

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
RE: Monthly Report for October 2019
DATE: November 1, 2019



Highway Division

This month, the crew continued fall operations, completing the fall line striping as well grading roads, roadside mowing and pothole patching. In addition to the routine fall operations, crews completed the retaining wall project on Beech Street. Storm drain repairs were made on Maple Street, Birge Street and Black Mountain Road and at the first bridge on Ames Hill Road was repaired. The culvert on Hescocock Road was replaced and the ditch dug out. Work has begun on the Bonnyvale Road as part of the Municipal Roads Grant Improvements Grant-In-Aid Program.

Maintenance Division

This month, the maintenance division has been focused on getting our equipment ready for winter and training on the operation of the new vehicle lift that has been installed. 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, Utilities Division has worked to repair a broken 16 inch water valve on Marlboro Road. Crews repaired a curb stop at 88 High Street and a leak at the skating rink at Memorial Park. Daytime flushing continued this month. Routine operations such as hydrant maintenance, landscaping, vehicle maintenance, and various service calls continued throughout the month. Quarterly meter reading, change outs and call backs were also completed this month.

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.

Again this year, during the flushing season, we received complaints of discolored water. A combination of water main flushing and cooler fall temperatures caused the Pleasant Valley Reservoir to "turnover". A turnover is when water basically flips in a body of water. Turnovers in reservoirs are from temperature stratifications and can cause taste, color and odor issues with the water. Iron and manganese as well as other organics cause the discoloration of the water during this event. When the surface temperature of the water cools below 50 degrees, the water on the top grows heavier, so it sinks to the bottom of the reservoir, and the water on the bottom rises to the top. We treat the raw water before it enters the pre-treat treatment filter to reduce the effects of the reservoir turnover. While the color is a nuisance the water is tested daily and meets the standards.

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 a new sludge dryer has been installed as part of a pilot program is up and running. 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.

BRATTLEBORO POLICE DEPARTMENT

62 BLACK MOUNTAIN ROAD

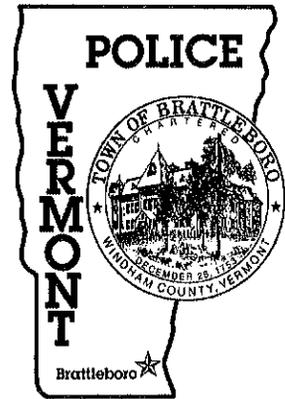
BRATTLEBORO, VERMONT 05301

(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 November 2019

A handwritten signature in black ink, appearing to read "M. Fitzgerald", is written over the "From:" line of the distribution list.

SUBJ: OCTOBER 2019 MONTHLY REPORT

Summary of Major Activities/Work Projects:

Officers responded to 838 calls for service/incidents and made 41 arrests resulting in 56 criminal charges. Included in these calls for service were 10 overdoses with 0 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.

31 vehicle operation citations were issued along with 312 warnings. Officers spent approximately 320 hours on foot patrol in the downtown area as well as other neighborhoods and parks in Town.

Cases of Interest:

Brattleboro Police responded to a residence on Canal Street for a report of a male who broke a window at the residence. Through investigation it was determined that there was a dispute over a stolen bicycle and Theodore D. Colehamer broke the window and destroyed some tents off Elm Street. Colehamer was arrested for his actions.

Brattleboro Police Department responded a residence on Main Street for a late report of an assault. Subsequent investigation revealed that Matthew Brooks had violated his conditions of release when he assaulted a male at the Brattleboro Transportation Center. The male sustained minor injuries and declined treatment. Brooks was arrested for Simple Assault and Violation Condition of Release.

Brattleboro Police were conducting a foot patrol under the Elm St. Bridge. While on patrol, Police observed Aaron Devens engaging in activity consistent with abusing crack cocaine. Investigation revealed that Nevens was in possession of crack cocaine. Nevens was arrested for possession.

Brattleboro Police Department responded to the area of the Whetstone Walkway in Brattleboro to investigate a report of a verbal dispute. Initial reports indicated that James (Amie) Douglas was involved in the incident. Douglas was located on Linden Street and subsequent investigation revealed that Douglas was in violation of court ordered conditions of release regarding a curfew.

