



2022 Communities Caring for Canopy Grant Application

Funding: \$1,000 - \$5,000

SECTION 1: Applicant Information

MUNICIPALITY OR ORGANIZATION: Town of East Montpelier

ADDRESS: 40 Kelton Road, P.O. Box 157, East Montpelier, VT 05651

PROJECT CONTACT PERSON: Bruce Johnson, Town Administrator

PHONE: 802-223-3313 X 204

EMAIL: manager@eastmontpeliervt.org

D-U-N-S NUMBER*: 108873704

FINANCIAL CONTACT PERSON: Bruce Johnson, Town Administrator

PHONE: 802-223-3313 X 204

EMAIL: manager@eastmontpeliervt.org

SECTION 2: Project Information

PROJECT TITLE: Caring for East Montpelier's Public Trees

SUMMARY OF PROJECT (2 sentences maximum): The Town will continue implementing its Ash Tree Management Plan, focusing on the removal of hazardous and potentially hazardous trees in public rights of way. Planting components will include placing non-ash tree species at the Recreation Field adjacent to the town's elementary school grounds and initiating a small cost-share pilot with residents for tree planting along road rights of way.



GRANT FUNDING REQUESTED: \$5,000.00

TOTAL PROJECT COST: \$10,000.00

SECTION 3: Statement of Need

Explain your municipality’s current situation and describe out the project will meet the needs of the community. How will the project help to further the community-wide tree program? Provide a succinct statement of need for funding, identifying the opportunities and desired outcomes of the proposed project. *Limit 3,000 characters.*

The **East Montpelier Resilient Roads Committee** (“the committee” or "RRC") has been designated as the lead on the East Montpelier Ash Tree Management Plan and for dealing with other aspects relating to the Emerald Ash Borer (EAB), a non-native, invasive insect first detected in Vermont in February 2018 and subsequently found in East Montpelier for the first time in 2021. The Town received an Emerald Ash Borer Management Grant enabling a pilot project in the U-32/Gallison Hill Road area in 2020. In December 2020 the town received a second grant to continue the ash tree management work, targeting the area along County Road.

The Town Selectboard adopted a final Ash Tree Management Plan in June 2021. As part of the plan, goals and a budget for the 5-year period starting in 2022, as shown in the following table. The grant, if awarded, will help the Town continue its aggressive proactive tree-removal initiative.

Budget and Schedule

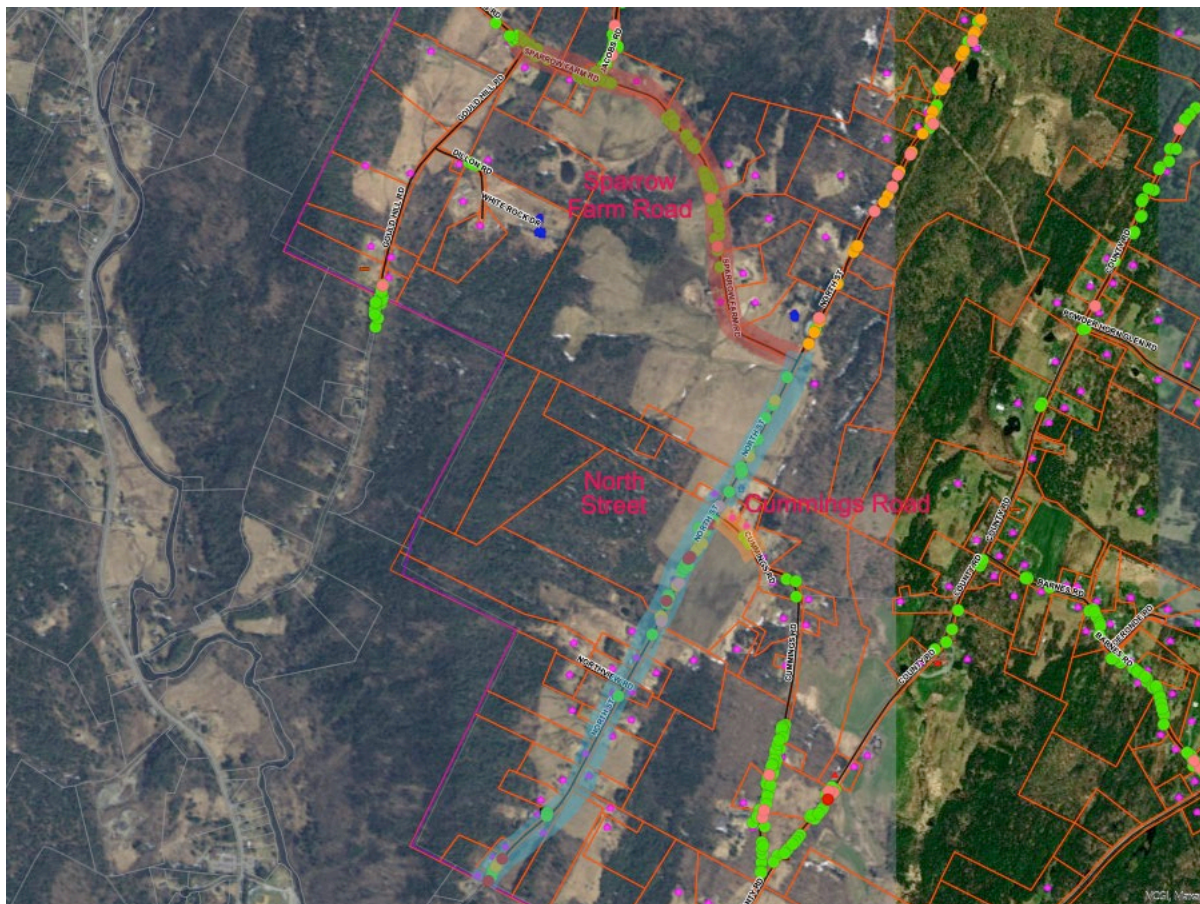
5 Year Tree Care Budget Projection and Schedule (about 2,200 ash trees will remain after 2021)

