

## Robinson, Beth

---

**From:** Cassidy, Larry  
**Sent:** Monday, October 31, 2011 9:03 AM  
**To:** Robinson, Beth  
**Subject:** Public Information Request

---

**From:** Levine, Fran [mailto:Fran.Levine@ahs.state.vt.us]  
**Sent:** Thursday, October 13, 2011 1:57 PM  
**To:** Palmer, Allen; Cote, Gerri; Heintz, Rebecca  
**Cc:** Worcester, Eileen; Keefer, Linda; Thompson, Shannon; Domaleski, Varen; Albert, Peter; Simpson, Robert; Nichols, Brenda; Blaha, John; Cassidy, Larry  
**Subject:** RE: 672 East Orchard St House - Rental

I second that!

---

**From:** Palmer, Allen [mailto:Allen.Palmer@state.vt.us]  
**Sent:** Thursday, October 13, 2011 1:28 PM  
**To:** 'Cote, Gerri'; Levine, Fran; Heintz, Rebecca  
**Cc:** Worcester, Eileen; Keefer, Linda; Thompson, Shannon; Domaleski, Varen; Albert, Peter; Simpson, Robert; Nichols, Brenda; Blaha, John; Cassidy, Larry  
**Subject:** RE: 672 East Orchard St House - Rental

Thank you all for your help!!!!!!!

*Allen*

Allen Palmer  
Division of Property Management  
State of Vermont  
4 Governor Aiken Avenue  
Montpelier, VT 05633-7001  
802-828-1424

---

**From:** Cote, Gerri [mailto:gcote@brattlebororetreat.org]  
**Sent:** Thursday, October 13, 2011 1:24 PM  
**To:** Levine, Fran; Heintz, Rebecca; Palmer, Allen  
**Cc:** Worcester, Eileen; Keefer, Linda; Thompson, Shannon; Domaleski, Varen; Albert, Peter; Simpson, Robert; Nichols, Brenda; Blaha, John  
**Subject:** 672 East Orchard St House - Rental

Fran, Rebecca and Allen,  
I just spoke with Larry Cassidy regarding terms for our rental agreement. Below is a summary of what we agreed to:

- 1.) Begin rental tomorrow 10/14/2011
- 2.) Monthly Rental Fee \$2500
- 3.) Terms will be from 10/14/11 – 1/31/2012 with the option of a monthly renewal.

- 4.) The Retreat will pay monthly **utilities** and send the state an **invoice for reimbursement** (heat, electricity, cable, phone, etc)
- 5.) Brenda and Gerri will purchase "**fit up**" **supplies** needed for this weekend. (Mattresses, lamps and other necessities). We will send the state a detailed invoice for reimbursement of these items.
- 6.) We can discuss other items (ie washer, dryer, kitchen supplies) as this unfolds.
- 7.) We will begin this with a **verbal agreement** and get a formal lease together early next week.

Fran – would any of the 8 staff staying at the house this weekend be able to bring their own bedding/linens?

Please let me know if you have questions. Best way to reach me is via cell 413 923 8933.

*Gerri Cote, MSW LICSW*

Director Special Projects  
Brattleboro Retreat  
PO Box 803  
Brattleboro VT 05302

802 258 4386

-----Original Message-----

**From:** Levine, Fran [mailto:Fran.Levine@ahs.state.vt.us]  
**Sent:** Thursday, October 13, 2011 1:04 PM  
**To:** Heintz, Rebecca; allen.palmer@state.vt.us; Cote, Gerri  
**Cc:** Worcester, Eileen; Keefer, Linda; Thompson, Shannon  
**Subject:** FW: Orchard St House - Rental Possibility

Hi Gerri,

As we discussed, I will ask that you get beds and mattresses for 8 staff. I will ask staff to bring bed linens, towels and other fit up items as needed. Please let me know what progress we make as we go along. Do you know when we can expect utilities to be hooked up?

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**Cc:** Nichols, Brenda; Domaleski, Varen  
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Fran – I was unable to reach you at the 479 8721 # but left you a voice message on your cell phone. Please call.

