

MEMORANDUM

TO: Bristol Selectboard

FROM: Valerie Capels

DATE: December 16, 2024

SUBJECT: Bristol Town Assistance Non-Employee Agreement

My last day as Bristol Town Administrator will be Friday, December 20, 2024. Ian Albinson has graciously agreed to serve as Interim Town Administrator until a permanent replacement has been installed. During this period of transition and perhaps beyond, I would like to offer my assistance on an as-needed, as-available, contract basis. Services may include orientation, project support, project management, grant administration, audit support, or other assistance as needed. I would be using personal equipment, programs, and supplies.

Compensation: \$75.00 per hour, invoiced monthly. Travel time billed at ½ rate.

Access to project files, computer files, documents, or certain computer platform logins may be necessary, with authorization.

Other terms and conditions:

CONCUR:

On behalf of and authorized by the Bristol Selectboard, we acknowledge and concur with the terms of this agreement.

Bristol Selectboard Chair or Designee

Date