

To: Brattleboro Select Board
Via: Town Manager
From: Jenepher Burnell, Assessment Office
Subject: Departmental Monthly Activity Report
Date of Report: September 5, 2019

Summary of Major Activities/Work Projects:

In the Assessment Office during the month of August the Assistant Assessor accompanied the Listers and BCA inspection committee on two site visits related to hearings. The Town Assessor worked with the new HR Director on the process of staff reviews. Staff had their annual reviews. Permits were checked into the office database for site visits and inspections have commenced for the 2020 tax year. A 2020 working Grand List is receiving new Property Transfers.

The Office Administrator was out for a week vacation in the middle of August.

Departmental Monthly Activity Report

To: Selectboard
Via: Town Manager Peter B. Elwell
From: Town Clerk – Hilary Francis
Date: 9/3/19

	<u>Property Transfers</u>	<u>Foreclosures</u>
July	22	1
Aug	17	1

Summary of Major Activities/Work Projects:

1. **Elections** – The date for the special school election regarding amended articles for the WSESD has yet to be determined, but will likely take place in October. Planning for the 2020 Presidential Primaries has begun.
2. **Board of Civil Authority** – The Board met on July 8 to open Property Tax Assessment Appeal Hearings for six cases, and heard the first three on July 17. Decisions for these three were made on August 5 and decision letters were mailed out on August 8. One of the remaining appellants withdrew their appeal request, and the remaining two were heard on August 5, with decisions scheduled to be made on September 5.
3. **Brattleboro Cemetery Committee** – The Committee met on August 16 to take a tour of the cemeteries, and will meet again on October 18 to discuss green burials. One seat on the committee continues to remain open at this time.
4. **Vitals** – New vital records laws went into effect on July 1, 2019. We have incorporated new processes to comply with this law.
5. **Land Records** – Bill H. 526 passed by this year's legislature, creating changes to recording fee charges, effective July 1, 2019. Our office notified the public, specifically lawyers, realtors and banks that regularly record documents in our office.
6. **Liquor Licenses** – Act 73 passed in the last legislative session, creating a minor change to the way 3rd class liquor license applications are processed. Previously, they bypassed the town approval process and went straight to the DLC. As of July 1, 2019, we will now be processing and approving these locally along with the 1st and 2nd class license renewals before sending them to DLC for final approval. Additionally, Brattleboro currently has four businesses that hold seasonal 3rd class licenses, and we will be seeing their applications for approval in September or October, in addition to in February.
7. As time allows, work continues on computerizing cemetery records, digitizing land records and other older town records.
8. Day to day operations continue to operate smoothly.

Special Meetings/Communications/Events:

n/a

Upcoming Projects/Events:

n/a

Budget Concerns/Impacts:

n/a

Staff Changes:

n/a

Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS

211 Fairground Road, Brattleboro, Vermont 05301

Tel: 802-254-4255 • Fax: 802-257-2316

TO: Peter Elwell, Town Manager
FROM: Steve Barrett, Director of Public Works
Dan Tyler, Highway/Utilities Superintendent
RE: Monthly Report for August 2019
DATE: September 4, 2019



Highway Division

This month highway crews began sidewalk repairs on Estey Hill and Main Street, cleaned up trees from a storm in the middle of the month, repaired drainage on Goodenough Road and repaired storm drains on Sunny Acres and Moreland Avenue. Culverts were replaced on Stark Road and at 192 Country Hill.

In addition, the crew performed routine seasonal operations such as brush removal and roadside mowing. The crew also tended to the gravel roads, grading, raking, and applying calcium chloride.

Maintenance Division

As always, the Maintenance Division's focus is keeping the fleet fully operational and safe through-out our daily operations. The Maintenance Staff is preparing the bay for installation of a new equipment lift, approved by the Selectboard. Staff has been working on reorganizing the shop to make operations more efficient.

Distribution & Storage

Utilities crews have been working to prepare manholes and valves for paving, made sewer repairs at 94 Greenhill Parkway and repaired curb stops on Marlboro Road, Crosby Street and Locust Street. Utilities Crews also assisted Park Maintenance Staff to move the slide at Living Memorial Park.

In addition to the above operations, the crew has been doing routine summer work such as painting and mowing around hydrants and right-of-ways.

Water Treatment

Water Treatment staff test the water daily and are under contract to operate the Welcome Center and the Algiers water system. They continue to do all the daily maintenance of the all the water facilities and patrol the watershed. Staff has been maintaining required certification requirements by attending courses and classes on water treatment. Staff is attending State Water Certification Courses.

