

February 15, 2021

Sally Miller

*Via email:* spmiller22@gmail.com

**Re: Independent Contractor Agreement**

**Client:** Woodstock Economic Development Commission  
Town of Woodstock, VT

**Contractor:** Sally Miller

**1. Services**

The Contractor, Sally Miller, agrees to effectively execute the job requirements as Coordinator for Woodstock's Economic Development Commission (WEDC). The requirements are contained in Attachment A – Independent Contractor Agreement.

The Economic Development Coordinator will report to the entire WEDC board, as described in the attachment. There will be quarterly reviews of job performance, which will be conducted by the Organizational Subcommittee of the WEDC.

**2. Terms**

The contract period will run from January 1, 2021 – December 31, 2021.

The WEDC will pay the Contractor an hourly fee of \$40.00 per hour, with approximately 12 hours per week anticipated. Approval is required from the WEDC board chair whenever more than 25 hours are needed in a given week.

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 once a month.

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:**

**Client:**

## **Attachment A - Independent Contractor Agreement**

### **Economic Development Coordinator:**

Woodstock Economic Development Commission, Town of Woodstock, Vermont

### **General Description:**

As an independent contractor the Woodstock Economic Development Coordinator will provide support to the Woodstock Economic Development Commission (WEDC) to execute the strategic plans and initiatives set forth by the WEDC.

### **The Economic Development Commission Coordinator will be required to:**

- Attend monthly WEDC meetings and record minutes for review by the board chair and subsequent submission to the Town.

### **Anticipated activities that will lead to success include, but are not limited to:**

- Through in-person meetings and a variety of communications, work closely with local community organizations, government officials, property owners and businesses.
- Primary WEDC point-of-contact to assist entities that have expressed interest in opening a business in Woodstock and to existing businesses.
- Provide administrative support to the EDC, including, but not limited to, coordinating meetings, tracking Options Tax finances, posting agendas and minutes.
- Provide administrative support for projects and initiatives of the EDC through research, correspondence, completing relevant applications, organizing stakeholder meetings and follow up activities.
- Manage the EDC grant and loan funding process, including advertising the availability of funds, receipt of applications, notices to applicants, review and approval of submitted invoices, and the reports on projects funded.
- Involve the Woodstock community in WEDC's efforts.

The Woodstock Economic Development Commission Coordinator works as an independent contractor, providing services to the WEDC on a contractual basis, for a twelve-month contract. The Coordinator will not be an employee of the Town of Woodstock (Town) and will control the manner and means in which he/she conducts his/her work. The WEDC will manage the contract and relationship on behalf of the Town. Reasonable and customary administrative expenses such as printing and photocopying will be borne by the Town according to a budget established by the Coordinator and approved by the WEDC.

### **The Mission of the Woodstock Economic Development Commission**

The goal of the Woodstock Economic Development Commission is to plan and implement sustainable economic development in the Woodstock area. The WEDC is tasked with the following:

- To encourage and help existing and new businesses prosper, create more job opportunities, and become more environmentally conscious

- To make this a livable and welcoming community for a diverse, multi-generational population,
- To promote a welcoming, sustainable Woodstock area
- To improve and make the best use of land, buildings and other physical infrastructure, and
- To develop tools to promote a sustainable economy