Activity	Cost/ tree	2022		2023		2024		2025		2026		5 YR TOTAL
		# of trees	Total cost	# of trees	Total cost	# of trees	Total cost	# of trees	Total cost	# of trees	Total cost	
Contract Tree Removal	\$100	200	\$20,000	200	\$20,000	200	\$20,000	200	\$20,000	200	\$20,000	\$100,000 (1,000 trees)
Road Crew Tree Removal		60		60		60		60		60		(300 trees)
Tree Treatment					\$700				\$700			\$1,400
Tree Planting			\$1,000		\$1,000		\$1,000		\$1,000		\$1,000	\$5,000
Activity totals		260	\$21,000	260	\$21,700	260	\$21,000	260	\$21,700	260	\$21,000	\$106,400 (1,300 trees)

The proposed project will allow the Town to continue removing hazardous and potentially hazardous ash trees along the most traveled public roads closest to known EAB infestation sites. At its December 2 meeting, the committee selected North Street, Vincent Flats Road and Sparrow Farm Road as its next priority areas, again based on traffic levels and proximity to known infestations (Montpelier and Plainfield). The scope of this grant application due to the funding limitation is equivalent to the 2021 County Road project, which received a \$5,000 grant for removal of 80 ash trees and additional landscape

planting at U-32 Middle and High School. As with the County Road project, the 80 trees will be part of a larger contract tree-removal project for North Street and Sparrow Farm Road. Tree removal on Vincent Flats Road will be a continuation of work by the town road crew, which is presently engaged in tree removal on Dodge and Johnson roads. Based on the Town's 2018 ash tree inventory, the numbers and sizes of road right-of-way trees for the overall project are shown in the following table:

Road Name	Diameter Class			Grand Total
	6-11 inches	12-23 inches	24+ inches	
North St (south of Sparrow Farm Rd intersection)	40	16	1	57
Sparrow Farm Rd	80	50	3	133
Cummings Rd near North St.	1	2	0	3
Total	121	68	4	193



The committee plans to allocate approximately \$500.00 of grant funds for new tree plantings by the Recreation Field adjacent to the East Montpelier Elementary School on Vincent Flats Road. Final species selection will be based on availability in the spring 2022, but given the location, soil types, and other factors, will most likely include one or more of the oak, hornbeam or similar species described in the ***Vermont Tree Selection Guide*** available from the Vermont Urban & Community Forestry Program. The Recreation Field is a town-owned property and separate from the school district.