As always, our facilities are available for public tours and we encourage awareness of our system.

Wastewater Treatment

Wastewater Treatment staff continues to perform routine Plant and pump station operations. They continue to complete all statutory testing as required by our licensure by both State and Federal agencies. The Plant continues to operate in compliance with all permitting requirements. This month, staff worked to rectify safety issues that were brought to light during a visit from VLCT.

Administration

- **Upcoming Projects/Events --**

- Exit One Utilities upgrades
 - Staff is working on getting RFP's for the Retreat Wells Roof replacement
 - Black Mountain Road sidewalk project
 - Working on Stormwater permits and compliance
 - Selected Banwell Architects of Lebanon, NH and SVE of Brattleboro for DPW Facility upgrade and have had a preliminary review of facility with them
 - Re-design intersection at Elliot ST & Church ST
 - Forestry Projects at Pleasant Valley and Sunset Lake
 - Re-design intersection at Western Ave & Williams ST
 - DPW staff is looking at solutions to repair or replace a small, dry laid stone wall on Beech Street, final plans completed, construction this fall
 - Retaining wall failing near 431 South Main ST
- **Budget Concerns/Impacts –**
 - Failing retaining wall on Williams ST, behind Vermont Country Deli

Please note that the Departmental Monthly Activity Report is only a summary of the operations and projects at the Department of Public Works. This report does not include the numerous day to day operations, responses, and projects that occur.

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

To: Selectboard
Via: Peter Elwell, Town Manager
From: John O'Connor, Finance Director
Subject: Finance Department Activity Report – August 2019
Date: September 6, 2019

Summary of Major Activities and Work Projects:

1. Continued preparation of the fiscal year 2019 financial statements and the notes and schedules included with the financial statements.
2. On July 2, 2019 VCDP awarded a \$300,000 grant to the Town (Windham Windsor Housing Trust as sub-recipient) for the Red Clover Commons development. The grant agreement is currently being drafted.
3. Mailed 445 utility late notices, 452 tax late notices and 56 delinquent tax sale notices on August 20, 2019. Tax Sale is scheduled to take place on October 23, 2019.
4. Completed the State of Vermont Judiciary Fund Survey regarding law enforcement expenditures. This survey is used by the State to determine the amount of funds to allocate to each municipality from fines raised from speeding traffic violations.
5. Groundworks' \$500,000 grant application to assist with the construction of a new facility has been submitted to VCDP. The application was considered by the VCDP board at its April 4, 2019 meeting and has awarded a \$400,000 grant for the project. Brattleboro has received a draft grant agreement between the Town and VCDP for the Groundworks project. The Town has committed \$50,000 to the project as a grant from Program Income funds. An additional \$100,000 appropriation from Program Income funds was approved at the July 9, 2019 Selectboard meeting.
6. The Welcome Center Pump Station Upgrade project has been completed. The \$536,714 project cost will be covered by two grants with no out-of-pocket cost to the Town. The Town received a payment of \$333,044 from the State Department of Transportation in July and received a payment of \$100,000 in September from the State Agency of Commerce and Community Development. The final requisition of \$103,670 was submitted to the State Department of Transportation on May 1, 2019 and payment was received on May 17, 2019. Engineers have completed an inspection of the station and the Town is prepared to accept ownership from the State and will operate the station in the future.

Meetings and Training Events:

Upcoming Events – Auditors are scheduled to return to complete field work on September 4th through the 6th.

Staffing Changes – None

Budget Issues – None

Finance Department Statistics August 2019

Personnel and Payroll Data

Employee Type	New Hires	Terminations	Paid
On Call	1	-	9
Seasonal	-	2	38
Part-Time	1	-	10
Full-Time	4	1	138
Total	6	3	195

Pay Periods	2
Gross Pay	\$ 692,091.32
Overtime Pay	\$ 61,694.62

Accounts Payable Data

Checks Issued	318
Amount Paid	\$ 5,200,741.10

Treasurer's Office Activity

Taxes Collected	\$ 6,691,789.54
Utility Bills Collected	\$ 798,154.08
Taxes Billed	\$ -
Utilities Billed	\$ -

