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**BRATTLEBORO SELECTBOARD  
TUESDAY, MAY 5, 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.***

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, Town Clerk Hilary Francis, Public Works Director Steve Barrett, Highway/Utilities Superintendent Dan Tyler, and Executive Secretary Jan Anderson.

Others participating: Tom Costello, Stephanie Bonin, Kate O'Connor, Christina Haskins, ASL interpreters Elizabeth Fox and Janet Dickinson, and BCTV staff and volunteers.

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

***APPROVE MINUTES***

Wessel asked the Board to approve the minutes from the April 21, 2020 meeting. There was no discussion.

**MOTION BY IAN GOODNOW TO APPROVE MINUTES FROM THE APRIL 21 MEETING. MOTION CARRIED 5-0.**

***CHAIR'S REMARKS***

Chair Wessel noted that he had noticed many examples of strength and kindness in the community during the COVID-19 pandemic and he thanked community members for their patience.

***MANAGER'S COMMENTS***

Town Manager Elwell spoke about the vandalism to the Veterans' Memorial Monument on the Brattleboro Common last weekend. He said that BAMS (Brattleboro Area Middle School) students had worked recently with their teacher, Joe Rivers, and the Brattleboro Historical Society and discovered that the list of soldiers' names on the Civil War Monument was incomplete and did not represent all of the Brattleboro residents who died in the war. He said it was initially thought that only men of color were omitted from the list, but further research determined that white men of limited means were also omitted, so the omissions seemed to be related to racism and classism. He said that additional research was needed to determine a full and complete list of those soldiers, and a collaboration of veterans' groups, students, and community members would work together to correct the omissions. He said that the vandalism was likely in response to some of the omitted names. There was a brief discussion by the Board.

***SELECTBOARD COMMENTS AND COMMITTEE REPORTS***

McLoughlin spoke of many nonprofit organizations and community members who were working to meet the needs of the community in various ways during this pandemic era. She mentioned initiatives that were available, as well as the need for volunteers and donations. She suggested contacting Brattleboro Area Mutual Aid, Call to Action Series podcast with Peter "Fish" Case and BCTV, Groundworks, Rhianna Kendricks at Southern Windham County Continuum of Care, the State Legislative Team of Emilie Kornheiser, Mollie Burke and Tristan Toleno, and Senators Becca Balint and Jeanette White, SEVCA (Southeastern Vermont Community Action), Essential Worker Child Care, BDCC (Brattleboro Development Credit Corporation), United Way, and Windham Regional Commission.

1  
2 Quipp noted that the Town's website had links to many community resources, including Brattleboro  
3 Historical Society's online audio podcasts. Goodnow added that Vermont Legal Aid had a  
4 comprehensive list of resources pertaining to COVID-19. Wessel noted that Post 5 American Legion had  
5 a Buddy Check system and one suggestion was to check on people with needs but were unable to ask  
6 for assistance. Starr said that, as restrictions were being eased, she would support the businesses that  
7 encouraged social distancing with employees that wore masks. Wessel agreed that safety precautions  
8 included both wearing masks and maintaining a safe distance.  
9

#### 10 **PUBLIC PARTICIPATION**

11 Tom Costello, a veteran and member of Post 5 American Legion, spoke of a ceremony and banquet that  
12 took place on May 24, 2015 honoring soldiers of the Civil War, and also of a later event named "Honor"  
13 recognizing soldiers who died in Vietnam and all other men and women who died serving this country.  
14 He noted that the foundation for the events was the work of students from Brattleboro High School and he  
15 supported the students' work going forward. He said that he was in full support of the inquiry to identify  
16 all individuals who served and died and were not presently accounted for on the Monument [see Town  
17 Manager's Comments above]. He volunteered to participate in the search to identify all individuals who  
18 served, and said that he would be honored to dedicate the memorial when it was fully complete.  
19

20 Stephanie Bonin, Executive Director of Downtown Brattleboro Alliance (DBA), spoke about a 12-week  
21 grant that DBA received to fund the One-To-One Project. The Project's purpose was to reach out to  
22 approximately 100 downtown retail businesses and assist the businesses in connecting with financial  
23 assistance available during the COVID-19 closures. She said that DBA spoke with 72 of the 100  
24 businesses and learned that very few had been able to secure assistance funding available through the  
25 Federal government. She said that the community was not getting the relief that it needed. She spoke of  
26 many challenges to the businesses, and how to pivot as a business, in order to survive as they began to  
27 re-open. She said it would take time to regain community trust and asked for clear directions from  
28 community members. Starr suggested adding masks to the general signage "no shoes, no shirt, no  
29 service." Elwell responded that the Governor's Order did not contain a requirement that the public wear  
30 masks, but proprietors could make that a requirement before allowing a person to enter into their space.  
31

32 Kate O'Connor, Executive Director of the Brattleboro Area Chamber of Commerce, noted that businesses  
33 in Brattleboro were still open and operating for on-line sales and curbside services. She asked people to  
34 shop local and support local businesses.  
35

#### 36 **COVID-19 UPDATE.**

37 Overall Update. Town Manager Elwell provided updated information regarding Town operations during  
38 the COVID-19 public health emergency. He announced that the Town was entering into Phase 1 of a  
39 slow reopening of Town facilities. He said that the buildings were still generally closed to the public, but  
40 that one employee would now be physically present in each office and if a piece of business required  
41 an office visit, an individual may make an appointment and be escorted to that office. He said that the  
42 visitor would be required to wear a mask and areas utilized would be sanitized after the visit. He  
43 strongly suggested that members of the public continue to conduct most business on-line, by  
44 telephone, e-mail, and mail. There was some discussion by the Board.  
45

#### 46 **NO ACTION TAKEN.**

47  
48 Financial Update – Preliminary Estimate of FY20 Year-End Budget Results. Town Manager Elwell  
49 provided the Board with information on the potential impacts that the COVID-19 pandemic may have on  
50 the FY20 Budget, as set forth in his memo dated April 30. He discussed some assumptions that were  
51 made in connection with the estimated year-end budget results. He suggested that if residents were  
52 unable to pay their real estate taxes, they may consider asking the Board of Abatement for relief. Town  
53 Clerk Hilary Francis spoke about the abatement rules and process. She said that more information was  
54 posted on the Town's website. Elwell thanked State Representative Emilie Kornheiser and Senator

1 Jeanette White for their diligence in following through with a required provision in a legislative bill that  
2 would allow the Selectboard to adopt a budget and approve a tax rate for the new fiscal year if the  
3 annual Town Meeting had not yet taken place prior before the State of Emergency shutdown. There  
4 was substantial discussion by the Board.

5  
6 **NO ACTION TAKEN.**

7  
8 ***WATER AND SEWER COMMISSIONERS***

9  
10 **MOTION BY BRANDIE STARR TO CONVENE AS WATER AND SEWER COMMISSIONERS.**  
11 **MOTION CARRIED 5-0.**

12  
13 Chair Wessel called for a five-minute recess at 8:09pm. He reconvened the meeting at 8:14pm.

14  
15 Water Treatment Plant Replacement Project

- 16 (i) Overall Update  
17 (ii) Approval to Apply for Funding from the State Revolving Loan Fund  
18

19 Elwell said that the Town had been planning to upgrade or replace the Water Treatment Plant for many  
20 years. Public Works Director Steve Barrett spoke about the Pleasant Valley Water Treatment Plant and the  
21 current need to replace it. He said that the plant was built in 1989 with an expected useful life of 20 years,  
22 and the existing building was now substandard. He said that the total project cost estimate at this time  
23 (including a 25% contingency) was \$10.9 million. He said that funds were added to the Utilities Capital  
24 Budget in 2018 and 2019 for this purpose. He said that the Board was asked to approve an application for  
25 funding from the Drinking Water State Revolving Loan Fund (DWSRF) in the amount of \$480,000 for final  
26 design and engineering services of the plant, as set forth in the two memos dated April 27. Christina  
27 Haskins, PE and Vice President of Dufresne Group, spoke at length about the proposed replacement of the  
28 plant. She reviewed many aspects included in the preliminary engineering report prepared for the project.  
29 She said that the project included long-term sustainable solutions, energy efficiencies, a full upgrade of the  
30 SCADA (Supervisory Control and Data Acquisition) system, with adequate space in the building to  
31 accommodate for future water quality regulations. She spoke about the benefits of the DWSRF loan and  
32 other possible grants and funding. She said that the State was supportive of this project and would provide  
33 a 25% subsidy this year. Elwell added that the project would require the vote of Representative Town  
34 Meeting before construction in 2021, which would require both cash and borrowing components. He added  
35 that it was a positive financing environment at this time. There were many questions and much discussion  
36 by the Board.

37  
38 **MOTION BY DANIEL QUIPP TO APPROVE APPLICATION FOR A DRINKING WATER STATE**  
39 **REVOLVING FUND PLANNING LOAN OF \$480,000 TO COMPLETE THE FINAL DESIGN OF THE**  
40 **PLEASANT VALLEY WATER TREATMENT PLANT REPLACEMENT PROJECT. MOTION CARRIED**  
41 **5-0.**

42  
43 Signal Hill Pump Station Replacement Project

- 44 (i) Purchase of Property  
45 (ii) Engineering Services Agreement  
46

47 Public Works Director Barrett said that the Board was asked to approve two expenditures: (1) \$47,000 to  
48 purchase a property to build a water pump station to replace the existing (and obsolete) Signal Hill Pump  
49 Station, and (2) \$51,000 for Dufresne Group to design the replacement pump station. He said that the  
50 total project cost estimate at this time was \$300,000, as set forth in his memo dated April 28. He said that  
51 the pump station was built in the 1970s and the State had recently determined the current pump station to  
52 be substandard. There was a brief discussion by the Board.

1 **MOTION BY ELIZABETH McLOUGHLIN TO AUTHORIZE THE EXPENDITURE OF \$47,000 TO**  
2 **PURCHASE LOT 00110356.200 ON GUILFORD STREET TO BE THE SITE OF THE REPLACEMENT**  
3 **SIGNAL HILL PUMP STATION. MOTION CARRIED 5-0.**

4  
5 **MOTION BY ELIZABETH McLOUGHLIN TO AUTHORIZE TOWN MANAGER ELWELL TO EXECUTE**  
6 **AN ENGINEERING SERVICES AGREEMENT WITH THE DUFRESNE GROUP FOR FINAL DESIGN**  
7 **OF THE SIGNAL HILL PUMP STATION FOR A FEE OF \$51,000. MOTION CARRIED 5-0.**

8  
9 Overall Utilities Fund Capital Projects Update. Elwell said that the Board would discuss the FY21 Utilities  
10 Fund Capital Projects over the next few meetings and this presentation was an overview of the  
11 anticipated projects. Public Works Director Steve Barrett and Highway/Utilities Superintendent Dan Tyler  
12 reviewed the pending Utilities Fund capital projects, as set forth in their memo dated April 27. There was  
13 a brief discussion by the Board.

14  
15 **NO ACTION TAKEN.**

16  
17 **MOTION BY BRANDIE STARR TO ADJOURN AS WATER AND SEWER COMMISSIONERS.**  
18 **MOTION CARRIED 5-0.**

19  
20 There was no further business.

21  
22 **MOTION BY ELIZABETH McLOUGHLIN TO ADJOURN AT 9:22 PM. MOTION CARRIED 5-0.**  
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Ian Goodnow, Clerk

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: APRIL 2020 FINANCIAL REPORT  
DATE: MAY 7, 2020

The financial reports for the month of April 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 April 30, 2020. This report is the tenth monthly report for Fiscal Year 2020 and represents the unaudited results through the tenth month of the fiscal year.

With 83.3% of the fiscal year complete the total General Fund expenditures are 81.7% of the annual budget. The expenditures include \$753,476 in annual insurance payments, \$185,595 in annual human service payments and \$1,471,139 in annual lease and note payments which, if prorated, would reduce General Fund expenditures to 79.0% of the annual budget.

As of April 30, 2020, the Utilities Fund expenditures are 81.9% and the Parking Fund expenditures are 83.9% of their annual budgets, respectively. The Utilities Fund expenditures include a \$120,000 encumbrance for sludge removal and \$489,746 in annual interest expense which, if prorated, would reduce expenditures to 79.9% of the annual budget.

As of April 30, 2020, the Solid Waste Disposal Fund revenues and expenditures are 77.2% and 80.4% of their annual budgets, respectively. April refuse bag revenue, curbside collection costs and tipping fees will not be recorded until May.

The loan report indicates that as of April 30, 2020 the Town had \$4,194,390 in outstanding loans issued through the Town's various loan programs. 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 \$404,105 in available funds for additional grants and loans as of April 30, 2020.

As of April 30, 2020, the grant report contains information on 42 active grants and 5 grants in the application process.

Account	Budget	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	81,727.13	81.73%
01-5-2010-166.00 In Lieu of Taxes	160,000.00	178,630.59	111.64%
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>265,498.10</b>	<b>101.14%</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	56,886.53	94.81%
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>15,906,497.00</b>	<b>15,360,325.48</b>	<b>96.08%</b>
<b>01-5-2020 Finance Department</b>			
01-5-2020-136.00 Business Licenses	50,000.00	45,084.90	90.17%
01-5-2020-216.01 Reimbursements/Insurance	0.00	663.73	100.00%
01-5-2020-361.10 Interest on Receivables	0.00	163.60	100.00%
<b>Total Finance Department</b>	<b>50,000.00</b>	<b>45,912.23</b>	<b>91.82%</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	9,235.00	97.21%
01-5-2030-135.00 Dog License Revenue	21,000.00	12,481.00	59.43%
01-5-2030-140.00 Town Clerk Fees	105,000.00	101,318.56	96.49%
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>123,929.51</b>	<b>91.46%</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%

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 ZBA & Planning Commission	0.00	155.12	100.00%
01-5-2090-290.00 Planning Permit Fees	50,000.00	22,886.40	45.77%
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>23,090.52</b>	<b>46.18%</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	5,472.75	91.21%
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	6,750.00	61.36%
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	6,523.16	65.23%
<b>Total Fire</b>	<b>83,250.00</b>	<b>47,865.91</b>	<b>57.50%</b>
<b>01-5-5000 Municipal Center</b>			
01-5-5000-200.00 Municipal Center Rental	20,000.00	15,244.09	76.22%
01-5-5000-216.00 Reimbursements	0.00	300.00	100.00%
<b>Total Municipal Center</b>	<b>20,000.00</b>	<b>15,544.09</b>	<b>77.72%</b>
<b>01-5-5500 Police</b>			
01-5-5500-110.00 Town Ordinance	20,000.00	11,512.07	57.56%
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%
01-5-5500-125.00 Contract Buyouts	0.00	6,300.00	100.00%
01-5-5500-200.00 Rental Income	27,467.00	22,880.00	83.30%
01-5-5500-200.01 Up-Fit Reimbursement	11,269.00	9,390.70	83.33%
01-5-5500-220.00 False Alarm Fees	3,000.00	3,809.75	126.99%

Town of Brattleboro General Ledger  
Current Yr Pd: 10 - Budget Status Report  
General Fund

Account	Budget	Actual	% of Budget
01-5-5500-450.00 Miscellaneous Revenue	2,000.00	375.00	18.75%
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	40,016.70	83.33%
<b>Total Police</b>	<b>133,526.00</b>	<b>95,999.42</b>	<b>71.45%</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	235,647.08	102.46%
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	255.00	100.00%
<b>Total Regional</b>	<b>395,000.00</b>	<b>422,982.08</b>	<b>107.08%</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	108,930.36	90.78%
01-5-7100-435.00 Gibson-Aiken Center	6,200.00	4,813.83	77.64%
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	4,593.75	114.84%
01-5-7100-450.00 Misc Facilities Rentals	16,000.00	9,336.25	58.35%
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	14,535.00	58.14%
<b>Total Parks and Recreation</b>	<b>251,700.00</b>	<b>181,007.19</b>	<b>71.91%</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	241,670.00	83.33%
01-5-9999-906.06 Transfer Parking Fund	40,000.00	33,333.30	83.33%

Town of Brattleboro General Ledger  
Current Yr Pd: 10 - Budget Status Report  
General Fund

Account	Budget	Actual	% of Budget
<b>Total Transfers</b>	<b>330,000.00</b>	<b>275,003.30</b>	<b>83.33%</b>
<b>Total Revenues</b>	<b>18,068,192.00</b>	<b>16,894,711.40</b>	<b>93.51%</b>
<b>Total Revenues</b>	<b>18,068,192.00</b>	<b>16,894,711.40</b>	<b>93.51%</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	82,671.37	78.69%
01-6-2010-005.00 Staff Salaries	184,691.00	146,836.35	79.50%
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	163.90	16.39%
01-6-2010-500.00 Office Supplies	1,000.00	1,391.83	139.18%
01-6-2010-753.00 Transportation	5,000.00	4,693.32	93.87%
<b>Total Town Manager</b>	<b>307,351.00</b>	<b>242,305.04</b>	<b>78.84%</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	192,354.54	81.10%
01-6-2020-005.16 Vacation BB - Retire Pay	6,500.00	6,781.33	104.33%
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	12,040.77	80.27%
01-6-2020-165.00 Tax Bills	1,000.00	0.00	0.00%
01-6-2020-173.00 Finance Consultant Fees	0.00	12,362.00	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	7,516.85	88.43%
01-6-2020-500.00 Office Supplies	4,000.00	2,908.81	72.72%
<b>Total Finance</b>	<b>357,817.00</b>	<b>288,303.76</b>	<b>80.57%</b>
<b>01-6-2029 Attorney</b>			
01-6-2029-116.00 Contracted Legal Services	108,200.00	90,348.29	83.50%
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>91,114.04</b>	<b>79.78%</b>
<b>01-6-2030 Town Clerk</b>			
01-6-2030-001.00 Department Head Salary	67,005.00	53,147.25	79.32%

Account	Budget	Actual	Actual % of Budget
01-6-2030-005.00 Staff Salaries	66,331.00	54,680.96	82.44%
01-6-2030-008.00 Election Salaries	4,500.00	4,830.81	107.35%
01-6-2030-126.00 Conferencs/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	8,998.47	56.24%
01-6-2030-190.00 Election Expense	12,000.00	6,394.60	53.29%
01-6-2030-400.00 Copier Expense	1,100.00	854.47	77.68%
01-6-2030-450.00 Postage Expense	2,300.00	2,181.70	94.86%
01-6-2030-500.00 Office Supplies	4,000.00	2,850.69	71.27%
01-6-2030-650.00 Equipment Maintenance	300.00	0.00	0.00%
<b>Total Town Clerk</b>	<b>181,336.00</b>	<b>140,539.82</b>	<b>77.50%</b>
<b>01-6-2040 Listers</b>			
01-6-2040-001.00 Department Head Salary	63,788.00	50,205.87	78.71%
01-6-2040-005.00 Staff Salaries	74,343.00	49,756.24	66.75%
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	290.00	5.80%
01-6-2040-124.00 Training	1,200.00	330.96	27.58%
01-6-2040-126.00 Conferencs/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	1,044.81	87.07%
01-6-2040-753.00 Transportation	1,500.00	337.79	22.52%
<b>Total Listers</b>	<b>161,893.00</b>	<b>112,805.92</b>	<b>69.81%</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 IF Salaries	7,800.00	4,600.00	58.97%
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 Conferencs/Memberships	20,000.00	22,057.54	110.29%
01-6-2050-140.00 Computer Equipment Maint	60,000.00	49,932.00	83.22%
01-6-2050-141.00 Software Licenses	10,000.00	13,050.47	130.50%
01-6-2050-170.00 Printing & Public Notices	12,000.00	16,546.36	137.89%
01-6-2050-173.00 Professional Services	0.00	75.00	100.00%
01-6-2050-173.01 Admiistrative Services	13,000.00	9,724.46	74.80%
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	14,900.40	78.42%
01-6-2050-220.00 Auditing	20,000.00	12,725.00	63.63%
01-6-2050-350.00 Telephone	17,000.00	13,673.65	80.43%
01-6-2050-450.00 Postage Expense	2,000.00	4,695.93	234.80%
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%

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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%
<b>Total General Services</b>	<b>253,250.00</b>	<b>222,994.23</b>	<b>88.05%</b>
<b>01-6-2070 Risk Management</b>			
01-6-2070-035.00 Worker's Compensation	655,000.00	594,818.92	90.81%
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	2,689.00	13.45%
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>759,013.70</b>	<b>89.82%</b>
<b>01-6-2090 Planning</b>			
01-6-2090-001.00 Department Head Salary	71,596.00	56,629.87	79.10%
01-6-2090-005.00 Staff Salaries	83,170.00	74,675.18	89.79%
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	1,310.27	65.51%
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	631.75	52.65%
01-6-2090-500.00 Office Supplies	1,000.00	886.86	88.69%
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	412.82	82.56%
<b>Total Planning</b>	<b>201,166.00</b>	<b>157,128.79</b>	<b>78.11%</b>
<b>Total General Government</b>	<b>2,421,703.00</b>	<b>2,014,205.30</b>	<b>83.17%</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	451,879.99	82.16%
01-6-2260-032.00 Employee Retirement	558,500.00	456,057.89	81.66%
01-6-2260-033.00 Health Insurance	1,616,086.00	1,366,311.76	84.54%
01-6-2260-033.01 Life Insurance	31,500.00	23,627.10	75.01%
01-6-2260-033.02 Opt-Out & HSA Payments	200,000.00	158,250.00	79.13%
01-6-2260-033.03 HRA Expense	279,125.00	164,010.53	58.76%
01-6-2260-033.04 HRA Administration	10,000.00	8,991.50	89.92%
01-6-2260-034.00 Unemployment Compensation	10,000.00	829.74	8.30%
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>2,630,102.51</b>	<b>80.02%</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%

