

## Jan Anderson

---

**From:** Erin Maile O'Keefe <maile@humanconnectionproject.com>  
**Sent:** Sunday, June 28, 2020 11:37 PM  
**To:** Jan Anderson  
**Cc:** Felicity Ratté; Christine Hart  
**Subject:** Re: Selectboard  
**Attachments:** Handy Station Proposal to Selectboard.pdf; Peter Siegel - 53020, 9.57 PM.m4a; Cara Trezise - Keep Them Clean Jingle - 6\_7\_20, 7.18 PM.m4a

Hi Jan,

Attached is our Handy Station Proposal to the Selectboard. I've also included some photos of our first station/prototype and the first two original tunes.

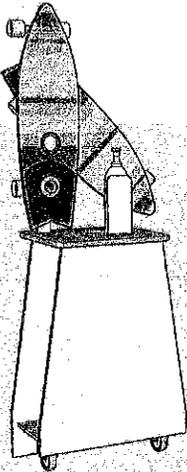
Thanks!  
Erin

Peter Siegel - "Courtesy"

Cara Trezise - "Keep Them Clean"

# Brattleboro Selectboard Proposal

June 26, 2020



**Open Artful Streets**  
presents  
**HANDY STATIONS**

**Prototype team:**  
Erin Maile O'Keefe, design  
Felicity Ratté, development  
Chris Hart, development  
Stephanie Bonin, development  
Peter Siegel, music  
Neil Patel, sound system  
Curtis Mead, build  
Maddie Pixley, art  
The Void, adoptive business

**Elements:**  
DBA public safety signage  
Art by a local visual artist  
20-sec jingle by a local musician  
Sound system  
Push button  
Hand sanitizer  
Base unit with two casters

**OAS** is an initiative of:  
The Human Connection Project  
& Brattleboro Housing Opportunities

in collaboration with:  
Downtown Brattleboro Alliance

seed funding from:  
Arts Council of Windham County

pilot program in:  
Brattleboro, Vermont

[openartfulstreets.org](http://openartfulstreets.org)

PROTOTYPE  
6/12/2020

**Open Artful Streets** centers artists in the designing of safe, vibrant and creative solutions to enhance and encourage social and commercial activity in our downtowns and public spaces. **Handy Stations** are attractive, durable, mobile hand sanitizing units. They are economically designed to be CNC-cut out of birch ply, ready for an artist's imagination. This OAS project intends to contribute to the safe reopening of commercial activity throughout Brattleboro. [openartfulstreets.org](http://openartfulstreets.org)

**OAS is an initiative of:** The Human Connection Project & Brattleboro Housing Opportunities

**In collaboration with:** Downtown Brattleboro Alliance

**With seed funding from:** Arts Council of Windham County

## The prototype team:

Erin Maile O'Keefe (design), Felicity Ratté (development), Chris Hart (development), Stephanie Bonin (development), Peter Siegel (music), Maddie Pixley (art), Neil Patel (sound tech), Curtis Mead (build), The Void (adoptive business)

## Project Description:

As Brattleboro emerges from months of Stay Home/Stay Safe advisories, we face many pressing needs, including new health policies and getting our local businesses and economies up and running as quickly

as possible. Town government, businesses, and community organizations are doing all they can to assist in innovative and people-centric measures but one question remains: **Where will I wash my hands?**

A coalition of Brattleboro individuals and organizations has developed a useful and innovative piece of functional street art as an answer called the "Handy Station". Each Station will express a unique collaboration between a local musician, artist and business, making hand sanitizing fun. The base units are designed to play 20 seconds of original music while a patron properly sanitizes their hands and takes in the six points of downtown conduct written up by our Downtown Brattleboro Alliance.

Handy Stations will encourage people to come downtown, shop and maintain safety standards, and center the work of our local musicians and visual artists to animate our streets for locals and tourists alike. Brick and mortar business owners along with venue artists have seen their income halt during stay-at-home orders during the pandemic. A variety of grants funds will pay for these units adopted by a business and will pay artist commissions for the music and artwork. With ample funding we intend to expand this project around Brattleboro.

Handy Stations will:

- Dynamically broadcast new public safety measures and messaging;
- Support our downtown businesses and help show that they are "open for business";
- Animate and enliven our downtown streets with art; and,
- Employ local musicians and artists who have taken a big financial hit during COVID and don't expect their work or venues to return soon.

