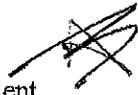


Town of Brattleboro
DEPARTMENT OF PUBLIC WORKS
211 Fairground Road, Brattleboro, Vermont 05301
Tel: 802-254-4255 • Fax: 802-257-2316

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

Highway Division

This month the crew continued with routine fall operations such as preparing drainage ditches and culverts for winter, grading, raking, and street sweeping. Crews assisted with the repairs and replacement to guard rails on Maple Street and Hinesburg Road and sidewalk repairs were made on Harris Avenue and Western Avenue. The bicycle parklets were picked up and stored for winter. Highway division staff has also been working to prepare for winter by stockpiling sand and getting our facility on Fairground Road ready. This month, the crew performed routine seasonal operations such as patching potholes, sign repair, and brush removal.

Maintenance Division

This month, the maintenance division has been focused on continuing to prepare our equipment for winter. As always, their focus is keeping the fleet fully operational and safe through-out our daily operations. We have experienced some minor break downs, but the majority of the work has been routine maintenance.

Distribution & Storage

This month, the Distribution and Storage Crew completed several projects as we prepare for winter. A new water service line was installed on Thayer Ridge Road. Crews worked on clearing brush at Walker Place and Canal Street. Distribution and Storage crew has also been performing routine operations such as hydrant maintenance, landscaping, vehicle maintenance, and various service calls.

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. They have also been working closely with a consultant to start looking at scoping out plant upgrades

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.

Staff is still working out some issues with the sludge dryer, after it had some issues after a power outage toward the beginning of the month. In addition to routine operations, the crew has been performing seasonal maintenance and performing repairs to various pumps within the treatment plant. Staff continues coordinate with consultants in an effort to control odors.

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
 - 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 – November 2019
Date: December 5, 2019

Summary of Major Activities and Work Projects:

1. Completed preparation of the fiscal year 2019 financial statements and the notes and schedules included with the financial statements. The audited financial statements were submitted to the Federal Audit Clearing House on November 1, 2019. The auditors completed their on-site field work on September 4th and 5th.
2. The Town received the first quarter local option sales tax receipts of \$211,672.69 which is 33.6% of the annual budget.
3. On July 2, 2019 VCDP awarded a \$300,000 grant to the Town (Brattleboro Housing Authority as sub-recipient) for the Red Clover Commons development. The Brattleboro Housing Authority is requesting an extension in order to satisfy the award conditions.
4. Mailed 470 delinquent utility notices and 359 past due tax notices on November 20th. Tax Sale took place on October 23, 2019. The Town was the only bidder on the former Country Kitchen building. The Town paid \$11,359.20 for the property and the owner has one year to redeem the property before the Town takes ownership of the building.
5. The Town was awarded a \$375,000 scattered site grant from VCDP on behalf of the Windham Windsor Housing Trust. The Windham Windsor Housing Trust is working to satisfy the award conditions.
6. 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 not yet 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.
7. 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: 11/12/2019 and 11/14/2019 Open Enrollment Meetings
Upcoming Events – None
Staffing Changes – None
Budget Issues – None

Finance Department Statistics November 2019

Personnel and Payroll Data

Employee Type	New Hires	Terminations	Paid
On Call	-	-	27
Seasonal	-	-	14
Part-Time	1	1	11
Full-Time	-	1	136
Total	<u>1</u>	<u>2</u>	<u>188</u>

Pay Periods	3
Gross Pay	\$ 948,171.22
Overtime Pay	\$ 76,245.10

Accounts Payable Data

Checks Issued	263
Amount Paid	\$ 5,388,261.84

Treasurer's Office Activity

Taxes Collected	\$ 5,762,947.46
Utility Bills Collected	\$ 822,001.95
Taxes Billed	\$ -
Utilities Billed	\$ -



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: November 2019 (written December 4)

