

EDC Administrator

Project Overview

The EDC is seeking funding for a part-time Administrator to be responsible for basic administrative functions. This position has been funded since 2017 on a contracted basis, as the EDC is the only Town-appointed permanent commission without support from the municipal staff.

Grant Request

\$4,700

Total Project Budget

\$4,700

Applicant Information

Name of Applicant / Organization / Business

Jon Spector/Economic Development Commission

Mailing Address

16 The Green, Woodstock, VT 05091

Name of Project Coordinator

Jon Spector

Contact's Email Address

Telephone

802-457-9109

Organization's Website URL

www.woodstock-vermont.com

EIN

03-6003791

Applicant / Organizational Description

The purpose of the Economic Development Commission (EDC) is to plan and implement sustainable economic development in Woodstock, to:

1. Increase the number of visitors who are most likely to develop connections to the area and contribute to the economy
2. Grow and diversify the resident population to enrich the community and the quality of life.

To plan & implement sustainable economic development in Woodstock, we undertake the following activities:

1. Encouraging and helping existing and new businesses prosper, creating more job opportunities, becoming more environmentally conscious,
2. Making this a livable and welcoming community for a diverse, multi-generational population,
3. Promoting a welcoming, sustainable Woodstock area,
4. Improving and making the best use of land, buildings and other physical infrastructure, and
5. Developing tools to promote a sustainable economy.

The members of the EDC are Jon Spector (Chair), Joe DiNatale (Vice Chair), Marion Abrams, Patrick Fultz, Deborah Green, Michael Malik, Larry Niles, Mica Seely and Todd Ullman.

If you are applying on behalf of an organization, what is your total organizational budget?

Approximately \$300,000 per year

Project Information

Detailed Project Description

The EDC is seeking funding for a part-time Administrator to be responsible for basic administrative functions. This position has been funded since 2017 on a contracted basis, as the EDC is the only Town-appointed permanent commission without support from the municipal staff.

The responsibilities of the Administrator would be:

1. Attending EDC meetings and preparing and posting meeting minutes
2. Making logistical arrangements for meetings
3. Hosting Zoom calls when the EDC meets
4. Posting the agenda in the public locations required
5. Receiving email comments made on the website and forwarding them to the appropriate EDC member

(Please note that in the past this position was combined with the role of EDC Coordinator. At this time the EDC is not requesting funding for the Coordinator position until we complete the process of re-evaluating our overall objectives and processes. We expect to complete this re-evaluation by mid-year 2022.)

Project Timeline

This funding request would cover from March, 2022 through January, 2023.

Project Champion

Jon Spector, EDC Chair

Project Budget Narrative

The funds will be spent to compensate the Administrator for his/her time. We expect to post the position and offer compensation of \$27.50 per hour, and we estimate there will be up to 12 hours of work per month on

average.

(Note: this is a conservative estimate to ensure we do not run out of administrative support before year-end. Since we are splitting the Coordinator and Administrator roles for the first time we cannot precisely estimate the total number of hours required, but we believe 15 hours per month is a maximum. If the workload turns out to be lighter than anticipated, remaining funds will be returned to the EDC) or rolled over to fund a similar position next year.

Project Budget - Itemized

Income Category	Total	Applicant	EDC	Other	In-Kind
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Expense Category	Total	Applicant	EDC	Other	In-Kind
Compensation	\$4,550		\$4,550		
Zoom license	\$150		\$150		

What will success look like?

Success will mean that the community is aware of the agenda as required by State regulations; that there are minutes and recordings of meetings that accurately convey the work of the EDC and the public discussions that are held; and that communications to the EDC website reach the intended party quickly and accurately.

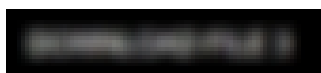
Community support for this project

The EDC has successfully reduced the portion of our total revenues devoted to staff support for the past several years, and this proposal will continue that trend. We believe the community is generally supportive of the concept that municipal government functions require some level of administrative support to operate effectively and to comply with State regulations.

However, the community has not been explicitly consulted on this proposal.

Community support for this project

The EDC, as in past practice, funds this position each year. The current proposal requests funding for 11 months, though the end of January, 2023, by which time we expect to hold our Annual Meeting for 2023.



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