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01-6-2271-345.00 Bond Interest	318,700.00	318,693.18	100.00%
01-6-2271-345.01 Note Interest	14,200.00	14,192.66	99.95%
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>1,471,139.35</b>	<b>99.99%</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	95,386.45	68.13%
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	211,302.40	84.52%
01-6-2290-998.04 Museum & Art Center	7,000.00	7,000.00	100.00%
01-6-2290-998.08 RCTV	5,000.00	5,000.00	100.00%
01-6-2290-998.25 Climate Protection	100,000.00	1,118.79	1.12%
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%

Account	Budget	Actual	Actual % of Budget
<b>Total Auxilliary Services</b>	<b>612,919.00</b>	<b>434,742.98</b>	<b>70.93%</b>
<b>01-6-2800 Library</b>			
01-6-2800-001.00 Department Head Salary	75,981.00	59,947.25	78.90%
01-6-2800-005.00 Staff Salaries	388,602.00	315,798.14	81.27%
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	3,262.80	81.57%
01-6-2800-140.00 Computer Equipment Maint	15,300.00	10,640.82	69.55%
01-6-2800-141.00 Computer Supplies	3,600.00	2,764.10	76.78%
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	4,886.21	122.16%
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	8,563.75	71.36%
01-6-2800-235.00 Electric	25,425.00	12,340.78	48.54%
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	7,717.72	45.40%
01-6-2800-255.00 Maintenance Supplies	3,500.00	2,358.62	67.39%
01-6-2800-350.00 Telephone	2,500.00	1,686.40	67.46%
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	2,527.33	72.21%
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	13,340.80	74.12%
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	1,467.11	97.81%
01-6-2800-515.00 Replacement Books	1,500.00	1,499.40	99.96%
01-6-2800-520.00 Periodicals & Newspapers	7,200.00	7,200.00	100.00%
01-6-2800-530.00 Non-Print Materials/Adult	3,500.00	2,764.90	79.00%
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	3,585.92	94.37%
01-6-2800-650.00 Equipment Maintenance	1,500.00	873.89	58.26%
<b>Total Library</b>	<b>613,608.00</b>	<b>483,354.04</b>	<b>78.77%</b>
<b>01-6-3500 Fire</b>			
01-6-3500-001.00 Department Head Salary	87,281.00	68,541.87	78.53%
01-6-3500-005.00 Staff Salaries	1,337,988.00	1,026,539.02	76.72%
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	42,349.32	75.07%
01-6-3500-010.00 Overtime	100,000.00	79,192.44	79.19%
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	30,402.65	83.36%
01-6-3500-060.00 Equipment	17,500.00	12,216.09	69.81%
01-6-3500-124.00 Training	8,000.00	3,395.47	42.44%
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%

Account	Budget	Actual	% of Budget
01-6-3500-231.00 Gasoline	6,000.00	5,743.04	95.72%
01-6-3500-231.01 Diesel	13,000.00	8,958.67	68.91%
01-6-3500-235.00 Electric	21,600.00	19,026.54	88.09%
01-6-3500-240.00 Utilities	12,500.00	9,330.29	74.64%
01-6-3500-250.00 Building Repairs	6,000.00	9,171.41	152.86%
01-6-3500-350.00 Telephone	9,750.00	9,119.24	93.53%
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	16,585.97	132.69%
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	9,613.73	51.97%
01-6-3500-650.02 Equipment Maintenance	6,000.00	5,172.04	86.20%
01-6-3500-705.01 Vehicle Maintenance	45,000.00	28,026.98	62.28%
<b>Total Fire</b>	<b>1,998,170.00</b>	<b>1,509,627.11</b>	<b>75.58%</b>
<b>01-6-4500 Facilities Maintenance</b>			
01-6-4500-005.00 Staff Salaries	127,297.00	101,449.59	79.70%
01-6-4500-010.00 Overtime	10,000.00	11,821.09	118.21%
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>114,405.68</b>	<b>82.90%</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	22,446.22	86.46%
01-6-5000-235.00 Electric	25,200.00	11,616.23	46.10%
01-6-5000-240.00 Utilities	4,500.00	3,263.37	72.52%
01-6-5000-250.00 Building Repairs	15,000.00	9,626.00	64.17%
01-6-5000-255.00 Maintenance Supplies	6,000.00	4,793.45	79.89%
01-6-5000-260.00 Maintenance Contracts	10,200.00	4,115.97	40.35%
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>57,441.79</b>	<b>62.87%</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	77,538.37	79.14%
01-6-5500-005.00 Staff Salaries	1,449,792.00	1,071,447.85	73.90%
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	35,435.52	120.69%
01-6-5500-010.00 Overtime	125,000.00	134,779.98	107.82%
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	89,479.57	82.40%
01-6-5500-060.00 Equipment	8,000.00	1,490.46	18.63%
01-6-5500-116.00 Poundkeeper	10,000.00	6,363.27	63.63%

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01-6-5500-124.00 Training	25,000.00	23,343.90	93.38%
01-6-5500-126.00 Conferences/Memberships	4,200.00	3,667.85	87.33%
01-6-5500-141.00 Computer Supplies	10,500.00	2,150.06	20.48%
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	24,069.17	68.77%
01-6-5500-231.01 Diesel	0.00	209.48	100.00%
01-6-5500-235.00 Electric	23,130.00	17,384.46	75.16%
01-6-5500-240.00 Utilities	5,400.00	3,147.12	58.28%
01-6-5500-250.00 Building Maintenance	10,000.00	10,238.82	102.39%
01-6-5500-255.00 Maintenance Supplies	3,500.00	1,310.45	37.44%
01-6-5500-263.00 Grounds Maintenance	12,000.00	12,877.50	107.31%
01-6-5500-350.00 Telephone	25,000.00	19,902.25	79.61%
01-6-5500-350.01 VIBRS/VLETS	20,000.00	11,661.50	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	3,284.03	54.73%
01-6-5500-450.00 Postage Expense	2,000.00	587.65	29.38%
01-6-5500-500.00 Office Supplies	6,120.00	5,794.40	94.68%
01-6-5500-501.00 Books/Reference	200.00	228.80	114.40%
01-6-5500-550.00 Operating Supplies	10,700.00	5,354.05	50.04%
01-6-5500-590.00 Clothing	23,000.00	15,973.13	69.45%
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	1,192.00	119.20%
01-6-5500-705.00 Automotive Maintenance	20,000.00	18,362.77	91.81%
01-6-5500-710.00 Prisoner Expense	3,500.00	3,234.79	92.42%
01-6-5500-722.00 Crime Prevention	2,000.00	702.19	35.11%
01-6-5500-753.00 Transportation	4,000.00	1,562.44	39.06%
<b>Total Police Department</b>	<b>2,182,105.00</b>	<b>1,664,287.43</b>	<b>76.27%</b>
<b>01-6-5510 Police Dispatch</b>			
01-6-5510-001.00 Chief Dispatcher	50,739.00	40,309.77	79.45%
01-6-5510-005.00 Staff Salaries	364,974.00	243,169.39	66.63%
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	108,102.62	134.12%
01-6-5510-015.00 Holiday Pay	7,837.00	5,917.52	75.51%
01-6-5510-060.00 Equipment	4,000.00	2,688.47	67.21%
01-6-5510-124.00 Training	3,500.00	374.05	10.69%
01-6-5510-350.00 Telephone	600.00	240.00	40.00%
01-6-5510-500.00 Office Supplies	500.00	323.46	64.69%
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>414,145.78</b>	<b>78.49%</b>
<b>Total Police</b>	<b>2,709,773.00</b>	<b>2,078,433.21</b>	<b>76.70%</b>
<b>01-6-60 Public Works</b>			

Account	Budget	Actual	Actual % of Budget
<b>01-6-6015 Public Works Admin</b>			
01-6-6015-001.00 Department Head Salary	47,749.00	37,176.75	77.86%
01-6-6015-005.00 Staff Salaries	636,551.00	512,430.02	80.50%
01-6-6015-005.03 Mechanics Staff Salaries	162,021.00	111,552.53	68.85%
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	72,227.59	78.51%
01-6-6015-013.00 Holiday/Weekend Pay	16,221.00	14,866.00	91.65%
01-6-6015-025.00 Clerical	49,805.00	35,970.80	72.22%
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	4,188.00	100.00%
01-6-6015-350.00 Telephone	5,400.00	5,588.60	103.49%
01-6-6015-400.00 Copier Expense	800.00	626.84	78.36%
01-6-6015-450.00 Postage Expense	300.00	71.69	23.90%
01-6-6015-500.00 Office Supplies	3,900.00	2,159.61	55.37%
01-6-6015-590.00 Clothing	6,000.00	6,000.00	100.00%
01-6-6015-595.00 Safety Equipment	6,000.00	6,540.83	109.01%
<b>Total Public Works Admin</b>	<b>1,037,747.00</b>	<b>842,181.37</b>	<b>79.62%</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	88,287.60	90.09%
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>104,810.22</b>	<b>89.97%</b>
<b>01-6-6020 Public Works Gas &amp; Oil</b>			
01-6-6020-231.00 Gasoline	8,000.00	4,643.72	58.05%
01-6-6020-231.01 Diesel	80,000.00	57,522.00	71.90%
01-6-6020-650.00 Lube & Oil	7,500.00	8,099.14	107.99%
<b>Total Public Works Gas &amp; Oil</b>	<b>95,500.00</b>	<b>70,264.86</b>	<b>73.58%</b>
<b>01-6-6022 Public Works Summer Roads</b>			
01-6-6022-550.00 Chloride	26,000.00	7,208.61	27.73%

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01-6-6022-550.01 Hot Mix	32,000.00	26,739.44	83.56%
01-6-6022-550.02 Cold Patch	1,000.00	1,949.90	194.99%
01-6-6022-550.03 Gravel	32,000.00	30,138.45	94.18%
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>70,836.40</b>	<b>70.14%</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	9,278.26	74.23%
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	9,771.39	36.19%
01-6-6024-754.00 Tree Removal	10,000.00	4,550.00	45.50%
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>32,197.94</b>	<b>40.50%</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	20,053.86	95.49%
<b>Total Public Works Winter Roads</b>	<b>185,600.00</b>	<b>202,397.98</b>	<b>109.05%</b>
01-6-6027 Public Works Yard Expense			
01-6-6027-230.00 Fuel Expense	12,000.00	13,554.49	112.95%
01-6-6027-235.00 Electric	10,170.00	6,559.25	64.50%
01-6-6027-240.00 Utilities	5,700.00	5,535.96	97.12%
01-6-6027-250.00 Building Repairs	15,000.00	29,619.93	197.47%
01-6-6027-255.00 Maintenance Supplies	1,000.00	757.24	75.72%
01-6-6027-257.00 Refuse Charges	900.00	753.33	83.70%
<b>Total Public Works Yard Expense</b>	<b>44,770.00</b>	<b>56,780.20</b>	<b>126.83%</b>
01-6-6028 Public Works Traffic Light			
01-6-6028-235.00 Electric	3,800.00	3,230.44	85.01%
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>8,371.44</b>	<b>123.11%</b>
<b>Total Public Works</b>	<b>1,746,917.00</b>	<b>1,454,676.56</b>	<b>83.27%</b>

Account	Budget	Actual	% of Budget
<b>01-6-7000 Regional</b>			
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	59,205.37	79.65%
01-6-7115-005.00 Staff Salaries	71,151.00	57,922.64	81.41%
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	27,881.23	85.12%
01-6-7115-126.00 Conferences/Memberships	800.00	475.00	59.38%
01-6-7115-216.00 Insurable Expense	0.00	393.00	100.00%
01-6-7115-350.00 Telephone	7,000.00	4,496.31	64.23%
01-6-7115-450.00 Postage Expense	900.00	385.55	42.84%
01-6-7115-500.00 Office Supplies	3,800.00	3,569.53	93.94%
01-6-7115-753.00 Transportation	1,500.00	383.61	25.57%
<b>Total Recreation Administration</b>	<b>203,640.00</b>	<b>160,644.21</b>	<b>78.89%</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	16,964.05	90.72%
01-6-7130-235.00 Electric	18,900.00	10,343.86	54.73%
01-6-7130-240.00 Utilities	4,975.00	3,335.52	67.05%
01-6-7130-250.00 Building Repairs	13,000.00	14,495.15	111.50%
01-6-7130-255.00 Maintenance Supplies	4,000.00	3,603.34	90.08%
<b>Total Gibson-Aiken Center</b>	<b>59,575.00</b>	<b>48,781.69</b>	<b>81.88%</b>
<b>01-6-7131 Parks</b>			
01-6-7131-005.00 Staff Salaries	168,508.00	133,378.13	79.15%
01-6-7131-005.16 Vacation BB - Retire Pay	716.00	0.00	0.00%
01-6-7131-010.00 Overtime	9,500.00	13,617.96	143.35%
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	3,582.59	74.64%
01-6-7131-231.00 Gasoline	6,500.00	2,844.09	43.76%
01-6-7131-235.00 Electric	21,600.00	7,171.61	33.20%
01-6-7131-240.00 Utilities	5,000.00	4,845.01	96.90%
01-6-7131-250.00 Building Repairs	9,500.00	6,749.33	71.05%
01-6-7131-255.00 Maintenance Supplies	1,400.00	1,099.97	78.57%
01-6-7131-257.00 Refuse/Landfill	300.00	456.56	152.19%
01-6-7131-263.00 Grounds Maintenance	21,500.00	18,325.84	85.24%

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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%
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>231,750.49</b>	<b>75.46%</b>
<b>01-6-7132 Cemetery Maintenance</b>			
01-6-7132-116.00 Contractual Repairs	24,000.00	22,827.21	95.11%
01-6-7132-754.00 Lawn & Tree Care	3,000.00	400.00	13.33%
<b>Total Cemetery Maintenance</b>	<b>27,000.00</b>	<b>23,227.21</b>	<b>86.03%</b>
<b>01-6-7140 Gibson Aiken Programs</b>			
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>
<b>01-6-7141 Senior Center</b>			
01-6-7141-260.00 Building Maint Contract	1,800.00	1,327.40	73.74%
01-6-7141-550.00 Operating Supplies	2,400.00	2,380.04	99.17%
<b>Total Senior Center</b>	<b>4,200.00</b>	<b>3,707.44</b>	<b>88.27%</b>
<b>01-6-7143 Skating Rink</b>			
01-6-7143-005.00 Staff Salaries	11,500.00	10,641.22	92.53%
01-6-7143-230.02 Propane	22,000.00	17,923.85	81.47%
01-6-7143-235.00 Electric	28,000.00	24,502.90	87.51%
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>81,973.32</b>	<b>94.77%</b>
<b>01-6-7144 Day Camp</b>			
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>
<b>01-6-7145 Pool</b>			
01-6-7145-005.00 Staff Salaries	37,000.00	27,232.59	73.60%
01-6-7145-235.00 Electric	6,030.00	2,451.36	40.65%
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>44,347.79</b>	<b>71.26%</b>

Account	Budget	Actual	Actual % of Budget
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<b>Total Parks and Recreation</b>	<b>794,614.00</b>	<b>631,713.82</b>	<b>79.50%</b>
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<b>01-6-8000 Downtown Association</b>			
01-6-8000-996.99 Downtown Alliance	80,000.00	80,000.00	100.00%
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<b>Total Downtown Association</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>100.00%</b>
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<b>01-6-9999 Transfers</b>			
01-6-9999-999.00 Transfer to Capital Fund	1,295,000.00	1,079,166.70	83.33%
01-6-9999-999.03 Transfer to Solid Waste	510,000.00	425,000.00	83.33%
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<b>Total Transfers</b>	<b>1,805,000.00</b>	<b>1,504,166.70</b>	<b>83.33%</b>
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<b>Total Expenses</b>	<b>18,068,192.00</b>	<b>14,760,038.90</b>	<b>81.69%</b>
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<b>Total Expenditures</b>	<b>18,068,192.00</b>	<b>14,760,038.90</b>	<b>81.69%</b>
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<b>Total General Fund</b>	<b>0.00</b>	<b>2,134,672.50</b>	
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<b>Total All Funds</b>	<b>0.00</b>	<b>2,134,672.50</b>	
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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	55,130.01	137.83%
03-5-2020-160.06 Interest From Parking	6,620.00	6,050.79	91.40%
<b>Total General Revenue</b>	<b>46,620.00</b>	<b>77,180.80</b>	<b>165.55%</b>
<b>03-5-6600 Water</b>			
03-5-6600-112.00 Water Rents	2,035,300.00	1,516,662.88	74.52%
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>1,525,846.98</b>	<b>74.79%</b>
<b>03-5-6700 Sewer</b>			
03-5-6700-112.05 Sewer Rents	3,457,250.00	2,490,368.89	72.03%
03-5-6700-115.00 Interest & Penalties	40,000.00	47,733.49	119.33%
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	248,056.08	90.20%
03-5-6700-225.00 Jobbing	30,000.00	16,013.09	53.38%
<b>Total Sewer</b>	<b>3,807,250.00</b>	<b>2,814,433.15</b>	<b>73.92%</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 Welcome Center Jobbing	0.00	2,170.00	100.00%
<b>Total WWTP</b>	<b>69,230.00</b>	<b>773,850.25</b>	<b>1,117.80%</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>5,191,795.95</b>	<b>83.92%</b>
<b>Total Revenues</b>	<b>6,186,677.00</b>	<b>5,191,795.95</b>	<b>83.92%</b>
<b>03-6 Expenses</b>			
<b>03-6-6664 Pleasant Valley Expense</b>			
03-6-6664-230.00 Generator Fuel	4,000.00	2,006.09	50.15%
03-6-6664-230.01 Fuel Expense - PV	13,000.00	12,475.74	95.97%
03-6-6664-235.00 Pump Stations Electric	36,000.00	27,395.24	76.10%
03-6-6664-235.01 Electric - PV	42,000.00	30,503.71	72.63%

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	36,426.25	91.07%
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	27,447.76	78.42%
<b>Total Pleasant Valley Expense</b>	<b>232,500.00</b>	<b>177,047.36</b>	<b>76.15%</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	4,960.99	70.87%
03-6-6665-235.00 Electric - Wells	21,000.00	14,345.80	68.31%
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	29,743.41	118.97%
<b>Total Wells Expense</b>	<b>61,300.00</b>	<b>51,461.36</b>	<b>83.95%</b>
<b>03-6-6666 Water Dist &amp; Storage</b>			
03-6-6666-005.00 Staff Salaries	356,525.00	319,643.09	89.66%
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	48,752.73	110.80%
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	13,789.09	74.54%
03-6-6666-022.00 Seasonal Employees	22,000.00	0.00	0.00%
03-6-6666-030.00 Social Security	36,000.00	25,487.39	70.80%
03-6-6666-032.00 Employee Retirement	26,000.00	19,741.57	75.93%
03-6-6666-033.00 Health Insurance	90,000.00	78,906.28	87.67%
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	14,704.93	105.04%
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	39,093.55	102.21%
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	10,878.13	67.99%
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	17,275.88	69.10%
03-6-6666-116.00 Contract Maintenance	4,000.00	2,115.00	52.88%
03-6-6666-550.00 Tools & Equipment	8,000.00	6,389.34	79.87%
<b>Total Water Dist &amp; Storage</b>	<b>768,775.00</b>	<b>652,912.35</b>	<b>84.93%</b>
<b>03-6-6750 WWT</b>			
03-6-6750-005.00 Staff Salaries	275,150.00	211,282.72	76.79%
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	21,383.44	79.20%
03-6-6750-013.00 Holiday & Weekend Pay	12,500.00	9,526.52	76.21%
03-6-6750-030.00 Social Security	24,000.00	21,239.36	88.50%

Town of Brattleboro General Ledger  
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Utilities Fund

