

CONSULTING CONTRACT

This contract is between the Town Of North Topsail Beach (hereinafter 'Town') and consultant Nancy Avery (hereinafter 'Consultant') entered into this 21st day of November, 2022.

Services

Consultant will perform duties of a Town Clerk position as expected by the Town and required by state law including attendance at and agenda and minute preparation for all Board of Aldermen meetings.

Consultant will provide assistance with other duties as requested by the Town.

Consultant agrees to adhere to the Town's instructions and policies.

Duration of services

This contract is effective on November 21, 2022, with a completion date to be determined by the Town.

The Town's expectation is use of Consultant's services on an interim and as needed basis.

Completion of services

Both parties agree that this contract shall consist of the Consultant performing the services referenced above under Services.

Compensation

The Town agrees to pay the Consultant \$35.00 per hour at the end of each month of the contract term. The Town also agrees to pay mileage reimbursement from Consultant's address at 6509 Berridge Drive, Wilmington, NC to and from Town Hall at 2008 Loggerhead Court at the IRS rate. Consultant shall submit invoices accordingly.

Payment

The Town agrees to submit payment within fifteen (15) days of receipt of invoice.

Liaison

The Town Manager shall serve as liaison for the Consultant during the project.

Modification, extension and termination

This contract represents the entire written agreement between the parties. It may be modified, extended or terminated by mutual written consent of both parties.

The parties agree that at all times performing this service, the Consultant is an independent contractor and not an employee of the Town.

It is agreed that all information obtained in the performance of this contract is confidential and no information will be released without the express consent of the Town.

Town of North Topsail Beach, N.C.

Alice Derian, Town Manager

Nancy Avery, Consultant