Further investigation revealed that Douglas acted in a disorderly manner in public and spat on another person. Douglas was placed under arrest for disorderly conduct and violation of conditions.

Brattleboro Police located a male subject whom they believed to have a warrant for their arrest. The subject, Justo DeThomas provided false information to the officers while attempting to identify him. DeThomas was arrested on the warrant and also charged with False Information to Law Enforcement.

Officers of the Brattleboro Police Department responded to a business on Canal Street for a reported theft complaint. Officers reviewed surveillance images and videos from the theft and were able to locate the subject later that morning. The subject was identified as Corey A. Whidden. Whidden was arrested for Retail Theft.

Brattleboro Police observed a vehicle commit a motor vehicle violation on Canal St. A motor vehicle stop was subsequently initiated. The operator, Joshua J. Archer, was found to be under the influence of alcohol. Archer was placed under arrest for DUI.

Officers of the Brattleboro Police Department were dispatched to 124 Main St. for a Trespassing complaint. Officers took statements from employees at 124 Main St. Subsequent investigation lead to the arrest of Anthony Rivera. Rivera used obscene language in a public building which lead to his arrest. Rivera was arrested for Disorderly Conduct. Rivera was also given a No Trespass order for 124 Main St.

Brattleboro Police responded to the area of Park Place and Linden Street for an attempted robbery. Police met with a male subject on Park Place who advised he was standing near his vehicle when an unknown male struck him on the back of the head demanding his wallet. The male stated he was able to fend off the attacker and the attacker was last seen walking north on Linden Street. The male did not sustain any injuries, did not require any medical attention and was not robbed of any items. This incident is still under investigation.

Officers of the Brattleboro Police Department were on directed foot patrol on Flat St. when they came across Anthony M. Rivera. Rivera had his back to the officer when they met each other. When Rivera faced the officer, Rivera was holding a small bag of suspected crack cocaine. Rivera admitted to the substance being crack cocaine. Rivera was arrested for possession.

Brattleboro Police conducted a motor vehicle stop on I91S due to an equipment violation. Investigation revealed that the operator, Jillian Harden, was impaired while operating her vehicle. Harden was placed under arrest for DUI.

While patrolling on Elliot Street, officers of the Brattleboro Police Department located a female with an active arrest warrant. Subsequent investigation revealed that Courtney T. Lafayette, also had heroin in her possession. Lafayette was arrested under the warrant and additional charge of possession was added.

Brattleboro Police, Rescue Inc. and Brattleboro Fire responded to the intersection of Main Street and Walnut Street for a report of a bicyclist that was struck by a motor vehicle. Upon arrival, Brattleboro Police and EMS personnel located the bicyclist laying on Walnut Street. The bicyclist was a 29-year-old female of Brattleboro. She was transported to Brattleboro Memorial Hospital for serious but non-life-threatening injuries. The operator was identified as Sean P. Pierce of Massachusetts. This investigation is ongoing.

Brattleboro Police responded to Putney Road for a report of a bicyclist that was struck by a motor vehicle. Upon arrival, Brattleboro Police met with a 40-year-old male who was riding his bicycle north on Putney Road. Through investigation it was discovered a black 2017 Cadillac XTS with New Hampshire registration struck the bicyclist and fled the scene after the collision. The bicyclist did not need medical attention but sustained minor, non-life-threatening injuries. This investigation is ongoing.

Officers of the Brattleboro Police Department responded to the town common, in the town of Brattleboro, for a report of a male engaging in tumultuous behavior by kicking a porta potty over an embankment and damaged the information booth, while using obscene language in a public place. Subsequent investigation revealed Justin E. Clough, yelled profanities while kicking a porta potty and a picnic table over an embankment at the park. Clough was arrested for Disorderly Conduct and Unlawful Mischief.

Brattleboro Fire Department and Brattleboro Police Department responded to a report of a fire at a residence on Canal Street. The fire appears to have been intentionally started by a subject who has not yet been identified. The fire was quickly contained and there were no injuries. This remains an active investigation.

