

BRISTOL CORE BOARD MEETING

Thursday, January 18, 2024, 09:00 AM
ZOOM Meeting

MINUTES

In attendance: Ian Albinson , Valerie Capels , maura donnelly , Taylor Welch, Gary Barrows

I. Call to order: 9:00 AM

II. Approve minutes from 1/4/24

MOTION: Maura made a motion to approve. Ian seconded. The motion passed.

III. ED Opening

o Job Posting and Application Process

1. 2 potential jobs – farmers market manager and ED (20 hrs a week/separate from farmers market manager)

- o Alicia recommended to not wait for FM manager, they need to start working now.
- o Important for ED to have tough skin, a lot of unsolicited feedback and criticism. Very public facing community role
- o Minimal other commitments
- o Discussion of a feeling of disconnect between hourly vs salary for the job position
- o On board strategy for new person
- o What are the responsibilities of ED managing FMM?
- o Would support FMM
- o Job posting is on Drive

o Timeline

- o Post job
- o Time to apply
- o having someone hired by March 1st
- o Interviews –initial interviews week of 12th, final interviews Week of 22th
- o Week of 5th for review applicants
- o “Posted until filled, Applicants encouraged to apply by Feb 12th”

o Places to post: by 26th

- o Indeed
- o FPF
- o Where did Library post
- o Addi-indie
- o Seven Days,
- o Give to Gary to post

IV. Farmers Market Manager

- o Separate from ED, 10k from ARPA funds, unsure amount of hours per week.

- Need to start working soon
- If we know anyone who might be interested
- Create job description then invite people to apply
- Look at other FM Director Job descriptions
- Taylor finish by the 1st
- Who is “the boss” of the FMM?
- Taylor brought up supervision vs support in managing
- ED would support, board would “supervise”
- Start to work on hiring process by Feb 12th

V. ED Tasks to cover

- Coffee & conversation 9am (1/22, 2/5, 2/19, 2/26, 3/18)
- (a) Maura will take on facilitating
 - Core Town Report
 - a) Use the fundraising letter for the town report
 - Downtown Report – April 1st
 - a) V important, Taylor, Ian, Maura, Val, Gary will work on it.
 - b) Need to meet and talk about it, divide tasks
 - Monitor email
 - a) Ian will monitor
 - b) Possibly attending meetings
 - Building and business survey
 - a) Need to check in with Alicia about the status
 - b) Part of states grant application package
 - Re-investment statistics
 - a) The yearly report we give to the downtown group

VI. Treasurer Report

- Updated numbers for December
- Had talked about them in previous meeting in December, just caught up everything.

VII. Roundtable

- Still looking for town treasurer and zoning admin
- Taylor did a Vermont public interview with Kelly Hamshaw
- Middlebury partnership’s director moved on, unsure if there is a new ED there
- Town submitted grant for in-town tree work/urban forest

VIII. Adjourn.

Next Meeting – 02/21/24