Summary of Major Activities/Projects/Communications

- Seven BFD members completed a two-month Rapid Intervention Team (RIT) training. Tactics, including self-rescue and team rescues of downed/trapped firefighters, were taught to the class. The class was hosted by BFD, taught by instructors from the VT Fire Academy, and several sessions were held at the burn building at the Academy in Pittsford.
- Three staff members are enrolled in a Codes Inspection Certification class being held in Hartford. The class wraps up by the end of the year and if completed successfully, the three participants will be certified to assist in the inspections program.
- The Snow Block has been given permission to partially occupy some of the apartments. Each shift has been on a familiarization walk through of the building and this is the first site in town where a radio box has been put into service.
- During a two-day period (11/20 & 21) an Emergency Health Order was executed on property owner Will Hunter for buildings he owns on 48/50 Central St and 6 Reynolds Dr. Both buildings were ordered vacated and BFD staff secured all the doors. Later in the evening a judge reversed the order and the buildings were reoccupied. They remain occupied and another inspection is taking place on 12/5 to observe the progress of repairs on code violations.
- All Career Staff attended mandatory training with the Women's Freedom Center on 11/18, 19 & 20. The training included recognition of domestic violence and human trafficking as well as reporting techniques.
- Engine 2, our 2018 rescue/pumper, has been at Minuteman Fire Apparatus for the last 3 weeks having paint deficiencies addressed.
- BFD management continues to work closely with the staff of Uniform Services Program to establish a mental wellness program within the staff to include relaxation techniques. I am very concerned about the cumulative effects that critical incident stress is having on staff and the wellness program and proper defusing after a critical incident are a priority to me going forward.
- BFD duty shifts spent the better part of 2 days following the December 2 snow storm assisting the Utilities Division shoveling out hydrants.

Upcoming Events:

- 12/09 – First Responders Wellness Conference in Montpelier sponsored by VLCT
- 12/10 – Internal review of the School Crisis Response Plan by BFD, BPD & Dispatch
- 12/12 – Chiefs from Fire & Police are meeting with BUHS principal(s) and head of Guidance to begin planning on a Opiate Prevention presentation we are planning for students
- 12/12 – C1 is meeting with BCTV to discuss the possibility of displaying emergency messages in the form of a scrolling banner on their channels as another method of broadcasting emergency messages out to the community.
- 12/13 – Chiefs' Meeting w/the Shift Captains
- 12/14 - BFDBA Annual Kids Christmas Party. This year the families and kids will be treated to bowling at Brattleboro Bowl and then return to Central Station for a visit from Santa to include presents.
- 12/17 – School Crisis Planning Group meeting being held at BFD
- 12/19 – Traffic Safety
- 12/19 – C1 to Waterbury for a Governor's Emergency Preparedness Council Meetings
- 12/20 – Annual Employees Breakfast
- We continue working on a swift water rescue training and a college level management class for mid level supervisors for 2020

Notable Incidents:

- 11/11 – BFD responded to the return of an explosion and injured subject in the area of the Elm St bridge. It was found that an improvised explosive device detonated under the bridge, causing injuries to a hand and leg of one subject. He was treated at the scene by BFD & Rescue Inc and transported by Rescue Inc to BMH for further treatment and released. Several spot fire caused in trash and debris in the area were extinguished by BFD. The investigation by BPD & BFD is ongoing.
- 11/12 – Engine 3 & Ladder 1 responded on a mutual aid request to Soundview Paper in Putney for a 2-alarm machine fire that extended to the roof.

Budget Concerns/Impacts – None at this time

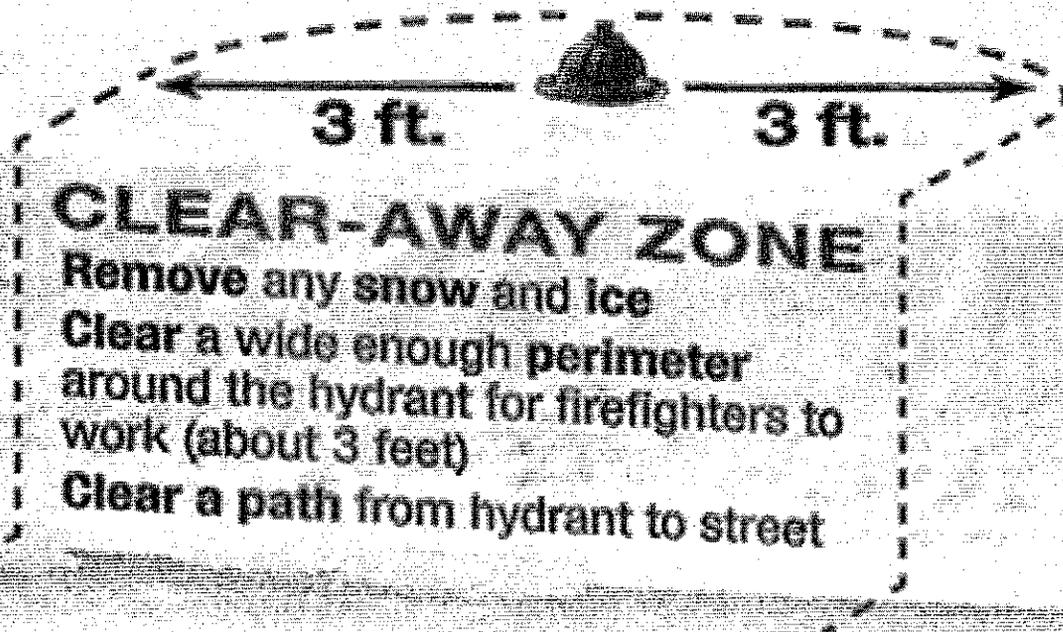
BFD has responded to 2552 calls for assistance in 2019 as of this writing