When choosing local musicians and artists consideration will be given to those with financial hardship due to COVID-19 cancellations, and priority will be given to black, brown and indigenous artists of color.

The plan for maintenance of these units is through our "adoption agreement" with a business. Store owners are responsible for placement of the station on the sidewalk during store hours and storing it during off-hours. They will also be responsible for keeping the Handy Station clean, charging the battery, and refilling the sanitizer. Stores that adopt Handy Stations can expect more foot traffic and safer shoppers.

**Cost per unit (see attached budget): \$1200**

**Request for funding:**

We are requesting funding from the Town for (5) Handy Stations at a total cost of \$6000. If desired, the Town can prioritize their placement, keeping in mind that each unit would need to be adopted by a business or responsible party.

**Additional funding:**

OAS continues to seek funding for this project. We await grant decisions from AARP and Thompson Trust and are in the process of applying for other grants. We will also be seeking sponsorship of individual units by local businesses that have been more resilient during this economic downturn.

**Schedule for implementation:**

*June 18:* The first unit and prototype was adopted by The Void at 109 Main Street

*Week of June 22:* Prototype feedback and modifications

*Week of June 29:* Identify the first (15) downtown Brattleboro businesses to adopt a Handy Station, (15) local musician/composers, and (15) local visual artists

*Week of July 6:* Begin production on a run of (15) base units

*Week of July 20:* Roll out the first (15) completed units, while beginning the process with the next (15) units, and continuing to partner and fundraise

**Contact:**

Erin Maile O'Keefe, The Human Connection Project

maile@humanconnectionproject.com

808-469-1303

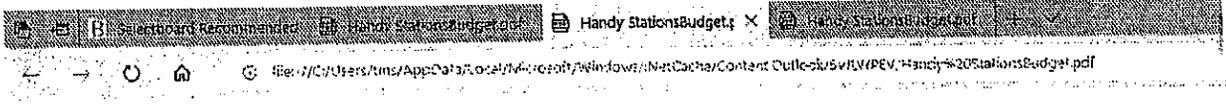
***Thank you for your consideration!***

Budget  
Page 1 of 2



Materials	Unit Price	Quantity	Total	Source
Base Unit (Baltic birch ply + hardware)	165.00	1	\$165.00	Dunning Displays
Motion Activated Sanitizer Dispenser	38.00	1	\$38.00	currently sourced online (looking to engage local tech youth)
Sound system (computer, battery pack, speaker, cords, button)	101.00	1	\$101.00	see "Sound system parts" budget
Extra hardware (hose clamp, screws, hinges, latch)	7.00	1	\$7.00	Brown & Roberts
3D printed Raspberry Pi case and button washer	10.00	1	\$10.00	Local youth
Vinyl sticker masthead	9.00	1	\$9.00	The Void
Saxtons River Distillery Hand Sanitizer, 64oz	20.00	1	\$20.00	Saxtons River Distillery
<b>TOTAL Materials</b>			<b>\$350.00</b>	
<b>Labor</b>				
Musician/Composer Commission	150.00	1	\$150.00	
Visual Artist Commission	350.00	1	\$350.00	
Project Management	150.00	1	\$150.00	
Art Direction	50.00	1	\$50.00	
Music Direction	50.00	1	\$50.00	
Sound Tech	25.00	1	\$25.00	
Assembly/Delivery	75.00	1	\$75.00	
<b>TOTAL Labor</b>			<b>\$800.00</b>	
<b>TOTAL per unique Handy Station</b>			<b>\$1,200.00</b>	





