

## Bristol Town Administrator

---

**From:** Meg Little Reilly <Margaret.Little-Reilly@uvm.edu>  
**Sent:** Wednesday, December 8, 2021 11:29 AM  
**To:** Kevin Hanson  
**Cc:** Kris Perlee; Jeff Lunstead; Bristol Town Administrator  
**Subject:** Re: UVM's Local Democracy Project Internship: Join us Spring 2022

Hi Kevin,

I think this sounds like really interesting and substantive work for a UVM intern. I am very happy to put you on our roster for Spring semester. These are all unpaid internships, but students do receive credit for them, so no need to worry about that piece.

I will be in touch with more details over the next two weeks.

Best,

Meg

**Meg Little Reilly**  
Center for Research on Vermont  
University of Vermont  
802.598.6462  
[margaret.little-reilly@uvm.edu](mailto:margaret.little-reilly@uvm.edu)

---

**From:** Kevin Hanson <[khanson.pc@gmail.com](mailto:khanson.pc@gmail.com)>  
**Sent:** Wednesday, December 8, 2021 9:58:05 AM  
**To:** Meg Little Reilly  
**Cc:** Kris Perlee; Jeff Lunstead; Bristol Town Administrator  
**Subject:** UVM's Local Democracy Project Internship: Join us Spring 2022

Meg,

I have submitted a request as detailed on the internship webpage (<https://www.project14.net/towns-internship>), but also offer the following to supplement that request:

The Bristol Town Planning Commission (PC) has recently updated and received Town approval for the Planning Commission Town Plan. A review of the Implementation Tasks of that Plan associated with the PC, has resulted in a focus of various housing issues to work on. To further that work, we have submitted an application to the Vermont Department of Housing & Community Development for a By-Law Modernization grant. This grant is intended for review of current By-Laws, understand options for, and support changes to the current Zoning By-Laws to better accommodate housing pressures. One aspect that will be worked early on is to perform a "Character Survey" to identify the physical and intangible features of the Town that are desirable to sustain. The PC is looking for support to perform data collection as part of this survey. Techniques will include developing as-is conditions for lot sizes, setbacks, etc. Work could also include performing a community survey or some other type of outreach to the community.

The benefits for an intern include seeing and being part of the process of a recently enacted Town Plan and the process that formulated the action item(s) that the PC is looking to work on. The detail work involved in data collection will allow an intern to see existing conditions, compare to current regulations for anomalies and provide information for the PC to evaluate as they deliberate what changes might be desirable. There is also a likelihood that that intern could also be involved and experience various aspects of community engagement.

In closing, I am hopeful that you find this to be a good project for an intern and consider supporting our efforts.

On the logistics side, I did not see any mention of the need to cover costs, such as compensation for interns time, mileage for travel as needed, or other types of reimbursables. So, we do have that question.

Thanks,

Kevin Hanson  
Chair, Bristol Planning Commission

On Fri, Nov 5, 2021 at 3:48 PM Bristol Town Administrator <[townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)> wrote:

Hi All,

FYI ...

Meg said that individual departments can contact her directly and she would need to know by the end of the year. If you do reach out to her and actually line something up, please keep me in the loop.

Thanks!

--Valerie

Valerie Capels, Town Administrator  
Town of Bristol  
1 South Street  
P.O. Box 249  
Bristol, VT 05443  
P: (802) 453-2410 Ext. 1  
F: (802) 453-5188  
E: [townadmin@bristolvt.org](mailto:townadmin@bristolvt.org)  
W: [www.bristolvt.org](http://www.bristolvt.org)  
FB: <https://www.facebook.com/bristolvt/>  
Tw: @BristolTownAdm

Please note this email message, along with any response or reply, may be considered a public record subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320).

---

**From:** Meg Little Reilly <[Margaret.Little-Reilly@uvm.edu](mailto:Margaret.Little-Reilly@uvm.edu)>

**Sent:** Friday, November 5, 2021 3:04 PM

**Subject:** UVM's Local Democracy Project Internship: Join us Spring 2022

Dear Vermont Town Officials,

I'm pleased to tell you that our pilot semester of the [Local Democracy Towns Internship](#) has been a success for students and town leadership - and I want to invite you to **join us in the spring by hosting a UVM intern in your town offices.**

This fall, Local Democracy interns took minutes at selectboard meetings, redesigned a town report, created social media content, conducted historical research, participated in strategic planning for a library, profiled local leaders, mapped local sights, and surveyed residents on their priorities for ARPA spending - to name just a few projects.

I want to extend a hearty thank you to the towns that joined us this fall as we refined this program and identified strategies for making it even more meaningful for students and truly useful for busy town administrators. With the lessons we learned along the way, we have a more robust plan in place for orienting town officials at the start of next term and keeping students on track throughout the semester.

The value of this program is clear: **We are introducing the next generation of civic leaders to our great state, providing a little free help for the critical work you do, and making real connections for these students and a reason to stick around after graduation.**

Here's how it works: Participating towns get an intern assigned exclusively to them. Over the course of the semester, your intern can execute projects that you need help with. Most of this work is done remotely, but they will make in-person visits as well. If you don't have projects that can easily be assigned to an intern or the capacity to manage them, I will assign them work that facilitates a deeper understanding of your town and produces some materials that can be useful for your work. This is an optional path for town officials who still want to host a UVM student, but need a little assistance keeping them engaged. Our primary goal here is to make a lasting connection between your offices and our students. Your interns all receive supporting mentorship and coursework on our end, so I can help make this work for you.

**All you need to do is reply to this email to let me know that you are in.** I will be in touch later in the year with more details and instructions. I'm also happy to chat by phone if you have more questions at this time.

I hope you will join us,

Meg Little Reilly  
Director, Local Democracy Project

**Meg Little Reilly**  
Center for Research on Vermont  
University of Vermont  
802.598.6462  
[margaret.little-reilly@uvm.edu](mailto:margaret.little-reilly@uvm.edu)