Brattleboro Police were called to Green St. for a report of a vehicle versus a bicyclist motor vehicle crash. Investigation revealed that Corey A. Whidden was riding his bike on Green St. Whidden when he was struck by a vehicle. The operator stopped immediately to render aid. Whidden then threatened and intimidated the operator into giving him financial compensation. Whidden then demanded more money under the threats towards the operator. Whidden fled the scene prior to police arriving. Whidden was located and placed under arrest for larceny from a person and extortion.

Brattleboro police were flagged down by a female subject on Canal Street in the area of the BMH. The victim told police she just had her purse stolen by a male subject she barely knew but recognized. During the theft, the male, later identified as Fredrick A. Habich, came out of the woods and restrained her by putting his arm around her neck. Habich then forcibly took the purse and fled the scene. Habich was located by police a short time later Canal St in the area of Clark St. Habich was arrested and taken into custody without incident. There were several witnesses to the incident which assisted in identifying Habich. The victim was not injured during the theft. Habich was arrested for Larceny from a Person.

A Brattleboro Police Officer on foot patrol in the downtown area was approached by a local citizen. The citizen reported that she had been a victim of a crime. Investigation revealed that Frederick A Habich had nearly struck the 53 year old woman with his vehicle while she was walking on a sidewalk. The night prior Habich had assaulted the same woman by shoving her to the ground. The victim sustained non-life-threatening injuries from the previous incident. Habich was located and arrested for Assault and Negligent Operation.

Officers of the Brattleboro Police Department were on patrol in the area of the Brattleboro parking garage. Officers contacted the operator of a motor vehicle. The operator was identified as Ryan Cobb. Further investigation revealed that Cobb was under the influence of alcohol. It was also found that Cobb had a criminally suspended operator's license and was violating his court ordered conditions to not operate a motor vehicle. Cobb was placed under arrest for Driving Under the Influence, Operating with a Criminally Suspended License, and Contempt of Court.

Members of the Brattleboro Police Department responded to a local community center for a report of trespassing. The complainant reported Anthony Rivera had been on the property and was previously trespassed. A record check confirmed Rivera was trespassed from the property. Rivera was later located and arrested.

Officers of the Brattleboro Police Department located a suspect wanted in New Hampshire for failure to appear in a case of Welfare Fraud. Edward Madigan was located at his residence on Putney Road and taken into custody without incident. Madigan was arrested as a fugitive from justice and held on \$10,000 bail.

Officers of the Brattleboro Police Department responded to a business on Putney Road for a report of a physical dispute. Upon arrival officers located the subjects that were involved in the incident. Further investigation revealed that Corey R. Hale had initiated aggressive behavior in a public place. Hale was arrested for Disorderly Conduct.

Brattleboro Police, Brattleboro Fire Department and Rescue Inc responded to a vehicle collision involving two pedestrians on Canal Street near Oak Grove Avenue. Investigation revealed that Michael Floyd struck a 28-year-old male and a 29-year-old female in a crosswalk with his vehicle. Both pedestrians sustained non-life-threatening injuries and were transported by ambulance to Brattleboro Memorial Hospital. This incident is still under investigation.

Officers of the Brattleboro Police Department responded to the parking lot of a business on Putney Road for a report of an intoxicated driver. Officers located the vehicle in question and after the ensuing investigation the operator, Gary Hines, was arrested for DUI. After being released, officers noticed Hines walking on Putney Road towards his vehicle. Hines was warned that he was not to drive the vehicle, but he returned to it and attempted to drive the vehicle out of the parking lot. Officers stopped the vehicle and Hines was once again arrested for DUI and lodged in lieu of bail.

Brattleboro Police Department responded to a local business on Putney Rd. for a report of a single vehicle crash. It was reported that the vehicle appeared to have been racing and crashed into a median in the parking lot, there was no one with the vehicle. Upon arrival Brattleboro Police found a 2016 Dodge Challenger that had crashed into the median of the parking lot. The vehicle was removed from the scene. Investigation revealed that George Kracke had driven the vehicle into the parking lot and then raced across the parking lot, crashing into the median. No one was injured in the crash. Kracke was arrested for Negligent Operation.

Officers from the Brattleboro Police Department were dispatched to a local business on Canal St for a report of a female being disorderly. Subsequent investigation led to the arrest of Kendra Pixley for Disorderly Conduct. Officers were dispatched back to the parking lot for a subject who was obstructing traffic and being disorderly. Subsequent investigation led to the arrest of Kendra Pixley again for disorderly conduct. Since Pixley had been cited just minutes prior to this incident Pixley was transported to the Brattleboro Police Department where she was held until sober.