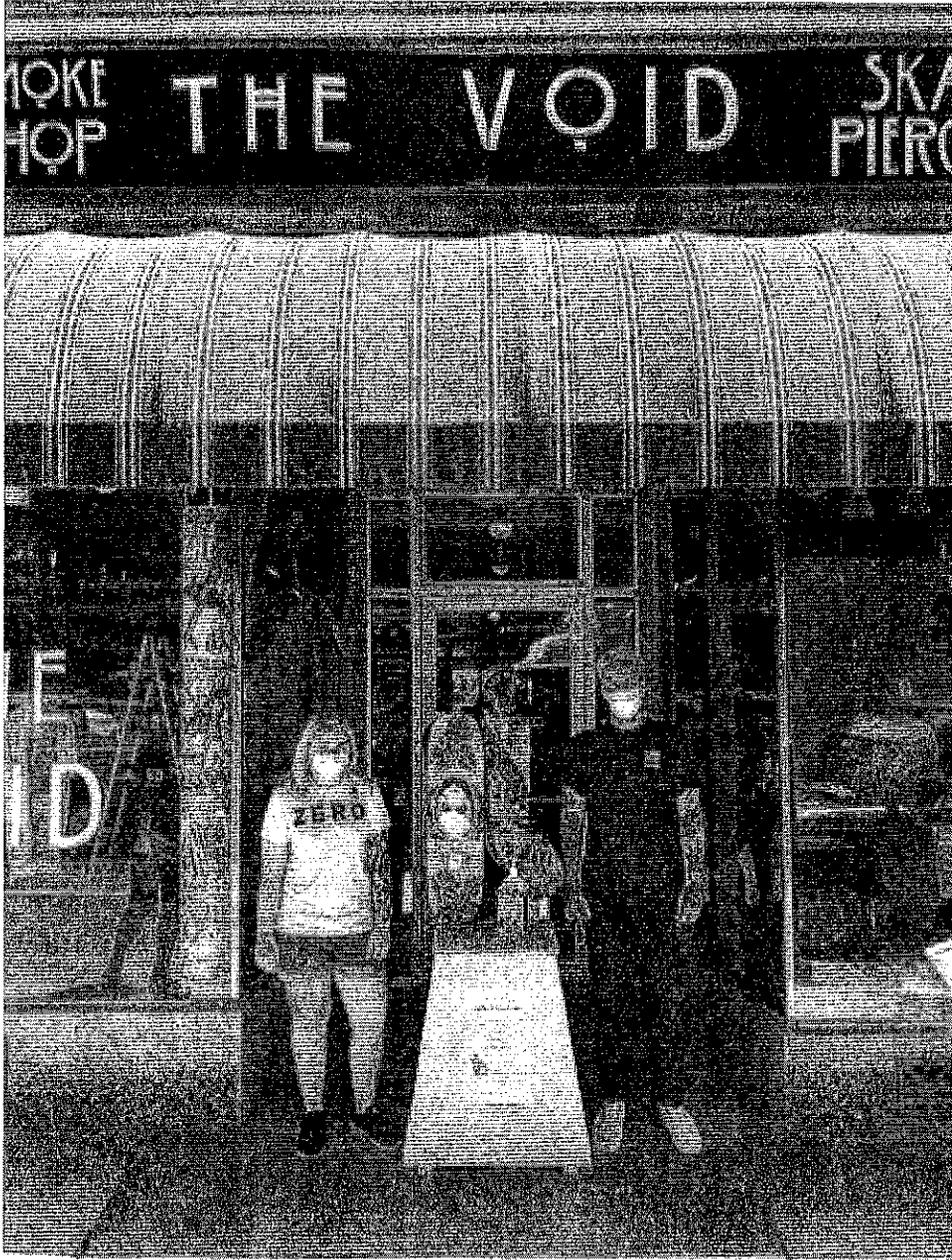
**Sound System Parts**

Item	Unit Price	Quantity	Total	Source
Raspberry Pi 4 Model B 2GB RAM	35.00	1.00	\$35.00	
MPOW 20000 mAh Power Bank	32.00	1.00	\$32.00	
Contz Angle Solo Bluetooth speaker	17.00	1.00	\$17.00	
USB C Power cord 6 ft (2 pack)	9.00	0.50	\$4.50	
Dupont jumper cables (40 ct)	5.95	0.05	\$0.30	
16 GB Micro SDHC card (2 pack)	9.00	0.50	\$4.50	
Audio Auxiliary Cord	4.00	1.00	\$4.00	
30mm Sanwa Arcade Push Button	2.50	1.00	\$2.50	
Push button Cables (16 ct)	7.25	0.15	\$1.09	
			\$0.00	
			\$0.00	
			\$0.00	
<b>TOTAL</b>			<b>\$100.89</b>	











**The Human Connection Project & {the Human Art of Play}**

*artfully inspiring experiences of belonging in your community*

community engagement : arts residencies : creative placemaking : teacher trainings

Erin Maile O'Keefe, founder (she/her)

Brattleboro, Vermont

cell: 808-469-1303

[maile@humanconnectionproject.com](mailto:maile@humanconnectionproject.com)

Human Connection Project

initiatives of HCP include:

Open Artful Streets

Water Way(s)

The Human Art of Play

Tiny House Fest Vermont

Brattleboro Area Mutual Aid

Rock Salt Sisters

Town of Brattleboro  
**DEPARTMENT OF PUBLIC WORKS**

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

To: Brattleboro Selectboard  
VIA: Peter Elwell, Town Manager  
From: Stephen Barrett, Director of Public Works  
Daniel Tyler, Highway/Utilities Superintendent  
Date: June 19, 2020  
Subject: VTRANS Annual Financial Plan

A handwritten signature in black ink, appearing to be 'Peter Elwell', written in a cursive style.

