<b>FIRE DEPARTMENT</b>									
Technical Rescue MPD	DPS	Purchase 2 MPDs	8/31/2020	\$ 1,600.00	\$ -	\$ 1,600.00	\$ 1,600.00	\$ -	\$ -

<b>POLICE DEPARTMENT</b>									
BPV - 2018	BJA	Purchase bulletproof vests	8/31/2020	\$ 1,598.00	\$ 1,598.00	\$ 3,196.00	\$ -	\$ 3,196.00	\$ 3,193.84
BPV - 2019	BJA	Purchase bulletproof vests	8/31/2021	\$ 2,517.16	\$ 2,517.16	\$ 5,034.32	\$ -	\$ 5,034.32	\$ -
Child Advocacy Ctr '19	SOV	Reimb officer assigned SIU	6/30/2019	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 60,000.00
WC Sheriff's Dept	Subgrant	DUI	9/30/2019	\$ 5,298.51	\$ -	\$ 5,298.51	\$ -	\$ 5,298.51	\$ 5,298.48
WC Sheriff's Dept	Subgrant	OP	9/30/2019	\$ 2,654.43	\$ -	\$ 2,654.43	\$ -	\$ 2,654.43	\$ 2,789.59
WC Sheriff's Dept	Subgrant	Equipment	9/30/2019	\$ 2,611.35	\$ -	\$ 2,611.35	\$ -	\$ 2,611.35	\$ 2,611.35
WC Sheriff's Dept	Subgrant	DUI	9/30/2020	\$ 10,400.00	\$ -	\$ 10,400.00	\$ 9,404.22	\$ 995.78	\$ 512.84
WC Sheriff's Dept	Subgrant	OP	9/30/2020	\$ 12,200.00	\$ -	\$ 12,200.00	\$ 9,865.44	\$ 2,334.56	\$ 1,015.51
WC Sheriff's Dept	Subgrant	Equipment	9/30/2020	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 3,570.50	\$ 1,429.50	\$ -
JAG - 2017	BJA	Upgrade IT equipment	9/30/2020	\$ 17,264.00	\$ -	\$ 17,264.00	\$ 7,636.00	\$ 9,628.00	\$ 10,095.15
JAG - 2019	BJA	OT, Equipment, Supplies	9/30/2022	\$ 12,333.00	\$ -	\$ 12,333.00	\$ 12,333.00	\$ -	\$ -
Child Advocacy Ctr '20	SOV	Reimb officer assigned SIU	6/30/2020	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
				\$ 195,991.61	\$ -	\$ 195,991.61			

GRANT NAME	FUNDER/ GRANTOR	PURPOSE	END DATE	GRANT AWARDED	MATCH REQUIRED	TOTAL	AVAILABLE BALANCE	EXPENDED TO DATE	TOTAL REVENUE REC'D
<b>REC &amp; PARKS DEPARTMENT</b>									
Tony Hawk Foundation		Pay in part for skatepark	On-going	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	-	\$ 5,000.00
Rec Facilities	Services	Pay in part for skatepark	N/A	\$ 14,000.00	\$ 14,000.00	\$ 28,000.00	\$ 28,000.00	-	\$ 14,000.00
Crosby-Gannett	VCF	Pay in part for skatepark	12/31/2019	\$ 1,400.00	\$ -	\$ 1,400.00	\$ 1,400.00	-	\$ 1,400.00
Thomas Thompson Jr	TTT	Pay in part for skatepark	8/31/2019	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	-	\$ 15,000.00
Spark! Connecting	VCF	Pay in part for skatepark	12/31/2019	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	-	\$ 3,000.00
Tarrant Foundation	Tarrant	Pay in part for skatepark	N/A	\$ 15,000.00	\$ 15,000.00	\$ 30,000.00	\$ 30,000.00	-	\$ 38,395.30
Small & Inspiring	VCF	Pay in part for dogpark	3/30/2017	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
Crosby-Gannett	VCF	Pay in part for dogpark	5/9/2017	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
Dunham-Mason	VCF	Pay in part for dogpark	6/9/2017	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ 300.00
Rec Facilities-DP	VT Bldg &	Pay in part for dogpark	12/31/2017	\$ 7,200.00	\$ 7,200.00	\$ 14,400.00	\$ 13,626.84	\$ 773.16	\$ 7,200.00
						\$ 99,100.00			

