

Letter of Agreement between the Town of Waterbury and Carol Dawes

Date: January 12, 2026

The undersigned do hereby agree that Carol Dawes, of Barre City, Vermont, will serve as a consultant to the Town of Waterbury, Vermont, as an independent contracted Election Official under oath of office signed by the Waterbury Town Clerk, between January 5, 2026 and March 13, 2026.

The Town agrees to pay Ms. Dawes at the rate of \$50.00 per hour, for a total not to exceed 100 hours.

The purpose of this contract is for Ms. Dawes to assist the Town in all activities relating to the proper conduct of municipal elections surrounding the 2026 Waterbury Town Meeting.

Duties will include overseeing and assisting office staff and town officers with preparation of ballots for the election of municipal officers and any other legally warned Australian Ballot articles approved by the Selectboard, articles for floor voting at Town Meeting, processing, mailing, and data entry related to absentee ballots, assisting with the conduct of elections on Town Meeting Day, and reporting all municipal election results to appropriate parties.

The Town will provide access to necessary work space, email account, and access to the election management systems in order to conduct this work.

Signed,

Alyssa Johnson _____ Date _____
Chair, Waterbury Selectboard

Carol Dawes _____ Date _____
Consultant