Enclosed is the State of Vermont Agency of Transportation Annual Financial Plan document for town highways.

The annual form is required to be submitted within 60 days after the adoption of the municipal budget.

The Financial Plan is used to determine the amount of funding the town receives from the State, which is disbursed quarterly. The annual appropriation is used for construction and repair of the town roadways.

The Annual Financial Plan requires the Selectboard signature on page 2-2 of the document.

**ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS**  
19 V.S.A. § 306(j)

TA-60

Town of Brattleboro Fiscal Year 2021 Begin 7/1/20 End 6/30/21

**INCOME**

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1    6.420	\$ 74,174.61
Class 2    13.89	\$ 58,877.71
Class 3    64.64	\$ 101,772.48
Town Tax Funds – 19 V.S.A. Section 307	\$ 2,086,330.20
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
<b>TOTAL</b>	<b>\$ 2,321,155.0</b>

**EXPENSES**

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 1,015,562
Non-Winter Maintenance	\$ 900,593
Major Construction Projects	
a. Paving	\$ 330,000
b. Sidewalk	\$ 75,000
c.	\$
<b>TOTAL</b>	<b>\$ 2,321,155.0</b>

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)  
(page 2)

We, the Legislative Body of the Municipality of Brattleboro certify  
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**  
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

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

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

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

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

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

\_\_\_\_\_  
*Daniel Quip* (Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

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

\_\_\_\_\_  
District Transportation Administrator

---

MEMORANDUM

TO: Selectboard  
VIA: Peter Elwell, Town Manager  
FROM: Sue Fillion, Planning Director  
DATE: June 29, 2020  
RE: Award of Brattleboro Route 9 Bike Lane Scoping Project - Brattleboro STP BP19(10)

---

**Recommended Action: To award the bid for consultant services to undertake Brattleboro Route 9 Bike Lane Scoping Project to Dufresne Group for a lump sum cost of \$40,000.**

In December 2019, the Town was awarded a \$32,000 Vermont Agency of Transportation Bicycle and Pedestrian Grant for a scoping study of a bicycle lane connecting the I-91 Exit 2 area to Main Street. This is being matched with an additional \$8,000 in local funds that has been allocated from the Department of Public Works budget.

On May 14, 2020, the Town released an RFP for consultant services for the study. The RFP sought a consultant/team to undertake a planning process that identifies the needs of bicyclists and pedestrians in the area along Route 9 between I-91 Exit 2 east to Main Street, while considering existing conditions. The outcome of the process will include identification and prioritization of improvements; a public involvement process; an assessment of historic, archaeological and environmental constraints; documentation of project issues and overall feasibility, and complete preliminary cost estimate for further engineering, project administration, and construction. The RFP was advertised on the Vermont Bid System and was sent directly to firms on the VT Department of Housing and Community Development Directory of Consultants known to undertake this work. Responses were due June 15, 2020.

The following four firms submitted complete proposals: Dufresne Group, Pare Corporation, Toole Design, and Fuss & O'Neill. The Selection Committee consisted of Dan Tyler (Water and Highway Superintendent), Josh Carnes (Engineering Tech), Andrew Graminski (Planning Tech), Peter Pochop, (VTrans Project Supervisor), and me. The technical proposals were ranked according to weighted criteria as contained in the RFP documents. Following the ranking, we reviewed cost proposals.

Based on the review of both proposals, we recommend awarding the contract to Dufresne Group. Dufresne Group ranked the highest when the scores were tallied and came in on budget at \$40,000. Strengths of the Dufresne Group proposal included good observations of the project area, an experienced team, and a high number of hours dedicated to each task.