A small pilot program will also be offered to residents of East Montpelier for cost sharing tree plantings along Town rights-of-way. The committee will consider factors including species' suitability to proposed planting sites, visibility from public rights of way, commitment to tree maintenance, and cost-matching. The focus will be on outreach during 2022 and establishing a long-term planting program if warranted by public interest.

SECTION 4: What do you plan on doing and how will you do it?

In table format, using action steps and a timeline, provide a list of what your municipality plans on doing, describe how it will be done, and list the measurable results. All projects must be completed by March 31st, 2023.

	Action	How will it be done?	Measurable Results	Timeline
1	Remove ash trees along North Street and Sparrow Farm Road	Town will contract for the removal of selected trees greater than 6-inch DBH, chip tops, store usable wood in designated area(s) or leave for the landowner; Town will try to contract for the work to be completed before the start of EAB flight season as it did with the County Rd project.	Remove 80 ash trees 6-inch DBH and larger	February-December 2022
2	Plant 2-3 non-ash tree species	The Town will select and purchase suitable nursery-grown trees to be planted near the Town Recreation Field and maintain them for 3+ years.	A minimum of 2 new trees in public spaces.	Fall 2022
3	Provide cost-share opportunities for East Montpelier residents to plant non-ash species on a competitive “as available” basis.	The Town will evaluate interest in sharing costs of trees for planting along rights-of-way consistent with its Resilient Roads Committee goals. Committee will develop criteria for selections and advise residents on plantings.	Tree plantings along new roads throughout East Montpelier.	Public outreach March-August.
4	Utilization of ash wood.	Wood from the project, if not retained by the landowner or contractor will be offered to residents with the stipulation that the Slow the Spread recommendations are to be followed. The Town may remove the wood from the sites and temporarily store it nearby.	Efficient utilization of the resource with spreading EAB.	February - December 2022
5	Address planning or management goals in high-use areas of Town forests or other municipally owned trails or parking areas.	Other than the roadsides, the only land owned or controlled by the Town would be the Town forest. Ash trees are a minor part of the species mix in the forest and no special ash tree management is planned at this time. The Town Forest is not intensively used by the public for recreation.	N/A	N/A

SECTION 5: Who will carry out the plan?

Identify who will be involved in the project and their role including services provided, financial contributions, and product donations. Consider the various municipal staff, boards and commissions, tree warden, citizens, professionals, and organizations that can be balled upon as partners to support your efforts. If municipal staff will be planting trees, provide details about their qualifications and experience. Consider working with nearby towns; there is always strength in working collaboratively. *Limit 3,000 characters.*

Project Personnel

The **East Montpelier Resilient Roads Committee** (RRC) will coordinate project activities with the **Town Administrator**, Bruce Johnson, who in turn will work with members of the **Town Selectboard** and with the **Town Treasurer**. Members of the RRC include: Jeffrey Cueto, Chairman; Paul Cate, Tree Warden; Mark Lane, a logger, silviculturist, and member of the Town Cemetery Committee; Guthrie Perry, Town Road Foreman; and Steve Justis, a horticulturist and nurseryman.

Tree Removals on North Street and Sparrow Farm Road

The RRC will mark ash trees along North Street and Sparrow Farm Road for removal and will work with the Town Administrator to solicit bids from local arborists for the job. Contracted services will cover tree felling and chipping and/or cutting into usable lengths for use by Town residents. The RRC will assist the Tree Warden in communicating with residents regarding utilization of wood chips, firewood, and any wood suitable for milling into lumber from the project, following state recommendations to SLOW THE SPREAD of EAB from infested areas. Contracted services are expected to deplete most of the \$5,000 of grant funds and \$5,000 of matching Town funds.

New Tree Plantings

The RRC will select 2-3 non-ash, nursery-grown trees for planting near the Town Recreation Field. Final species selection will be based on availability, but given the location, soil types, and other factors, will most likely include one or more species described in the ***Vermont Tree Selection Guide***. Experienced members of the RRC will perform the plantings, staking, and subsequent watering, pruning, pest control and other maintenance for a minimum of three years, or until the trees are well-established. The Town has allocated \$500 for planting.