BRATTLEBORO POLICE DEPARTMENT

62 BLACK MOUNTAIN ROAD

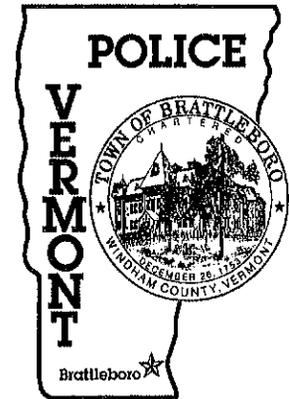
BRATTLEBORO, VERMONT 05301

(802) 257-7950

FAX (802) 257-2303

Michael R. Fitzgerald
Chief Of Police

Mark E. Carignan
Captain



To: Brattleboro Select board
Via: Peter Elwell, Town Manager
From: Michael R. Fitzgerald, Chief of Police
Date: 5 September 2019

SUBJ: AUGUST 2019 MONTHLY REPORT

Summary of Major Activities/Work Projects:

Officers responded to 1005 calls for service/incidents and made 48 arrests resulting in 69 criminal charges. Included in these calls for service were 18 overdoses with 2 resulting in death. This does not mean there were only 18 overdoses in Brattleboro for this period. It merely means that these are the numbers that were responded to by police.

16 vehicle operation citations were issued along with 195 warnings. Officers spent approximately 220 hours on foot patrol in the downtown area as well as other neighborhoods and parks in Town.

Cases of Interest:

Brattleboro Police arrested Buck R. Mitchell stemming from an earlier incident that took place in July 2019. During that incident it was discovered that Mitchell had operated a motor vehicle after his operator's license had been criminally suspended and he violated court ordered conditions of release prohibiting him from operating a motor vehicle.

Officers of the Brattleboro Police Department responded to Flat Street for a report of an assault. Officers met the with the male victim who stated that he was assaulted. Evidence at the scene confirmed the victim's statements. The victim was treated on scene by EMS for non-life-threatening injuries. Officers later located and arrested the suspect who was identified as Gershom Moore.

Brattleboro Police observed Quinton Gordon, a 34-Year-Old Male from New York. Officers knew Gordon to have an active warrant for his arrest and made contact. Once advised that he was under arrest, Gordon assaulted officers, and resisted arrest. His companion, Erica Nunez, an 18-year-old female from New Jersey, assaulted police to hinder Gordon's arrest. Both were placed under arrest. Charges: Gordon: Resisting arrest, assault on a law enforcement officer, disorderly conduct, possession of a stimulant, possession of cocaine, and possession of heroin. Nunez: Resisting arrest, impeding a police officer, disorderly conduct, assault on a law enforcement officer. Both were transported to the Brattleboro Police Department.

Officers of the Brattleboro police department responded to Putney Rd, in the area of the Exit 3 rotary for a report of a female walking in traffic. The complainant identified the female by name, Lynn Norman. Dispatch advised Norman has a warrant for her arrest. Upon arrival officers made contact with Norman who was no longer walking in traffic. Norman did have a strong odor of intoxicating beverages. Norman has conditions of release prohibiting her from consuming, buying or having alcoholic beverages. Upon a search of her bag a bottle of wine was located. Norman was placed under arrest for Criminal contempt along with the arrest warrant.

Brattleboro Police Department responded to a business on Canal Street for a report of a domestic dispute. Subsequent investigation revealed that an argument between the victim and Matthew Brooks became physical and caused pain to the victim. Brooks was not in the area at the time of the initial investigation. Officers later responded to a residence on Canal Street for a report of a dispute at which time Brooks was located and taken into custody.

Brattleboro Police Department stopped a vehicle on Elliot Street for having defective equipment. Subsequent investigation revealed that the operator, Johnathon Bullard, had an active warrant out for his arrest. Bullard was arrested and transported to the Brattleboro Police Department.

Brattleboro Police responded to a residence on Brook Street for a report of a theft. Investigation revealed that Corey A. Whidden entered an apartment on Brook Street without permission of the occupants and took a bag containing various items from the residence. Whidden was located on Canal Street. He was arrested and charged with the offense of Burglary into an occupied dwelling.

Officers of the Brattleboro Police Department were on foot patrol on Flat Street when they came across Jennifer Merchant smoking crack cocaine. Subsequent investigation revealed that Merchant was in possession of cocaine. Merchant was arrested for possession.

Officers of the Brattleboro Police Department observed a female subject causing damage to property at the Brattleboro Police Department. The subject was identified as Meghan Meehan. Further investigation revealed that Meehan had caused damage to property that was not hers. Meehan was arrested for Unlawful Mischief and transported to the Southern Vermont Correctional Facility for an unrelated charge.