Account	Budget	Actual	% of Budget
03-6-6750-032.00 Employee Retirement	18,000.00	14,601.90	81.12%
03-6-6750-033.00 Health Insurance	77,000.00	62,544.32	81.23%
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	7,512.51	62.60%
03-6-6750-033.04 HRA Administration	700.00	247.50	35.36%
03-6-6750-035.00 Workers Compensation	24,250.00	25,931.55	106.93%
03-6-6750-124.00 Training	6,000.00	1,425.00	23.75%
03-6-6750-230.00 Fuel Expense	58,000.00	70,187.01	121.01%
03-6-6750-231.00 Gasoline	2,000.00	1,325.28	66.26%
03-6-6750-231.01 Diesel	1,000.00	1,473.49	147.35%
03-6-6750-235.00 Electric	109,000.00	69,495.39	63.76%
03-6-6750-250.00 Building Repairs	2,500.00	4,177.16	167.09%
03-6-6750-255.00 Odor Control	60,000.00	25,215.88	42.03%
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	1,024.00	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	4,405.43	55.07%
03-6-6750-550.00 Tires & Accessories	1,000.00	136.00	13.60%
03-6-6750-550.01 Chemicals	70,000.00	34,224.20	48.89%
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	75,717.08	116.49%
03-6-6750-705.00 Auto Maintenance	2,000.00	645.57	32.28%
03-6-6750-752.00 Permits and Testing	32,000.00	23,482.03	73.38%
<b>Total WWTF</b>	<b>1,037,350.00</b>	<b>840,197.01</b>	<b>80.99%</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	10,680.83	23.74%
03-6-6755-250.00 Building Repairs	2,500.00	30.00	1.20%
03-6-6755-255.00 Odor Control	10,000.00	7,907.49	79.07%
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>21,679.97</b>	<b>24.78%</b>
<b>03-6-6757 Sewer Mains</b>			
03-6-6757-005.00 Staff Salaries	128,900.00	58,056.72	45.04%
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	9,581.97	129.49%
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	5,294.14	46.04%
03-6-6757-032.00 Employee Retirement	8,700.00	6,662.89	76.58%
03-6-6757-033.00 Health Insurance	47,000.00	30,872.23	65.69%
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  
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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	3,178.50	35.32%
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	11,027.36	73.52%
03-6-6757-550.00 Tools & Equipment	7,000.00	7,138.92	101.98%
<b>Total Sewer Mains</b>	<b>268,850.00</b>	<b>152,046.51</b>	<b>56.55%</b>
<b>03-6-6860 Administration</b>			
03-6-6860-001.00 Department Head Salary	47,750.00	37,776.75	79.11%
03-6-6860-002.00 Superintendent Salary	34,450.00	27,544.21	79.95%
03-6-6860-005.00 Staff Salaries	56,000.00	49,115.37	87.71%
03-6-6860-030.00 Social Security	10,500.00	7,079.85	67.43%
03-6-6860-032.00 Employee Retirement	7,900.00	11,102.11	140.53%
03-6-6860-033.00 Health Insurance	30,000.00	27,242.88	90.81%
03-6-6860-033.01 Life Insurance	4,500.00	3,166.10	70.36%
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	4,227.73	84.55%
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	27,626.75	110.51%
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	1,505,316.90	82.48%
03-6-6860-342.02 Depreciation - Water	675,000.00	565,091.76	83.72%
03-6-6860-350.00 Telephone	6,500.00	4,156.07	63.94%
03-6-6860-400.00 Copier Expense	1,800.00	1,570.01	87.22%
03-6-6860-450.00 Postage Expense	8,000.00	8,219.55	102.74%
03-6-6860-500.00 Office Supplies	5,500.00	5,692.41	103.50%
03-6-6860-590.00 Clothing	3,500.00	4,276.00	122.17%
03-6-6860-595.00 Safety Equipment	6,000.00	4,116.02	68.60%
03-6-6860-752.00 Permits and Testing	35,000.00	41,799.06	119.43%
<b>Total Administration</b>	<b>2,881,900.00</b>	<b>2,410,926.96</b>	<b>83.66%</b>
<b>03-6-6862 Equipment Maintenance</b>			
03-6-6862-231.00 Gasoline	12,000.00	9,639.30	80.33%
03-6-6862-231.01 Diesel	9,000.00	5,219.63	58.00%
03-6-6862-550.00 Parts & Repairs	22,000.00	23,253.87	105.70%
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	3,473.21	115.77%
<b>Total Equipment Maintenance</b>	<b>49,000.00</b>	<b>43,166.96</b>	<b>88.10%</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: 10 - Budget Status Report  
Utilities Fund

Account	Budget	Actual	% of Budget
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<b>03-6-6961 Debt Service</b>			
03-6-6961-345.00 Bond Interest	530,500.00	489,745.54	92.32%
<b>Total Debt Service</b>	<b>530,500.00</b>	<b>489,745.54</b>	<b>92.32%</b>
<hr/>			
<b>03-6-9999 Transfers</b>			
03-6-9999-999.00 Transfer Out	290,000.00	241,670.00	83.33%
<b>Total Transfers</b>	<b>290,000.00</b>	<b>241,670.00</b>	<b>83.33%</b>
<hr/>			
<b>Total Expenses</b>	<b>6,207,675.00</b>	<b>5,080,854.02</b>	<b>81.85%</b>
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<b>Total Expenditures</b>	<b>6,207,675.00</b>	<b>5,080,854.02</b>	<b>81.85%</b>
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<b>Total Utilities Fund</b>	<b>-20,998.00</b>	<b>110,941.93</b>	
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<b>Total All Funds</b>	<b>-20,998.00</b>	<b>110,941.93</b>	
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Town of Brattleboro General Ledger  
Current Yr Pd: 10 - Budget Status Report  
Parking Fund

Account	Budget	Actual	% of Budget
<b>06-5 Revenue</b>			
06-5-2020-160.00 MM - Interest Income	2,000.00	3,684.14	184.21%
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	362,848.62	81.54%
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	85,699.29	53.56%
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	114,791.10	71.74%
06-5-5500-375.00 BTC Rental Space Revenue	104,500.00	81,202.20	77.71%
06-5-5500-425.00 Miscellaneous Revenue	0.00	5.00	100.00%
<b>Total Revenue</b>	<b>916,350.00</b>	<b>695,456.50</b>	<b>75.89%</b>
<b>Total Revenues</b>	<b>916,350.00</b>	<b>695,456.50</b>	<b>75.89%</b>

**06-6 Expenditures**

06-6-5521-005.00 Staff Salaries	155,000.00	120,035.87	77.44%
06-6-5521-010.00 Overtime	5,000.00	1,663.44	33.27%
06-6-5521-010.06 DPW Lot Maintenance	8,000.00	12,460.93	155.76%
06-6-5521-030.00 Social Security	12,900.00	10,481.51	81.25%
06-6-5521-031.00 Health Insurance	77,000.00	48,341.18	62.78%
06-6-5521-031.03 HRA Expense	12,700.00	9,984.03	78.61%
06-6-5521-032.00 Employee Retirement	8,900.00	8,825.61	99.16%
06-6-5521-033.01 Life Insurance	600.00	503.20	83.87%
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	22,489.14	83.29%
06-6-5521-220.00 Auditing	5,000.00	3,597.00	71.94%
06-6-5521-230.01 Wood Pellets	12,000.00	9,526.40	79.39%
06-6-5521-231.00 Gasoline	175.00	348.99	199.42%
06-6-5521-235.00 Electric	19,200.00	14,770.81	76.93%
06-6-5521-240.00 Utilities	1,900.00	1,349.82	71.04%
06-6-5521-250.00 Building Maintenance	18,000.00	15,778.22	87.66%
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	2,948.13	42.12%
06-6-5521-342.00 Depreciation	280,000.00	231,157.87	82.56%
06-6-5521-345.01 Utilities Fund Interest	6,620.00	6,050.79	91.40%
06-6-5521-350.00 Communications	2,500.00	1,602.59	64.10%
06-6-5521-450.00 Postage	4,000.00	2,168.65	54.22%
06-6-5521-500.00 Office Supplies	2,000.00	766.63	38.33%
06-6-5521-550.00 Operating Supplies	15,000.00	27,519.69	183.46%

Town of Brattleboro General Ledger  
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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	89,726.25	94.45%
06-6-5521-705.00 Vehicle Maintenance	500.00	226.00	45.20%
06-6-5540-345.00 Bond Interest	0.00	5,644.00	100.00%
06-6-9999-999.00 Transfer Out	40,000.00	33,333.30	83.33%
<b>Total Expenditures</b>	<b>872,105.00</b>	<b>731,673.66</b>	<b>83.90%</b>
<b>Total Expenditures</b>	<b>872,105.00</b>	<b>731,673.66</b>	<b>83.90%</b>
<b>Total Parking Fund</b>	<b>44,245.00</b>	<b>-36,217.16</b>	
<b>Total All Funds</b>	<b>44,245.00</b>	<b>-36,217.16</b>	

Town of Brattleboro General Ledger  
Current Yr Pd: 10 - 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	219,740.00	67.61%
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	425,000.00	83.33%
<b>Total Revenues</b>	<b>837,600.00</b>	<b>646,275.68</b>	<b>77.16%</b>
<b>Total Revenues</b>	<b>837,600.00</b>	<b>646,275.68</b>	<b>77.16%</b>
<b>08-6 Expenses</b>			
08-6-4100-116.00 Refuse Collection	138,000.00	105,681.84	76.58%
08-6-4100-116.01 Recycling Collection	278,000.00	211,247.63	75.99%
08-6-4100-116.02 Town Dumpsters	40,000.00	33,012.58	82.53%
08-6-4100-257.00 Tipping Fee - Refuse	100,000.00	69,327.30	69.33%
08-6-4100-257.01 Tipping Fee - Recycling	125,000.00	116,258.21	93.01%
08-6-4100-257.02 Tipping Fee - Compost	41,000.00	29,428.84	71.78%
08-6-4100-257.10 WSWMD Assessment	82,795.00	82,792.38	100.00%
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	23,300.65	77.67%
<b>Total Expenses</b>	<b>837,600.00</b>	<b>673,128.43</b>	<b>80.36%</b>
<b>Total Expenditures</b>	<b>837,600.00</b>	<b>673,128.43</b>	<b>80.36%</b>
<b>Total Solid Waste Disposal Fund</b>	<b>0.00</b>	<b>-26,852.75</b>	
<b>Total All Funds</b>	<b>0.00</b>	<b>-26,852.75</b>	

Monthly Loan Report to the Selectboard

April 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		\$ 70.00	\$ -	\$ -	\$ 0.00	Paid
SHAW	06/23/14	Active	\$ 25,000.00	\$ 672.17		\$ 672.17	\$ -	\$ -	\$ -	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	\$ 107.61	\$ -	\$ -	Paid
CULTURAL INTRIGUE	10/07/16	Active	\$ 70,000.00	\$ 67,836.81		\$ -	\$ -	\$ -	\$ -	Bankruptcy Discharged
IRONWOOD BRAND	10/24/16	Active	\$ 25,000.00	\$ -		\$ -	\$ -	\$ -	\$ -	RFPI
21 O'BRYAN DRIVE	10/31/16	Active	\$ 45,000.00	\$ -		\$ -	\$ -	\$ -	\$ -	RFPI
IRONWOOD BRAND	04/26/19	Active	\$ 42,000.00	\$ 41,398.13		\$ 954.06	\$ 1,000.74	\$ -	\$ 38,343.27	Current
TRUE NORTH GRANOLA	11/21/16	Active	\$ 34,000.00	\$ 16,405.26		\$ 729.19	\$ 332.08	\$ -	\$ 12,676.07	Deferr
HERMIT THRUSH BREW	03/22/17	Active	\$ 70,000.00	\$ 46,365.59		\$ 10,885.84	\$ 917.64	\$ 69.20	\$ 35,893.03	Deferr
PETER HAVENS 2	03/27/17	Active	\$ 70,000.00	\$ 50,801.97		\$ 6,558.14	\$ 1,278.26	\$ -	\$ 42,761.83	Current
WHETSTONE STATION	04/26/17	Active	\$ 70,000.00	\$ 66,318.86		\$ 7,898.80	\$ 1,428.61	\$ -	\$ 48,419.96	Current
NECCA	01/22/18	Active	\$ 50,000.00	\$ 43,957.87		\$ 4,878.03	\$ 1,017.76	\$ -	\$ 38,978.54	Deferr
NORTHEAST PROCESSING	08/28/19	Active	\$ 70,000.00	\$ -	\$ 70,000.00	\$ 4,527.79	\$ 1,021.79	\$ -	\$ 65,472.21	Deferr
ORGE J. BROOKS FLORIST	08/28/19	Active	\$ 45,000.00	\$ -	\$ 45,000.00	\$ 1,201.15	\$ 386.17	\$ 181.72	\$ 43,798.85	Deferr
DUO VT LLC	01/13/20	Active	\$ 27,000.00	\$ -	\$ 27,000.00	\$ -	\$ 67.50	\$ -	\$ 27,000.00	Deferr
			\$ 658,000.00	\$ 334,489.28	\$ 142,000.00	\$ 55,381.69	\$ 7,558.24	\$ 225.00	\$ 353,334.06	

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	Deferred
AW RICHARDS	07/23/09	Active	\$ 48,000.00	\$ 34,428.27		\$ 1,142.88	\$ -	\$ -	\$ 33,285.39	Deferred
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		\$ -	\$ 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 - 51	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	Deferred
WILDER #3	08/24/05	08/24/35	\$ 175,000.00	\$ 175,000.00		none	none	none	\$ 175,000.00	Deferred
BIRGE WORDEN #1	02/09/07	02/01/37	\$ 50,000.00	\$ 50,000.00		none	none	none	\$ 50,000.00	Deferred
BIRGE WORDEN #2	01/23/08	02/01/38	\$ 50,000.00	\$ 50,000.00		none	none	none	\$ 50,000.00	Deferred
ESTEYVILLE	02/09/07	02/01/37	\$ 642,000.00	\$ 642,000.00		none	none	none	\$ 642,000.00	Deferred
WESTERN AVENUE	07/18/02	07/17/22	\$ 150,000.00	\$ 150,000.00		none	none	none	\$ 150,000.00	Deferred
WESTGATE #1	07/18/02	07/18/32	\$ 308,633.00	\$ 308,633.00		none	none	none	\$ 308,633.00	Deferred
WESTGATE #2	07/18/02	07/18/32	\$ 125,000.00	\$ 125,000.00		none	none	none	\$ 125,000.00	Deferred
WESTGATE BOND	07/18/02	07/18/32	\$ 170,867.00	\$ 170,867.00		none	none	none	\$ 170,867.00	Deferred
AW RICHARDS VCDP	07/16/09	07/16/39	\$ 480,000.00	\$ 480,000.00		none	none	none	\$ 480,000.00	Deferred
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
			\$ 3,180,500.00	\$ 3,180,500.00	\$ -				\$ 3,180,500.00	

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
	\$ 4,545,600.00	\$ 4,177,529.98	\$ 142,000.00	\$ 57,366.74	\$ 10,933.24	\$ 225.00	\$ 4,194,389.71

ALLOWANCE FOR UNCOLLECTABLE ACCOUNTS	Balance	Balance
	\$ 310,007.08	\$ 67,836.81
		\$ 242,170.27

# VCDP Program Income and Unrestricted Revenue Report

April 30, 2020

Fiscal Year Beginning Cash on Hand Balance (Due From/Due To 6/30/19)		Beginning Balance 7/1/19	\$ 775,495
Disaster Relief Fund 35	35-1-0000-305.00	48,451.44	
RHIP Fund 40	40-1-0000-305.00	89,304.67	
SBAP/RLF Other Fund 41	41-1-0000-305.00	355,902.01	
VCDP1 Fund 57	57-1-0000-305.00	301,836.57	
VCDP 1 Fund 57 Accounts Payable	57-1-0000-700.00	-	
		<b>\$</b>	
			<b>\$ 775,495</b>

Receipts Thru April 30 2020		Total Receipts thru April 30 2020	\$ (66,528)
Disaster Relief Fund 35 Revenue	35-Budget Status	454.92	
RHIP Fund 40 Revenue	40-Budget Status	666.85	
SBAP/RLF Other Fund 41 Revenue	41-Budget Status	13,955.45	
VCDP1 Fund 57 Revenue	57-Budget Status	3,081.28	
Change in RLF Balance - Decrease (Increase)	Schedule 1, below	(84,696.54)	
		<b>\$</b>	
			<b>\$ (66,528)</b>

Outlays Thru April 30 2020		Total Outlays thru April 30 2020	\$ 25,000
Disaster Relief Fund 35 Expenses	35-Budget Status	0.00	
RHIP Fund 40 Expenses	40-Budget Status	0.00	
SBAP/RLF Other Fund 41 Expenses	41-Budget Status	25,000.00	
VCDP1 Fund 57 Expenses/AP	57-Budget Status	0.00	
		<b>\$</b>	
			<b>\$ 25,000</b>

<b>Ending Balance</b>	<b>\$ 683,967</b>
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Obligations		Total Obligations	\$ 279,862
Apartments in Homes FY2018 Ending Balance	41-6-2097-300.00	16,330.00	
FY 2020 Expenses		0.00	
		<b>\$</b>	
		<b>\$ 16,330.00</b>	
SB 11/15/11 vote \$15,000 for admin expenses	57-6-2106-174.00	13,531.74	
State Hazard Mitigation Admin FY18 EndBal		0.00	
FY 2020 Expenses		<b>\$</b>	
		<b>\$ 13,531.74</b>	
SB Vote 2/5/19, 7/9/19 & 3/17/20 Groundworks	57-6-2106-338.00	250,000.00	
Groundworks Collaborative		0.00	
FY 2020 Expenses		<b>\$</b>	
		<b>\$ 250,000.00</b>	
		<b>\$</b>	
		<b>\$ 279,862</b>	

<b>Amount Potentially Available (ending balance less obligations)</b>	<b>\$ 404,105</b>
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	Historical		FY 2019	FY 2020
	FY 2018	FY 2019		
Beginning Balance less obligations	\$ 543,306	\$ 555,136	\$ 775,495	
Receipts	\$ 392,913	\$ 284,359	\$ (66,528)	
Outlays	\$ (381,084)	\$ (64,000)	\$ (25,000)	
Obligations	\$ 93,862	\$ 104,862	\$ 279,862	
Ending Balance	\$ 461,274	\$ 670,633	\$ 404,105	

Schedule 1: Change in RLF Balance (adds payments/payoffs, subtracts new loans)		Ending Principal Balance	677,022.90
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	(310,007.08)	
		<b>\$</b>	
		<b>\$ 677,022.90</b>	
DRF - Current	Loan Report to SB	0.00	
RHIP - Current	Loan Report to SB	0.00	
SBAP - Current	Loan Report to SB	353,384.06	
VCDP2 - Current	Loan Report to SB	650,555.65	
Allowance for Uncollectable FY2019	41-1-0000-500.00	(242,170.27)	
	Current Principal Balance	<b>\$</b>	
		<b>\$ 761,719.44</b>	
		<b>\$</b>	
		<b>(84,696.54)</b>	

Controls		Total Change in RLF	(84,696.54)
Fund 35 Due From/To Other Funds	35-1-0000-305.00	48,906.36	
Fund 40 Due From/To Other Funds	40-1-0000-305.00	70,813.69	
Fund 41 Due From/To Other Funds	41-1-0000-305.00	259,318.78	
Fund 57 Due From/To Other Funds	57-1-0000-305.00	304,927.85	
		<b>\$</b>	
		<b>\$ 683,966.68</b>	
		<b>\$</b>	
		<b>0.00</b>	

MONTHLY MASTER GRANT LIST TO SELECTBOARD  
April-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	\$ 87,637.93	\$ 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>									
Loan Courier	VT DOL	Interlibrary courier services	9/30/2019	\$ 292.50	\$ -	\$ 292.50	\$ -	\$ 292.50	\$ 292.50
Loan 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	\$ 9,550.34	\$ 2,649.66	\$ 1,015.51
WC Sheriff's Dept	Subgrant	Equipment	9/30/2020	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 3,570.50	\$ 1,429.50	\$ -
WC Sheriff's Dept	Subgrant	Upgrade IT equipment	9/30/2020	\$ 17,264.00	\$ -	\$ 17,264.00	\$ 7,636.00	\$ 9,628.00	\$ 10,095.15
JAG - 2017	BJA	OT, Equipment, Supplies	9/30/2022	\$ 12,333.00	\$ -	\$ 12,333.00	\$ 12,203.01	\$ 129.99	\$ -
JAG - 2019	BJA	OT, Equipment, Supplies	9/30/2022	\$ 12,333.00	\$ -	\$ 12,333.00	\$ 12,203.01	\$ 129.99	\$ -
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 Tr	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	SEVT 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 Hse	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		\$ 3,311,594.00			

<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	\$ 342,011.32
						\$ 957,500.00			

CLOSED

## MEMORANDUM

To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Status of the FY20 General Fund Budget  
Date: May 14, 2020



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Attached is my memorandum dated April 30, 2020, regarding the above subject matter.

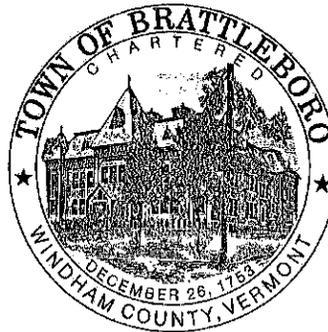
As we discussed at the May 5 Selectboard meeting, I do not have a comprehensive written update to offer at this time. Property taxes are due tomorrow and a payment sent through the US Mail that is postmarked by tomorrow counts as an on-time payment. Therefore, we won't know until early next week whether the Town has collected the expected amount of property taxes or whether COVID-19 impacts have resulted in more unpaid property taxes than usual. As stated below, the amount of local option taxes we receive (both for rooms, meals, and alcohol and for general sales) also will have a material impact on whether we project a small surplus or a deficit for year-end FY20. Those tax transfers from the State of Vermont also are expected to be received in the next few business days.

I will provide a verbal update on the status of the FY20 Budget at the May 19 Selectboard meeting and will provide a comprehensive written update including updated year-end projections in the backup materials for the June 2 Selectboard meeting.

PBE:

# MEMORANDUM

To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Status of the FY20 General Fund Budget  
Date: April 30, 2020



In furtherance of our discussion at the Selectboard meeting on April 21 regarding the impacts of COVID-19 on Town finances, I am providing this memorandum regarding the status of the Town's General Fund. We will provide similar information for the Utilities Fund and the Parking Fund when we present the proposed FY21 budgets for those funds at the May 19 Selectboard meeting.

Town staff has completed a preliminary estimate of year-end FY20 budget results (i.e. what we believe will be the final totals for General Fund revenues and expenditures when this fiscal year ends on June 30). I need to emphasize that this is *very preliminary* and, for reasons expressed below, includes an *uncomfortably large margin of error*. With those important caveats, we currently believe the Town will end this fiscal year in an approximately break-even position, experiencing either a very small surplus or a very small deficit compared to the adopted FY20 budget.

As of April 30, we estimate that total revenues will end FY20 approximately \$480,000 less than budget and that total expenditures will end FY20 approximately \$485,000 less than budget. This results in a projected year-end operating surplus of approximately \$5,000, but it carries the risk of (1) the aggregated impact of literally hundreds of rounding estimates for individual line items and (2) assumptions for large impact line items that are impossible to estimate with a high level of confidence at this time. Those assumptions include:

### **"Normal" (98.75%) Collection of Property Taxes**

Every 1% of property tax revenue during FY20 is equal to \$147,215. So, as a purely hypothetical example, total collections of only 95% would mean a revenue shortfall of more than \$550,000 ( $3.75 \times 147,215 = 552,056$ ) compared to our current estimate. As of April 30, our total collections for FY20 amount to approximately 80% of the FY20 "current taxes" budget. We have received approximately 25% of the fourth-quarter property taxes due to be paid by May 15 which is about normal for two weeks prior to the deadline. One other consideration for this revenue source (which represents 82% of all revenues in the FY20 budget) is that all property taxes owed to the Town eventually get collected, except for when particular property owners are granted relief by the Board of Abatement based on their particular circumstances. We cannot accurately predict how many property owners may file applications for abatement this year or how much of the requested relief may be granted by the Board of Abatement, but it is possible that a greater than usual portion of the "current taxes" shortfall this year will not ultimately be collected as "delinquent taxes" in the future.

