

+1 (802) 318 - 7161



annelevesque.com



alevesque.hr@gmail.com



3/30/2026

Proposal prepared for: Martha Staskus, Chair - Select Board, Town of Waterbury
Prepared by: Anne Levesque, Workplace Strategy Consulting

This proposal reflects a snapshot of our discussion on 3/24/26. With the departure of its town manager and other key individuals, the Town of Waterbury sees an opportunity to assess and update the HR practices within its scope, support its administrative office team, and clarify relationships with shared but adjacent external public organizations. Ultimately, the goal is to create organizational stability across operations and team experience as the town seeks new leadership and advances long-term sustainability.

Project Scope: Our discussion focused on three primary areas, each of which may inform additional projects over time.

- **HR Assessment:** Of immediate concern is assessing current HR related policies, operations, and documents, many of which were managed under the town manager's purview. As this position is currently vacant, the Board Chair seeks a better understanding of the current state of HR practices. In addition, based on the findings, they may also desire reparative work in HR operations with an eye toward HR best practices and legal compliance. Possible related projects may include:
 - Individual job analysis and revised job descriptions.
 - Analysis and advising on the existing handbook and related HR policy and processes documents, from both a best practices and legal compliance perspective.
 - Establishing HR operations and staff support that aligns with union representation to facilitate mutually beneficial and shared approaches to staff wellbeing.
- **Teambuilding** and change management support and facilitation for the administrative office team, and perhaps others as requested.
- **Inter-organizational dynamics and clarity:** Our discussion included clarifying employment complexities with entities that operate adjacent to the Town but are not fully within the municipal hierarchy, including EFUD and the Waterbury Public Library Board of Trustees, as well as the role of AFSCME, a recently established union representing several employee groups within both the municipality and EFUD.

Project Logistics:

- Initial discovery period and assessment to identify roles, consider HR service delivery in relation to organizational structure, and set project priorities.
- Retainer-based services and the delivery of identified projects and ongoing HR support.
- Weekly meetings with the Select Board Chair or designee and/or internal project leads.
- Project-based group meetings/informational sessions, project-based group facilitation, or training as discussed.

Project Estimate:

- Monthly consulting retainer estimated at 2,400 - \$2,800/month based on requested block of hours.
 - Average increments of 12-15 hours per month (as requested by the Chair).
 - With the client's prior approval, these standard hours can be expanded or contracted based on the client's needs and/or pace.
 - Hourly contingency for project changes over the monthly estimate, based on prior approval from the client, billed at \$185.00/hour.
 - If the projected hours are not met in a calendar month, the retainer fee will be reduced to the actual hours worked.
 - The length of this retainer is expected to be approximately 6 months and may be adjusted or discontinued by either party with 30-day notice.

Contracting Agreement:

1. Consultant's Services. Consultant Anne Levesque shall be available and provide professional consulting services in the areas of HR Process and Function. The scope of this project falls within her professional experience in Human Resources strategy, Organizational Development support, and team/individual Coaching. Consulting services will be provided in multiple formats based on the proposal provided by the Town of Waterbury (Company) and upon the prior agreement of both parties.

The Company will recognize that services rendered represent professional best practices regarding HR process, strategic planning, and/or group facilitation. Services are not intended to replace legal consultation and should not be considered a legal opinion. Observations, suggestions, and advice on Human Resources best practices are professional suggestions only and should not be considered binding. The Consultant will use situational judgment to refer the Client to legal counsel as appropriate.

2. Service Rates. In consideration for the consulting services to be performed by Anne Levesque under this Agreement, the Company will pay the Consultant according to the terms outlined in the project proposal. Additional services will be negotiated separately. The Company shall pay the Consultant the amount due, according to submitted monthly invoices, within 14 days after the start of work or invoice submission.

3. Expenses. Should consulting services require additional expenses, these will be separately negotiated before utilization. Expenses might include travel to the Company or designated locations, as well as materials or services purchased on behalf of the client, posting fees, and other costs directly related to approved services.

4. Independent Contractor. Nothing herein shall be construed to create an employer-employee relationship between the Company and Consultant. The Consultant is an independent contractor and not an employee of the Company or its subsidiaries or affiliates. The consideration outlined in Section 2 shall be the sole consideration due to the Consultant for the services rendered hereunder. It is understood that the Company will not withhold any amounts for payment of taxes from the compensation of the Consultant hereunder. The consultant will not represent or hold themselves as an employee of the Company.

5. Confidentiality. While performing Consulting Services, the parties recognize that the Consultant may encounter or become familiar with information that the Company or its subsidiaries or affiliates may consider confidential. This information may include, but is not limited to, information about the Company's systems or practices considered proprietary, or information that may be of value to a competitor. Consultant agrees to keep all such information confidential and not to discuss or divulge it to anyone other than appropriate Company personnel or their designees.

6. Governing Law, Severability. Either party may terminate this Agreement upon thirty (30) days' prior written notice. This Agreement shall be governed by the laws of the State of Vermont. The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision.

WHEREFORE, the parties have executed this Agreement as of the date first written above.

By: Representative

Martha Staskus, Select Board Chair, Town of Waterbury

Date

Prepared by:

Anne Levesque – Consultant

3/30/2026