285 calls for November/9 overdoses, 6 were opiate overdoses

Total of 99 od's in 2019 as of this writing

KEEP THEM CLEAR

If there's a fire hydrant near your house, do your part to keep it accessible this winter:



ADOPT A HYDRANT – If there is a fire hydrant near your house please help us to keep it clear of snow this winter. Quickly establishing and maintaining a reliable water source is paramount for the safety of our firefighters. Shoveling it out after a storm is a big help. Thank you!!



Departmental Monthly Activity Report

To: Selectboard
Via: Town Manager Peter B. Elwell
From: Town Clerk – Hilary Francis
Date: 12/3/19

	<u>Property Transfers</u>	<u>Foreclosures</u>
Oct	26	1
Nov	22	1

Summary of Major Activities/Work Projects:

- 1. Elections** – The special WSESD article amendment vote took place on November 19 from 10:00am to 7:00pm. A total of 348 people voted (3.7%), with 110 of those voting early (31.6%). Planning for the 2020 Presidential Primaries and Annual Town Meeting have begun, and people have already started requesting absentee ballots. Petitions for town offices are now available.
- 2. Board of Civil Authority** – The Board met on November 7 for our pre-election meeting.
- 3. Brattleboro Cemetery Committee** – The Committee met on November 15 to discuss green burials, and will meet again on January 17. We are pleased to welcome Raymond Doyle to the committee.
- 4.** As time allows, work continues on computerizing cemetery records, digitizing land records and other older town records.
- 5.** 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

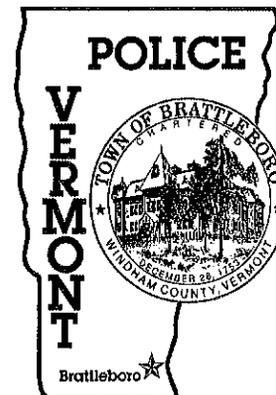
Attachments:

n/a

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 December 2019

SUBJ: NOVEMBER 2019 MONTHLY REPORT

Summary of Major Activities/Work Projects:

Officers responded to 764 calls for service/incidents and made 37 arrests resulting in 52 criminal charges. Included in these calls for service were 10 overdoses with 1 resulting in death. This does not mean there were only 10 overdoses in Brattleboro for this period. It merely means that these are the numbers that were responded to by police.

20 vehicle operation citations were issued along with 343 warnings. Officers spent approximately 296 hours on foot patrol in the downtown area as well as other neighborhoods and parks in Town.

Cases of Interest:

Brattleboro Police were on active foot patrol on Canal St. when they Rodney Lumbra, a 58-year-old male from Brattleboro, partaking in activity consistent with drug sales. Investigation revealed that Lumbra was in possession of heroin and crack cocaine. Lumbra was placed under arrest for possession and distribution.

Officers of the Brattleboro Police Department responded to a business on Putney Road for a report that a male subject had broken the rear window out of a vehicle. Upon arrival the subject was located and identified as Nathan B. Abbott. Further investigation revealed that Abbott had caused damage to a vehicle that was not his. Abbott was arrested for Unlawful Mischief.

Officers of the Brattleboro Police Department were on patrol on Western Avenue when they conducted a motor vehicle stop. Subsequent investigation revealed that the license of the operator, Augustus Hatch, was criminally suspended. Hatch was arrested for driving with a license that is criminally suspended.

The Brattleboro Police Department conducted a motor vehicle stop on South Main Street. The operator, Phillip E. Legault was found to have a criminally suspended license. He was arrested for driving with a license that is criminally suspended.

Officers responded to a residence on Frost Place for a report of a motor vehicle break in. Subsequent investigation revealed that Corey A. Whidden had taken property from a vehicle that was not his. Whidden was arrested for petite larceny.