*Gerri Cote, MSW LICSW*

Director Special Projects  
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802 258 4386 office

Cell 413 923 8933

-----Original Message-----

**From:** Levine, Fran [mailto:Fran.Levine@ahs.state.vt.us]

**Sent:** Tuesday, October 11, 2011 6:53 PM  
**To:** Cote, Gerri  
**Cc:** Nichols, Brenda; Domaleski, Vareen O'Keefe  
**Subject:** RE: Orchard St House - Rental Possibility

Hi Gerri,

I will forward this to Allen Palmer, Rebecca and Eileen Worcester. I agree that getting staff into housing as quickly as possible is of utmost importance. As we discussed, the beds or mattresses plus the lamps need to be in place and we can get the other items as we go on.

It was good to meet you and Brenda as well, thanks for your help.

Fran Levine

-----Original Message-----

From: Cote, Gerri [<mailto:gcote@brattlebororetreat.org>]  
Sent: Tue 10/11/2011 2:26 PM  
To: Levine, Fran  
Cc: Nichols, Brenda; Domaleski, Vareen  
Subject: Orchard St House - Rental Possibility

Fran,

It was good meeting you today. I want to summarize our discussion about the possibility of a rental agreement for temporary VSH housing.

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a. Beds 10. Possible options:

i.

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ii.

Purchase 10 mattresses (approx \$100 @). VSH or Retreat? \$1000 - \$1200

iii.

OR, VHS purchases inflatable beds.

b. Wall partitions or "shoji screens"- numbers and sizes to be confirmed/priced.

- c. Washer/Dryer - Retreat to provide.
- d. Bureaus
- e. Bedside tables
- f. Lamps
- g. Linens, towels
- h. TV/Cable
- i. Kitchen table/chairs
- j. Kitchen Supplies

- i. Pots/Pans
- ii. Microwave
- iii. Toaster

We understand your urgency to secure additional staff housing. We would want to work on a rental agreement quickly. We will need to factor in the above "fit up costs" as we determine our rental agreement. I think the beds and screens are the largest expenses. Items in Red above are items I thought might best fall to you.

Please let Brenda or me know if you have questions.

Gerri Cote, MSW LICSW

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Brattleboro Retreat

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## Robinson, Beth

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**Sent:** Monday, October 31, 2011 9:04 AM  
**To:** Robinson, Beth  
**Subject:** Public Information Request

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**From:** Albert, Peter [mailto:palbert@brattlebororetreat.org]  
**Sent:** Thursday, October 13, 2011 1:51 PM  
**To:** Palmer, Allen; Cote, Gerri; Levine, Fran; Heintz, Rebecca  
**Cc:** Worcester, Eileen; Keefer, Linda; Thompson, Shannon; Domaleski, Varen; Simpson, Robert; Nichols, Brenda; Blaha, John; Cassidy, Larry  
**Subject:** RE: 672 East Orchard St House - Rental

Kudos to all!!!

Don't forget this does not include candy for Halloween and the kids you'll be visiting you for trick or treat!

Peter Albert, LICSW  
Sr. VP Government Relations and PrimariLink  
Brattleboro Retreat  
Anna Marsh Lane  
Brattleboro, VT 05302  
802-258-6111

-----Original Message-----

**From:** Palmer, Allen [mailto:Allen.Palmer@state.vt.us]  
**Sent:** Thursday, October 13, 2011 1:28 PM  
**To:** Cote, Gerri; Levine, Fran; Heintz, Rebecca  
**Cc:** Worcester, Eileen; Keefer, Linda; Thompson, Shannon; Domaleski, Varen O'Keefe; Albert, Peter; Simpson, Robert; Nichols, Brenda; Blaha, John; Cassidy, Larry  
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*Allen*

Allen Palmer  
Division of Property Management  
State of Vermont  
4 Governor Aiken Avenue  
Montpelier, VT 05633-7001  
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**Sent:** Thursday, October 13, 2011 1:24 PM  
**To:** Levine, Fran; Heintz, Rebecca; Palmer, Allen

**Cc:** Worcester, Eileen; Keefer, Linda; Thompson, Shannon; Domaleski, Varen; Albert, Peter; Simpson, Robert; Nichols, Brenda; Blaha, John  
**Subject:** 672 East Orchard St House - Rental

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Fran – would any of the 8 staff staying at the house this weekend be able to bring their own bedding/linens?