The Brattleboro Police Department received a report of a possibly intoxicated driver at a business on Putney Road. Thereafter other reports of the vehicle acting erratically came in, and Vermont State Police and Windham County Sheriffs were notified to be on the lookout for the vehicle. Windham County Sheriffs located and stopped the vehicle and arrested the operator, Jamie Brownell, for Driving Under the Influence. Subsequent investigation revealed that Brownell struck another vehicle in a parking lot in the area and left the scene. Additional charges for Leaving the Scene of an Accident were added to the DUI.

Officers of the Brattleboro Police Department met with a female subject who wanted to report a dispute. Further investigation revealed that the victim was threatened with a firearm. Officers obtained evidence and statements about the incident. Officers later located the suspect who was identified as Nathan D. Munday and placed him under arrest.

The Brattleboro Police Department responded to a parking lot off Main street for a report of a subject who needed medical attention. Subsequent investigation revealed that Lynn S. Norman violated her court ordered conditions of release in that she had consumed alcohol when she was ordered not to. Norman was arrested for criminal contempt.

The Brattleboro Police Department responded to a business on Main St for a report of a female that was trespassing. It was discovered that Lynn S. Norman had previously been trespassed from this property. She was located and arrested for this violation.

The Brattleboro Police Department responded to an accident on Putney Road. No one was transported to the hospital as a result of this incident. Subsequent investigation revealed that the operator of the at-fault vehicle, Julianne Dandy, had gone the wrong way on a one-way street, and was intoxicated. Dandy was placed under arrest for DUI.

The Brattleboro Police Department received a report about an assault. Subsequent investigation led to the arrest of Martin Clark for Simple Assault. No one was transported to the hospital due to injuries suffered in this incident.

Brattleboro Police responded to the Vermont Superior Court for a report of a female subject who had broken a door. Through investigation it was determined that Karissa M. Littleton had caused damage to a door inside of the court room. Littleton was arrested for unlawful mischief.

The Brattleboro Police Dept responded to a local motel for a report of a physical domestic dispute. Upon arrival Officers spoke with the male victim who reported he was punched in the face by his father, Wayne Mineau. The victim did not require medical attention for his injury. Mineau did admit to striking his son 1 time. Mineau was arrested for domestic assault and held until sober.

Officers of the Brattleboro Police Department were notified about a single-vehicle accident on Abbott Road. Subsequent investigation revealed that the operator of the vehicle involved, Andrew Sinclair, was intoxicated while operating the vehicle. Sinclair was unhurt, and no one else was involved in the crash. Sinclair was arrested for DUI.

Officers of the Brattleboro Police Department responded to a residence on Central St. for a report of threatening. Upon arrival Mark Caslin Jr. was inside the residence. Caslin has conditions not be at the residence. Caslin was arrested for Criminal Contempt.

Brattleboro Police executed a search warrant on a residence on Canal St. The warrant resulted in the arrest of Peter Garrett, a 32-year-old male from New York, and Chrisanna Gagne, a 29-year-old female from MA. Both were arrested for possession of heroin. Gagne also had a warrant out for her arrest. Justo Dethomas, a 19-year-old male from Brattleboro, was also found to have a warrant and was arrested.

Brattleboro Police Department stopped a vehicle on Flat Street. Inside the vehicle was Courtney Lafayette, who had an active warrant out for her arrest. Courtney was placed under arrest and transported to the Brattleboro Police Department where she was held in lieu of bail.

Officers of the Brattleboro Police Department responded to a residence on Central Street for a report of a Violation of Conditions. Subsequent investigation revealed that Mark J. Caslin violated his court ordered conditions of release in that he had contact with a female that he was not allowed to, he was on a property that he was not allowed to be on, and that he harassed a female that he was ordered not to. During the investigation Caslin was also yelling and screaming profanities in a public place. Caslin was arrested and transported to the Brattleboro Police Department where he was held in lieu of bail.

Officers of the Brattleboro Police Department responded to a call for an intoxicated female walking on Canal Street. Subsequent investigation revealed that Lynn S. Norman had violated her Conditions of Release, by consuming alcohol that day. Norman was arrested held on \$100.00 bail.