Officers responded to a call of an illegally parked vehicle in the area of Brook Street. Subsequent investigation revealed that Shenandoah Gilbert was in possession of suspected crack cocaine. Gilbert was arrested for possession.

Officers responded to a local residential building for a report of a violation of conditions of release. The complainant reported a neighbor, Pamela Bostwick, was harassing him and has current conditions prohibiting her from doing so. A record check through dispatch confirmed Bostwick has active conditions prohibiting contact. Upon arrival officers spoke with both parties. After the investigation was completed it was determined Bostwick had violated her conditions. She was placed under arrest for the offense.

Brattleboro Police conducted a motor vehicle stop on I91N. During this stop, the passenger in the vehicle, Brandon Lee was arrested due to an active VT arrest warrant. Investigation led to officers developing probable cause that drugs were in the vehicle. The vehicle was seized, and a search warrant for the vehicle was applied for. The warrant was approved, and once executed, officers located crack cocaine and controlled narcotics. The operator was arrested for possession of crack cocaine (felonious amount), and possession of a controlled narcotic.

Officers responded to a property damage complaint on High Street. Upon arrival the officers observed a kitchen in the property to be in disarray and a kitchen table to be broken. Christopher Pond and Douglas Reed were both arrested for Unlawful Mischief and Disorderly Conduct.

Brattleboro Police responded to a report of a robbery that occurred on Elliot Street. Officers learned that a 42-year-old male was held at gun point by two males. Subsequent investigation revealed that John Green and Drake Smith, both 18 years old, held the victim at gun point and stole an item from the victim before leaving in a silver older model sedan. The victim was not injured. Both males were located and arrested for Assault and Robbery and Recklessly Endangering Another Person.

Brattleboro Police responded to the area of Technology Drive and Putney Road for a suspicious male walking around. When police arrived, they found the male and his vehicle had left the area. Police investigated the incident further and had found the male stole a catalytic converter off a vehicle in a nearby parking lot. On a later date, police located and arrested Alan Stay for the theft. Police are taking several reports of stolen catalytic converters from vehicles. We believe there are other people involved in these thefts and are looking for any information from the public. If you have any information, please contact the Brattleboro Police Department at 802-257-7950 or the Tips line at 802-251-8188.

Brattleboro Police, Brattleboro Fire and Rescue Inc responded to the area of the bridge on Elm Street for a reported explosion. Responders located one injured person who was transported to Brattleboro Memorial Hospital with non-life-threatening injuries. He was treated and released. Preliminary investigation revealed that a small homemade destructive device was detonated under the bridge. No damage to any nearby structures was reported or observed. VSP Bomb Squad aided and Groundworks Collaborative was contacted to offer services to nearby residents. There is currently no known concern for the safety of the public related to this isolated event. This incident remains under investigation.

Brattleboro Officers responded to a report of a man blocking traffic on Putney Rd. near the roundabout. Multiple callers reported the man, later identified as Tyler Smith, Jr., was jumping on cars and had smashed someone's windshield. Smith immediately attacked the first officer to arrive on scene. The officer deployed a Taser to control Smith, but the Taser had little effect, stopping Smith only briefly. Smith attacked the officer again, charging him and repeatedly throwing punches at his head. A second officer arrived and deployed his baton. Smith charged the second officer, throwing punches at him, and was taken to the ground and placed in handcuffs by the officers. Smith was arrested for Disorderly Conduct, Assault on an Officer, and Resisting Arrest. The department would like to express their thanks to the bystanders on scene who offered their assistance and support during and after the incident.

Officers of the Brattleboro Police Department were dispatched to a report of a Retail Theft on Main St. Officer searched Main St. and surrounding streets but could not locate anyone matching the description of the people in the report. Further investigation revealed that Jodi Merchant was a suspect. Merchant was arrested for the Retail Theft.

Brattleboro Police responded to a residence on High St. in Brattleboro for a report of a domestic assault. Upon arrival, police spoke with all parties involved, and investigation revealed that Ebon S. Longueil committed the crime of Domestic Assault. Longueil was placed under arrest was lodged in lieu of bail.

Officers of the Brattleboro Police Department responded to a parking lot on Putney Road for a report of a physical altercation. Upon arrival to the area, officers located the subject who witnesses stated was the instigator. He was identified as Jake R. Tarpley. Witnesses stated that Tarpley had been acting aggressively and using profanity in public. Tarpley was arrested for Disorderly Conduct.