### **No Rooms+Meals Tax Collections for January-June 2020**

Given the near complete shutdown of food and lodging businesses during COVID-19, we believe it is prudent not to count on any revenue from that source for the second half of FY20. There will likely be some, but it will be a small amount and it is impossible to accurately predict how much.

**Sales Tax Collections for January-June 2020 (\$191,112) at 44% of the Collection Rate for July-December 2019 (\$438,888)**

The status of the local option sales tax is more complicated than the local option rooms and meals tax. Not all storefront businesses are as completely or nearly completely closed as food and lodging businesses. Even more important, reports of increased online sales make it reasonable to expect that this revenue source will not decline as steeply as rooms and meals. Since we received far higher amounts of sales tax than we expected for the first two quarters of FY20, since we know that this revenue source has not declined to zero, and since we don't have any post-December data on which to base a calculated estimate, it seemed prudent to expect that we will hit the FY20 budget for sales tax but imprudent to estimate receipts any higher than that.

**No "Carbon Neutrality Payment" or Other Major Sustainability Costs**

Based on Selectboard direction staff received prior to COVID-19, Sustainability Coordinator Stephen Dotson is working with members of the Energy Committee and other interested citizens to develop a recommendation for a contribution the Town might make to "Cow Power," carbon offsets, or some other demonstration of our commitment to sustainability. However, since this is outside the scope of maintaining government services through the pandemic and since the amount of any such contribution will ultimately be purely a policy decision, staff did not attempt to predict how much the Selectboard might allocate for this purpose. Any such allocation would, therefore, increase our overall estimate of expenditures for FY20 and tilt the overall balance in the direction of a deficit. (For fuller context on this specific topic, please note that in addition to the Sustainability Coordinator's salary and benefits, we are incurring a variety of small sustainability related costs in FY20 for professional memberships, outreach, community projects, etc.)

**No General Fund COVID-19 Relief/Recovery Payments to Individuals or Organizations**

It is not clear that any direct COVID-related payments from the Town's General Fund to individuals or organizations will be approved by the Selectboard during FY20 or beyond. This, too, is purely a policy question. Therefore, staff has not included any such expenditures in our estimates and, as is true in the sustainability discussion above, any such payments would increase our overall estimate of expenditures for FY20 and tilt the overall balance in the direction of a deficit. (Again, for fuller context, please note that the Town does expect to make COVID-related payments to recovering businesses from the Program Income fund.)

Staff will provide updated year-end estimates at all future Selectboard meetings for the remainder of FY20. We may not have sufficient additional tax information by May 19 to project year-end General Fund results with a higher level of confidence than at this time, but we do expect to be able to do that by June 2.

PBE:

# BRATTLEBORO TOWN CLERK

230 Main Street, Suite 108  
Brattleboro, Vermont 05301-2885

Telephone 802-251-8129  
Fax 802-257-2312  
Email [hfrancis@brattleboro.org](mailto:hfrancis@brattleboro.org)

## MEMORANDUM

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TO: Liquor Commissioners, Town of Brattleboro  
VIA: Peter Elwell, Town Manager  
FROM: Hilary Francis, Town Clerk  
RE: CORIDON BRATTON CATERING LLC.; d/b/a: A Vermont Table - Third Class Liquor License  
DATE: May 11, 2020

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### May 19, 2020 Selectboard Meeting

A Vermont Table, located at 22 High Street, Suite 105 (previously the Backside Cafe), currently has a First Class Liquor License and they are hoping to obtain a Third Class License as well. Depending on the COVID-19 situation, they are aiming to re-open their doors sometime during the summer with this license in place.

There are no outstanding taxes or fees owed to the Town.

Attached is the third class liquor license application and addendum.

The application has been reviewed and approved by the Brattleboro Police and Fire Departments.

Following review by Local Liquor Commissioners, the application will be subject to review by the Vermont Department of Liquor Control for final action.

Mr. Bratton will be present at the Selectboard meeting to address any questions the Board may have.

cc: Fire  
Police

**FIRST/SECOND/THIRD CLASS LIQUOR LICENSE AND TOBACCO APPLICATION**  
(License year is May 1<sup>ST</sup> through April 30<sup>TH</sup> of the following year)

Coridon Bratton Catering LLC  
Print Name of Person, Partnership, Corp., Club or LLC

A Vermont Table  
Doing Business as - Trade Name

22 High Street, Suite 105  
Street

Brattleboro 05301  
Town or City & Zip Code

802 387 0151  
Telephone Number

\_\_\_\_\_  
Mailing Address (if different from above)

Email address: cory@avermonttable.com

**APPLICATION FEES:**  
FIRST CLASS LICENSE - \$115.00 to DLC **and** \$115.00 to Town/City  
SECOND CLASS LICENSE- \$70.00 to DLC **and** \$70.00 to Town/City  
SECOND CLASS RETAIL DELIVERY PERMIT - \$100.00 to DLC  
THIRD CLASS LICENSE - \$1,095 for a full year to DLC  
\$550 for 6 or fewer months to DLC  
TOBACCO LICENSE- (there is no application fee for tobacco if applying for second class)  
TOBACCO ENDORSEMENT PERMIT - \$50.00 to DLC  
*\*If applying for Tobacco only license, please use the Tobacco Only form.*

**Please check appropriate categories**

<input type="checkbox"/> FIRST CLASS	<input type="checkbox"/> Retail Delivery Permit
<input type="checkbox"/> SECOND CLASS	<input type="checkbox"/> Tobacco Endorsement
<input checked="" type="checkbox"/> THIRD CLASS	<input checked="" type="checkbox"/> Restaurant
<input type="checkbox"/> TOBACCO	<input type="checkbox"/> Hotel
	<input type="checkbox"/> Club
	<input checked="" type="checkbox"/> Commercial Kitchen (a Liquor Control Commercial Caterer's License is needed with this license)

**TO THE CONTROL COMMISSIONERS OF THE TOWN/CITY OF** Brattleboro  
Application is hereby made for a license to sell malt and vinous beverages under and in accordance with Title 7, Vermont Statutes Annotated, as amended, and certify that all statements, information and answers to questions herein contained are true; and in consideration of such license being granted do promise and agree to comply with all local and state laws; and to comply with all regulations made and promulgated by the Board of Liquor and Lottery. Upon hearing, the Board of Liquor and Lottery may, in its discretion, suspend or revoke such license whenever it may determine that the law or any regulations of the Board of Liquor and Lottery have been violated, or that any statement, information or answers herein contained are false.

**MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING.**

If this premise was previously licensed, please indicate name Backside Cafe

I/we are applying as (please check one):

INDIVIDUAL

LIMITED LIABILITY COMPANY

PARTNERSHIP

CORPORATION

Please fill in name and address of individual, partners, directors or members.

LEGAL NAME

STREET/CITY/STATE

CORIDON BRATTON - 75 GREEN ST, BRATTLEBORO, VT

SAMUAL SCHWARTKOPF - 105 EDWARD HEIGHTS, BRATTLEBORO, VT

Are all of the above citizens or lawful permanent residents of the UNITED STATES?  Yes  No

If naturalized citizen or lawful permanent resident of the United States, please provide a copy of the naturalization or lawful permanent resident documentation.

**CORPORATE INFORMATION:**

If you have checked the box marked CORPORATION, please fill out this information for stockholders (attach sheet if necessary).

LEGAL NAME

STREET/CITY/STATE

Date of incorporation \_\_\_\_\_

Is corporate charter now valid? Yes  No

Corporate Federal Identification Number \_\_\_\_\_

Have you registered your corporation and/or trade name with the Town/City Clerk? Y  N  and/or Secretary of State? Y  N   
(as required by VSA Title 11 § 1621, 1623 & 1625).

HAVE ANY OF THE APPLICANTS EVER BEEN CONVICTED OR PLED GUILTY TO ANY CRIMINAL OR MOTOR VEHICLE OFFENSE IN ANY COURT OF LAW (INCLUDING TRAFFIC TICKETS) AT ANY TIME?  YES  NO

If yes, please complete the following information: (attached sheet if necessary)

Name	Court/Traffic Bureau	Offense	Date
Samual Schwartzkopf - Seneca County New York		Speeding, Unregistered Vehicle	September 2018
Coridon Bratton - Franklin County, Massachusetts		Speeding	June, 2011

Do any of the applicants hold any elective or appointive state, county, city, village/town office in Vermont? (See VSA, T.7, Ch. 9, §223)  
If yes, please complete the following information:

Name	Office	Jurisdiction
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Please give name, title and date attended of manager, director, partner or individual who has attended a Liquor Control Licensee Education Seminar, as required by Education Regulation No. 3:

Name: Coridon Bratton  
Title: Owner  
Date: January 16, 2019

If you have not attended an Education Seminar prior to making application, please visit [www.liquorcontrol.vermont.gov](http://www.liquorcontrol.vermont.gov) and click on Seminar Schedule for a list of Seminars in your area.

**FOR ALL APPLICANTS: DESCRIPTION /LOCATION OF PREMISES (Section 4)**

Description of the premises to be licensed: Restaurant & Catering Company Banquet Hall

Does applicant own the premises described? YES  NO  If not owned, does applicant lease the premises? YES  NO

If leased, name and address of lessor who holds title to property: Heim Properties LLC

Are you making this application for the benefit of any other party? YES  NO

**FIRST CLASS APPLICANTS ONLY:** No first-class license may be issued without the following information.

HEALTH LICENSE #: Food Lodging (if licensed as a Hotel)

VERMONT TAX DEPARTMENT: Meals & Rooms Certificate/Business Account#

Business is devoted primarily to (please check one):

- FOOD (restaurant)  HOTEL  CLUB  COMMERCIAL CATERING

If you are considering Outside Consumption service on decks, porches, cabanas, etc. you must complete an Outside Consumption Permit. This form can be found on our website at [www.liquorcontrol.vermont.gov](http://www.liquorcontrol.vermont.gov) and then click on licensing and then forms.

ALL APPLICANTS MUST COMPLETE AND SIGN BELOW

The applicant(s) understands and agrees that the Board of Liquor and Lottery may obtain criminal history record information from State and Federal repositories prior to acting on this application.

I/We hereby certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, §3113).

In accordance with 21 VSA, §1378 (b) I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

**If applicant is applying as an individual:** I hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or am in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, §795).

Dated at 03/12/2020 in the County of Windham and State of Vermont,  
this 12 day of March, 2020

**Corporations/Clubs:** Signature of Authorized Agent

**Individuals/Partners:** (All partners must sign)

\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
\_\_\_\_\_

TOWN/CITY APPROVAL/DISAPPROVAL

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the commissioners will endorse their recommendation on the back of the applications and transmit both copies to the Board of Liquor and Lottery for suitable action thereon, before any license may be granted. For the information of the Board of Liquor and Lottery, all applications shall carry the signature of each individual commissioner registering either approval or disapproval. Lease or title must be recorded in town or city before issuance of license.

Brattleboro, Vermont, 5/19/2020  
Town/City Date

APPROVED

DISAPPROVED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check one:  Approved  Disapproved

by the Board of Control Commissioners of the City or Town of Brattleboro

Total Membership 5 Members present \_\_\_\_\_

Attest, \_\_\_\_\_  
City or Town Clerk

**TOWN OR CITY CLERK SHALL MAIL ONE APPLICATION DIRECTLY TO THE DIVISION OF LIQUOR CONTROL, 13 Green Mountain Drive, Montpelier, VT 05602. If application is disapproved, local control commissioners shall notify the applicant by letter.**

No formal action taken by any agency or authority of any town board of selectmen or city board of aldermen on a first or second-class application shall be considered binding except as taken or made at an open public meeting. VSA Title 1 §312.

**SECTION 5111 AND 5121 OF THE INTERNAL REVENUE CODE OF 1954 REQUIRE EVERY RETAIL DEALER IN ALCOHOLIC BEVERAGES TO FILE A FORM ANNUALLY AND PAY A SPECIAL TAX IN CONNECTION WITH SUCH SALES ACTIVITY. FOR FURTHER INFORMATION, CONTACT:**

**THE BUREAU OF ALCOHOL, TOBACCO & FIREARMS (TTB)  
DEPARTMENT OF THE TREASURY  
550 MAIN STREET, CINCINNATI, OH 45202  
(513) 684-2979**

**NOTICE: All new applications are investigated by the Enforcement and Licensing Division prior to approval/disapproval of the license by the Board of Liquor and Lottery. Please note that this process can take anywhere from 2 weeks to 6 weeks to complete once Liquor Control receives the application.**

## MEMORANDUM

To: Selectboard

From: Peter B. Elwell, Town Manager, and  
Stephen Barrett, Director of Public Works

Re: Proposed FY21 Utilities Fund Budget and  
Proposed FY21-FY25 Utilities Fund Rates

Date: May 13, 2020



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This memorandum and the attachments hereto summarize Town staff's proposed FY21 Utilities Fund Budget, the FY21 Capital Request and 20-year Utilities Capital Plan, the current and projected future financial condition of the Utilities Fund, and staff's proposed rate increases for FY21 through FY25.

### **Proposed FY21 Budget**

For FY21, total Utilities Fund revenues are proposed to *decrease* by \$106,633 (or -1.7%) from \$6,186,677 in FY20 to \$6,080,044 in FY21. There are two main causes of this decrease. We know we will experience an almost \$70,000 decline in "negative interest revenue" due to the end of a revolving loan fund "dividend" on the Town's outstanding utilities debt. We also expect to experience an almost \$50,000 decline in total user fees (despite the 2% recommended rate increase that is explained below under "Rates") due to a recalibration of this revenue source based on a careful analysis of actual water and sewer usage. In short, less water is being consumed so we need to reduce the consumption projections we use when establishing the budget and setting the rates.

For FY21, total Utilities Fund expenditures are proposed to increase by \$22,249 (or 0.4%) from \$6,207,675 in FY20 to \$6,229,924 in FY21. This increase is the net result of a \$79,549 (or 5.0%) increase in employee pay and benefits (as required by the applicable union contract), a \$35,000 *decrease* (or -13.8%) in electric costs, a \$30,500 *decrease* (or -5.7%) in interest on debt, and a \$8,200 (or 0.2%) aggregated increase in all other expenses combined.

Overall, the proposed FY21 Utilities Fund budget would result in an operating deficit of \$149,880. For reasons explained below, staff is not concerned about this small expected deficit, which amounts to only 2.4% of the total proposed FY21 expenditures. However, please note that the deficit is expected even after implementation of staff's proposed increase of 2% in the water and sewer rates for FY21. Failure to implement the recommended increase would result in a greater deficit and would be cause for concern.

The 4-page detailed line item budget document for the Utilities Fund is attached to this memorandum.

### **Budget Summary and Cash Reconciliation for FY21**

While the actual current cash balance in the Utilities Fund exceeds \$5 million, some of those funds have been allocated to specific purposes (including future capital projects). The attached table entitled "Budget Summary and Cash Reconciliation" reflects our expectation that the unallocated cash balance will be approximately \$3.75 million at the start of FY21 and approximately \$3.63 million at the end of FY21. The presentation of both the budget summary information and the unallocated cash balance information is different in the Utilities Fund than in the General Fund because accounting for the Utilities Fund (as a municipal enterprise fund) is on a full accrual basis and accounting for the General Fund is on a modified accrual basis. Staff will more fully explain the implications of this difference during our presentation of the proposed FY21 Utilities Fund Budget at the Selectboard meeting on May 19, 2020.

### **FY21 Capital Request and 20-Year Capital Plan**

Also attached to this memorandum is a memorandum dated May 12, 2020, from Public Works Director Barrett to Town Manager Elwell that provides a brief description and individual cost estimate for each capital expense that is proposed to be funded in FY21. The total projected cost of all the noted projects and vehicles is \$1,007,700. Behind that memorandum is the 2-page 20-year capital plan for the Utilities Fund and a table entitled "Future Projects" that lists water main replacement projects and cost estimates for 2028-2045 and sewer main replacement projects and cost estimates for 2028-2037. All of these anticipated capital expenditures (along with the projected debt service on the borrowing for the upcoming replacement of the water treatment plant) have been included in the analysis staff performed to determine the cash needs of the Utilities Fund in future years. That cash analysis is the basis for the rate increase recommendation set forth below.

### **Recommended Rate Increases**

Staff recommends the following utilities rate increases for the next 5 fiscal years:

<u>Year</u>	<u>Water</u>	<u>Sewer</u>
FY21	2%	2%
FY22	6%	2%
FY23	6%	2%
FY24	6%	2%
FY25	6%	2%

It is probably clear at a glance that water rates need to increase faster than sewer rates because of the debt service the Town will be paying after constructing the replacement water treatment plant. (Micro-summary for anyone who did not observe the water treatment plant conversation at the May 5 Selectboard meeting: The current water treatment plant was built 31 years ago for an expected useful life of 20 years and is now structurally deficient. That facility serves the essential public health and safety purpose of ensuring safe drinking water for our community. It has to be replaced as soon as possible and we currently are on schedule for that replacement to be constructed in 2021.) In addition, but only by coincidence, our proposed 5-year rate ordinance is the mirror image of the 2014 rate ordinance that included 6% annual increases for sewer

(to fund the debt service on the funds borrowed to upgrade the wastewater treatment plant and related sewer infrastructure) and 2% annual increases for water. In between, for FY20, staff recommended and the Selectboard approved a year with no utility rate increases (0% for both water and sewer) in anticipation of the rate increases that would be necessary to fund the water treatment plant project.

Staff's recommendation is based on modeling of cash flow in the Utilities Fund through the 5-year period of the proposed ordinance and beyond. We estimated revenues and expenditures as accurately as possible, erring on the side of caution but not with excessively conservative assumptions. We then analyzed the impact of various different rate increase scenarios with the following two goals in mind:

1. Never let the water balance drop into the negative.
2. Never let the overall water and sewer balance (the unallocated cash balance in the Utilities Fund as a whole) drop below \$1 million.

The reason for #1 is to ensure that we are calibrating water rates and sewer rates appropriately for the costs that are attributable to each separate function within the Utilities Fund. This is a best practice to ensure financial stability for the long term but it also is a basic matter of fairness. Within the Town's utilities operations, some customers rely more heavily on the water service (for instance, a commercial or industrial customer that consumes a lot of water in its business processes) and others rely more heavily on the sewer service (for instance, a commercial or industrial customer that combines water and other liquids in its business processes before discharging the combined waste into the Town's sewer system).

The reason for #2 is that utility infrastructure projects are very expensive and a single major emergency project (for instance, a significant water main or sewer main break or failure of a significant pump station component) can cost hundreds of thousands of dollars. So, while there is not an adopted fund balance guideline for the Utilities Fund (such as the Town's 10% guideline for the General Fund), the Town tries to ensure that the available cash in the Utilities Fund never drops below \$1 million. In recent years, we have maintained unallocated cash balances of \$3 million to \$5 million, but that was explicitly and strategically in preparation for the investment we are about to make in replacing the water treatment plant.

We considered several different alternatives that included 0% increases for both water and sewer in FY21. Most of them failed test #1 and all of them failed test #2.

We considered two alternatives that included 1% increases for both water and sewer in FY21. Both failed test #1 and one failed test #2.

We considered an alternative that included FY21 increases of 2% for water and 0% for sewer. It failed test #2.

We considered three different alternatives that included 2% increases for both water and sewer in FY21. The one that included FY22-FY25 increases of 5% for water and 2% for sewer failed test #1 by a wide margin (dropping the water balance to more than \$400,000 "in the red" at its low point). The one that included FY22-FY25 increases of

6% for water and 1% for sewer failed test #2 (but by a small margin, dropping the estimated Utilities Fund balance to \$975,000 in FY26). That led us to the recommended alternative, which results in “low point estimates” of \$1.2 million for the Utilities Fund in FY24 and \$100,000 for the water portion of the fund in FY26.

Staff looks forward to discussing all of these matters with the Selectboard and the public at the May 19 Selectboard meeting. We expect that preliminary discussion may identify additional information you need and/or additional scenarios you’d like us to analyze in preparation for moving forward with a rate ordinance at the June 2 Selectboard meeting.

