



**Town of Bristol**

1 South Street

P.O. Box 249

Bristol, VT 05443

(802) 453-2410

[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)

[www.bristolvt.org](http://www.bristolvt.org)

**Town of Bristol  
NOTICE OF LISTER VACANCIES**

The Town of Bristol is seeking citizens interested in filling either of two vacancies on the Board of Listers. The term would run through March 2021 Town Meeting, when an election to fill the remainder of the 3-year terms would be held.

Listers are directed by state law to appraise all taxable property in the town at 100% of the fair market value and to maintain the Town's Grand List. Listers hold grievance hearings for those taxpayers who wish to contest listers' appraisals. Their decisions may be appealed to the Board of Civil Authority. The Listers also serve on the Board of Tax Abatement to determine whether a taxpayer may have his or her taxes abated.

No experience is necessary, though interest and/or experience in real estate would be beneficial. Training is available. The hours of the part-time positions will vary depending on the time of year and are estimated to average approximately 10 to 15 hours per week. Compensation is offered between \$12 and \$17 per hour depending on experience.

Bristol residents wishing to be considered for appointment should submit a letter of interest to the Bristol Selectboard at 1 South Street, P.O. Box 249, Bristol, VT 05443 or by e-mail to [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org). For more information, contact Town Administrator Valerie Capels at (802) 453-2410 ext 1 or [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org), or Town Clerk Sharon Lucia at (802) 453-2410 ext 5 or [clerk@bristolvt.org](mailto:clerk@bristolvt.org) during normal office hours. Information can also be found at <https://tax.vermont.gov/municipal-officials/listers-and-assessors>.

## **Bristol Town Administrator**

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**From:** Mark Adams <touchvt@gmail.com>  
**Sent:** Tuesday, September 8, 2020 10:30 PM  
**To:** Bristol Town Administrator  
**Subject:** Town Lister position

Dear Ms. Capels

I am writing to express interest in one of the two Town Lister positions available. I am a Bristol resident and a home owner with an interest in real estate.

Please advise on what I need to do to learn more. I do not have prior Lister or assessor experience, just interest and a willingness to learn.

Sincerely

Mark Adams

8 North St

802-310-3608

## **Bristol Town Administrator**

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**From:** Dave Cobb <davecobb@gmavt.net>  
**Sent:** Wednesday, September 9, 2020 8:55 AM  
**To:** Bristol Town Administrator  
**Subject:** Lister position

I am interested in the lister position for the town of Bristol I have a great deal of experience in construction an am presently retired from 48 years in business in town

Dave Cobb

Sent from my iPhone

## **Bristol Town Administrator**

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**From:** Patricia King <bristolwoodworks@gmail.com>  
**Sent:** Thursday, September 10, 2020 4:13 PM  
**To:** Bristol Town Administrator  
**Subject:** Town Lister Position  
**Attachments:** king resume 2020.pdf

Good Afternoon,

I am interested in applying for one of the Two Lister positions you are looking to fill. I am a Bristol resident looking for a part-time position close to home. I have a wide variety of experience in both the private and public sector in the fields of human resources, payroll and payroll, finance, special education teacher and office administration. In addition, I successfully completed the coursework to become an appraiser in the State of Vermont.

I would like an opportunity to speak to you about this position and feel that with my background I would be a good fit. I am attaching my resume for your review. I look forward to hearing from you. I can be reached by email or on my cell phone at 802-349-9300.

Thank you for your consideration.

Patricia King

Patricia A. L. King  
74 Many Waters Road  
Bristol, VT 05443  
802-349-9300

**Department of Homeland Security –Immigration and Customs Enforcement-August 1, 2010 to March**

**27, 2020 – Mission Support Specialist**-Coordinates and performs a variety of administrative and management services essential to the operation of the office including, but not limited to budget, acquisition, training, logistics, property, records management, mail, travel, human resources, and time and attendance. Conducts and/or participates in evaluation of administrative programs, systems and methods to identify ways to improve efficiencies and effectiveness of these programs. Provides expert advice in administrative specialty area(s) to include budget, human resources, management and travel. Drafts and develops information and materials to employees to inform and maintain awareness if agency plans and programs. Establishes a variety of methods to track various budget allocations and transactions, such as obligations, expenditures, transfers and reimbursements, to ascertain status of funds. Initiates the procurements for goods and services by preparing requisitions, obtaining market survey data and preparing Statements of Work and supporting documents, as required for submission to the Office of Acquisition. Develops procedures for use in submitting acquisition and financial service requests for the agency. Recommends training for employees by analyzing employee training requests and assimilating data into an annual comprehensive training plan. Researches training opportunities and utilize a variety of methods to accomplish training goals, including contracts, SF182s, purchase card and online training, to contract for and schedule group and individual training for staff.

