

February 23, 2024

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 March 1, 2024 through Feb 28, 2025.

The WEDC will pay the Contractor an hourly fee of \$61.80 per hour, with approximately 10-15 hours per week anticipated. A maximum of \$40,000 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:**

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Trena Tolliver (Feb 24, 2024 11:44 EST)

**Trena Tolliver, Silver Fox Enterprises, LLC**

Date: Feb 24, 2024

**Client:**

Eric Duffy

Eric Duffy (Feb 26, 2024 07:47 EST)

**Eric Duffy, Municipal Manager, Town of Woodstock**

Date: Feb 26, 2024

## **Attachment A – Woodstock EDC Housing Programs Housing Advisor Scope of Services**

**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 housing programs including

- ADU (accessory Dwelling Unit) Workforce Rental Program
- Multi Unit Housing Rental Program
- Placemate as they execute the Lease to Locals Program (pending Selectboard approval)
- Promote the Thompson Senior Center Homeshare Program
- ADU Support Program, includes knowledge of Vermont Housing Improvement Program (VHIP)
- Landlord Services

### **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:**

The Housing Advisor works with the volunteer EDC Housing Working Group, program and support service applicants and legal counsel. The Housing Advisor reports to the EDC.

The responsibilities of the Housing Advisor will be:

- Refine and suggest enhancements to program details and processes for awarding incentives with the Housing Working Group
- Work with the lawyer to draft and refine legal agreements
- Work with applicants from their initial inquiry through award application and approval and completed agreements
- Work with applicants to support them becoming a landlord e.g., creating a lease, finding a qualified tenant
- Work with Placemate to ensure successful project set-up and execution
- Record legal agreements with the Town Clerk
- Track and perform compliance checks through incentive period
- Track financials & make incentive payments
- Insure compliance with program requirements
- Provide expert tools (handbook, forms, checklists) and assistance to property owners considering creating an ADU during the exploratory, feasibility, permitting or operating stages
- Promote programs - advertising, PR, educational meetings
- Maintain website for current programs
- 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
- Identify what it will take to support larger developments e.g. developer incentives