PBE:  
Attachments

**TOWN OF BRATTLEBORO UTILITY FUND  
BUDGET SUMMARY AND CASH RECONCILIATION**

<b>REVENUE</b>	<b>BUDGET FY:2020</b>	<b>BUDGET FY:2021</b>	<b>% Change FY20/FY21</b>
User Fees	\$ 5,767,550	\$ 5,720,000	-0.8%
New Service Connections	\$ 10,000	\$ 10,000	0.0%
Investment Interest	\$ 46,620	\$ 56,767	21.8%
Negative Interest Revenue	\$ 69,230	\$ -	-100.0%
Penalties	\$ 40,000	\$ 50,000	25.0%
Tri Park Bond Revenue	\$ 223,277	\$ 223,277	0.0%
Jobbing	\$ 30,000	\$ 20,000	-33.3%
<b>TOTAL REVENUE</b>	<b>\$ 6,186,677</b>	<b>\$ 6,080,044</b>	<b>-1.7%</b>
<b>EXPENSE</b>			
Salaries	\$ 1,079,075	\$ 1,120,470	3.8%
Benefits	\$ 519,750	\$ 557,904	7.3%
Heating Fuel	\$ 88,000	\$ 88,000	0.0%
Electric	\$ 253,000	\$ 218,000	-13.8%
Repairs & Maintenance	\$ 182,500	\$ 183,000	0.3%
Operating Expense	\$ 764,850	\$ 756,550	-1.1%
Interest on Debt	\$ 530,500	\$ 500,000	-5.7%
Depreciation	\$ 2,500,000	\$ 2,510,000	0.4%
Transfer Out	\$ 290,000	\$ 296,000	2.1%
<b>TOTAL EXPENSE</b>	<b>\$ 6,207,675</b>	<b>\$ 6,229,924</b>	<b>0.4%</b>
<b>BALANCE</b>	<b>\$ (20,998)</b>	<b>\$ (149,880)</b>	

**CASH OUTLAYS NOT INCLUDED IN THE UTILITY FUND BUDGET**

Debt Principal	\$ 1,438,658	\$ 1,468,545	-
Capital Cash Allocation	\$ 1,790,000	\$ 1,007,700	-
	<b>\$ 3,228,658</b>	<b>\$ 2,476,245</b>	<b>-</b>

**CASH RECONCILIATION**

Budgeted Balance	\$ (20,998)	\$ (149,880)	-
Depreciation	\$ 2,500,000	\$ 2,510,000	-
Cash Outlays	\$ (3,228,658)	\$ (2,476,245)	-
Impact on Utility Fund Cash Balance	\$ (749,656)	\$ (116,125)	-

**UNALLOCATED CASH BALANCE**

Beginning Balance	\$ 4,496,243	\$ 3,746,587	-
Impact From Cash Outlays	\$ (749,656)	\$ (116,125)	-
Ending Balance	\$ 3,746,587	\$ 3,630,462	-3.1%

TOWN OF BRATTLEBORO FISCAL YEAR 2021 UTILITY FUND BUDGET (PROPOSED)

Account Name	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	BUDGET FY: 2020	BUDGET FY: 2021	FY2021 \$ Change	FY2021 % Change
<b>REVENUE</b>							
<b>General Revenue</b>							
Sale of Fixed Asset	\$ 16,783.00	\$ 18,000.00	\$ 24,600.00	\$ -	\$ -	\$ -	0.0%
MM - Interest Income	\$ 6,404.77	\$ 22,070.04	\$ 64,918.42	\$ 40,000	\$ 50,000	\$ 10,000	25.0%
Interest RZED Bonds	\$ 54.82	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Interest From Parking	\$ -	\$ -	\$ 1,544.70	\$ 6,620	\$ 6,767	\$ 147	2.2%
	\$ 23,242.59	\$ 40,070.04	\$ 91,063.12	\$ 46,620	\$ 56,767	\$ 10,147	-48.8%
<b>Water</b>							
Water Rents	\$ 2,037,065.44	\$ 2,013,937.06	\$ 2,013,975.52	\$ 2,035,300	\$ 2,035,000	\$ (300)	0.0%
Water Connection Fee	\$ 23,699.20	\$ 14,988.92	\$ 3,449.50	\$ 5,000	\$ 5,000	\$ -	0.0%
Watershed Tree Removal	\$ -	\$ -	\$ 126,949.28	\$ -	\$ -	\$ -	0.0%
	\$ 2,060,764.64	\$ 2,028,925.98	\$ 2,144,374.30	\$ 2,040,300	\$ 2,040,000	\$ (300)	0.0%
<b>Sewer</b>							
Sewer Rents	\$ 3,066,507.23	\$ 3,199,269.31	\$ 3,345,072.96	\$ 3,457,250	\$ 3,410,000	\$ (47,250)	-1.4%
Interest & Penalties	\$ 39,505.52	\$ 46,478.16	\$ 45,448.06	\$ 40,000	\$ 50,000	\$ 10,000	25.0%
Miscellaneous/Adjustments	\$ 3,191.04	\$ 4,394.97	\$ 2,592.00	\$ -	\$ -	\$ -	0.0%
Sewer Connection Fees	\$ 24,948.00	\$ 14,894.30	\$ 3,449.50	\$ 5,000	\$ 5,000	\$ -	0.0%
Sewage Disposal Revenue	\$ 273,807.90	\$ 299,768.32	\$ 255,244.52	\$ 275,000	\$ 275,000	\$ -	0.0%
Jobbing	\$ 36,979.61	\$ 32,689.37	\$ 20,815.88	\$ 30,000	\$ 20,000	\$ (10,000)	-33.3%
	\$ 3,444,939.30	\$ 3,597,494.43	\$ 3,672,622.92	\$ 3,807,250	\$ 3,760,000	\$ (47,250)	-1.2%
<b>WWTP</b>							
Interest Income RF3-163	\$ 6,600.00	\$ 77,615.99	\$ 73,359.44	\$ 69,230	\$ -	\$ (69,230)	-100.0%
Loan Subsidies	\$ 82,004.19	\$ 2,368,442.12	\$ -	\$ -	\$ -	\$ -	0.0%
ACCD Grant	\$ 48,019.60	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	0.0%
Welcome Ctr Pump St Grant	\$ 3,486.19	\$ 2,293.70	\$ 436,714.56	\$ -	\$ -	\$ -	0.0%
Welcome Center Jobbing	\$ 140,109.98	\$ 2,448,351.81	\$ 611,841.50	\$ 69,230	\$ -	\$ (69,230)	-100.0%
<b>Administration</b>							
TriPark Bond Revenue	\$ 223,276.47	\$ 223,276.48	\$ 223,276.48	\$ 223,277	\$ 223,277	\$ -	0.0%
Reimbursement	\$ 280.00	\$ 8,548.80	\$ 6,853.60	\$ -	\$ -	\$ -	0.0%
Utilities Application Fee	\$ 223,556.47	\$ 232,210.28	\$ 230,340.08	\$ 223,277	\$ 223,277	\$ -	0.0%
<b>Other</b>							
WWTP Outfall Pipe FEMA	\$ -	\$ 52,565.75	\$ -	\$ -	\$ -	\$ -	0.0%
WWTP Outfall Pipe State	\$ -	\$ 2,920.32	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ -	\$ 55,486.07	\$ -	\$ -	\$ -	\$ -	0.0%
<b>TOTAL REVENUE</b>	\$ 5,892,612.98	\$ 8,402,538.61	\$ 6,750,241.92	\$ 6,186,677	\$ 6,080,044	\$ (106,633)	-1.7%
<b>EXPENDITURES</b>							
<b>Pleasant Valley Expense</b>							
Generator Fuel	\$ 3,652.04	\$ 6,688.22	\$ 7,490.10	\$ 4,000	\$ 4,000	\$ -	0.0%
Fuel Expense - PV	\$ 10,969.41	\$ 13,549.14	\$ 20,588.25	\$ 13,000	\$ 13,000	\$ -	0.0%
Pump Stations Electric	\$ 32,146.58	\$ 34,707.40	\$ 38,145.35	\$ 36,000	\$ 36,000	\$ -	0.0%
Electric - PV	\$ 40,500.02	\$ 48,166.18	\$ 39,020.19	\$ 42,000	\$ 42,000	\$ -	0.0%
Building Repairs	\$ 106.36	\$ 561.74	\$ 561.60	\$ 500	\$ 500	\$ -	0.0%

TOWN OF BRATTLEBORO FISCAL YEAR 2021 UTILITY FUND BUDGET (PROPOSED)

Account Name	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	BUDGET FY: 2020	BUDGET FY: 2021	FY20/21 \$ Change	FY20/21 % Change
Watershed Maintenance	\$ 28,605.47	\$ 25,927.37	\$ 16,444.18	\$ 20,000	\$ 20,000	\$ -	0.0%
Sludge Removal - PV	\$ 25,010.00	\$ 27,670.00	\$ 25,980.00	\$ 32,000	\$ 28,000	\$ (4,000)	-12.5%
Chemicals - PV	\$ 36,668.34	\$ 39,707.28	\$ 47,939.32	\$ 40,000	\$ 40,000	\$ -	0.0%
Equipment Maintenance	\$ 9,820.07	\$ 9,569.14	\$ 8,048.15	\$ 10,000	\$ 10,000	\$ -	0.0%
Maintenance & Supplies PV	\$ 27,036.86	\$ 34,683.50	\$ 28,586.15	\$ 35,000	\$ 35,000	\$ -	0.0%
	\$ 214,515.15	\$ 241,229.97	\$ 232,803.29	\$ 232,500	\$ 228,500	\$ (4,000)	-1.7%
<b>Wells Expense</b>							
Lab Equipment/Water Testing	\$ 92.64	\$ 1,008.87	\$ 765.08	\$ 1,000	\$ 1,000	\$ -	0.0%
Fuel Expense - Wells	\$ 4,462.92	\$ 6,676.45	\$ 10,341.75	\$ 7,000	\$ 7,000	\$ -	0.0%
Electric - Wells	\$ 18,613.28	\$ 22,192.99	\$ 21,249.71	\$ 21,000	\$ 20,000	\$ (1,000)	-4.8%
Building Repairs	\$ 88.10	\$ 2,000.00	\$ 428.54	\$ 2,500	\$ 2,500	\$ -	0.0%
Chemicals - Wells	\$ 1,782.82	\$ 643.00	\$ 4,273.99	\$ 4,800	\$ 4,800	\$ -	0.0%
Maintenance & Supplies	\$ 12,861.75	\$ 24,986.98	\$ 10,299.82	\$ 25,000	\$ 25,000	\$ -	0.0%
	\$ 37,901.51	\$ 57,478.29	\$ 47,358.89	\$ 61,300	\$ 60,300	\$ (1,000)	-1.6%
<b>Water Dist &amp; Storage</b>							
Staff Salaries	\$ 340,045.29	\$ 318,997.26	\$ 361,311.78	\$ 356,525	\$ 355,500	\$ 28,975	8.1%
Vacation BB - Retire Pay	\$ 5,290.80	\$ 31,571.18	\$ 5,930.38	\$ 2,500	\$ 2,500	\$ -	0.0%
Overtime-Distribution	\$ 54,024.96	\$ 51,959.11	\$ 55,782.91	\$ 44,000	\$ 44,000	\$ -	0.0%
Emergency Repair Overtime	\$ 1,010.82	\$ -	\$ -	\$ 5,100	\$ 5,100	\$ -	0.0%
Flushing Overtime	\$ 11,530.83	\$ 24,206.99	\$ 28,130.00	\$ 23,500	\$ 23,500	\$ -	0.0%
Holiday & Weekend Pay	\$ 17,365.11	\$ 21,270.33	\$ 7,238.09	\$ 18,500	\$ 18,500	\$ -	0.0%
Seasonal Employees	\$ 9,212.63	\$ 30,045.22	\$ 18,012.00	\$ 22,000	\$ 22,000	\$ -	0.0%
Social Security	\$ 32,747.99	\$ 36,017.88	\$ 31,933.26	\$ 36,000	\$ 38,334	\$ 2,334	6.5%
Employee Retirement	\$ 32,567.67	\$ 26,557.57	\$ 22,700.15	\$ 26,000	\$ 28,746	\$ 2,746	10.6%
Health Insurance	\$ 59,195.08	\$ 46,533.22	\$ 49,784.00	\$ 90,000	\$ 113,000	\$ 23,000	25.6%
Opt-Out HSA	\$ 12,484.78	\$ 12,125.00	\$ 8,625.00	\$ 12,250	\$ 12,250	\$ -	0.0%
HRA Expense	\$ 3,559.20	\$ 8,550.31	\$ 736.63	\$ 14,000	\$ 13,000	\$ (1,000)	-7.1%
HRA Administration	\$ 331.50	\$ 308.00	\$ 319.00	\$ 900	\$ 1,050	\$ 150	16.7%
Unemployment Compensation	\$ -	\$ -	\$ 9,810.43	\$ -	\$ -	\$ -	0.0%
Worker's Compensation	\$ 19,042.68	\$ 33,002.06	\$ 38,023.06	\$ 38,250	\$ 38,250	\$ -	0.0%
Real Estate Rights	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250	\$ 1,250	\$ -	0.0%
Gravel and Asphalt	\$ 13,035.59	\$ 11,681.77	\$ 10,990.56	\$ 16,000	\$ 16,000	\$ -	0.0%
Pipe Replacement & Repair	\$ 20,187.25	\$ 24,522.16	\$ 22,805.70	\$ 25,000	\$ 25,000	\$ -	0.0%
Hydrant & Meter Parts	\$ 24,007.30	\$ 5,820.07	\$ 26,522.53	\$ 25,000	\$ 25,000	\$ -	0.0%
Contract Maintenance	\$ 1,420.00	\$ 2,394.45	\$ 3,879.28	\$ 4,000	\$ 4,000	\$ -	0.0%
Tools & Equipment	\$ 6,806.75	\$ 6,325.76	\$ 5,874.07	\$ 8,000	\$ 8,000	\$ -	0.0%
	\$ 665,116.23	\$ 693,138.34	\$ 709,658.83	\$ 768,775	\$ 824,980	\$ 56,205	7.3%
<b>WWTP</b>							
Staff Salaries	\$ 245,662.30	\$ 250,265.22	\$ 253,015.86	\$ 275,150	\$ 285,000	\$ 9,850	3.6%
Vacation BB/retire	\$ -	\$ 6,059.08	\$ 1,082.22	\$ 2,500	\$ 2,500	\$ -	0.0%
Overtime	\$ 17,390.37	\$ 20,348.38	\$ 23,465.09	\$ 27,000	\$ 27,000	\$ -	0.0%
Holiday & Weekend Pay	\$ 11,351.14	\$ 12,072.96	\$ 4,899.27	\$ 12,500	\$ 12,500	\$ -	0.0%
Social Security	\$ 24,082.67	\$ 24,790.48	\$ 26,531.33	\$ 24,000	\$ 25,016	\$ 1,016	4.2%
Employee Retirement	\$ 18,654.37	\$ 16,774.22	\$ 16,972.10	\$ 18,000	\$ 19,620	\$ 1,620	9.0%
Health Insurance	\$ 44,172.96	\$ 58,602.04	\$ 68,158.02	\$ 77,000	\$ 86,525	\$ 9,525	12.4%
Opt-Out HSA	\$ 12,289.15	\$ 8,375.00	\$ 8,750.00	\$ 6,750	\$ 6,750	\$ -	0.0%
HRA Expense	\$ 4,856.13	\$ 2,808.62	\$ 6,455.13	\$ 12,000	\$ 10,000	\$ (2,000)	-16.7%
HRA Administration	\$ 259.50	\$ 264.00	\$ 291.50	\$ 700	\$ 790	\$ 90	12.9%
Workers Compensation	\$ 19,042.69	\$ 20,925.57	\$ 25,152.07	\$ 24,250	\$ 24,250	\$ -	0.0%
Training	\$ 6,989.17	\$ 3,734.83	\$ 755.00	\$ 6,000	\$ 6,000	\$ -	0.0%

TOWN OF BRATTLEBORO FISCAL YEAR 2021 UTILITY FUND BUDGET (PROPOSED)

Account Name	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	BUDGET FY: 2020	BUDGET FY: 2021	FY2021 \$ Change	FY2021 % Change
Fuel Expense	\$ 52,981.89	\$ 61,139.32	\$ 77,814.42	\$ 58,000	\$ 58,000	\$ -	0.0%
Gasoline	\$ 1,866.31	\$ 2,351.80	\$ 2,250.07	\$ 2,000	\$ 2,000	\$ -	0.0%
Diesel	\$ 294.70	\$ 579.14	\$ 1,192.50	\$ 1,000	\$ 1,200	\$ 200	20.0%
Electric	\$ 119,170.95	\$ 137,233.43	\$ 116,007.00	\$ 109,000	\$ 80,000	\$ (29,000)	-26.6%
Building Repairs	\$ 2,764.78	\$ 2,127.50	\$ 2,507.00	\$ 2,500	\$ 3,000	\$ 500	20.0%
Odor Control	\$ -	\$ -	\$ 11,008.91	\$ 60,000	\$ 50,000	\$ (10,000)	-16.7%
Refuse Charges	\$ 13,346.56	\$ 13,945.00	\$ 15,003.30	\$ 15,000	\$ 15,000	\$ -	0.0%
Welcome Center Jobbing	\$ 3,794.93	\$ 1,866.50	\$ 2,187.50	\$ -	\$ -	\$ -	0.0%
Sludge Removal	\$ 103,262.68	\$ 123,916.58	\$ 155,402.69	\$ 120,000	\$ 120,000	\$ -	0.0%
Office Supplies	\$ 1,692.03	\$ 1,027.99	\$ 1,495.36	\$ 1,800	\$ 1,800	\$ -	0.0%
Lab Supplies	\$ 4,458.07	\$ 5,492.55	\$ 7,402.63	\$ 8,000	\$ 8,000	\$ -	0.0%
Tires & Accessories	\$ 780.00	\$ -	\$ 592.00	\$ 1,000	\$ 1,000	\$ -	0.0%
Chemicals	\$ 51,688.71	\$ 60,790.43	\$ 53,279.89	\$ 70,000	\$ 70,000	\$ -	0.0%
Clothing	\$ 1,457.82	\$ 2,010.82	\$ 1,499.64	\$ 1,700	\$ 1,700	\$ -	0.0%
Safety Equipment	\$ 1,257.79	\$ 869.43	\$ 2,533.74	\$ 1,500	\$ 2,000	\$ 500	33.3%
Lube & Oil	\$ 84.43	\$ 413.94	\$ 758.38	\$ 1,000	\$ 1,000	\$ -	0.0%
Equipment Maintenance	\$ 75,547.30	\$ 101,853.96	\$ 94,551.24	\$ 65,000	\$ 65,000	\$ -	0.0%
Auto Maintenance	\$ 644.51	\$ 1,027.65	\$ 2,559.03	\$ 2,000	\$ 2,000	\$ -	0.0%
Permits and Testing	\$ 28,226.57	\$ 32,465.62	\$ 23,982.14	\$ 32,000	\$ 32,000	\$ -	0.0%
	\$ 868,070.48	\$ 974,132.06	\$ 1,007,555.03	\$ 1,037,350	\$ 1,019,651	\$ (17,700)	-1.7%
<b>Pump Stations</b>							
Fuel Expense	\$ -	\$ -	\$ 2,496.00	\$ 10,000	\$ 10,000	\$ -	0.0%
Electric	\$ -	\$ -	\$ 16,404.59	\$ 45,000	\$ 40,000	\$ (5,000)	-11.1%
Building Repairs	\$ -	\$ -	\$ 876.25	\$ 2,500	\$ 2,500	\$ -	0.0%
Odor Control	\$ -	\$ -	\$ 1,222.96	\$ 10,000	\$ 10,000	\$ -	0.0%
Equipment Maintenance	\$ -	\$ -	\$ 5,290.89	\$ 20,000	\$ 20,000	\$ -	0.0%
	\$ -	\$ -	\$ 26,290.69	\$ 87,500	\$ 82,500	\$ (5,000)	-5.7%
<b>Sewer Mains</b>							
Staff Salaries	\$ 76,688.31	\$ 75,169.57	\$ 97,551.99	\$ 128,900	\$ 122,000	\$ (6,900)	-5.4%
Vacation Buy Back	\$ 358.88	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	0.0%
Overtime-Sewer	\$ 11,695.19	\$ 17,666.04	\$ 13,646.41	\$ 7,400	\$ 8,000	\$ 600	8.1%
Emergency Repair Overtime	\$ 652.45	\$ -	\$ -	\$ 4,300	\$ 4,300	\$ -	0.0%
Emergency Clean Overtime	\$ 2,660.75	\$ -	\$ -	\$ 2,700	\$ 2,700	\$ -	0.0%
Holiday & Weekend Pay	\$ 5,334.17	\$ 6,136.55	\$ 2,956.40	\$ 5,800	\$ 5,800	\$ -	0.0%
Social Security	\$ 5,423.27	\$ 4,955.34	\$ 5,384.01	\$ 11,500	\$ 11,115	\$ (385)	-3.3%
Employee Retirement	\$ 6,311.35	\$ 6,158.05	\$ 8,196.02	\$ 8,700	\$ 8,718	\$ 18	0.2%
Health Insurance	\$ 14,626.56	\$ 20,311.61	\$ 37,434.82	\$ 47,000	\$ 36,500	\$ (10,500)	-22.3%
Opt-Out HSA	\$ 1,359.43	\$ 1,937.50	\$ 2,250.00	\$ 3,750	\$ 3,000	\$ (750)	-20.0%
HRA Expense	\$ 1,720.27	\$ 4,000.00	\$ 5,239.30	\$ 7,400	\$ 4,200	\$ (3,200)	-43.2%
HRA Administration	\$ 127.00	\$ 132.00	\$ 198.00	\$ 400	\$ 350	\$ (50)	-12.5%
Pipe Replacement & Repair	\$ (628.80)	\$ 7,536.34	\$ 5,843.31	\$ 9,000	\$ 9,000	\$ -	0.0%
Manhole Replace & Repair	\$ 5,517.46	\$ 4,920.51	\$ 7,497.78	\$ 7,500	\$ 7,500	\$ -	0.0%
Contract Maintenance	\$ 10,219.00	\$ 12,409.05	\$ 6,968.08	\$ 15,000	\$ 15,000	\$ -	0.0%
Tools & Equipment	\$ 5,749.73	\$ 3,023.04	\$ 3,950.68	\$ 7,000	\$ 7,000	\$ -	0.0%
	\$ 147,815.02	\$ 164,055.60	\$ 197,116.80	\$ 268,850	\$ 247,683	\$ (21,167)	-7.9%
<b>Administration</b>							
Department Head Salary	\$ 39,261.41	\$ 51,817.35	\$ 49,574.37	\$ 47,750	\$ 48,700	\$ 950	2.0%
Superintendent Salary	\$ 30,884.23	\$ 22,255.78	\$ 32,525.26	\$ 34,450	\$ 37,350	\$ 2,900	8.4%
Staff Salaries	\$ 44,568.86	\$ 59,718.09	\$ 64,579.33	\$ 56,000	\$ 61,020	\$ 5,020	9.0%
Vacation BB - Retire Pay	\$ -	\$ 5,600.79	\$ 4,885.89	\$ -	\$ -	\$ -	0.0%