Officers of the Brattleboro Police Department were dispatched to a residence on South Main St for a reported domestic assault. Subsequent investigation revealed that Emery Wainwright had assaulted a family or household member on two separate occasions. Wainwright was later located, arrested and lodged at Southern State Correctional Facility as the court held him without bail. Rescue Inc treated the victim for injuries on scene.

The Brattleboro Police Department was dispatched to a report of a male subject sleeping in a hallway inside of a residence on Western Ave that he had no legal right to be in. Upon the arrival of officers, the male had already left on foot in an unknown direction. Subsequent investigation led to the arrest of Nicholas Lapedota for Unlawful Trespass into an Occupied Dwelling.

Officers were on bicycle patrol in the downtown business district when they observed two individuals walk behind a building on Flat St. Investigation led to the arrest of Brandy Rockwell and Craig Roys for Possession of Fentanyl.

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 Basic class. They are scheduled to graduate the end of November. They will begin their 3 week post basic training with a completion date mid to late December.

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

The Department is short 3 positions.

Departmental Monthly Activity Report

To: Selectboard
Via: Town Manager Peter B. Elwell
From: Town Clerk – Hilary Francis
Date: 11/4/19

	<u>Property Transfers</u>	<u>Foreclosures</u>
Sept	22	0
Oct	26	1

Summary of Major Activities/Work Projects:

- 1. Elections** – The date for the special school election regarding amended articles for the WSESD has been set for November 19, and early voting began on October 30. Planning for the 2020 Presidential Primaries and Annual Town Meeting have begun, and people have already started requesting absentee ballots. Petitions for town offices will be available this month.
- 2. Board of Civil Authority** – The Board will meet on November 7 for our pre-election meeting.
- 3. The Board for the Abatement of Taxes** – The Board met on October 17 to hear requests from 7 property owners seeking abatement on their property tax. The Board denied one request and granted six requests in the amount of \$4,934.51.
- 4. Brattleboro Cemetery Committee** – The Committee will meet on October 18 to discuss green burials, and will meet again on November 15. One seat on the committee continues to remain open at this time.
- 5.** As time allows, work continues on computerizing cemetery records, digitizing land records and other older town records.
- 6.** 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 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: October 2019

Summary of Major Activities/Projects/Communications

- The Fire Department's proposed FY21 budget has been submitted for review by the Town Manager.
- Pump testing for 2019 has been completed, with good results. This entails have the truck(s) pump water at a certain pressure and getting the gallons per minute at the discharge.
- The Rental Housing Inspections Program is well underway. Inspectors are performing multiple inspections each day and the registration process is going smoothly.
- The Utilities Division has completed hydrant flushing and while doing this took flow readings on multiple hydrants as requested by Insurance Services Organization (ISO). This information has been submitted to ISO as the final piece of the evaluation by them for our fire protection rating. We should receive word soon on our evaluation score and rating.
- Several members of the department are currently enrolled in a pilot class on Rapid Intervention Teams or RIT. It is a brand new class being offered by the VT Fire Academy and is being hosted by BFD. It is a 45 hour course that teaches firefighters self-rescue, survival techniques and team rescues of trapped or lost firefighters. It is a very physically demanding course.
- Three staff members are enrolled in an NFPA Inspectors Code Enforcement class being held in Hartford. Once successfully completed they will be certified Inspectors.
- Work has begun on developing specifications for a new truck to replace Engine 1. This replacement is in the FY21 Capital and we are considering a bigger water tank than we normally get (1500 gals vs 1000 gals) as this truck will be 1st due to the non-hydrant area of West Brattleboro.
- BFD, BPD & BMH are working with BUHS to bring an opiate prevention presentation to sophomores, juniors and seniors at the school.
- BFD Administration continues to work on different ways and programs to improve and protect the physical & mental well being of staff. We are currently working with Uniform Services and the Retreat on mindfulness and mental wellbeing exercises and an MOU for debriefing/defusing services and I am in talks with a personal trainer to develop an exercise program that stresses flexibility and relaxation.
- We are preparing to roll out our "emergency assistance" enrollment program. Through the local media outlets and social media, we are encouraging people that need special assistance during an emergency to register in our data base. The addresses of those registered will populate a map when we call it up and we know where to provide extra assistance during an emergency. Use of home oxygen, mobility issues, hearing or vision issues as well as other health related problems are all reasons to register.