**Department of Homeland Security –Immigration and Customs Enforcement- April 13, 2009 to July 31,**

**2010-Accounting Technician**-Responsible for the verification and input of invoices into the department's accounts payable computer system. This entails receiving invoices, verifying their accuracy, scanning invoice and correspondence attached to the record, data entry, receiving field approval or rejection and processing invoice for payment. Also, responsible to make sure there is adequate funding on the obligation prior to payment of invoice. Research all vendor and field requests for information. Communicate with field offices and vendors on a daily basis by e-mail, telephone and correspondence. Provide excellent customer service to both internal and external customers.

**1<sup>st</sup> Advantage Dental Burlington- October 2006-December 2008- Practice Manager**-Responsible for the

overall operation and management of the Burlington Dental practice. This includes providing quality customer to service to our patients, scheduling of appointments, processing of insurance claims, dealing with insurance carriers to resolve outstanding claims. Also, understand and interpret insurance plans and financial policies. In addition, the position is responsible for the compilation and delivery of management reports, budgeting and forecasting, accounts payable, accounts receivable, answering and resolving customer inquiries relating to their accounts and collection of bad debt. Perform all aspects of personnel, management, and supervision of staff; new hire orientation and employee relations for the practice. Provide supervision, leadership and training and development of all staff members.

**Addison County Chamber of Commerce-May 2003-February 2006-Business Education Partnership & Finance Director**-Responsible for ensuring workforce training initiatives and school to work goals are met. Develop and maintain relationships with Addison County Business Education Partnership (ACBEP) partners and potential partners with an emphasis on increasing awareness and gaining support for partnership initiatives. Act as the liaison between the State of Vermont, the Human Resources Investment Council (HRIC) and the partnership. Provide fiscal oversight of grants and prepare and submit quarterly financial and narrative reports to the State of Vermont. Research and prepare grant proposals and serve as a resource for other grant proposals. Provide oversight of the application and award process for action planning grants. Maintain and update all business resources and business connections in all publications to the ACBEP. Develop and prepare appropriate communications and public information materials. Provide professional development and training opportunities appropriate to ACBEP plan. Coordinate events which enhance workforce training such as educational workshops, seminars and training and a job/career fair for local area students and adults seeking employment. Also, responsible for general accounting and financial reporting for the Chamber on a monthly and annual basis. Accounting function to include payroll, accounts receivable and accounts payable. Work with Executive Director and Treasurer to prepare annual budget as well as setting agendas for Budget Committee.

**Marriott International, Inc., January 1999-October 2002-Payroll Tax Assistant Manager**-the duties and responsibilities are the same as listed below for the Payroll Tax Supervisor.

**Marriott International, Inc. January 1997-January 1999-Payroll Tax Supervisor**-Responsible for the overall supervision and training of the Payroll Tax Department and the filing of state and local taxes of four separate companies (1.7B) located in all fifty states and over 400 local jurisdictions. This includes the audit and control of all tax payments ensuring timeliness and accuracy of information files, issuance of Forms W-2 (500K) and Forms W-2c, and the flow and scheduling of work in the departments. Provide customer service to both internal and external customers on payroll tax related issues. Responsibility for the updates of employee wages and taxes on special transactions that is included on Form W-2 such as, company relocation, early disposition of stock awards, etc. Responsible for the coordination of tip income reporting and ensuring employee allocations comply with Federal guidelines. Assist in the development of department procedures for the processing of tax payments and updates to employee's master file records. Conduct payroll tax research on state and federal tax rules and regulations and modifying systems or procedures to ensure payroll tax compliance. Researching and, analyzing and drafting position papers on new and proposed legislation.

**International Paper Company-1995-1997-Human Resources Management Payroll System Project Consultant**-Team member on the human resources payroll system redesign project for the company. Developed benefits survey to document the various benefits programs offered to employees. Responsible for gathering, verifying and implementing all information on the 250+ benefit plans for the company's 51,000 domestic employees and 22,000 retirees. Responsible for authoring all of the Company's pay practices (600+ locations) in the DocuPro hypertext system. Also, served on the Time

Entry Team for the Company's Decorative Products Division. This included determining where the collection devices and computers would be placed, installation, and training of personnel.