Brattleboro Police responded to the area of Hinesburg Rd. and Goodenough Rd. for a report of a single vehicle crash. Upon arrival it was found to be a motorcycle that had crashed. The operator of the motorcycle, Merle Cude was transported by Rescue Inc. to Brattleboro Memorial Hospital for injuries. A portion of Hinesburg Rd. was closed for approximately 1 hour. At this point this still an ongoing investigation.

The Brattleboro Police Department responded to a residence on Lynwood Drive for a report of Domestic Assault. Subsequent investigation revealed that Edward R. Lamoureux had assaulted his wife by pushing and chest bumping her during an argument. Officers arrived at the residence and found Lamoureux aiming a loaded rifle at the front door of the residence. Lamoureux was taken into custody without incident. A search of Lamoureux's person found a loaded pistol and a folding knife. None of the parties were treated for injuries. Lamoureux was arrested and charged with First degree aggravated domestic assault and held without bail.

Brattleboro Police responded to a local business on Canal St. for a report of a theft. It was reported that a male, later identified as Buck Mitchell, had gone into the store and stolen several scratch tickets. A few hours later, Mitchell went back into the store and stole more scratch tickets. Mitchell was located and arrested for Retail Theft.

The Brattleboro Police Department received a call about a bicycle that had been stolen off Vernon St. Thanks to the quick thinking of a passing motorist taking a photo, because they saw suspicious activity, the subject who stole the bicycle was identified as Heidi Heger. Heger was later located and arrested for petit larceny.

Brattleboro Police Department located a female subject walking on Old Ferry Rd. Subsequent investigation revealed the subject to be Amanda Fogg. Fogg was found to have an active arrest warrant in the State of Vermont. Fogg was further found to be in possession of cocaine and heroin. Fogg was arrested and transported to the Brattleboro Police Department where she was lodged for lack of \$5,000 bail.

.Special Meetings/Communications/Events:

Officer's and staff continue to make numerous appearances to meet and discuss the concerns of the citizens at the senior center, elementary schools, with various organizations and community centers. The topics included personal safety, crime trends, homelessness and internet safety. The Brattleboro Police Department continues to make strides in educating and informing the citizens of our activity and to solicit their feedback on how we can improve our services.

Budget Concerns/Impacts:

Monitoring the FY 2020 budget. No concerns or issues to report.

Staffing:

One officer is in the process of completing the Brattleboro Police Department's 12-week Field Training Program with a completion date in mid-September 2019. One officer resigned during his training in August.

We currently have two recruits attending the Vermont Police Academy 108th Basic class.

The Department is short 3 positions. We are continuously accepting applications as we will anticipate filling vacancies from turnovers and retirements.

General Remarks

The Brattleboro Police Department has recently seen an uptick in larceny from motor vehicles most notably vehicles that are left unlocked at their residence. BPD patrol officers continue to take reports and conduct initial investigations into the larcenies. BPD reminds citizens to take steps to prevent burglaries and to report suspicious circumstances. Citizens are urged to call the police if they see something suspicious. The Brattleboro Police Department wants to remind the public that they are a full-time agency and have officers available 24 hours a day to respond.

Citizens can take additional steps to prevent burglaries by locking doors and windows in their homes and vehicles. Garages, back doors, and basement bulkheads are often overlooked by homeowners but are common burglary access points. If you leave town, make arrangements to have your mail stopped and your newspapers picked up. A house that appears unoccupied is an attractive target for a burglar as well as unlocked vehicles

To: Selectboard
Via: Peter Elwell, Town Manager
From: Sue Fillion, Planning Director
Date: September 4, 2019
Re: Departmental Monthly Activity Report – August 2019

Summary of Major Activities/Work Projects:

- **Land Use Planning**
 - Downtown Design Plan: Received 12 applications for the Better Block Challenge. Planning Commission selected 3 (Story Walk on Main Street, Alley Improvement Project at 176 Main Street, and bike lane demonstration on Flat Street).
 - Reviewed potential land use amendments aimed to address housing density
 - Continued support to the Conservation Commission in their efforts to manage Japanese knotweed at West River Park
 - Continued planning and coordination with DBA project partners on Alley Lane pop-up at the Brattleboro Transportation Center

- **Tri-Park Master Plan**
 - Tri-Park Master Plan Steering Committee meeting to debrief on the Funder's Summit and determine next steps

- **Flood Plain Management/Stormwater**
 - Attended site visits with DPW regarding Municipal Grant in Aid and identified project rural road stormwater management
 - Worked with NHDOT to facilitate the local signing of Conditional Letter of Map Revision for the new Hinsdale Bridge project
 - Participated in a National Policy briefing for the National Flood Insurance Program

- **Meetings/Conferences**
 - Met with Representative Town Meeting Finance Committee to discuss Sustainability Coordinator position
 - Participated in Board Retreat for Downtown Brattleboro Alliance
 - Met with VT River Conservancy to discuss next steps regarding 250 Birge Street (public meetings, Act 250)

- **Other Notes**
 - Held 3 rounds of interviews for the Planning Tech position. New hire is scheduled to start on October 1.