- BFD has been very fortunate over the past week to be able to do some very realistic training due to the graciousness of Brattleboro Housing Authority offering us some time in the vacant buildings at Melrose Terrace. Crews has been able to practice ventilation techniques, mayday scenarios, self rescue and hose line advancement amongst other things.
- 10/29 - Several staff members and members from surrounding fire departments attending a medical helicopter ground operations training presented by DHART

Upcoming Events:

- 11/5 – Dam Safety Workshop in Montpelier
- 11/10 – The VFW is holding a special Bingo event to benefit BFDDBA
- 11/11 – Staff from BFD are attending the annual Veterans’ Day Celebration at the VFW
- 11/18,19 & 20 – The Women’s Freedom Center will be doing a presentation to each shift on domestic and sexual abuse as well as signs of human trafficking
- 11/25 – Groundworks Building Campaign Launch event
- 04/20 & 21, 2020 – BFD will be hosting an “Active Attack Integrated Response” training to learn better integrated response/operations techniques between law enforcement and fire/EMS. An invitation to participate has been extended to BPD.

Notable Incidents:

- 10/20 – A fire was set to the rear of 125 Canal St in an arson attempt. The fire was out on arrival of BFD and caused some minor scorching of the siding. The incident is under investigation by BPD.
- 10/25 – The occupant of a second floor apartment received 2nd degree burns to his face area while smoking a cigarette while on home oxygen. The ensuing fire caused moderate damage to the bathroom. The male subject was treated at the scene by BFD and Rescue Inc and transported to BMH
- 10/29 – Eng 2 and the ladder responded on a mutual aid request to Huckle Hill in Vernon for an apartment fire. The apartment received moderate fire and smoke damage.
- 11/01 – Wiring cabinet & transformer fire at the GMP sub station at the North Bridge caused a widespread power outage.

Staff news:

- Brody Burke has been hired to fill a staff vacancy. Brody has been a member of the Westminster, VT Fire Department and a recent graduate of Southern Maine Community College with an Associates Degree in Fire Science. He is FFII certified and an A-EMT. Brody has finished his orientation and started his career with BFD on 10/28 on Platoon #1.

BFD has responded to 2316 calls for assistance in 2019 as of this writing
219 calls in October/6 overdoses

ODMAP – BRATTLEBORO FIRE

AGENCY	USERNAME	INSERT DATE	INCIDENT DATE	INCIDENT TYPE/NALOXONE	Suspected Drug	SUSPECTED DRUG #2
Brattleboro Fire Department	mbucossi@brattleboro.org	10/31/2019 12:59	10/30/2019 18:45	Non-Fatal Single Dose (2mg IN or 0.4mg IV) Naloxone Administered	Heroin	Male 42
Brattleboro Fire Department	mbucossi@brattleboro.org	10/28/2019 13:29	10/26/2019 18:15	Non-Fatal Multiple Doses (>2mg IN or >0.4mg IV) Naloxone Administered	Heroin	Male 28
Brattleboro Fire Department	mbucossi@brattleboro.org	10/17/2019 14:26	10/17/2019 12:30	Non-Fatal Multiple Doses (>2mg IN or >0.4mg IV) Naloxone Administered	Heroin	Male 30
Brattleboro Fire Department	mbucossi@brattleboro.org	10/17/2019 08:33	10/16/2019 11:00	Non-Fatal Multiple Doses (>2mg IN or >0.4mg IV) Naloxone Administered	Heroin	Female 40
Brattleboro Fire Department	mbucossi@brattleboro.org	10/10/2019 08:19	10/09/2019 18:30	Non-Fatal Single Dose (2mg IN or 0.4mg IV) Naloxone Administered	Heroin	Male 30
Brattleboro Fire Department	mbucossi@brattleboro.org	10/04/2019 10:10	10/03/2019 21:30	Non-Fatal Single Dose (2mg IN or 0.4mg IV) Naloxone Administered	Heroin	Male 55