<b>PUBLIC WORKS DEPARTMENT</b>									
Welcome Ctr Pump	AOT/BGS	Replace pump station	6/30/2018	\$ 436,714.56	\$ -	\$ 436,714.56	\$ (494.55)	\$ 437,209.11	\$ 436,714.56
Hinesburg Rd Culvert	VT AOT	Replace culvert	12/31/2020	\$ 69,191.26	\$ 7,687.92	\$ 76,879.18	\$ -	\$ 76,879.18	\$ 76,879.18
Exit 1 Industrial Park	DOC-EDA	Water & ww upgrades	TBD	\$ 440,000.00	\$ 320,000.00	\$ 760,000.00	\$ 760,000.00	\$ -	\$ -
Better Roads	VT AOT	Erosion control		\$ 128,000.00		\$ 1,273,593.74			

<b>TOWN MANAGERS OFFICE</b>									
WWHT	VCDP	SE VT Rehab Loan Fund	12/31/2017	\$ 1,340,000.00	\$ -	\$ 1,340,000.00	\$ -	\$ 1,340,000.00	\$ 1,340,000.00
Bradley House	VCDP	Renovation & expansion	6/30/2019	\$ 499,931.00	\$ 50,000.00	\$ 549,931.00	\$ -	\$ 549,931.00	\$ 549,931.00
WWHT-Support Hsg	VCDP	Create supportive housing	6/30/2019	\$ 421,663.00	\$ -	\$ 421,663.00	\$ -	\$ 421,663.00	\$ 421,663.00
WWHT-SS 2016	VCDP	5 County Rehab Loan	12/31/2018	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
RT 142 Sidewalk	AOT/MAB	Sidewalk/light 142 & Royal		\$ 402,000.00					
Groundworks	VCDP	54/60 South Main Street		\$ 400,000.00					
Red Clover Commons 2	VCDP	18 units		\$ 300,000.00					
WWHT-SS 2019	VCDP	5 County Rehab Loan		\$ 375,000.00					

<b>JUSTICE CENTER</b>									
Justice Center FY18	VT DOC	Fund Justice Ctr operations	6/30/2018	\$ 637,500.00	\$ -	\$ 637,500.00	\$ (1,281.57)	\$ 638,781.57	\$ 648,355.40
Justice Center FY19	VT DOC	Fund Justice Ctr operations	6/30/2020	\$ 320,000.00	\$ -	\$ 320,000.00	\$ 54,030.25	\$ 265,969.75	\$ 256,981.93
						\$ 957,500.00			

CLOSED



# Brattleboro Fire Department

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

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Michael Bucossi  
Fire Chief

Leonard Howard III  
Assistant Chief

To: Brattleboro Selectboard  
Via: Peter Elwell; Town Manager  
From: Michael Bucossi; Fire Chief  
Date: April 14, 2020

Re: Brattleboro Local Emergency Management Plan 2020

Annually the State of Vermont Emergency Management Division requires municipalities to submit a Local Emergency Management Plan. In order to be eligible for the Emergency Relief and Assistance Fund and some other grant opportunities, all Vermont municipalities must update and adopt a Local Emergency Management Plan by May 1<sup>st</sup> and submit the updated plan to their Regional Planning Commission for review and then it goes to VEM for review and gets put on file.

The LEMP allows individual communities to coordinate disaster response. Our "base plan" identifies possible emergencies, agency responsibilities, and a host of other reference information to be used at the beginning of a large-scale local emergency. In addition to the base plan are several appendices which are meant to be used as guides, reference materials, and resources as an emergency unfolds. Though not included here because of its size, I am glad to provide and/or review the material with you if you have any questions.

I would request that you adopt the 2020 Brattleboro EMP and authorize Town Manager Elwell to sign the plan, certifying the action.

# Local Emergency Management Plan Municipal Adoption Form

**Town/City of BRATTLEBORO**  
230 Main St  
Brattleboro, VT 05301

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points Of Contact (POCs) who should have authoritative local information are listed at right.

Mark this block if a readopted plan has no changes since the previous year.