Brattleboro
Recreation
& Parks

To: The Brattleboro Selectboard
Via: Peter B. Elwell, Town Manager
From: Carol Lolatte, Recreation & Parks Director
Subject: Monthly Departmental Report

Summary of Major Activities/Work Projects:

Skatepark Project – The design firm Stantec of Boston MA has provided BASIC with a preliminary design & construction budget. I have been working with Stantec to re-scope the project and to identify items that can be donated (for example gravel and fill). We re-bid the project and the bids came back extremely high. After speaking with the Stantec we determined it would be in the best interest of the project to reject all bids and re-bid in early November for a Spring Construction, as it is so late into the construction season and contractors have a full schedule.

Special Meetings/Communications/Events:

All Fall Youth Sports/Programs kick off the week of September 8TH (Youth Soccer Pre-K thru grades 6, Field Hockey, NFL Flag, Gymnastics Classes and Chess). All games are scheduled to begin on Saturday September 21ST.

Upcoming Projects/Events:

The gym floor at the Gibson Aiken Center was re-finished September 3 – 5. This work was done by Myles Danaher Flooring with the assistants of Doug Morse, Building Maintenance.

Facility Improvements –

The Brattleboro Senior Center will be closed Sept. 7 – 14 so the kitchen floor can be replaced. The Brattleboro Senior Meals Program received a grant from the Thomas Thompson Trust and the Ray Riddle Trust for these improvements. This work will be done by Manadnock Flooring. Once everything has been removed from the kitchen the Building Maintenance Division will spend the weekend repainting the before the tile is installed.

GPI will be starting their work the week of Sept 8TH to improve thermal efficiency at the Nelson Withington Skating Facility. Work is expected to be complete prior to the opening of the 2019/2020 season.

Bernie LaRock and Sons have been working on the Pool Deck Replacement Project since August 19TH. The demolition portion of the project has been completed and they are all prepped for the concrete that will start on Monday September 9TH.

Staff Changes:



Brattleboro Fire Department

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

Michael Bucossi
Fire Chief

Leonard Howard III
Assistant Chief

To: Brattleboro Selectboard
Via: Peter Elwell; Town Manager
From: Michael Bucossi; Fire Chief
Month: August 2019 (written September 9)

Summary of Major Activities/Projects/Communications

- We have begun work on the FY2021 budget
- Fine tuning is all but done on the Rental Housing Inspection Program. Letters will be sent out to all landlords by the end of the week explaining the program, as well as inspection letters to "Zone 1" owners for scheduling purposes. Registration links are on the Town and Brattleboro Fire web sites.
- The construction of the Snow Block on Flat St and a major renovation of "Cooke Corners" at 2 Elliot St are the two bigger building projects presently happening with many other smaller projects either in progress or on the horizon.
- AC Howard has begun compiling wants and wishes as he prepares to put together specifications for a new engine that is in the FY21 Capital that will replace Engine 1.
- 08/6 – 9 – C1 attended the IAFC Fire Rescue Annual Conference/Seminars in Atlanta, GA
- 08/15 – C1 & C2 met with representatives from the Retreat to discuss preliminary plans for renovations of the former Linden Lodge building.
- 08/20 – AC Howard joined Capt Carignan to do a presentation on the School Crisis Emergency Response Plan.
- 08/29 – Fire Department staff spread out to each local elementary school to welcome the children back to school on their first day.
- 09/01 – The BFDBA held its annual Pancake Breakfast fund raiser
- 09/05 – C1 met with representatives from the VT Dept of Health and local assisted living/nursing homes in a continued effort to write emergency plans for the facilities.
- 09/06 – C1 & Kerri Foley from the Red Cross met with Inclusion Center members to answer questions on evacuations and sheltering
- 09/09 – The Landlords Assc held their monthly lunch meeting at BFD which included a review of the Rental Housing Program and a meet and greet with staff inspectors.