TOWN OF BRATTLEBORO FISCAL YEAR 2021 UTILITY FUND BUDGET (PROPOSED)

Account Name	ACTUAL FY: 2017	ACTUAL FY: 2018	ACTUAL FY: 2019	BUDGET FY: 2020	BUDGET FY: 2021	FY20/21 \$ Change	FY20/21 % Change
Salary Adjustments	\$ 15,835.21	\$ (7,109.45)	\$ 7,027.19	\$ -	\$ -	\$ -	0.0%
Social Security	\$ 8,091.22	\$ 18,342.85	\$ 10,608.45	\$ 10,500	\$ 11,251	\$ 751	7.2%
Employee Retirement	\$ 6,989.28	\$ 7,346.83	\$ 83,888.48	\$ 7,900	\$ 8,824	\$ 924	11.7%
Health Insurance	\$ 22,806.12	\$ 12,823.44	\$ 28,997.24	\$ 30,000	\$ 43,080	\$ 13,080	43.6%
Life Insurance	\$ 3,077.38	\$ 3,360.83	\$ 3,830.45	\$ 4,000	\$ 4,725	\$ 725	18.1%
Opt-Out HSA	\$ 1,875.00	\$ 1,875.00	\$ 3,375.00	\$ 3,000	\$ 3,000	\$ -	0.0%
HRA Expense	\$ -	\$ 765.34	\$ 4,223.31	\$ 4,700	\$ 5,150	\$ 450	9.6%
HRA Admin Fee	\$ 89.00	\$ 132.00	\$ 148.50	\$ 300	\$ 410	\$ 110	36.7%
Equipment	\$ 989.98	\$ 750.00	\$ 1,910.95	\$ 1,500	\$ 1,500	\$ -	0.0%
Liability Insurance	\$ 154,350.00	\$ 107,152.50	\$ 50,311.00	\$ 50,000	\$ 50,000	\$ -	0.0%
Telephones & Radios	\$ 2,279.25	\$ 12,404.79	\$ 2,388.39	\$ 5,000	\$ 5,000	\$ -	0.0%
Training	\$ 11,778.54	\$ 8,496.67	\$ 13,302.74	\$ 15,000	\$ 15,000	\$ -	0.0%
Computer Service Contract	\$ 1,665.98	\$ -	\$ -	\$ 4,500	\$ 4,500	\$ -	0.0%
Property Taxes	\$ 7,443.72	\$ 8,328.77	\$ 9,066.49	\$ 9,000	\$ 9,000	\$ -	0.0%
Professional Services	\$ 12,386.49	\$ 19,904.67	\$ 26,919.48	\$ 25,000	\$ 25,000	\$ -	0.0%
Legal Expenses	\$ 12,521.12	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Reimbursable Expenses	\$ -	\$ 7,842.20	\$ 8,566.13	\$ -	\$ -	\$ -	0.0%
Auditing	\$ 5,579.59	\$ 5,768.55	\$ 4,540.00	\$ 6,500	\$ 6,500	\$ -	0.0%
Depreciation - Sewer	\$ 1,779,626.05	\$ 1,796,139.37	\$ 1,788,780.96	\$ 1,825,000	\$ 1,820,000	\$ (5,000)	-0.3%
Depreciation - Water	\$ 628,414.62	\$ 653,507.92	\$ 669,373.62	\$ 675,000	\$ 690,000	\$ 15,000	2.2%
Telephone	\$ 6,446.40	\$ 5,537.12	\$ 5,650.07	\$ 6,500	\$ 6,500	\$ -	0.0%
Copier Expense	\$ 1,890.27	\$ 1,416.26	\$ 1,680.00	\$ 1,800	\$ 1,800	\$ -	0.0%
Postage Expense	\$ 8,481.44	\$ 9,009.44	\$ 8,084.99	\$ 8,000	\$ 8,000	\$ -	0.0%
Office Supplies	\$ 2,616.20	\$ 5,884.03	\$ 5,728.62	\$ 5,500	\$ 5,500	\$ -	0.0%
Clothing	\$ 2,744.66	\$ 2,818.69	\$ 3,722.68	\$ 3,500	\$ 3,500	\$ -	0.0%
Safety Equipment	\$ 4,215.32	\$ 5,088.81	\$ 4,660.93	\$ 6,000	\$ 6,000	\$ -	0.0%
Permits and Testing	\$ 41,605.84	\$ 26,945.88	\$ 53,013.29	\$ 35,000	\$ 40,000	\$ 5,000	14.3%
	\$ 2,858,513.18	\$ 2,853,924.52	\$ 2,951,373.81	\$ 2,881,900	\$ 2,921,310	\$ 39,410	1.4%
<b>Equipment Maintenance</b>							
Gasoline	\$ 8,814.16	\$ 12,594.00	\$ 15,192.64	\$ 12,000	\$ 12,000	\$ -	0.0%
Diesel	\$ 9,811.66	\$ 10,448.30	\$ 8,892.07	\$ 9,000	\$ 9,000	\$ -	0.0%
Parts & Repairs	\$ 18,499.40	\$ 23,653.95	\$ 20,728.70	\$ 22,000	\$ 22,000	\$ -	0.0%
Tires & Accessories	\$ 3,257.57	\$ 1,235.12	\$ 3,764.70	\$ 3,000	\$ 3,000	\$ -	0.0%
Lube & Oil	\$ 981.94	\$ 1,785.36	\$ 2,938.48	\$ 3,000	\$ 3,000	\$ -	0.0%
	\$ 41,364.73	\$ 49,716.73	\$ 51,516.59	\$ 49,000	\$ 49,000	\$ -	0.0%
<b>Jobbing</b>							
Staff Salaries	\$ 16,137.04	\$ 1,906.17	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 16,137.04	\$ 1,906.17	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Debt Service</b>							
Bond Interest	\$ 677,582.23	\$ 619,198.42	\$ 567,599.55	\$ 530,500	\$ 500,000	\$ (30,500)	-5.7%
Lease Interest	\$ 421.21	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	\$ 678,003.44	\$ 619,198.42	\$ 567,599.55	\$ 530,500	\$ 500,000	\$ (30,500)	-5.7%
<b>Transfers</b>							
Transfer Out	\$ 250,000.00	\$ 260,000.00	\$ 265,200.00	\$ 290,000	\$ 296,000	\$ 6,000	2.1%
	\$ 250,000.00	\$ 260,000.00	\$ 265,200.00	\$ 290,000	\$ 296,000	\$ 6,000	2.1%
<b>TOTAL EXPENDITURES</b>	\$ 5,777,436.78	\$ 5,914,780.10	\$ 6,056,473.48	\$ 6,207,675	\$ 6,229,924	\$ 22,249	0.4%
<b>Surplus(Deficit)</b>	\$ 115,176.20	\$ 2,487,758.51	\$ 693,768	\$ (20,998)	\$ (149,880)		

**Town of Brattleboro**  
**DEPARTMENT OF PUBLIC WORKS**  
211 Fairground Road, Brattleboro, Vermont 05301  
Tel: 802-254-4255 • Fax: 802-257-2316

**MEMORANDUM**

To: Brattleboro Selectboard  
Via: Peter Elwell, Town Manager  
From: Stephen Barrett, Director of Public Works  
Date: May 12, 2020  
Subject: Utilities Budget 2020-2021

The following is a summary of the proposed 2020-2021 Utilities Capital Budget:

**Projects – Capital Improvements**

• **DPW Site Evaluation** **\$50,000**

Funding to further develop concept plans for the Department of Public Works facility on Fairground Road. The current facility was constructed in 1950 and is used by the Highway and Utilities Divisions.

• **Hinsdale Bridge Water Main Replacement** **\$51,000**

The water main on Vernon Road will need to be upgraded during the Hinsdale Bridge project. The Utilities Division is responsible for the cost associated with the engineering design and installation of the water main. This year's funding will cover the cost of the engineering design.

• **Water Meters** **\$51,000**

We have 3,990 water meters connected to our system. Water meters are used to record water and wastewater usage and these meters range in size from 5/8-inch to 8-inch. A new 5/8-inch meter used in a residential home costs approximately \$275 whereas a 2-inch meter costs over \$1,000. We have replaced over 2000 meters since 2001. This account is used to upgrade the water meters.

• **Signal Hill Pump Station** **\$300,000**

Funding will be used to replace the Signal Hill Pumping Station. The State of Vermont sanitary survey of our water system recommends upgrading this pump station. The water pumping station does not meet the current standards and needs to be replaced. The upgrade will accommodate the current and future water demands in the Signal Hill / Guilford Street neighborhood.

- **Black Mountain Pump Station Generator** **\$7,100**

Engineering design for emergency generator for the Black Mountain Water Pump Station. The design will provide the necessary engineering specification for the generator.
- **Putney Road Utility Planning** **\$15,000**

The State of Vermont Agency of Transportation is developing plans for improving the Putney Road corridor. Work to be performed under this project consists of full depth reconstruction of the roadway, construction of four roundabouts, retaining wall structures, drainage, landscaping, sidewalks and water main upgrades. The Utilities Division is responsible for water main upgrades that are outside the scope of the project. FY21 funds will be used for planning the utility upgrades. The project is expected to take place in 2025.
- **Putney Road Water Relocation** **\$250,000**

First year of capital funding for construction of the future water main upgrades associated with Putney Road project. This will replace some of the water mains installed in the 1950's. The project is expected to take place in 2025.
- **Sewer Main / Whetstone Interceptor Tightening** **\$30,600**

Each year we engage in projects to prevent infiltration of stormwater from entering the wastewater system. Project include installing water-tight manhole covers, lining of sewer manholes and piping. The Whetstone Interceptor was installed in the 1950s to collect wastewater that previously was discharged directly into the stream. A large majority of the piping is installed in and along the Whetstone Brook. The "tightening" projects prevent infiltration and protect the brook from overflows.
- **Walnut Street Sewer** **\$53,000**

The sewer main broke between Walnut Street and the wastewater interceptor near the railroad tracks last summer. A temporary repair was made and plans were developed to replace the sewer main over the steep embankment between Walnut and the interceptor. The sewer main replacement project will take place this year.
- **Old Guilford Road Manholes** **\$49,000**

Sewer manholes lining project on Old Guilford Road. This is the second and final year of funding for this project.
- **Putney Road Sewer Upgrade** **\$50,000**

Some of the sewer main infrastructure on Putney Road will need to be upgraded when the State project takes place in 2025. Funding in FY21 will pay for preliminary design work.

**Vehicles** – The Utilities Division vehicle program focuses on small vehicle replacement every 7 years and larger equipment replacement every 10 years. This method has reduced the equipment maintenance account and provided for better trade-in values. We have deferred the purchase of a service truck and a loader in this year because both are still in excellent condition and don't require replacement.

- **WD 103 – 2014 Service Truck** **\$42,000**

This truck is used for Water Treatment operations and snow plowing at our facilities.

- **WD 109 – 2015 Economy Car** **\$26,500**

Replace gasoline powered car with electrical vehicle. This car is used for collecting water samples around town and checking pump stations.

- **WD 99 – 2015 Economy Car** **\$26,500**

Replace gasoline powered car with electrical vehicle. This car is used by the wastewater division to check pump stations and to conduct operations.

TOWN OF BRATTLEBORO UTILITY FUND  
DRAFT CAPITAL PLAN (2021-2031)

INFRASTRUCTURE	FY 2020 Budget	2020 CARRYFORWARD	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031
DPW Site Evaluation		\$ 12,066	\$ 50,000.00										
<b>WATER PROJECTS</b>													
Chesnut Hill Dam		\$ 38,200											
Hinsdale Bridge Water Relocation			\$ 51,000	\$ 126,000									
Recent Wells Roof		\$ 39,730											
WTP Energy Efficiency		\$ 140,915											
Water Treatment Upgrade Planning		\$ 138,665											
Water Treatment Upgrade		\$ 334,200											
Exit 1 Upgrade		\$ 409,100											
Water Mains		\$ 67,509											
Meters		\$ 50,000	\$ 51,000	\$ 53,000	\$ 54,000	\$ 55,000	\$ 56,000	\$ 57,000	\$ 58,500	\$ 60,000	\$ 61,000	\$ 62,000	\$ 63,500
PV Waste Line		\$ 300,000	\$ 290,780										
Tank Resurfacing		\$ 130,000											
Mud Dam Repairs			\$ 20,400										
Subsiding Brook Diversion Dam				\$ 32,000									
Sancti Late Dam Repairs		\$ 5,088	\$ 300,000										
Signal Hill Pump Station			\$ 7,100	\$ 73,000									
Black Mt. Generator													
Ames Brook Generator													
Funney Rd. Utilities Planning			\$ 15,000	\$ 15,000	\$ 7,400	\$ 54,000							
Pumey Rd. Water Relocation			\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Phase St. Water Main					\$ 51,000	\$ 558,000	\$ 558,000						
<b>Total Water Projects</b>	\$ 1,070,000	\$ 1,624,523	\$ 774,109	\$ 597,400	\$ 484,400	\$ 504,000	\$ 482,500	\$ 666,000	\$ 416,500	\$ 719,000	\$ 104,000	\$ 515,500	
<b>SEWER PROJECTS</b>													
WWTP Energy Improvements		\$ 44,000											
Welcome Ctr. Pump Station		\$ 37,500											
Exit 1 Upgrades		\$ 410,000											
Revest & Wilsons Woods Pump Station			\$ 60,500	\$ 873,500									
WWTP Holding Tank Cover		\$ 150,000	\$ 185,530										
Sewer Main/Whitstone Interceptor Tightening		\$ 30,000	\$ 20,341	\$ 30,600	\$ 32,000	\$ 38,000	\$ 38,000	\$ 34,500	\$ 35,000	\$ 36,000	\$ 37,000	\$ 38,000	\$ 38,000
Sewer Mains and Manholes		\$ 49,000	\$ 74,446										\$ 120,000
Walnut St. Sewer Repairs			\$ 51,000										
Old Guilford Rd. Manhole Rehabilitation			\$ 49,000										
Prater Rd. Sewer Upgrade			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Green Meadow Sewer									\$ 53,000	\$ 37,000			
<b>Total Sewer Projects</b>	\$ 671,500	\$ 696,037	\$ 182,600	\$ 142,500	\$ 956,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 158,000
<b>Total Utilities Projects</b>	\$ 1,741,500	\$ 2,320,560	\$ 956,709	\$ 739,900	\$ 1,440,400	\$ 592,000	\$ 570,500	\$ 802,500	\$ 481,500	\$ 287,500	\$ 1,032,000	\$ 151,800	\$ 673,500
<b>FLEET</b>													
WD 100 - 2013 Interceptor				\$ 33,500								\$ 41,000	\$ 42,000
WD 101 - 2014 Service Truck					\$ 36,000								
WD 107 - 2012 Service Truck						\$ 37,000							
WD 108 - 2017 Service Truck						\$ 55,000							\$ 61,000
WD 109 - 2016 Truck w Utility Body					\$ 52,000								
WD 110 - 2004 Crane Truck						\$ 116,000							
WD 111 - 2010 Service Truck								\$ 48,000			\$ 171,000		
WD 112 - 1992 Dump Truck													
WD 113 - 2011 Car									\$ 29,000				
WD 114 - 2014 710 D Backhoe													\$ 14,000
WD 115 - 2017 Dump Truck													
WD 123 - 2016 Trailer													
WD 130 - 2000 Sewer Loader/Trailer		\$ 60,000											
WD 131 - 2011 Sewer Flusher/Trailer													
WD 134 - 2015 Trailer								\$ 67,500					
WD 135 - 2014 Utility Roller												\$ 6,500	
<b>Distribution Totals</b>	\$ 60,000		\$ 67,500	\$ 16,000	\$ 185,000	\$ 185,000	\$ 152,500	\$ 152,500	\$ 193,000	\$ -	\$ 171,000	\$ 200,500	\$ 117,000
Kubota Compact Tractor										\$ 48,000			
WTP 108 - 2014 Service Truck			\$ 42,000										
WTP 108 - 2012 Service Truck								\$ 46,000					
WTP 109 - 2015 Stone Compact Car			\$ 26,500							\$ 30,000			
Water Treatment Ponds			\$ 68,500							\$ 46,000			
Bobcat Yard Vehicle - 2013													
WWTP 94 - 1997 Loader			\$ 26,500										
WWTP 97 - 2014 1-Ton Truck			\$ 26,500										
WWTP 99 - 2015 Stone Compact Car													
<b>Waste Water Treatment Totals</b>	\$ 671,500	\$ 696,037	\$ 209,100	\$ 202,000	\$ 1,000,000	\$ 317,500	\$ 165,000	\$ 213,750	\$ 131,500	\$ 88,000	\$ 446,500	\$ 149,050	\$ 258,500
<b>Sewer Total</b>	\$ 1,100,000	\$ 1,624,523	\$ 956,709	\$ 554,900	\$ 528,400	\$ 596,500	\$ 482,500	\$ 787,250	\$ 513,000	\$ 307,500	\$ 804,500	\$ 202,250	\$ 574,000
<b>UTILITY TOTALS</b>	\$ 1,801,500	\$ 2,320,560	\$ 1,001,700	\$ 756,900	\$ 1,528,400	\$ 914,000	\$ 647,500	\$ 1,001,000	\$ 644,500	\$ 395,500	\$ 1,251,000	\$ 352,300	\$ 832,500

TOWN OF BRATTLEBORO UTILITY FUND  
DRAFT CAPITAL PLAN (2032-2041)

INFRASTRUCTURE	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036	FY 2037	FY 2038	FY 2039	FY 2040	FY 2041
<b>WATER PROJECTS</b>										
Water Mains	\$ 27,394	\$ 304,378	\$ 64,127	\$ 712,519	\$ 45,714	\$ 507,931	\$ 56,559	\$ 628,428	\$ 42,795	\$ 475,503
Meters	\$ 65,000	\$ 66,000	\$ 67,000	\$ 68,000	\$ 70,000	\$ 71,000	\$ 72,000	\$ 73,000	\$ 74,500	\$ 76,000
<b>Total Water Projects</b>	<b>\$ 92,394</b>	<b>\$ 370,378</b>	<b>\$ 131,127</b>	<b>\$ 780,519</b>	<b>\$ 115,714</b>	<b>\$ 578,931</b>	<b>\$ 128,559</b>	<b>\$ 701,428</b>	<b>\$ 117,295</b>	<b>\$ 551,503</b>
<b>SEWER PROJECTS</b>										
Whetstone Interceptor Lighening	\$ 39,000	\$ 40,000	\$ 41,000	\$ 42,000	\$ 42,500	\$ 43,000	\$ 44,000	\$ 45,000	\$ 46,000	\$ 47,000
Sewer Mains and Manholes	\$ 15,837	\$ 175,969	\$ 10,688	\$ 118,753	\$ 8,340	\$ 92,663	\$ 10,000	\$ 150,000	\$ 10,000	\$ 150,000
<b>Total Sewer Projects</b>	<b>\$ 54,837</b>	<b>\$ 215,969</b>	<b>\$ 51,688</b>	<b>\$ 160,753</b>	<b>\$ 50,840</b>	<b>\$ 135,663</b>	<b>\$ 54,000</b>	<b>\$ 195,000</b>	<b>\$ 56,000</b>	<b>\$ 197,000</b>
<b>FLEET</b>										
WD 100 - 2015 Interceptor						\$ 47,000	\$ 48,000			
WD 101 - 2014 Service Truck									\$ 48,500	
WD 102 - 2012 Service Truck		\$ 42,000								
WD 104 - 2017 Service Truck						\$ 70,000				
WD 106 - 2016 Truck w Utility Body						\$ 69,000				
WD 110 - 2004 Crane Truck			\$ 141,500						\$ 73,000	
WD 111 - 2010 Service Truck		\$ 63,000						\$ 208,500		
WD 112 - 1992 Dump Truck										
WD 113 - 2011 Car				\$ 34,000						
WD 114 - 2014 710 D Backhoe						\$ 200,000				
WD 115 - 2017 Dump Truck										
WD 123 - 2016 Trailer									\$ 89,000	
WD 130 - 2000 Sewer Rodder/Trailer										
WD 131 - 2011 Sewer Flusher/Trailer										
WD 134 - 2015 Trailer										
WD 135 - 2014 Utility Roller			\$ 20,000							
<b>Distribution Totals</b>	<b>\$ -</b>	<b>\$ 105,000</b>	<b>\$ 161,500</b>	<b>\$ 34,000</b>	<b>\$ -</b>	<b>\$ 316,000</b>	<b>\$ 118,000</b>	<b>\$ 208,500</b>	<b>\$ 210,500</b>	<b>\$ -</b>
2015 Kubota Compact Tractor				\$ 55,000					\$ 44,000	
WTP 103 - 2014 Service Truck		\$ 53,000							\$ 61,000	
WTP 108 - 2012 Service Truck						\$ 34,000				
WTP 109 - 2015 Sonic Compact Car				\$ 55,000		\$ 34,000			\$ 105,000	
<b>Water Treatment Totals</b>	<b>\$ -</b>	<b>\$ 53,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 34,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Yard Vehicle				\$ 93,000						
WWTP 90 - 2017 Pickup							\$ 48,000			
WWTP 94 - 1997 Loader								\$ 143,000		
WWTP 97 - 2014 1-Ton Truck				\$ 55,000						
WWTP 99 - 2015 Sonic Compact Car						\$ 34,000				
<b>Waste Water Treatment Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 148,000</b>	<b>\$ -</b>	<b>\$ 34,000</b>	<b>\$ 48,000</b>	<b>\$ 143,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>WWTP TOTAL</b>	<b>\$ 54,837</b>	<b>\$ 268,469</b>	<b>\$ 132,438</b>	<b>\$ 325,753</b>	<b>\$ 50,840</b>	<b>\$ 327,663</b>	<b>\$ 161,000</b>	<b>\$ 442,250</b>	<b>\$ 161,250</b>	<b>\$ 197,000</b>
<b>WTP TOTAL</b>	<b>\$ 92,394</b>	<b>\$ 475,878</b>	<b>\$ 211,877</b>	<b>\$ 852,519</b>	<b>\$ 115,714</b>	<b>\$ 770,931</b>	<b>\$ 187,559</b>	<b>\$ 805,678</b>	<b>\$ 327,545</b>	<b>\$ 551,503</b>
<b>UTILITY TOTALS</b>	<b>\$ 147,231</b>	<b>\$ 744,347</b>	<b>\$ 344,314</b>	<b>\$ 1,178,272</b>	<b>\$ 166,553</b>	<b>\$ 1,098,594</b>	<b>\$ 348,559</b>	<b>\$ 1,247,928</b>	<b>\$ 488,795</b>	<b>\$ 748,503</b>