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

Summary of Major Activities/Work Projects:

- **Land Use Planning**
 - Downtown Design Plan: Held the People for Places Charrette on October 3-5 with a wrap up meeting on October 9. This was a 3-day period where the consultants lead several participatory planning activities and had open studio time for the public to come and contribute ideas.
 - Downtown Design Plan: survey on public spaces in downtown had over 500 responses.
 - Participated in two Winston Prouty Campus planning meetings
 - Attended Federal Reserve Bank of Boston training on the Vermont Working Communities Challenge. Working with a coalition of partners to propose a grant project.
 - Met with several applicants about land development proposals and land use regulations

- **Health Officers**
 - Health Officer inspections at 3 properties

- **Meetings/Conferences**
 - Planning Director and Planning Technician attended the VLCT Town Fair.
 - Planning Technician attended the Municipal Day Conference sponsored by the Agency of Natural Resources
 - Met with Brattleboro Area Prevention Coalition Youth and Family Outreach Coordinator about how to engage youth in the Downtown Design Plan.
 - Met with State, BDCC, EPA, and company representatives to discuss results and next steps for Long Falls Paperboard environmental assessment
 - Attended the ribbon cutting ceremony for the Snow Block

- **Staffing**
 - Andrew Graminski, Planning Technician and E-911 Coordinator started work on 10/1
 - Sustainability Coordinator search process underway

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 – October 2019
Date: November 6, 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. 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. Posted 82 door shut-off notices and shut off six customers. Mailed 3,569 quarterly utility bills and 247 past due tax notices on October 10th and 17th. 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.
4. Filed all Federal and State quarterly tax reports.
5. The Town has submitted a \$375,000 scattered site grant application to VCDP on behalf of the Windham Windsor Housing Trust. The grant application will be considered at the 11/7/2019 VCDP board meeting.
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: 10/17/2019 – Tax Abatement Hearings on 7 Properties
Upcoming Events – None
Staffing Changes – None
Budget Issues – None

Finance Department Statistics October 2019

Personnel and Payroll Data

Employee Type	New Hires	Terminations	Paid
On Call	-	-	12
Seasonal	-	-	6
Part-Time	-	-	10
Full-Time	2	2	130
Total	<u>2</u>	<u>2</u>	<u>158</u>

Pay Periods	2
Gross Pay	\$ 635,619.10
Overtime Pay	\$ 57,137.95

Accounts Payable Data

Checks Issued	411
Amount Paid	\$ 3,598,921.16

Treasurer's Office Activity

Taxes Collected	\$ 916,761.95
Utility Bills Collected	\$ 510,293.27
Taxes Billed	\$ -
Utilities Billed	\$ -



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 November for a Spring Construction, as it is so late into the construction season and contractors have a full schedule.

Special Meetings/Communications/Events:

We held our winter youth sports registration on Oct. 23 & 24 for (Boys and Girls Basketball, Co-Ed Basketball, and Kindergarten Basketball). Practices will begin mid-November.

I attended a planning meeting of the 2020 Brattleboro Winter Carnival on Thursday November 7TH.

I attended a planning meeting of the 2019 New Year's Eve Celebration Last Night on Friday Oct 18TH and Friday Nov. 7TH.

Upcoming Projects/Events:

The Nelson Withington Skating Facility opened for the Season on Saturday October 26TH, 2019. Since the opening on the Oct 26TH – Nov. 7TH we have had 447 Public Skaters and Stick Time Users and 44 Skate Rentals.

Men's and Women's Basketball open practice started the week of October 21ST.

We have 17 Men's Teams and 4 Women's Teams. Games are scheduled to begin the week of December 1ST.

The Gibson Aiken Center opened 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) on Monday October 21ST, 2019. Since the opening on the 21ST – Nov. 7TH we have had 56 utilize the Open Gym and Game Room Program.

Facility Improvements –

GPI completed their work on the thermal efficiency at the Nelson Withington Skating Facility.

Bernie LaRock and Sons completed the Pool Deck Replacement Project.

Staff Changes:

No changes at this time.