Officers of the Brattleboro Police Department responded to a report of a citizen's dispute at a business on Putney Road. Upon arrival the officers were able to identify Terry D. Lambert as being involved in the dispute. Subsequent investigation lead to the arrest of Lambert. A female was also identified as being involved in the dispute. Lambert had conditions to not have contact with the female.

The Brattleboro Police Department responded to a medical building on Belmont Ave. Subsequent investigation lead to the arrest of Justin E. Clough for Attempted Aggravated Assault and Simple Assault. Clough was transported to Southern State Correction Facility where he was held without bail.

Brattleboro Police responded to Williams Street for a report of a possible intoxicated driver who struck a telephone pole. Police were told that the operator left the scene. Police later located the operator who was identified as Stephen W. Curran in a parking lot of a medical facility on Linden Street. Curran was subsequently placed under arrest for Driving Under the Influence, Negligent Operation and Leaving the Scene of an Accident.

Officers from the Brattleboro Police Department were dispatched to a residence on Birge St for a report of a theft. Investigation led to the identification of Andrea Higley as the person who committed the theft. It was also learned that Higley had court ordered conditions not to have contact with the victim of the theft. Higley was located a short time later and arrested for Petit Larceny and Violation of Conditions of Release.

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. Preparing for the FY2021 budget.

Staffing:

We currently have two recruits attending the Vermont Police Academy 108th Post- Basic class. They are scheduled to complete the Vermont Police Academy in December. Upon completion they will report to the Brattleboro Police Department to undergo a 12 week Field Training.

Background investigation is being conducted on one candidate for the February 2020 Basic class.

The Department is short 3 positions.

To: Selectboard
Via: Peter Elwell, Town Manager
From: Sue Fillion, Planning Director
Date: December 6, 2019
Re: Departmental Monthly Activity Report – November 2019

Summary of Major Activities/Work Projects:

- **Land Use Planning**
 - Downtown Design Plan: promoted a photo preference survey. Continuing outreach with under-represented groups.
 - Met with several applicants about land development proposals and land use regulations
 - Selected as a case study community for VT Agency of Commerce and Community Development's Zoning for Great Neighborhoods project. Presented on our Land Use Regulations to the Congress for New Urbanism and will receive feedback on how we can improve the regulations to encourage housing.
 - Met with the Tri-Park Steering Committee to discuss potential next steps for pre-development and legislative outreach
 - Major development project reviewed and approved by the Development Review Board include Red Clover Commons Phase II and Barrows & Fisher site reorganization due to Hinsdale Bridge project

- **Health Officers**
 - Inspections and ongoing enforcement at 6 Reynolds and 48/50 Central Street

- **Meetings/Conferences**
 - Planning Director attended Positive Culture Framework training
 - Planning Technician attended the Northern New England Chapter of the American Planning Association conference
 - Attended public events for unveiling of the Brattleboro Museum & Arts Center Groundworks projects
 - Discussed Neighborhood Development Area Designation for Brattleboro with Department of Housing and Community Development staff

- **Staffing**
 - Sustainability Coordinator interviews

Departmental Monthly Activities Report for November 2019

To: Brattleboro Selectboard

Via: Peter Elwell

From: Starr LaTronica, Library Director

Building: The Children's Room carpets have been shampooed thanks to the early Saturday morning efforts and Russ and Jeremy. It is much appreciated by all, especially the parents of babies and toddlers who spend a lot of time on the floor of the picture book area. We also had a foul smelling gas that filled the building because our propane tank was empty. Someone at the distributor had inexplicably placed a "hold" on our delivery, which has since been removed. The building was cleared and staff and public were not allowed in until the BFD had vented out the building. One staff member was severely affected and missed work. She filed a form with VLCT and was compensated for her time away.

Community Collaboration: I attended the 1st NAACP Freedom Dinner with Peter Elwell and Sally Nix. We hosted a book launch for *Much Madness*, a collection of writings by people who had experienced traumatic psychiatric events as young adults, produced locally by The Hive. Jeanne Walsh and I attended the groundbreaking ceremony for the new Groundworks Center and Jeanne represented BML at the monthly Continuum of Care meeting. I presented a personal narrative at the monthly Community Equity Collaborative and Jeanne and Matt staffed a table to showcase library resources and services at the career fair. We are hosting a table at the library to collaborate with local census efforts.