## Future Projects

Budget Year Updated: **2021**  
 Inflation Rate: **0.02**

Project Year	Water Mains	Ft	Rate	2021 Calculated Cost \$		Inflated Cost \$		Project Year
				Project	Engineering	Project	Engineering	
2028	New England Dr Engineering	1840	400	736,000.00	66,240.00	862,341.30	77,610.72	2028
2029	New England Dr Replace	1840	400					2029
2030	Central St Engineering	575	400	230,000.00	20,700.00	252,333.18	25,233.18	2030
2031	Central St Replace/Line	575	400			280,368.72		2031
2030	Thomas St Engineering	450	400	180,000.00	16,200.00	219,419.00	19,747.71	2030
2031	Thomas St Replace/Line	450	400					2031
2032	Pearl St Engineering	600	400	240,000.00	21,600.00	304,378.03	27,394.02	2032
2033	Pearl St Replace/Line	600	400					2033
2032	South Main (Canal to Pearl) Engineering	1100	400	440,000.00	39,600.00	558,026.39	50,222.38	2032
2033	South Main (Canal to Pearl) Upsize	1100	400					2033
2034	Fuller Dr Engineering	1350	400	540,000.00	48,600.00	712,518.53	64,126.57	2034
2035	Fuller Dr Replace/Line	1350	400					2035
2036	Brook St Engineering	925	400	370,000.00	33,300.00	507,990.71	45,713.76	2036
2037	Brooks St Replace	925	400					2037
2038	Edward Heights Engineering	1100	400	440,000.00	39,600.00	628,428.35	56,558.55	2038
2039	Edward Heights Replace	1100	400					2039
2040	Horton/Homestead Engineering	800	400	320,000.00	28,800.00	475,503.17	42,795.29	2040
2041	Horton Homestead Replace	800	400					2041
2042	Canal(Generous-Clark Ave) Engineering	1500	400	600,000.00	54,000.00	927,587.80	83,482.90	2042
2043	Canal(Generous-Clark Ave) Engineering	1500	400					2043
2044	Vine St Engineering	900	400	360,000.00	32,400.00	579,097.41	52,113.37	2044
2045	Vine St Replace	900	400					2045

Project Year	Sewer Mains	Ft	Rate	2021 Calculated Cost \$		Inflated Cost \$		Project Year
				Project	Engineering	Project	Engineering	
2028	New England Dr Engineering	1840	150	276,000.00	24,840.00	323,377.99	29,104.02	2028
2029	New England Dr Replace Main	1840	150					2029
2030	Putney Rd Replace Engineering	350	150	52,500.00	4,725.00	63,997.21	5,759.75	2030
2031	Putney Rd Replace (131 to North St)	350	150					2031
2030	Speno Ct Replace Engineering	450	150	67,500.00	6,075.00	82,282.12	7,405.39	2030
2031	Speno Ct Replace Main	450	150					2031
2032	Brook St Engineering	925	150	138,750.00	12,487.50	175,968.55	15,837.17	2032
2033	Brook St Replace Main	925	150					2033
2034	Moore Ct Engineering	100	150	15,000.00	1,350.00	19,792.18	1,781.30	2034
2035	Moore Ct Replace Section of Main	100	150					2035
2034	Chestnut St Engineering	500	150	75,000.00	6,750.00	98,960.91	8,906.48	2034
2035	Chestnut St Replace Section of Main	500	150					2035
2036	Line Sewer Main Behind VI Bread Engineering	450	150	67,500.00	6,075.00	92,663.04	8,339.67	2036
2037	Line Sewer Main Behind VI Bread	450	150					2037

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## MEMORANDUM

To: Selectboard

From: Peter B. Elwell, Town Manager

Re: Appointment of Andre Jaeger as  
Finance Director and Town Treasurer

Date: May 15, 2020



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I am pleased to announce the appointment of Andre Jaeger to be the Town's new Finance Director. He will officially join our team on Wednesday, May 20, 2020.

Mr. Jaeger comes to the Town of Brattleboro from Keene State College, where he was the Budget Director. That position was eliminated on May 1, 2020, as part of the college's reducing and restructuring its administration and support staff. Prior to working at the college, Mr. Jaeger had 3 years of experience as a tax associate with the accounting firm of PriceWaterhouse Coopers and 16 years of audit and financial management experience with private companies in Massachusetts and New Hampshire, including 6 years at the headquarters of C+S Wholesale Grocers in Keene. He earned a BA in Economics and Accounting from the University of Massachusetts and is a Certified Public Accountant in Massachusetts. He also is a Certified Internal Auditor, Certified Information Systems Auditor, and Certified Fraud Examiner.

As you know, while the appointment of a Finance Director for an indefinite term is the Town Manager's responsibility, the annual appointment of a Town Treasurer is the Selectboard's responsibility (with ratification by Representative Town Meeting). It has been the Town's longstanding practice (and it is a best practice for professional financial management) that the Finance Director also serves as Town Treasurer. Therefore, **I request and recommend that the Selectboard appoint Andre Jaeger as Town Treasurer, effective on May 20, 2020, for a term to end on March 20, 2021.** He will succeed Debbie Desrosiers, who has served as Interim Town Treasurer since the retirement of former Finance Director / Treasurer John O'Connor earlier this year.

PBE:  
Attachment

**CERTIFICATE OF APPOINTMENT OF TOWN TREASURER**

STATE OF VERMONT )  
WINDHAM COUNTY, ss: )

TOWN OF BRATTLEBORO  
May 19, 2020

We hereby certify that on the 19th day of May, 2020, we, acting as the duly elected Selectboard of the Town of Brattleboro, did appoint Andre Jaeger to serve as Town Treasurer from May 20, 2020 through March 20, 2021, in accord with the provisions of Article IV, Section 5(F)(10) of Act M15 of Acts of 1984, as amended.

**Brattleboro Selectboard**

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

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

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

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

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

**COPY OF OFFICIAL OATH**

I, Andre Jaeger, do solemnly swear that I will faithfully execute the office of Town Treasurer, within and for said Town, and will therein do equal right and justice to all persons in the best of my judgment and abilities according to law. I also solemnly swear that I will support the Constitution of the State of Vermont and of the United States. So help me God.

\_\_\_\_\_  
Andre Jaeger, Town Treasurer

Before me,

\_\_\_\_\_  
Notary Public

I hereby certify that at the Representatives' Meeting of qualified voters of the Town of Brattleboro, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, the appointment of Andre Jaeger was ratified by said Town Meeting.

\_\_\_\_\_  
Lawrin Crispe, Moderator

# TOWN OF BRATTLEBORO

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

May 13, 2020

Memo To: Brattleboro Selectboard  
Via: Peter B. Elwell, Town Manager  
Memo From: Patrick Moreland, Assistant Town Manager  
Re: Fiscal Year 2021 Parking Fund Budget

## ***Parking Operations Update***

All Parking Fund operations in Brattleboro were suspended on March 17, 2020, eight days before Governor Scott issued the March 25, 2020 Stay Home / Stay Safe order. Since that time parking has been free of charge to the public in all municipal surface lots and the Brattleboro Transportation Center and for all on street parking, including Main Street. This action, which was necessary to protect the public health, has had a severe impact on the finances of the Parking Fund. Staff were furloughed as of April 10 in an effort to reduce expenses during this period and all capital expenditures have been postponed indefinitely.

The Parking Fund, which is managed as a business enterprise, relies exclusively on user fees and fines to fund ongoing operations and to maintain all parking assets. This includes major capital improvements and annual snow removal and other routine maintenance activities. Without income from fees and fines, the cost of maintaining the parking assets would fall to the property taxpayers. The reason to have a regulated parking system is not just to allow for fair access to parking spaces, but also to have the system users pay the related costs.

## ***Parking Fund Cash Balance***

As of the end of April (83% of the way through the fiscal year), the Parking Fund had expenses that were 83% of budget, but revenue of only 75% of budget. At this time in this fiscal year Parking Fund operations are \$36,217 in deficit. Staff does not expect to resume Parking Fund operations this fiscal year. As a result, we expect to end the year with a deficit of \$100,818. That is the bad news.

The good news is that while a \$100,000 deficit for FY20 is a savage blow to the Parking Fund, the fund remains solvent, at least for now. For many years, staff have recommended and Selectboards have approved maintaining a minimum Parking Fund balance of \$100,000 as a buffer against hard times, in a manner similar to the way in which the unassigned fund balance protects the General Fund. This decision, and the cancelling of all capital improvements, mean that we can expect to have a cash balance of \$155,467 on June 30, 2020. Projects that have been set aside include the resurfacing of the Preston Lot, the installation of additional bicycle racks and joint sealing at the

Brattleboro Transportation Center, and the yet to be fully defined art signage project to be completed with Downtown Brattleboro Alliance. While each of these projects serves a purpose, the most urgently needed project is the joint sealing that keeps water from leaking into the leased space occupied by Dottie's and Experienced Goods. While staff would very much like to proceed with this project right away, we think that we should hold off until we know when Parking Fund operations will resume.

### ***Resuming Parking Operations***

It is too early to say exactly when it will be safe to resume parking operations. Staff's proposed FY21 Parking Fund budget assumes resumption of operations on July 1, 2020, and near normal operations for all of FY21. Staff will continue to carefully monitor the Parking Fund as business operations resume. Each month we delay the resumption of parking operations will continue the drain on the fund's very limited financial resources. With a regular monthly cash (excluding depreciation) expense of \$35,000, the estimated year-end balance of \$155,467 will not last long. Also of concern is the approximately \$235,000 bond payment due in October. If the Parking Fund becomes insolvent, this and all other remaining Parking Fund expenses will fall upon the taxpayers.

### ***Revenue***

The proposed FY21 Parking Fund Budget shows revenues of \$876,043. The most striking change on the revenue side is the increase in meter revenue and the corresponding decrease in parking fines. This is a direct result of the Smart Parking system installed last year and is clear evidence that the parking system is now structured for customer success. By increasing the number of available payment methods, customers are better able to comply with the parking regulations and as a result fewer citations are being issued. This will be the final year that the Parking Fund will benefit from the debt refinancing performed by the Vermont Municipal Bond Bank, which can be seen in Bond Interest. Overall revenue is projected to be down by just over \$40,000. After reviewing the expenses, we find the fund is now projecting an approximate balance between revenues and expenses. Without a positive balance each year, the Parking Fund will not be in position to afford capital repairs. This year is the final year of the bond for the parking garage. But the positive balance will be consumed in its entirety next year and the year after because of the need to repay the Utility Fund for the new parking meters and kiosks installed last year. An increase in rates and permit fees may be required if we wish to afford other capital improvements or major repairs to any parking facilities sooner than FY24.

### ***Expense***

Parking Fund expenditures are roughly equivalent to those adopted in the FY20 Parking Fund Budget. Staffing costs are increasing consistent with collective bargaining agreements. Health insurance and other health program (HRA, HRA Administration, HSA) expenses are on the rise, just as they have in the Town's other two budgets (the General Fund and the Utility Fund), but in the Parking Fund these expenses are going down slightly for FY21 due to changes in the individual circumstances of staff. Bank Service Charges have been eliminated as a budgeted figure because there have been no such charges in the last few years. Electric is trending down because of energy

efficiency improvements performed last year. Operating Supplies costs have increased to accommodate the additional battery requirements of the new parking meters. Finally, Snow Removal is set based on the average of the previous five years of expense for snow removal.

***Capital Projects***

Staff cannot in good conscience make any recommendation on capital projects given the precarious financial condition of the Parking Fund. If operations resume quickly and revenues return to normal, the most urgently needed project is the joint sealing noted earlier in this memo.

**TOWN OF BRATTLEBORO FISCAL YEAR 2021 PARKING FUND BUDGET (PROPOSED)**

	ACTUAL FY17	ACTUAL FY18	ACTUAL FY19	BUDGET FY20	BUDGET FY21	FY20/21 \$ Change	FY20/21 % Change
<b>REVENUE</b>							
MM - Interest Income	\$ 601.46	\$ 1,531.51	\$ 3,101.07	\$ 2,000	\$ 2,000	\$ -	0.0%
Bond Interest	\$ 4,993.88	\$ 17,301.78	\$ 17,365.83	\$ 29,850	\$ 8,293	\$ (21,557)	-72.2%
Insurance Proceeds	\$ -	\$ -	\$ 341.64			\$ -	0.0%
Grant Revenue	\$ -	\$ -	\$ 63,667.95			\$ -	0.0%
Parking Meter Revenue	\$ 386,971.39	\$ 375,723.82	\$ 416,580.58	\$ 445,000	\$ 470,000	\$ 25,000	5.6%
Meter Income-Smart Card	\$ 16,376.80	\$ 18,011.00	\$ 4,746.05	\$ -	\$ -	\$ -	0.0%
Parking Boot Income	\$ 11,015.00	\$ 10,795.00	\$ 5,475.00	\$ 10,000	\$ 5,000	\$ (5,000)	-50.0%
Parking Fines	\$ 187,465.95	\$ 162,433.74	\$ 137,237.10	\$ 160,000	\$ 115,000	\$ (45,000)	-28.1%
Hood Rentals	\$ 1,944.50	\$ 11,955.00	\$ 13,199.50	\$ 5,000	\$ 10,000	\$ 5,000	100.0%
Permit Stickers	\$ 149,409.75	\$ 158,333.50	\$ 171,403.39	\$ 160,000	\$ 160,000	\$ -	0.0%
BTC Rental Space Revenue	\$ 99,679.58	\$ 101,183.66	\$ 107,992.84	\$ 104,500	\$ 105,750	\$ 1,250	1.2%
Miscellaneous Revenue	\$ 20.00	\$ 30.00	\$ 4.00	\$ -	\$ -	\$ -	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 858,478.31</b>	<b>\$ 857,299.01</b>	<b>\$ 941,114.95</b>	<b>\$ 916,350</b>	<b>\$ 876,043</b>	<b>\$ (40,307)</b>	<b>-4.4%</b>
<b>EXPENDITURES</b>							
Staff Salaries	\$ 139,572.85	\$ 144,299.11	\$ 148,362.44	\$ 155,000	\$ 158,500	\$ 3,500	2.3%
Vacation BB - Retire Pay	\$ -	\$ -	\$ 702.00	\$ -	\$ -	\$ -	0.0%
Salary Adjustments	\$ (2,095.36)	\$ 1,242.62	\$ (499.42)	\$ -	\$ -	\$ -	0.0%
Overtime	\$ 6,936.60	\$ 2,604.44	\$ 3,606.29	\$ 5,000	\$ 5,000	\$ -	0.0%
DPW Lot Maintenance	\$ -	\$ 8,190.41	\$ 14,491.68	\$ 8,000	\$ 12,000	\$ 4,000	50.0%
Social Security	\$ 10,273.97	\$ 10,876.45	\$ 11,267.87	\$ 12,900	\$ 12,100	\$ (800)	-6.2%
Health Insurance	\$ 63,348.68	\$ 64,520.16	\$ 67,686.60	\$ 77,000	\$ 70,000	\$ (7,000)	-9.1%
HRA Expense	\$ 6,395.03	\$ 6,236.97	\$ 7,090.66	\$ 12,700	\$ 8,200	\$ (4,500)	-35.4%
Employee Retirement	\$ 10,619.57	\$ 10,141.51	\$ 23,846.62	\$ 8,900	\$ 9,500	\$ 600	6.7%
Life Insurance	\$ 509.96	\$ 564.72	\$ 567.96	\$ 600	\$ 600	\$ -	0.0%
Opt-Out & HSA Payments	\$ 5,195.10	\$ 6,000.00	\$ 6,000.00	\$ 6,000	\$ 5,250	\$ (750)	-12.5%
HRA Administration	\$ 213.00	\$ 264.00	\$ 264.00	\$ 810	\$ 300	\$ (510)	-63.0%
Worker's Compensation	\$ 7,675.00	\$ 9,509.79	\$ 9,796.79	\$ 10,000	\$ 10,000	\$ -	0.0%
Liability Insurance	\$ 24,675.00	\$ 16,912.50	\$ 7,522.00	\$ 8,300	\$ 8,300	\$ -	0.0%
Computer Maintenance	\$ 8,937.97	\$ 9,178.90	\$ 12,317.36	\$ 12,000	\$ 12,000	\$ -	0.0%
Professional Services	\$ 14,849.88	\$ 5,252.00	\$ -	\$ -	\$ -	\$ -	0.0%
Towing	\$ 80.00	\$ 520.00	\$ 831.00	\$ 500	\$ 500	\$ -	0.0%

TOWN OF BRATTLEBORO FISCAL YEAR 2021 PARKING FUND BUDGET (PROPOSED)

	ACTUAL FY17	ACTUAL FY18	ACTUAL FY19	BUDGET FY20	BUDGET FY21	FY20/21 \$ Change	FY20/21 % Change
Marketing	\$ -	\$ 1,029.10	\$ -	\$ 1,000	\$ 1,000	\$ -	0.0%
Reimbursable Expense	\$ -	\$ -	\$ 236.88	\$ -	\$ -	\$ -	0.0%
Bank Service Charges	\$ 450.00	\$ -	\$ -	\$ 2,500	\$ -	\$ (2,500)	-100.0%
Parking Meter Fees	\$ -	\$ -	\$ 9,569.57	\$ 27,000	\$ 27,000	\$ -	0.0%
Auditing	\$ 2,669.53	\$ 2,777.45	\$ 3,492.00	\$ 5,000	\$ 5,000	\$ -	0.0%
Fuel Oil	\$ 8,004.58	\$ 8,635.15	\$ 341.61	\$ -	\$ -	\$ -	0.0%
Wood Pellets	\$ -	\$ -	\$ 14,579.88	\$ 12,000	\$ 12,000	\$ -	0.0%
Gasoline	\$ -	\$ 185.13	\$ 131.32	\$ 175	\$ 200	\$ 25	14.3%
Electric	\$ 21,300.63	\$ 21,671.71	\$ 20,018.92	\$ 19,200	\$ 17,500	\$ (1,700)	-8.9%
Utilities	\$ 1,554.95	\$ 1,665.63	\$ 1,864.86	\$ 1,900	\$ 1,900	\$ -	0.0%
Building Maintenance	\$ 15,521.72	\$ 16,542.15	\$ 10,384.66	\$ 18,000	\$ 18,000	\$ -	0.0%
Maintenance Supplies	\$ 1,794.91	\$ 1,221.65	\$ 2,047.06	\$ 3,000	\$ 3,000	\$ -	0.0%
Maintenance Contracts	\$ 6,212.37	\$ 4,669.47	\$ 7,617.86	\$ 7,000	\$ 7,000	\$ -	0.0%
Depreciation	\$ 251,274.51	\$ 245,697.68	\$ 287,788.01	\$ 280,000	\$ 289,000	\$ 9,000	3.2%
Utility Fund Interest	\$ -	\$ -	\$ 1,544.70	\$ 6,620	\$ 6,767	\$ 147	2.2%
Communications	\$ 2,081.34	\$ 2,547.67	\$ 2,145.66	\$ 2,500	\$ 2,500	\$ -	0.0%
Postage	\$ 4,206.17	\$ 3,647.14	\$ 3,409.48	\$ 4,000	\$ 4,000	\$ -	0.0%
Office Supplies	\$ 1,106.85	\$ 1,096.75	\$ 1,964.75	\$ 2,000	\$ 2,000	\$ -	0.0%
Operating Supplies	\$ 25,396.61	\$ 13,089.55	\$ 15,068.02	\$ 15,000	\$ 22,000	\$ 7,000	46.7%
Uniforms	\$ 1,273.10	\$ 915.81	\$ 1,004.99	\$ 2,000	\$ 2,000	\$ -	0.0%
Parking Lot Maintenance	\$ 2,779.76	\$ 10,731.56	\$ 11,657.75	\$ 10,000	\$ 10,000	\$ -	0.0%
Snow Removal	\$ 126,361.71	\$ 113,640.15	\$ 100,940.00	\$ 95,000	\$ 95,000	\$ -	0.0%
Vehicle Maintenance	\$ 78.98	\$ 975.59	\$ 173.34	\$ 500	\$ 250	\$ (250)	-50.0%
Transfer Out	\$ 36,900.00	\$ 55,500.00	\$ 37,500.00	\$ 40,000	\$ 37,500	\$ (2,500)	-6.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 806,154.97</b>	<b>\$ 802,552.92</b>	<b>\$ 847,335.17</b>	<b>\$ 872,105</b>	<b>\$ 875,867</b>	<b>\$ 3,762</b>	<b>0.4%</b>

\$ 52,323.34 \$ 54,746.09 \$ 93,779.78 \$ 44,245 \$ 176

**BRATTLEBORO POLICE DEPARTMENT**  
62 BLACK MOUNTAIN ROAD  
BRATTLEBORO, VERMONT 05301  
(802) 257-7950 FAX (802) 257-2303

*Michael R. Fitzgerald*  
Chief Of Police

*Mark E. Carignan*  
Captain



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

SUBJ: JAG COVID-19 GRANT APPLICATION

Date: 8 May 2020

We have received notification the Brattleboro Police Department is eligible to apply for a non-matching grant from the Department of Justice in the amount of \$39,730. This grant is to help defray expenses associated with the current COVID-19 pandemic and to help prepare for future circumstances when we may need on-hand supply of Personal Protective Equipment (PPE) or when staff may be required to work from outside the facility or away from traditional workstations.

