

April 1, 2022

Jennifer Schmidtke
65 South Street
Woodstock, VT 05091

Re: Independent Contractor Agreement

Client: Woodstock Economic Development Commission
Town of Woodstock, VT
Contractor: Jennifer Schmidtke

1. Services

The Contractor, Jennifer Schmidtke, agrees to effectively execute the job requirements to manage the Digital Media Marketing Program for Woodstock's Economic Development Commission (WEDC). The requirements are contained in Attachment A – Digital Media Marketing Program.

The Digital Media Marketing Manager 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 April 1, 2022 through December 31, 2022.

The WEDC will pay the Contractor an hourly fee of \$32.00 per hour, with approximately 15 hours per week anticipated. The Marketing Committee will review the hourly rate and weekly hours after six months. 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 Coordinator. The Town of Woodstock will make payment for these invoices from the EDC's E-5093-062 account.

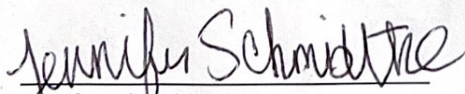
The Client will report all payments to the Contractor and the IRS on an annual basis using IRS Form 1099-Misc.

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.

SIGNED/DATED

Contractor:


Jennifer Schmidtke

Date: 5/27/22

Client:

David Green, Acting Town Manager
Town of Woodstock

Date: _____