

Memorandum of Understanding Care of the Urban Forest Project

Vermont Urban & Community Forestry Program

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This agreement is made the 17th day of ~~April~~ May in the year 2015 between the Vermont Urban & Community Forestry Program which is sponsored by the USDA Forest Service, ~~and is located at 1 National Life Drive, Davis 2 Montpelier, VT 05620 3801~~ and the Town of Hinesburg, ~~located at 10632 VT Route 116, Hinesburg, VT 05461~~, to collaborate in an effort to inventory public trees and develop a management plan and strategy for its public tree resource.

Comment [TL1]: Is it, "public tree resource," or, "public tree resources"?

The ~~purpose of this memorandum of understanding (MOU) is to~~ will define the roles of the Vermont Urban & Community Forestry Program (UCF) and the Town of Hinesburg (Town) ~~to~~ in conducting a public tree inventory and developing a management plan and strategy for its tree resource within town boundaries. ~~We agree to the~~ The UCF and Town agree to the provisions and statements as outlined below.

Comment [TL2]: Same question as above

1. Purpose

Funded through a grant from the USDA Forest Service, the ~~Vermont Urban & Community Forestry Program (UCF)~~ will support ~~twenty~~ 20 communities in Vermont in moving their urban and community forestry programs forward in three areas: 1) conducting an inventory of public trees and writing a report to highlight the inventory results; 2) supporting each ~~city~~ municipality in developing a management plan for its public trees; and 3) providing technical training for volunteers and ~~town~~ Town employees to properly care and manage the public trees. This is a multi-year grant project, which will allow UCF to develop a long-term relationship with each ~~town~~ municipality.

Comment [TL3]: Hinesburg is a town, other communities are likely also – there are nine cities in Vermont – and the terms are not considered interchangeable. Municipality is the universal term.

Areas of collaboration may be proposed by either ~~institution~~ entity and may include, but are not limited to:

- Providing an accurate record of the structure and condition of the public trees to inform plans and budgets;
- Identifying management priorities and developing a plan of work to address priorities in order to provide maximum public benefits from a safe, healthy tree canopy. Focusing on:
 - Assessing tree location, species, size, and condition of the public trees located ~~on town and residential roads of~~ in Hinesburg
 - Assessing tree location, species, size, and condition on chosen parks and Town-managed land
 - Identifying potential planting sites for future trees
- Publicizing the collaborative effort to gain public support and share knowledge about this project;
- Training volunteers, as needed, to use the UCF inventory system to collect data on public trees in a uniform manner;
- Creating a foundation for maintaining up-to-date records of public tree location, species, size, and condition;
- Scheduling a public meeting with all parties involved and the greater community to share results of the inventory;

Comment [TL4]: Is there more detail on what this would look like/entail?

Comment [TL5]: To include VTtrans, which has its own thoughts on trees in the 116 corridor in the Village.

- Collaborating in order to develop a management plan for the Town's community tree resource; and
- Identifying priority training needs and communicating them with UCF staff to inform the development of technical training workshops in the region.

2. *References*

The Hinesburg Tree Warden, Paul Wieczorek, and resident and active SOUL Tree Steward volunteer, Marie Ambusk, will be involved in this collaborative effort by acting as a reference for:

- Past and current community engagement with public trees in the city,
- Identifying key stakeholders in this multi-year effort,
- Determining the scope and scale of the public tree inventory, and
- Decisions about what information is most appropriate to collect in the inventory in order to best manage and understand the public tree resource

The Hinesburg Town Administrator, or his/her designee, will serve as the reference for the Town.

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3. *MOU Term*

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term will commence May ~~+~~, 2015 and will finish at the end of the grant period, June 30th, 2016.

3. *Issue Presented*

Urban and community forests demonstrate numerous values that provide support for communities including, but not limited to: recreation and open space; protection of water supplies and avoided costs of water treatment; sustaining wildlife biodiversity; carbon storage and sequestration; air quality improvement; property value increase; aesthetic enhancement; and education and wellbeing for the public. Management of public trees is important; conducting a public tree inventory, developing a public tree management plan, and identifying priority training needs are crucial steps towards protecting and supporting the trees within a ~~city~~community. Further, these activities promote stewardship by providing information to local ~~decision~~decision-makers on how to best manage these areas and spreading knowledge to the community members on the importance of urban and community forests.

4. *Scope*

The tree inventory and activities outlined in this collaborative effort will include public trees that are within the public right-of-way or on Town-owned land. These trees will be located on the sides of streets along sidewalks, adjacent to Town-owned buildings-offices, and in parks and cemeteries. The Hinesburg Tree Warden has indicated that the Hinesburg public tree inventory should focus on: 1) assessing the location, species, size, maintenance needs, and condition of the public trees located within the right-of-way of roads in the ~~heart of the town of~~Hinesburg

village center and the most densely populated residential areas within it, 2) assessing tree location, species, size, maintenance needs, and condition on chosen parks and Town-managed land, 3) identifying trees that are privately owned that are a significant component to the village's tree-scape, and 4) **identifying potential future planting sites for public trees.**

5. ***Understandings, Agreements, Tasks for Parties, and Resource List***

The Vermont Urban & Community Forest Program will:

- Meet with representatives from Hinesburg to develop a tentative schedule for the public tree inventory, management plan development, and public meeting(s).
- Provide staff support and the assistance of VT Forests, Parks, & Recreation foresters to support the public tree inventory;
- Hold an inventory training and tree identification session prior to the public tree inventory for all individuals that will be taking data for the inventory to assure that data is collected properly, including a lesson on public safety while collecting tree data;
- Provide necessary tools for inventory
 - Ipads for data collection and storage
 - Diameter (DBH) tapes
 - Clipboards
 - Orange safety vests
 - Tree ID guides;
- Provide an inventory summary report that includes a community profile, methodology, field observations, inventory data, charts and graphs, GIS maps, and general maintenance and management recommendations;
- Continue to work with the Hinesburg Tree Warden and citizens, as well as other key stakeholders, to develop a management plan for Hinesburg's public trees; and
- Based on needs identified by the Hinesburg Tree Warden and other key stakeholders, provide opportunities for public employees and local citizens to become trained in tree care and management practices.

The Town of Hinesburg will:

- Provide UCF with town-specific information, including:
 - A current, large parcel map of the town
 - Any relevant aerial maps of the town to demonstrate scope of the inventory
 - Accurate information on the extent of the public right-of-way
 - Information on past tree inventories
 - Information on local engagement with public tree management and stewardship;
- Meet with UCF staff to develop a public tree management plan and to discuss how to move the tree program in Hinesburg forward; and
- Hold a public meeting and invite the community in order to share the results of the collaborative effort before the end of the MOU agreement period.

6. ***Monetary Agreements***

The work outlined in this MOU will be completed by both UCF Program staff and representatives from the Town of Hinesburg free of cost.

7. ***Termination Clause***

Either party may terminate this MOU by notifying the other party.

8. ***Effective date and Signatures***

This MOU shall be in effect upon the signature of Vermont Urban & Community Forestry Program, the Hinesburg Tree Warden, and a representative from the Town of Hinesburg. It shall be effective from May 1st ____, 2015 to June 30th, 2016.

Both parties indicate agreement with this MOU by their signatures.

Signatures and dates

Vermont Urban & Community Forestry Program

Town of Hinesburg

Date

Date

Hinesburg Tree Warden

Date