

May 7, 2022

Trena Tolliver
Silver Fox Enterprises, LLC
PO Box 154, Bridgewater, VT 05034

Re: Independent Contractor Agreement

Client: Woodstock Economic Development Commission
Town of Woodstock, VT
Contractor: Silver Fox Enterprises, LLC

1. Services

The Contractor, Silver Fox Enterprises, LLC (Trena Tolliver), agrees to effectively execute the job requirements to manage the Housing Programs for Woodstock's Economic Development Commission (WEDC). The requirements are contained in Attachment A – Woodstock EDC Housing Programs.

The Housing Advisor will report to the Woodstock Economic Development Commission, as described in the attachment. There will be quarterly reviews of job performance, which will be conducted by the WEDC.

2. Terms

The contract period will run from May 9, 2022 through May 8, 2023.

The WEDC will pay the Contractor an hourly fee of \$40.00 per hour, with approximately 10 hours per week anticipated. A maximum of \$20,000 is allowed. Expenses incurred performing the job function will be reimbursed; any expenses greater than \$100 will require prior approval. Invoices documenting hours, services provided, and expenses will be submitted monthly to the EDC Housing Working Group. The Town of Woodstock will make payment for these invoices from the EDC's E-5093-062 account.

The Client will report all payments to the Contractor and the IRS on an annual basis using IRS Form 1099-Misc.

3. Contractor Status

The Contractor is an independent contractor and is not an employee of the Client or the Town of Woodstock. Client and Contractor agree that no employee-employer relationship shall be created by this agreement. The Contractor shall not be entitled to any benefits that the Client provides its employees. The Contractor is responsible for all Federal and State taxes on the Contractor earnings. The Client will not provide the contractor workers compensation or equivalent under Vermont law. The Contractor shall use his own discretion and expertise as to how to effectively and professionally provide the services required by the Client.

4. Termination

Any party may terminate this agreement at any time by giving 30 days written notice to the other party.

SIGNED/DATED

Contractor:

Trena Tolliver
Trena Tolliver (May 10, 2022 08:36 EDT)

Trena Tolliver, Silver Fox Enterprises, LLC

Date: 5/9/22

Client:

David Green

David Green, Acting Municipal Manager, Town of Woodstock

Date: 5/12/2022

Attachment A – Woodstock EDC Housing Programs

Housing Advisor: EDC Housing Working Group

Woodstock Economic Development Commission, Town of Woodstock, Vermont

General Description:

As an independent contractor, the Housing Advisor will manage the EDC funded pilot housing programs including

- the Accessory Dwelling Unit (ADU) Support Program
- the ADU Workforce Rental Pilot Program
- the Rental Incentive Pilot Program

and help promote the Thompson Senior Center Homeshare Program.

Programs Goals:

These programs, defined by the EDC Housing Working Group, have a common goal of creating more available housing units in Woodstock so that people who work in Woodstock can live in Woodstock.

Housing Advisor project responsibilities and deliverables:

1. Manage the ADU Support Program

- Work with the EDC Housing Working Group to define the program details like eligibility criteria and the legal documents
- Complete the research begun by the EDC Housing Working Group to identify all regulations at the Federal, State and Local level that pertain to the construction and operation of Accessory Dwelling Units
- Develop an ADU Handbook and website that will guide property owners in exploring and executing ADU construction
- Develop tools ...forms, spreadsheets, checklists, etc ...that can help guide property owners through the process
- Create a database of local contractors and other professionals with expertise to assist property owners in developing ADUs
- Provide in-person expert assistance to property owners during the exploratory, feasibility, permitting or operating stages
- Communicate the most important information to the community through public meetings, online postings, newspaper articles, etc
- Solicit feedback from the community from time to time to gauge progress and identify the best ways to provide support
- Evaluate the program and its impact and make recommendations on whether, and if so how, to extend the program beyond one year

2. Support the ADU Workforce Rental Pilot Program and the Rental Incentive Pilot Program

- Work with the EDC Housing Working Group to define the program details like eligibility criteria and the legal documents needed
- Publicize the programs
- Meet with prospective applicants to explain the requirements of the programs and ensure the property owner understands their obligations
- Process and approve applications and work with Woodstock Town Finance staff to maintain accounting of funds disbursed
- From time to time, report publicly on progress
- Evaluate the programs and their impact and make recommendations on whether, and if so how, to extend the programs beyond one year

4. Support the Homeshare Program

- Support the Thompson Center effort as needed e.g., publicity