**International Paper Company, Nevamar Division-1993-1995-Payroll Supervisor**-Responsible for the overall management of four payrolls (33M+) and the filing of taxes (8.5M+) in twenty-five states. This included controlling the flow and scheduling of work through the department. Responsible for the interpretation of Company policies and the development of procedures to carry out that policy. Interpreting and rendering opinions of the Fair Labor Standards Act and the union contract. Maintenance and reconciliation of payroll related General Ledger accounts. Coordinated, prepared and balanced approximately 1,400 Form W-2. Responsible for the supervision and training and development of six staff members. Responsible for the testing of payroll system (Lawson) updates and new releases for accuracy. Coordinated work with personnel, data processing and subsidiaries.

**Institute for Defense Analyses-1990-1992-Senior Personnel Administrator**- Developed, implemented, coordinated and evaluated training and development programs on a variety of skill, career development and supervisory training topics. These courses were developed using a variety of training technologies including instructional system design (ISD), multi-media, and job task analysis. Implemented and taught Blessing White's Managing Personal Growth program. Developed and implemented timesheet system manual and associated training. Administered tuition assistance and service award programs. Responsible for the Human Resources Information System , HRIS, (Personnel Data Systems) to include testing and implementation of new software releases and on-going operation of the system. Proficient in the use of the HRIS system and the generation of reports for management. Supervision of the Human Resources Information staff. Coordinated the United Way campaign for the entire company.

**Lockheed Integrated Solutions Company, a Division of Lockheed Missiles and Space Co.-1989-1990-Payroll Supervisor**-Led requirements analysis for corporate payroll system. Responsible for the development and Implementation of the subsequent corporate payroll system. This included formulating policies and procedures and acquiring data necessary to populate the payroll database. Served as the Savings and Retirement Plan Coordinator and the Remote Security Officer for the Company. Member of the requirements analysis team for development of a financial accounting system. Responsible for the Human Resources Information System.

**Imperial Hotels Corporation-1988-1989-Director of Training**-Responsibilities included developing a training program for more than 1,000 employees nationwide. This included performing job task analysis, developing curriculum, leading training seminars and evaluating training effectiveness. Developed corporate employee handbook and created a corporate Training Resource Center.

**Imperial Hotels Corporation-1982-1988-Payroll Manager/Corporate Accountant**-Responsible for maintaining all general ledger accounts. This included receipt, control and analysis of Federal, FICA, state and local tax accounts for the Security and Exchange Commission filings and supervision of \$6M annual payroll department. Prepared all of the payroll tax returns for this 24 state corporation. Responsible for corporate benefits administration including on-going benefits analysis. Training manager for all

bookkeeping staff. While in this position served as the President of the Washington Metropolitan Area Chapter of the American Payroll Association (1988) and the Treasurer of the Washington Chapter of the Educational Institute (1987).

**Imperial Hotels Corporation-1977-1982-Insurance/Bookkeeping Manager**-Responsibility for selection, accounting and reporting of health, dental, life and workers compensation insurance for 1,000 company employees. Claims administration for property, liability and automobile insurance for 62 corporate properties. Management of bank reconciliation, balance sheet evaluation, payroll issuance, cash receipts and disbursement ledger updates.

**Diners Club-1976-1977-Legal Bookkeeper**- Financial analyst responsible for statistical review and reporting of delinquent accounts. Work involved a variety of debit and credit evaluations and compilation of daily and regional operating reports. Trained bookkeeping staff in debit/credit evaluations.

**F.B. Gwynn Educational Center-1972-1976-Special Educational Teacher**-Developed educational program for primary trainable mentally challenged students. This included curriculum development, classroom instruction, and school community relations.

**Genesee-Humboldt Junior High School-1971-1972-Special Education Teacher**-Program development and execution of instruction for junior high mentally challenged students.

**EDUCATION:**

M.A. Human Resources, Marymount University, 1992  
B.S. Education, State University College at Buffalo, 1971

**HONORS AND AWARDS:**

Marriott Partners in Excellence Award-February 1999  
Marriott Stock Recognition Award-May 1999  
Delta Epsilon Sigma, National Scholastic Honor Society

**PAST CERTIFICATIONS:**

Payroll Certified 1987 by the American Payroll Institute

**OTHER:**

Served on the Patricia A Hannaford Regional Technical Center School Board for 2 years  
Bristol Downtown Designation Committee Member 2003-2006  
Bristol Marketing Committee Member 2003-2006