

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,
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- 1.) Begin rental tomorrow 10/14/2011
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- 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

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Cell 413 923 8933

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To: Cote, Gerri
Cc: Nichols, Brenda; Domaleski, Varen O'Keefe
Subject: RE: Orchard St House - Rental Possibility

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

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

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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.

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Robinson, Beth

From: Cassidy, Larry
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To: Robinson, Beth
Subject: Public Information Request

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-----

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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
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Sent: Thursday, October 13, 2011 1:04 PM
To: Heintz, Rebecca; allen.palmer@state.vt.us; Cote, Gerri
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Sent: Tuesday, October 11, 2011 6:53 PM
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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.

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Fran Levine

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

Fran,

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- 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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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.

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To: Robinson, Beth
Subject: Public Information Request

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

Geri:

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

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Sent: Tuesday, October 11, 2011 6:53 PM
To: Cote, Gerri
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Pots/Pans i.

Microwave ii.

Toaster iii.

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