Programs: November's 1st Wednesday program featured a poignant portrait by Kate O'Neil of her late sister who struggled with substance abuse since her teens. Shin Freedman shared the story of her childhood in post-war Korea, Sparky and Rhonda Rucker regaled us with stories and songs from the American folk tradition and the Civil Rights Movement, and the Scrabble group continues to meet twice a week.

Display: The adult staff displayed memoirs, and books featuring inspiring role models.

Website project: We interviewed four finalists to revamp our website and have chosen to work with MRW Connects, the same firm that revamped Fletcher Free Library's (Burlington) website.

Personnel: The final report on pay for non-Union, part time employees has been completed. Town administration intends to move forward with wage reform.

Difficult situation: A female patron accused a male patron of lewd and lascivious behavior. Staff had been aware of suspicious behavior of the male patron, police were contacted and the suspect was arrested at the library the next week, where the female patron also happened to be on hand. The male patron is not to enter the library pending trial.

Friends: The Annual Appeal letter has been mailed and donations are beginning to come in. The book sale will begin December 12th. Books are "like-new" so people may find holiday gifts. There is also a dazzling array of baskets which will be raffled off as a fundraiser.

Professional Development: I attended 2 2-day trainings: Positive Culture Framework, Regenerative Change Design for Changemakers, and the 2 day Vermont Vision for a Multicultural Future Conference.

Appreciation: We received the following thank you note attached to a generous gift in our donation kiosk: *Dear Library Staff, I've been visiting Brattleboro for the last few weeks & have spent a lot of time here at the library. The place I was staying didn't have internet access and I had a lot I needed to do online, so I ended up here most days. I was so grateful for the quiet space in which to work & the private rooms where I could participate in an online course I'm taking. Everyone I interacted with was friendly & helpful, & I felt a strong, if quiet sense of community here. Thank you for the care you give to your work, & for the kindness you show to the many different people who pass through this space. It's made a difference in my life here these past weeks, & I can imagine it matters to a whole lot of other people, too. Thank you for what you offer of yourself here.*



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). In January we will be putting the project back out to bid for Spring Construction.

Special Meetings/Communications/Events:

We held our winter youth sports registration in October (Boys and Girls Basketball, Co-Ed Basketball, and Kindergarten Basketball). Practices started mid-November and the numbers are as follows:

Kindergarten	22 Participants
1 ST & 2 ND Co-Ed	29 Participants (4 teams)
3 RD & 4 TH Boys	32 Participants (4 teams)
3 RD & 4 TH Girls	17 Participants (2 traveling teams)
5 TH & 6 TH Boys	33 Participants (4 teams)
5 TH & 6 TH Girls	19 Participants (2 traveling teams)

I attended a planning meeting of the 2020 Brattleboro Winter Carnival on Thursday November 21ST.

I attended a planning meeting of the 2019 New Year's Eve Celebration Last Night on Friday Nov. 7TH & Friday Dec. 6TH. Please see attached schedule of events.

Upcoming Projects/Events:

The Nelson Withington Skating Facility is open for the Season. During the month of November we have had 1,618 Public Skaters and Stick Time Users and 705 Skate Rentals.

Men's and Women's Basketball started their games the week of December 1ST. We have 18 Men's Teams and 4 Women's Teams.

The Gibson Aiken Center is open for After School / Evening Activities for youth and adults (Youth Basketball, Volleyball, Badminton, Pickleball, Zumba, Kung Fu, Cardio Kick Boxing, Gymnastics, Open Gym & Game Room, Chess Classes, R.A.D. Classes, Tai Chi, Yoga & Pilates, Table Top Tuesday, and Table Tennis) During the month of November we had 240 utilize the Open Gym and Game Room Program.

Staff is working on plans for special activities to be held during school Christmas break. Please see flyer attached.

Facility Improvements –

No facility improvements incomplete at this time.

Staff Changes:

No changes at this time.



SANTA CLAUS IS COMING TO TOWN

Come see Santa, Frosty, & his Elves drive down Main St. in a tractor provided by The Robb Family Farm and escorted by the Police & Fire Department. While you wait to meet Santa you can decorate sugar cookies with many toppings. There will be no photographer on site but feel free to bring a camera and take pictures in his workshop!

When: Saturday, December 7th

Time: 1:00pm - 2:30pm

Where: Gibson-Aiken Center

Special Thanks to Robb Family Farm, Mrs. Santa's Helpers & Vermont Country Deli!