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*Gerri Cote, MSW LICSW*

Director Special Projects  
Brattleboro Retreat  
PO Box 803  
Brattleboro VT 05302

802 258 4386

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**From:** Levine, Fran [mailto:Fran.Levine@ahs.state.vt.us]  
**Sent:** Thursday, October 13, 2011 1:04 PM  
**To:** Heintz, Rebecca; allen.palmer@state.vt.us; Cote, Gerri  
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**Subject:** FW: Orchard St House - Rental Possibility

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**Cc:** Nichols, Brenda; Domaleski, Varen  
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Fran – I was unable to reach you at the 479 8721 # but left you a voice message on your cell phone. Please call.

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Director Special Projects  
Brattleboro Retreat  
PO Box 803  
Brattleboro VT 05302

802 258 4386 office

Cell 413 923 8933

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**From:** Levine, Fran [mailto:Fran.Levine@ahs.state.vt.us]  
**Sent:** Tuesday, October 11, 2011 6:53 PM  
**To:** Cote, Gerri  
**Cc:** Nichols, Brenda; Domaleski, Vareen O'Keefe  
**Subject:** RE: Orchard St House - Rental Possibility

Hi Gerri,

I will forward this to Allen Palmer, Rebecca and Eileen Worcester. I agree that getting staff into housing as quickly as possible is of utmost importance. As we discussed, the beds or mattresses plus the lamps need to be in place and we can get the other items as we go on.

It was good to meet you and Brenda as well, thanks for your help.

Fran Levine

-----Original Message-----

**From:** Cote, Gerri [mailto:gcote@brattlebororetreat.org]  
**Sent:** Tue 10/11/2011 2:26 PM  
**To:** Levine, Fran  
**Cc:** Nichols, Brenda; Domaleski, Vareen  
**Subject:** Orchard St House - Rental Possibility

Fran,

It was good meeting you today. I want to summarize our discussion about the possibility of a rental agreement for temporary VSH housing.

- 1.) Rental Terms - I will consult w/ Rob Simpson and John Blaha re: terms for rent...ie monthly amount, inclusive of utilities, cable etc. I imagine we'd want terms to include, first, last month rent, 30 days notice. Rental running month to month given the ambiguity of what we are dealing with.
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c. Washer/Dryer - Retreat to provide.

d. Bureaus

e. Bedside tables

f. Lamps

g. Linens, towels

h. TV/Cable

i. Kitchen table/chairs

j. Kitchen Supplies

i.

Pots/Pans

ii.

Microwave

iii.

Toaster

We understand your urgency to secure additional staff housing. We would want to work on a rental agreement quickly. We will need to factor in the above "fit up costs" as we determine our rental agreement. I think the beds and screens are the largest expenses. Items in Red above are items I thought might best fall to you.

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## Robinson, Beth

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**From:** Cassidy, Larry  
**Sent:** Monday, October 31, 2011 9:04 AM  
**To:** Robinson, Beth  
**Subject:** Public Information Request

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**From:** Palmer, Allen  
**Sent:** Thursday, October 13, 2011 12:37 PM  
**To:** 'Cote, Gerri'; Levine, Fran  
**Cc:** Nichols, Brenda; Domaleski, Varen; Cassidy, Larry  
**Subject:** RE: Orchard St House - Rental Possibility

Gerri:

I have sent the info on to Larry Cassidy who should be contacting you re: this lease.

Thank you,



Allen Palmer  
Division of Property Management  
State of Vermont  
4 Governor Aiken Avenue  
Montpelier, VT 05633-7001  
802-828-1424

---

**From:** Cote, Gerri [mailto:gcote@brattlebororetreat.org]  
**Sent:** Thursday, October 13, 2011 9:46 AM  
**To:** Levine, Fran; Palmer, Allen  
**Cc:** Nichols, Brenda; Domaleski, Varen  
**Subject:** RE: Orchard St House - Rental Possibility

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Director Special Projects  
Brattleboro Retreat  
PO Box 803  
Brattleboro VT 05302

802 258 4386 office

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Brattleboro VT 05302

802 258 4386

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