Upcoming Events

- 09/09-12 – BFD & BMH are partnering to present a series on Opiates at the River Garden Brown Bag Lunches
- 09/10 – C1 is joining VT Homeland Security and representatives of the local Jewish Community to do a walkthrough of the Jewish Temple on Greenleaf St in order to create a safety plan.
- 09/12 – Windham County Firefighters Association quarterly meeting being held in Bellows Falls.
- 09/17 & 19 – Uniform Services staff will be giving a training to BFD staff to help with critical incident stress. Uniform Services is also working with BFD on a rewrite of the critical incident management policy as well as an MOU to assist with debriefing after critical incidents. I am committed to improving our program for mental wellbeing.
- 09/21 – BFD staff will be attending the River Valley Kids Fair on the Common. The VT Division of Fire Safety Trailer will be on hand.
- 09/24 – The first meeting of the new school year of the School Crisis Planning Group will be held at BFD.
- BFD will be rolling out a special needs/vulnerable population “registration” in October. The purpose is to update and add new addresses to the data base of vulnerable citizens that may need extra help in an evacuation or emergency.
- BFD is partnering with the Red Cross to do a smoke detector giveaway & home installation to residents who are not properly protected by smoke detectors in their homes. This will happen in October.

Notable Incidents

- Overdoses continue to keep us busy. August saw 21 responses and 2 fatalities, including a double overdose of a 17 year old female and 19 year old male behind the Econo Lodge.

Staff News

- After months of school and field training Lt Kurt Schmidt has passed his paramedic class this past Sunday. This is a very big accomplishment for Lt Schmidt and another step forward in the services BFD can provide to citizens. CONGRATULATIONS Lt Schmidt!!

BFD has responded to 1896 calls for assistance in 2019 as of this writing
257 calls for August/21 overdoses, 2 overdose fatalities

Departmental Monthly Activities Report for August 2019

To: Brattleboro Selectboard

Via: Peter Elwell

From: Starr LaTronica, Library Director

Building: Courtney Carey, Jeanne Walsh and I went to a furniture distributor in Burlington to assess chairs to furnish the Main Reading Room. Our comfortable reading chairs have been decimated by wear and tear, to the dismay and discomfort of our patrons. The Spicy Lime has been outfitted with new cushy chairs to the delight of the teen clientele. We have finished the conversion to a new phone system that is tied into other Town departments.

Programs: Meg Mott presented another lecture/discussion on the Bill of Rights, this time covering the fourth amendment, to a full house and with accompaniment by a local chorus. We are looking forward to continuing the series. Author Barbara Morrison, presented four workshops on business tips for writers and artists. Both series were funded by the Friends of Brooks Memorial Library. BML was grateful to provide a venue for The Face of Recovery, a program brought to us by BPD Chief Fitzgerald with the opportunity to discuss addiction with someone in recovery and the U.S. attorney who prosecuted him.

The Children's Room continued their nonstop efforts to keep young minds engaged during school vacation to avoid the summer slump and also provided free lunch to anyone under 18 Monday-Friday.

Trustees: Howard Burrows attended the New England Library Association's Leadership Summit. The Board did not meet during the month of August.

Technology: The staff Technology Work Group has conducted an inventory of our current website and user interviews in preparation for an overhaul of the site. The Tech Committee finalized the RFP for web developers, which has been announced with the invaluable assistance of Jan Anderson.

Community Collaboration: BML partnered with DBA on a Better Block Proposal, which has been accepted. I attended a DBA conversation on addiction featuring three staff members from the Retreat. A teen class from In Sight set up large cameras to photograph readers for three days. I attended the Continuum of Care meeting.

Professional Development: While we were Burlington, Jeanne, Courtney and I took the opportunity to tour Fletcher Free Library for ideas and insights in space planning and services. Emilie Kornheiser and Sally Nix attended our staff meeting to discuss the day work program and HR issues respectively.

Town Activities: I participated in the annual picnic for Town employees.

Personnel: Matt Wojcik has begun a trial period of working 7.5 hrs./week at the Municipal Center on technology tasks for the Town. We have rehired Lorena Cuevas to fill circulation hours in his absence. Pat Sheehan has let us know that she will be resigning due to other obligations, but will be available for on-call service. We will hire a circulation clerk for Saturday afternoons to fill those vacated hours.

The library circulated 13,766 items in August