STICK TIME

Open to all ages & abilities, Non-BHA participants welcome! Helmets & Gloves are required. Stick time will be supervised.

Mondays 9:00 p.m. - 10:00 p.m. (Adults)
Wednesdays 3:30 p.m. - 4:30 p.m.
Saturdays 12:15 p.m. - 1:15 p.m.

Additional Stick Time for Holiday Break:
 Thurs. Dec. 26th - 11:00 a.m. - Noon

Students \$3.00 Residents & \$4.00 Non-Residents
Adults \$4.00 Residents & \$5.00 Non-Residents

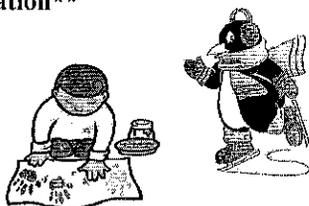
Stick Time Fees are not included in season passes



WINTER MINI CAMP

****In person pre-registration required by Dec. 20th****
****No over the phone registration****

When: December 23,26,27,30 & 31
Time: 8:30 a.m. to 1:30 p.m. *
Where: Gibson-Aiken Center
Age: Children 5-11 (25 Maximum)
Cost: \$75 Brattleboro Resident/
 \$90 Non-Resident
 \$15.00 Per Day Resident
 \$18.00 Per Day Non-Resident



- Snack will be provided, please bring a drink & lunch
- Friday 27th we will meet at the Hockey Rink. Please bring skates (if you have them) and warm clothes!

Join the Rec. & Parks Staff for a fun-filled morning packed with games, sports, activities, arts, crafts & more!

Stay for our **Extended Open Gym** hours 1:30pm - 5:00pm **FREE!**

THE SCHOOL IS NEITHER ENDORSING OR DISCOURAGING PARTICIPATION IN THESE ACTIVITIES.

BOWLING

When: Friday, December 27th
Time: 10:00 a.m. to 2:00 p.m.
Where: Brattleboro Bowl, Putney Road
Who: Children & Adults of all ages
 Under 10 must be with an adult



Cost: \$7.00 - (includes 2 games, shoes, hot dog & drink)
General Info: Call Brattleboro Rec & Parks Office at 254-5808

BIRTHDAY PARTIES

We are now offering different options for birthday parties!

Open Gym & Game Room (Mid Oct. - Apr.): Cost: \$100.00
 Includes: A cake, exclusive use of the gym & game room, kickballs basketballs, wiffleball set & bases, and the use of the Large Conference Room for cake, snacks & presents. We recommend the party size to be 10-12.

Rental Time: Saturdays 3:00 - 5:00 p.m. (w/set up & clean up time).

Skating Rink Party (Mid Oct. - Mar.): Cost: \$100.00
 Includes: a cake, admission for 10 skaters/10 skate rentals, and a private room to have the party in.

Rental Time: available only during public skating hours.

Gymnastics Parties Available: Contact 254-5808
 Reservations and payment must be made at the Rec and Parks Office located at 207 Main St, at least 10 days prior to the scheduled event.

There is a required \$75.00 refundable deposit for each reservation.

MOVIE MATINEE

Movie: "Toy Story 4"
When: Thursday, December 26th
Time: 2:00 p.m.
Where: Gibson-Aiken Senior Center
Cost: FREE!



Juice & Popcorn will be provided!*

BASKETBALL CLINIC with Chris Worden

Looking to improve your basketball skills and have fun? This is the place! Come join Chris Worden & the BUHS Varsity Girls Basketball Team.

When: Friday Dec. 27th at the Gibson-Aiken Center
Time: 10:30 am - 11:45 am Grades K-2 Coed
 12:00 pm - 1:30 pm Grades 3-6 Coed

Fee: \$5.00 for Brattleboro Rec. & Parks players
 \$10.00 for all other basketball players