To: Brattleboro Select Board
Via: Town Manager
From: Jenepher Burnell, Assessment Office
Subject: Departmental Monthly Activity Report
Date of Report: November 8, 2019

Summary of Major Activities/Work Projects:

In the Assessment Office during the month of October staff worked on setting up site visits, organizing the permit list and conducted inspections.

Business License renewals and New Business Licenses continue to come in. The online form, accessed from the Town web site, is working well.

The Town Assessor attended VLCT Town Fair in Killington and requested the Director of Property Valuation and Review place Brattleboro on the list of pilot towns for the new Grand List software expected to roll out around 2021. Town Assessor also attended an IAAO 452 course Fundamentals of Ratio Studies.

The Town Assessor has been working with Planning, Finance and the Town Manager's office on multiple projects.

Departmental Monthly Activities Report for October 2019

To: Brattleboro Selectboard

Via: Peter Elwell

From: Starr LaTronica, Library Director

Building: Our Community Meeting was spiffed up with a new coat of paint thanks to volunteers from Community Bank. Many thanks to John O'Connor for setting this up. Thanks, too, to Russ, Doug and Kevin for shampooing the first floor carpets and painting the stairs. Dave Snyder from Guilford Sound came in to assess our sound systems for programs. He will give us recommendations for improving our sound capacity and for technology to augment hearing for people with hearing impairment, for which we could pursue grant funding. We have received pricing for new furniture and staff is working on a matrix with priority ranking for replacement.

Community Collaboration: BML had a presence at Brattleboo—stories and a craft were offered to kids and their families at a healthy snacks fueling station prior to Main St. trick or treating and Courtney and I served as judges for costumed creatures from the Horribles parade. Jeanne attended the Continuum of Care meeting. We hosted a legislative forum for State elected officials. I sat in on an early conversation around the Working Communities Planning Grant, participated in a session of the Places for People charrette, and attended the monthly meeting of the Community Equity Collaborative.

Programs: This season's 1st Wednesday series opened with *Approaching Islam, Approaching Difference*, a thoughtful presentation of living harmoniously in a diverse world. Meg Mott presented an equally thoughtful and stimulating interactive program on the Sixth Amendment. We hosted 2 Compassionate Community Conversations on Climate. The Friends of the Library sponsored a Vermont Folklife Center workshop on interviewing and recording techniques to collect material for podcasts and oral histories. We were fortunate to be the site for 5 events of the Brattleboro Literary Festival, including a presentation by Christopher Benfey on his new book *If*, which explores Kipling's time in America—most of which is centered here. Another highlight of the programs included Marilyn Nelson's reading of her incredible poem, *A Wreath for Emmett Till*. Adjunct events included a hands-on workshop to make art books, sponsored by the River Gallery School and a celebration party for Archer Mayor's 30th Joe Gunther book which was attended by over 100 people and was enhanced with a terrific introduction by Chief Fitzgerald. We capped off a whirlwind of a weekend with a community sing along for World Singing Day.

Display: The Words Project contributed a display on Mary Wilkins Freeman, a prominent literary figure from Brattleboro's Past. We also featured books of authors appearing at the Brattleboro Literary Festival.

Website project: We received 11 proposals for our website overhaul. We have been studying the materials submitted and have contacted references for the finalists.

Town events: I attended the Town Fair with other Department Heads and collected useful information on goods and services from the presenters and the exhibitors.

Personnel: Pat Sheehan has reduced her availability to on-call status only. We have hired Sarah Vincent-Hoag to fill the hours she vacated. We have rearranged schedules to accommodate changes requested by long-time employees and to increase some of their hours as well.

Difficult situation: We had a series of episodes which resulted in issuing a trespass order for a patron who was verbally abusive and threatening to patrons and staff.

Friends: The Friends of the Library hosted an appreciation brunch for members in anticipation of sending out the Annual Appeal letter.

Professional Development: Reference librarian Jeanne Walsh participated in a training on the Foundation Center in NYC, Young Adult Librarian Chloe Liotta-Jones attended the Young Adult Library Services Association Conference in Memphis, TN. Courtney Carey and I attended the annual meeting of the Catamount Library Network, and I attended a meeting of the Windham County librarians and a webinar, produced by the Public Library Association, on libraries' responses to the opioid crisis.

We have increased our contract for courier delivery of books to 5 days/week due to volume.