We propose to use these funds to help supplement our services to the Town in the following areas; personnel overtime and purchasing equipment.

Due to the COVID-19 pandemic contact restrictions, proactive policing in problem areas has been restricted. Additional hours will be needed to rebuild relationships, address problems and conduct investigations.

We will also use funds to purchase additional uniform equipment, first aid kits, an on-hand supply of PPE, remote access hardware and software along with additional security features to the facility which were identified due to the lockdown.

We are looking for the select board's approval to move forward in the application process for the COVID-19 JAG grant.

Respectfully,

  
Michael R. Fitzgerald, Chief  
Brattleboro Police Department

TOWN OF BRATTLEBORO  
Finance Department  
230 Main Street, Suite 208  
Brattleboro, VT 05301  
Phone (802)251-8104 • FAX (802)257-2322

**MEMORANDUM**

DATE: May 11, 2020  
TO: Brattleboro Selectboard  
VIA: Peter B. Elwell, Town Manager  
FROM: Kim Ellison, Grants Manager  
SUBJECT: 2020 Covid JAG

For the 5/19/20 Selectboard meeting, please add the following to the agenda:

The Police Department requests authority to apply for a \$39,730.00 BJA FY20 Coronavirus ESF Program Grant from the Office of Justice Programs to defray expenses from Covid-19.

Please see the attached GISTD and other supporting documents for additional details.

Request a Motion:

To approve the Police Department's application for a \$39,730.00 BJA FY20 Coronavirus ESF Program Grant from the Office of Justice Programs to defray expenses from Covid-19.

**TOWN OF BRATTLEBORO**  
**GRANT INFORMATION STATUS TRACKING DOCUMENT (GISTD)**

**APPLICATION PHASE**

Date: **5/7/2020**

Grantor/funder: **Office of Justice Programs**

Funder's name of grant: **BJA FY20 Coronavirus ESF Program**

Internal name of grant: **2020 Covid JAG**

Funder's grant description/purpose: **Defray expenses from Covid-19**

Applicant's purpose/use of grant: **same**

What will the money be spent on specifically? **\$4500 OT, \$35,230 equipment**

Amount being requested: **\$39,730** Required match amount: **\$0**

Sources of Match Funds, i.e. donations, general funds?

Application deadline: **5/30/20**

Award notification date: **4/10/20**

Grant term start date: **4/1/2020**

Grant term end date: **3/30/2022**

Grant payout:  Up-front (deferred), or  Reimbursed basis (accrued)

How much administrative allowance does the grant permit if any: **\$0** or %

Department or community group requesting grant: **Police**

Department sponsoring the grant: **Police**

Contact name (person submitting): **Michael Fitzgerald**

Contact phone:

Contact email:

Second contact:

2<sup>nd</sup> contact phone:

2<sup>nd</sup> contact email:

Is this a new program or new service(s)?  yes  no

Is this a  new grant, or  renewal of an existing/active grant?

How will this grant improve functions in your department or for the town and/or how will it save money or increase services? **it will reimburse some April expenses and allow us to prepare for another pandemic situation with people working at home, and a general need for PPE**

How will the program or service be sustained after end of grant? **general fund**

How will the project impact the resources of the rest of the department? **it will not**

How will the project affect the resources of other departments? **it will not**

Will this grant trigger review by the Capital Grants Review Committee?  yes  no

Is this a program/service/item that would need to be paid for out of the general fund if the grant is not awarded, accepted and appropriated?  yes  no

What are the other sources of funding for this project? **None**

What other town commitments will be required during the life of the grant? **drawdown and reporting**

**TOWN OF BRATTLEBORO**

**GRANT INFORMATION STATUS TRACKING DOCUMENT (GISTD)**

What are the on-going commitments or costs to town after the end of the grant?

Department Head Name & Title: Michael Fitzgerald, Chief of Police

Department Head Signature: [Signature]

Date: 7 May 2020

Finance Director Recommendations/Comments: \_\_\_\_\_

Application Approved  yes, or  no

Printed Name: \_\_\_\_\_

Finance Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Town Manager Recommendations/Comments: \_\_\_\_\_

Application Approved  yes, or  no

Printed Name: PETER B. EWELL

Town Manager Signature: [Signature]

Date: 5/13/20

Capital Grants Review Committee Recommendations/Comments: \_\_\_\_\_

Application Approved  yes, or  no, or  not applicable

Printed Name: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Selectboard Recommendations/Comments: \_\_\_\_\_

Application Approved  yes, or  no, or  not applicable

Printed Name: \_\_\_\_\_

Selectboard Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# TOWN OF BRATTLEBORO

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

May 8, 2020

Memo To: Brattleboro Selectboard  
Via: Peter B. Elwell, Town Manager  
Memo From: Patrick Moreland, Assistant Town Manager  
Re: Accept Grant Agreement 07110-SS-2019-Brattleboro-00001

**Recommendation 1:** To adopt the Grant Agreement Resolution and to accept and appropriate the sum of \$375,000 from the Vermont Community Development Program (VCDP) for the Five County Homeownership Service Program project of Windham & Windsor Housing Trust (WWHT).

**Recommendation 2:** To authorize the Town Manager to execute the Grant Agreement with the State of Vermont, and all other associated documents necessary for the performance of the grant funded activities.

In the summer of 2019, the Selectboard authorized submission of a grant application in Support of Windham & Windsor Housing Trust for a Scattered Site grant to support a range of housing support services. The services, and a plan for service delivery involving a partnership between WWHT and Downstreet Housing & Community Development is described in the attached memo from August 2019. The Town received preliminary notification of a grant award in December of 2019. As with any grant, certain award conditions had to be met before a formal offer of grant agreement would be made to the Town. Typical award conditions include securing all additional funding and obtaining all necessary permits.

In April of 2020, the Town received a formal offer of Grant Agreement. The agreement has been reviewed by Attorney Fisher and is recommended for your approval.

## Attachments

- Memo to the Selectboard, Dated August 18, 2019
- Offer of Grant Agreement, Dated April 30, 2020
- Grant Agreement Resolution (PM-2)

# TOWN OF BRATTLEBORO

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

August 18, 2019

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

**Recommendation:** To conduct a public hearing and adopt the resolution authorizing the submission of a consortium grant application with Montpelier, Vermont, for a Vermont Community Development Program (VCDP) Scattered Site Grant in the amount of \$375,000 to support Windham & Windsor Housing Trust (WWHT) and their partner Downstreet Housing & Community Development (DHCD) to deliver a Home Repair Program, Counseling Advocacy, and First Time Home Buyer services across five counties.

### ***Scattered Site Program Background***

WWHT approached the Town of Brattleboro in 2013 seeking a long term relationship with a host community to serve as applicant to VCDP for funding to support a revolving home repair loan fund, ongoing home ownership counseling services, and a first time homebuyer assistance program. The Town agreed. The VCDP has funded this work across the state using a network of housing agencies such as WWHT. Last year, at the direction of the Agency of Commerce & Community Development, these housing organizations were paired up in an effort to reduce administrative overhead. As a result WWHT partnered with DHCD, where WWHT performs loan servicing and other back end administrative functions for all grant funded activities in Windham, Windsor, Orange, Washington, and Lamoille counties.

New this year is a plan to bring all grant funded program services across the state onto the same calendar year schedule. These services, which are described below, are currently funded by VCDP and other resources through December 31, 2019. The three essential service elements include a home repair program, housing counseling, and first time homebuyer assistance.

***Home Repair Loans*** - Income eligible homeowners can apply for a loan of up to \$25,000 for basic home repair and improvement in circumstances where the condition of the home fails to meet Section 8 housing quality standards. All applicants must be an owner occupied single family home or a single family or duplex rental home charging HUD approved rents. Only projects that are able to justify the investment are approved.

*Housing Counseling Advocacy* - All households regardless of income seeking to purchase a first home or households struggling to remain in their home can receive education and counseling services on a range of housing finance issues. Participants receive assistance developing and managing a household budget, establishing realistic financial goals, improving credit scores and building wealth through homeownership.

*Homeownership Assistance* - All households regardless of income can leverage their investment if they are a first time home buyer. One on one counseling is offered to provide assistance in reviewing mortgage options, understanding loan documents, and understanding the home shopping and purchasing process. Financial resources are available to assist with down payments on the purchase of a single family home or to assist with other closing related costs.

***Consortium Application***

The Town of Brattleboro will be the lead applicant for this consortium application to the VCDP, with the City of Montpelier as the minor applicant. All funding for this grant is being requested by Brattleboro and will flow only from Brattleboro to WWHT. Downstreet will contract with WWHT for their share of the requested funds. The function of the minor applicant in a consortium application such as is proposed here, is to provide the necessary vehicle for public notice/input for that specific area of the state. City of Montpelier will not be seeking additional resources nor performing additional work beyond issuing the public notice, conducting the public hearing, and adopting a resolution in support of the application moving forward.

***VCDP Request***

The Town of Brattleboro will be seeking a grant in the amount of \$375,000 to support the identified services, delivered by WWHT and Downstreet, for a period of one year, from 1/1/20 through 12/31/20. The specific request and its allocation for each of the identified services is the outcome of months of discussion and negotiations between the housing organizations and the Agency of Commerce & Community Development. The requested funds will be used for program administration, loan capital, and direct counseling services. Of the \$375,000 CDBG request, WWHT is expected to receive \$329,000, Downstreet will receive \$46,000. The revolving loan pool is available to program participants across all five counties on a first come first served basis.

<b>Activity</b>	<b>Amount Requested</b>	<b>Amount Leveraged</b>
Single Family Home Repair Loans	\$270,000	\$0
Multi-Family Home Repair Loans	\$30,000	\$0
Residential Rehab Single Family (Capital)	\$0	\$479,500
Housing Counseling & Advocacy	\$56,000	\$140,874
Homeownership Services	\$0	\$8,090,000
Grant Administration	\$19,000	\$0
<b>Total</b>	<b>\$375,000</b>	<b>\$8,710,374</b>

By virtue of VCDP (\$375,000) and other government and private (\$193,874) resources totaling \$568,874, program participants, through the act of buying a first home, will

contribute an estimated \$8,090,000 toward the "total value" of the proposed work to be performed in the context of this project.

As with many WWHT projects, fiscal oversight of this program is expected to be minimal, staff estimates \$2,000 for a combination of staff time and a contribution to the annual single audit.

**Project Demographics**

The citizens of Brattleboro have historically been well served by the services delivered as a result of previous Scattered Site Grants. The service statistics shown below are the result of work performed by WWHT since Brattleboro began its role as the applicant community in October of 2014. While Brattleboro's population represents roughly 12% of the combined population of the two counties, our citizens routinely receive benefit in excess of their proportional share.

<b>Windham &amp; Windsor Housing Trust Scattered Site Programs 10/1/14 - 6/30/19</b>			
	<b>Total</b>	<b>In Brattleboro</b>	
<b>Home Repair Loan Program</b>			
Number of Loans	112	24	21%
Total Loan Value	\$ 1,251,822	\$ 267,234	21%
<b>Housing Counseling</b>			
Participants	1014	263	26%
<b>First Time Homebuyer</b>			
Participants	308	51	17%
Total Housing Value	\$ 42,864,874	\$ 10,096,238	24%



State of Vermont  
Department of Housing and Community Development  
Deane C. Davis Building – 6<sup>th</sup> Floor [phone] 802-828-3211  
One National Life Drive  
Montpelier, VT 05620-0501

*Agency of Commerce and  
Community Development*

April 30, 2020

Patrick Moreland, Assistant Town Manager  
Town of Brattleboro  
230 Main Street  
Brattleboro VT 05301

RE: 07110 -SS-2019-Brattleboro-01; 5-County Homeownership Services Program  
Grant Agreement Offer - Lead Grantee and Participating Grantees

Dear Mr. Moreland:

Uploaded for your consideration is the Grant Agreement between the Town of Brattleboro and City of Montpelier and this Agency. Please review the offer carefully. **Prior to signing the Grant Agreement in the GEARS system your Legislative Body is required to adopt a resolution, Form PM-2 as the Lead Grantee and each participating grantee must adopt a resolution Form PM-3. These forms state the acceptance and responsibility of the terms and conditions of the Grant Agreement and designates the person with the overall responsibility and authority to execute all appropriate documents.** If it is satisfactory you need to log into your account in the GEARS system and go to the Grant Agreement and Amendment Documents page of the grant above, upload the signed Grant Agreement Resolution(s), certify, select your name, date and save the page and then change the status of the Grant to "Grant Agreement Accepted" by May 28, 2020. This will have the same legal effect as a hand-written signature.

If the Grant Agreement is not acceptable as offered, please add a note with the suggested changes on the page and change the status of the grant to "Grant Agreement Offer Mods Required". The Agency will review what has been suggested and make the necessary changes and will reoffer the Grant Agreement for you to sign.

Once pushed to "Grant Agreement Accepted" the Commissioner will receive a notification that it has been executed by the Town of Brattleboro and then will fully execute it in the GEARS system. You will receive a notification of this execution.

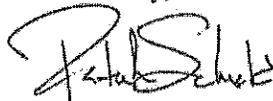
Before a request for funds can be processed, all requirements and special conditions as stated in the Grant Agreement must be satisfied. It is important to understand that some special conditions may have already been met, and if you have any questions in this regard please contact me. We recommend that you review the requirements set out in the Grants Management Guide, paying particular attention to **the chapter on The Grant Agreement**, and that you review your Grant Agreement carefully for all requirements.



Patrick Moreland  
April 30, 2020  
Page 2

If you have any questions regarding the Grant Agreement, please contact me by email  
Patrick.Scheld@vermont.gov or by phone at 828-1365.

Sincerely,



Patrick Scheld  
Community Development Specialist

PS:cmb

Enclosures

cc: Kim Ellison, Grant Manager  
Michael Miller, City of Montpelier



**STATE OF VERMONT GRANT AGREEMENT**

**Part 1 - Grant Award Detail**

**SECTION I - GENERAL GRANT INFORMATION**

<sup>1</sup> Grant #: 07110 -SS-2019-Brattleboro-01      <sup>2</sup> Original  Amendment # \_\_\_\_\_

<sup>3</sup> Grant Title: 5-County Homeownership Services Program

<sup>4</sup> Amount Previously Awarded: \$ 0.00      <sup>5</sup> Amount Awarded This Action: \$ 375,000.00      <sup>6</sup> Total Award Amount: \$ 375,000.00

<sup>7</sup> Award Start Date: 11/21/2019      <sup>8</sup> Award End Date: 12/31/2020      <sup>9</sup> Subrecipient Award: YES  NO

<sup>10</sup> Vendor #: 40616      <sup>11</sup> Grantee Name: Town of Brattleboro (Lead)

<sup>12</sup> Grantee Address: 230 Main Street

<sup>13</sup> City: Brattleboro      <sup>14</sup> State: VT      <sup>15</sup> Zip Code: 05301-2840

<sup>16</sup> State Granting Agency: Agency of Commerce and Community Development-DHCD      <sup>17</sup> Business Unit: 07110

<sup>18</sup> Performance Measures: YES  NO       <sup>19</sup> Match/In-Kind: \$ 620,374 Description: See Attachment B - Payment Provisions and Project Budget, 4. Sources and Uses

<sup>20</sup> If this action is an amendment, the following is amended:  
 Amount:       Funding Allocation:       Performance Period:       Scope of Work:       Other:

**SECTION II - SUBRECIPIENT AWARD INFORMATION**

<sup>21</sup> Grantee DUNS #: 073995169      <sup>22</sup> Indirect Rate: 0 % (Approved rate or de minimis 10%)      <sup>23</sup> FFATA: YES  NO

<sup>24</sup> Grantee Fiscal Year End Month (MM format): 6/30      <sup>25</sup> R&D:

<sup>26</sup> DUNS Registered Name (if different than VISION Vendor Name in Box 11):

**SECTION III - FUNDING ALLOCATION**

**STATE FUNDS**

Fund Type	<sup>27</sup> Awarded Previously	<sup>28</sup> Award This Action	<sup>29</sup> Cumulative Award	<sup>30</sup> Special & Other Fund Descriptions
General Fund	\$0.00	\$0.00	\$0.00	
Special Fund	\$0.00	\$0.00	\$0.00	
Global Commitment (non-subrecipient funds)	\$0.00	\$0.00	\$0.00	
Other State Funds	\$0.00	\$0.00	\$0.00	

**FEDERAL FUNDS**

(includes subrecipient Global Commitment funds)

**Required Federal Award Information**

<sup>31</sup> CFDA #	<sup>32</sup> Program Title	<sup>33</sup> Awarded Previously	<sup>34</sup> Award This Action	<sup>35</sup> Cumulative Award	<sup>36</sup> FAIN	<sup>37</sup> Federal Award Date	<sup>38</sup> Total Federal Award
14.228	Community Development Block Grant (CDBG)	\$0.00	\$375,000.00	\$375,000.00	B.19.DC.50.0001	8/21/2019	\$6,920,250.00
<sup>39</sup> Federal Awarding Agency: U.S. Department of Housing and Urban Development (HUD)		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		\$0.00	\$0.00	\$0.00			\$0.00
Federal Awarding Agency:		\$0.00	\$0.00	\$0.00			\$0.00
<b>Total Awarded - All Funds</b>		<b>\$0.00</b>	<b>\$375,000</b>	<b>\$375,000.00</b>			

**SECTION IV - CONTACT INFORMATION**

<p><b>STATE GRANTING AGENCY</b></p> <p>NAME: Patrick Scheld                  TITLE: Community Development Specialist                  PHONE: (802) 828-1365                  EMAIL: Patrick.Scheld@vermont.gov</p>	<p><b>GRANTEE</b></p> <p>NAME: Kim Ellison                  TITLE: Accountant, Town of Brattleboro                  PHONE: (802) 251-8122                  EMAIL: kellison@brattleboro.org</p>
--	--

1. **Parties:** This is a Grant Agreement between State of Vermont Agency of Commerce and Community Development (hereinafter called "State" or "Agency") and Town of Brattleboro with principal place of business at 230 Main Street, Brattleboro VT 05301 (hereinafter called "Grantee"). It is the grantee's responsibility to contact the Vermont Department of Taxes to determine if, by law, the grantee is required to have a Vermont Department of Taxes Business Account Number. The grantee is required by law to have a Federal ID# and it is 03-6000393.
2. **Subject Matter:** The subject matter of this Grant Agreement is Community Development Block Grant.
3. **Award Details:** Amounts, dates and other award details are as shown in the attached *Grant Agreement Part 1-Grant Award Detail*. A detailed scope of work covered by this award is described in Attachment A.
4. **Amendment:** No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee.
5. **Cancellation:** This Grant Agreement may be suspended or cancelled by either party by giving written notice as provided in Attachment C, Section 27 or Attachment D, Sections XVI and XVII.
6. **Attachments:** This Grant consists of 31 pages including the following attachments that are incorporated herein:

Attachment A – Scope of Work to Be Performed and Special Conditions

Attachment B – Payment Provisions and Project Budget

Attachment C – Customary State Grant Provisions

Attachment D – Other Provisions (CDBG Standard Provisions)

Attachment E – Certifications

**NOTE:** Signatures blocks have been omitted because document will use e-signing technology in lieu of signatures.

**GRANT AGREEMENT RESOLUTION - CONSORTIUM LEAD GRANTEE Form PM-2**

WHEREAS, the (check one)  Town  City  Village of Brattleboro has applied, as a Joint Applicant with the municipalities of Montpelier

for funding under the Vermont Community Development Program, as provided for in 10 VSA Ch. 29, and the Joint Applicants have received an award of funds under said provisions; and

WHEREAS, the Agency of Commerce and Community Development has tendered a Grant Agreement # 07110-SS-2019-Brattle for said funding:

**Now, THEREFORE, BE IT RESOLVED as follows:**

- 1) that the legislative body of this municipality accepts and agrees to the terms and conditions of said Grant Agreement; and
- 2) hereby agrees that this municipality serve as Lead Grantee to execute the Grant Agreement and such other documents as may be necessary to secure these funds, and as such to serve as the agent for the consortium; and
- 3) that (Name) Patrick Moreland Title Assistant Town Manager is hereby designated as the person with overall Administrative responsibility for the VCDP activities related to this Grant Agreement; and
- 4) that (Name) Peter B. Elwell Title Town Manager who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, hereby designated as the Authorizing Official (AO) to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this 19 day of May, 2020.

**LEGISLATIVE BODY**

(Typed Name)	(Signature)
<u>Tim Wessel</u>	_____
<u>Elizabeth McLoughlin</u>	_____
<u>Ian Goodnow</u>	_____
<u>Brandie Starr</u>	_____
<u>Daniel Quipp</u>	_____

**For Agency Use:**  
 Processed by: \_\_\_\_\_ Date: \_\_\_\_\_