Call 254-5808 to pre-register & for more information

****Pre-registration required****

Open Gym will immediately follow from 1:30pm - 5:00pm

Last Night Brattleboro 2019 New Year's Eve Celebration

- 10:00 p.m. to 2:00 p.m. Free Admission to KidsPlayce
- 11:30 a.m. to 1:00 p.m. Senior Pot Luck Luncheon (Senior Center) Free with music by "The Rob Fletcher Trio"
- 1:00 p.m. to 4:00 p.m. Sleigh Rides at Fairwinds Farm Upper Dummerston Rd, \$8.00 for Adults/\$4.00 for Children
- 2:00 p.m. to 4:00 p.m. Children's Bowling at Brattleboro Bowl - \$8.00 per bowler, Call 257-1177 for more information
- 4:00 p.m. to 5:00 p.m. Children's Concert at The Brattleboro Retreat Education Conf. Ctr.
Featuring Steven Lindholm - Cost - a non-perishable item
- 5:00 p.m. & 7:30 p.m. Family Bowling at Brattleboro Bowl - Call 257-1177 for pricing information and to reserve your lane (Bowling shoes, pizza, soda, and more!)
- 6:00 p.m. to 12:30 a.m. Teen Celebration at The Boys & Girls Club - 254-5990
- 6:00 p.m. to 9:00 p.m. Free Skating Nelson Withington Skating Facility
Door Prizes & Free Hot Chocolate
- 7:00 p.m. to 9:00 p.m. Family Concert at Centre Congregational Church on Main Street "The Amidons"
Adults \$15, Ages 6-14 \$5.00, 5 & under Free
- 9:30 p.m. "Fabulous Fireworks" over the Retreat Meadows on Route 30



OPEN GYM & GAME ROOM SCHEDULE

Open Gym & Game Room is a wonderful FREE program for any child. It is a fully supervised program with a variety of activities to choose from. Along with basketball there is foosball, air hockey, bumper pool, arts and crafts. This is a great safe place for children. Feel free to check them in with the Rec. & Parks Staff or stay & play with them!

Open Gym and Game Room will happen on the following days & times over winter break:

December 23, 26, 27, 30 & 31
From 1:30 p.m. to 5:00 p.m.
for school ages only.



There will be No Open Gym & Game Room on Christmas Eve, Christmas Day & New Year's Day Happy Holidays!

PUBLIC SKATING SCHEDULE

- Monday 7:00 p.m. to 9:00 p.m. (Dollar Night)
Tuesday 10:30 a.m. to 12:00 p.m. (Adults Only)
Wednesday 10:30 a.m. to 12:00 p.m. (Adults Only)
Friday 10:30 a.m. to 12:00 p.m. (Adults Only)
Saturday 7:00 p.m. to 9:00 p.m.
1:30 p.m. to 4:00 p.m. (Dollar Day)
Sunday 7:00 p.m. to 9:00 p.m.
1:00 p.m. to 4:00 p.m.
7:00 p.m. to 9:00 p.m.



ADDITIONAL PUBLIC SKATING HOURS DURING THE HOLIDAYS

December 23, 26, 27, 30, 31 & January 1st
12:30 p.m. to 2:30 p.m.

The Rink will be closed Christmas Eve and Christmas Day!

Skate Rentals Available - \$3.00
Birthday Parties available at the Rink!
\$5.00 Gift Cards now available at "The Snack Shack"

Upcoming Programs

YOUTH

- | | |
|---------------------------|----------|
| Table Top Tuesday **NEW** | 11/05/19 |
| Open Gym & Game Room | Ongoing |
| Gymnastics | Ongoing |
| Chess Class | Ongoing |
| Parent/Tot Open Gym | 11/18/19 |
| Winter Mini-Camp | 12/23/19 |
| Indoor Soccer | 03/02/20 |



ADULTS

- | | |
|-------------------|----------|
| R.A.D. **NEW** | 11/06/19 |
| Table Tennis | Ongoing |
| Pickleball | Ongoing |
| Badminton | Ongoing |
| Volleyball | Ongoing |
| Zumba | Ongoing |
| Yoga & Pilates | Ongoing |
| Tai Chi | Ongoing |
| Kickboxing | Ongoing |
| Kung Fu | Ongoing |
| Speed Skating | Ongoing |
| Open Adult Hockey | Ongoing |

For more information regarding our Special Holiday Flyer call 254-5808 or check us out at our Website - www.brattleboro.org

"Like" us on Facebook & Follow us on Instagram



To: Brattleboro Select Board
Via: Town Manager
From: Jenepher Burnell, Assessment Office
Subject: Departmental Monthly Activity Report
Date of Report: December 6, 2019

Summary of Major Activities/Work Projects:

In the Assessment Office during the month of November the Town Assessor and Assistant Assessor were busy with permit inspections. The office has received a fair number of Business License renewals and New Business Licenses. There have been 24 new and 33 closed businesses thus far. The online form, accessed from the Town web site, is still working well. The office continues to work with other departments on various projects. The Budget was completed for FY2021.

The search went out for a new Assessor Technician November 14.