Municipality	BRATTLEBORO
LEMP Adoption Date	April 21, 2020
NIMS Adoption Date	June 7, 2012
EMD Name	Michael Bucossi - Fire Chief
Position	EMD
Primary Phone	802-579-8343
Alternate Phone	802-254-4831
Email	mbucossi@brattleboro.org
POC 2 Name	Peter Elwell
Position	Town Manager
Primary Phone	802-451-8942
Alternate Phone	802-251-8102
Email	pelwell@brattleboro.org
POC 3 Name	Steve Barrett
Position	Director of Public Works
Primary Phone	802-579-8506
Alternate Phone	802-254-4255
Email	sbarrett@brattleboro.org

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed\* \_\_\_\_\_

Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed\* \_\_\_\_\_

Printed Name, Selectboard / council member

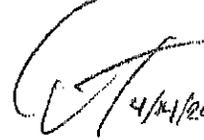
**Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to Regional Planning Commission.**

\*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

Town of Brattleboro  
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301  
Tel: 802-254-4255 • Fax: 802-257-2316 • E-mail:  
dtyler@brattleboro.org

To: Brattleboro Selectboard  
VIA: Peter Elwell, Town Manager  
From: Daniel Tyler, Hwy/Utilities Superintendent  
Date: April 14, 2020  
Subject: VTRANS Annual Certificate of Compliance



4/14/2020

Enclosed is the annual Vermont Agency of Transportation certification of compliance for town road and bridge standards.

The annual form is required to ensure eligibility for possible Class II roadway and structures funds.

This form states that the Town's adopted standards meet or exceed the minimum requirements, in the June 5, 2019 Town Road and Bridge Standards VTrans template. The standards apply to all construction, repair, and maintenance projects on town roadways and bridges.

The June 5, 2019 standards were adopted by the Selectboard on July 9, 2019. There have been no alterations to the standards since.

The enclosed requires the signatures of the board.

**Certification of Compliance  
for  
Town Road and Bridge Standards  
and  
Network Inventory**

We, the Legislative Body of the Municipality of Brattleboro certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on July 9, 2019.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

*Brattleboro Selectboard*

\_\_\_\_\_  
*Tim Wessel, Chair*

Date: 4/21/2020

\_\_\_\_\_  
*Elizabeth McLoughlin, Vice-Chair*

\_\_\_\_\_  
*Ian Goodnow, Clerk*

\_\_\_\_\_  
*Brandie Starr*

\_\_\_\_\_  
*Daniel Quipp*

For a summary of your community's road and bridge information please visit: [tinyurl.com/rdsinfo](http://tinyurl.com/rdsinfo)



# BROOKS MEMORIAL LIBRARY

brookslibraryvt.org

224 Main Street, Brattleboro, VT 05301

To: Brattleboro Selectboard

Via: Peter Elwell, Town Manager

From: Starr LaTronica, Library Director

Date: April 14, 2020

Re: Appointment of Interim Trustees for Brooks Memorial Library

**Recommended Action:** Approve two new Trustees to fill vacancies on the Brooks Memorial Library Board of Trustees.

There are currently two vacancies on the Brooks Memorial Library Board of Trustees; one for a full term of three years, the other for a term of one year to fill a position vacated due to relocation. Both departing Trustees have officially submitted their resignations.

A committee of the Board interviewed candidates and selected two to be nominated and elected at Representative Town Meeting: Karen Tyler, for the full term of three years and Gabriel Sistare, to complete the final year of an incomplete term. The Board requests that those two candidates be appointed by the Selectboard, so they may participate in the business of the Board in advance of Representative Town Meeting, where they will stand for election.

The Trustee bylaws provide for this process outlined in the article below.

## **Article II - Board of Trustees**

1. **Composition and Tenure:** The Board shall consist of nine trustees, who shall each serve for three years. Three trustees shall be elected or reelected at each Annual Town Meeting. The Board shall nominate candidates for election in Town Meeting. Trustees may also be nominated from the floor of the meeting (by any Town Meeting member). A vacancy on the Board shall be filled by the Selectboard until the next annual or special Town Meeting, at which a successor shall be elected for the remainder of the original term. The Board shall recommend candidates for appointment by the Selectboard to fill vacancies on the Board.