**FY21 Committee and Board Vacancies  
Announced June 2, 2020  
July 14, 2020 Appointments**

<u>Committees and Terms</u>	<u>No. of Vacancies</u>	<u>Applicants (in order received)</u>
<b>ADA Advisory Committee</b> 5 members, varied terms	2	Carmen "Nina" Willson
<b>Honor Roll</b>	1	Samuel R. Haskins

# ADA Advisory Committee

**Town of Brattleboro, VT**  
*Board and Committee Application*

**Date:**

*Jul 08, 2020*

**Applicant's Name:**

*Carmen "Nina" Willson*

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

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

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

- Brattleboro Housing Partnership
- Nelson E Withington Fund Advisory Committee

Senior Solutions

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

- Energy Coordinator
- Fence Viewer
- Rescue, Inc., Trustee
- Tree Warden
- Weigher of Coal
- Windham Regional Commission

**Other position not listed:**

**email: (none@none.com if none)**

*cninawillson@gmail.com*

**Residential Address**

Street Name: *MAPLE ST*

Street Num: 63 Unit:

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

**Town:**

*Brattleboro*

**State:**

*VT*

**Zip Code:**

*05301*

**Phone Number:**

Column 1	Column 2
----------	----------

Home:	
Work:	8022570307
Cell:	4136873937

**Employer**

*Pine Heights*

**Address:**

**Position:**

*187 Oak Grove Ave., Brattleboro*

**Other Relevant Employment:**

**Educational Background:**

*BS in Therapeutic Recreation from Green Mountain College, Certified Therapeutic Recreation Specialist (CTRS), Certified Dementia Practitioner (CDP)*

**Number of Years as a Resident of Brattleboro:**

14

**How Much Time Are You Able to Give?**

*I have been on the committee for the past few years, and most recently the chair. I missed the timeline to reapply for my seat, and have meant to do so. I have limited availability because of the current COVID pandemic and workign on healthcare, but I am dedicated to the mission of this committee and will make the time.*

Other Information: Please answer the following questions.

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

*I participate in the Leadership Council for Academy School and the PTO.*

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

*I am passionate about helping people of all abilities reach their highest level of independence.*

**Have you ever attended a meeting of this committee?**

Yes

No

**What is your vision of the Town of Brattleboro?**

*I hope that Brattleboro will continue to embrace diversity and inclusiveness.*

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

Yes

No

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

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

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

Or call us by phone at 802-251-8100

# Honor Roll

**Town of Brattleboro, VT**  
*Board and Committee Application*

**Date:**

*Jul 07, 2020*

**Applicant's Name:**

*Samuel R Haskins*

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

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

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

- Brattleboro Housing Partnership
- Nelson E Withington Fund Advisory Committee

Senior Solutions

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

- Energy Coordinator
- Fence Viewer
- Rescue, Inc., Trustee
- Tree Warden
- Weigher of Coal
- Windham Regional Commission

**Other position not listed:**

**email: (none@none.com if none)**

*Sam\_Haskins@comcast.net*

**Residential Address**

Street Name: *REGINA VIS*

Street Num: *128* Unit:

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

**Town:**

*Brattleboro*

**State:**

*VT*

**Zip Code:**

*05303*

**Phone Number:**

Column 1	Column 2
----------	----------

Home:	802 254 1356
Work:	none
Cell:	802 254 1356

**Employer**

*Retired*

**Address:**

**Position:**

**Other Relevant Employment:**

**Educational Background:**

High School

**Number of Years as a Resident of Brattleboro:**

47

**How Much Time Are You Able to Give?**

*few hours a mo*

Other Information: Please answer the following questions.

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

Present -- Veterans of Foreign Wars (VFW) -- National Cares Committee -- (Legislation for Veteran Benefits) State of Vermont VFW Judge Advocate -- Assist with National VFW & State By-laws, along with Roberts Rules of Order. Brattleboro VFW -- Trustee -- Review & Audit Books. On Board of Directors for Tri-Park -- Community Member

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

I have been involved with veterans issues since 1971. Have been on many committees for National & State

VFW, Past National Council Member Vermont 2002 - 2004, Past State Commander Vermont 1983 - 1984, I worked for National & Vermont VFW @ the VA in White River Jct. 1986 - 2000 assisting veterans with benefits, Worked for Senator & Representative Sanders for veteran benefits from 2000 -2014

**Have you ever attended a meeting of this committee?**

Yes

No

**What is your vision of the Town of Brattleboro?**

Moving Brattleboro into the future

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

Yes

No

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

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

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

Or call us by phone at 802-251-8100