Exploring Cost-Share Opportunities with Residents

The RRC will evaluate interest in sharing costs of trees for planting along rights-of-way and adjacent private areas consistent with its goals. The Committee will develop criteria for selections and advise residents on planting opportunities. The Town expects to offer nursery-grown trees to residents at reduced prices, as well as providing expert guidance on preferred (non-ash) species selections, and planting assistance from RRC members. The RRC will contact other nearby towns to explore possible opportunities for “volume purchase” price discounts through unified purchases with the Town of East Montpelier. The RRC will conduct public outreach from spring through late summer with plantings to occur in the fall.

Utilization of Ash Wood/Chips

Wood from the project, if not retained by the landowner or contractor will be offered to residents with the

stipulation that the Slow the Spread recommendations are to be followed. The Town may remove the wood from the sites and temporarily store it nearby. The RRC will assist the Tree Warden in communicating with residents regarding utilization of wood chips, firewood, and any wood suitable for milling into lumber from the project, following state recommendations to The RRC will assist the Tree Warden in communicating with residents regarding utilization of wood chips, firewood, and any wood suitable for milling into lumber from the project, following state recommendations to SLOW THE SPREAD of EAB from infested areas. of EAB from infested areas. Digital and printed copies of the SLOW THE SPREAD publication will be made available to residents.

SECTION 6: Budget

A Project Component	B Grant Request \$	C Match		D Total Project Cost \$
		Cash \$	In-Kind/ Donations	
Personnel (salary and fringe)				
Materials/Supplies		500		500
Equipment (purchases of \$5,000 or more)				
Services	5,000	5,000		10,000
Travel				
Other				
Total	5,000	5,500		10,500
Budget Explanation: Provide additional information that will help clarify your budget request. For example, partner contributions or details on expected expenditures.	Personnel: Town Administrator, treasurer, road crew foreman, and crew Materials/supplies: Outreach materials, landscape trees Services: Contracted tree removal Other: Time donations by volunteers, RRC members.			

Note: The Total Grant Request (bottom of Column B) may be a maximum of 50% of Total Project Cost (bottom of column D). The remaining balance of Total Project Cost must be covered by Applicant Match and may be divided in any way between cash and in-kind services or donations.

Additional Requirements and Attachments

We understand and commit to the following additional requirements of this *Communities Caring for Canopy* grant program:

- Give permission to VT UCF staff to take and/or publish photographs of project work.
- At the request of VT UCF staff, at least one site visit and/or a pre- or post-grant review to support information sharing among communities.

Required attachments for a complete proposal package:

<https://vtcommunityforestry.org/programs/financial-assistance/caring-canopy-grants>

- Completed Risk Assessment Questionnaire
- Municipal Insurance Certificate - refer to Department of Forest, Parks, & Recreation Insurance Guidance for coverage minimums

Changes resulting from delays or complications due to COVID-19:

Restrictions put in place by the State of Vermont in response to COVID-19 may alter the proposed timeline of awarded grants. Project start dates and any subsequent deliverable dates in grant agreements are subject to change. It is the responsibility of the municipality to ensure that any work conducted under this grant complies with State of Vermont COVID-19 guidance.

Send completed proposal packet to:

Due to changes in office occupation, electronic submission of applications is strongly encouraged. Email completed proposal and all other required documents as attachments to Jenny.Lauer@vermont.gov.

If necessary, municipalities may mail the completed proposal and all other required documents to:

Vermont Department of Forests, Parks and Recreation

Attn: Jenny Lauer

Urban & Community Forestry Program

1 National Life Drive, Davis 2

Montpelier, VT 05620

PROPOSALS DUE:

- **Electronically, by close of business Friday, January 7th, 2022**
- **By mail, at least one week's notice that the application will be mailed and postmarked by Friday, January 7th, 2022**

**Town of East Montpelier
2022 Communities Caring for Canopy
Grant Application**

Required Attachments

- 1. VT Department of Forests, Parks & Recreation's Risk Assessment Questionnaire for East Montpelier**
- 2. Town of East Montpelier Certificate of Insurance**

RISK ASSESSMENT QUESTIONNAIRE

The purpose of the risk assessment is to determine whether a potential grantee has sound financial management and if the agency uses accounting systems that are adequate to meet the State of Vermont administrative requirements. Please complete the following questionnaire and have it signed by the Executive Director or Fiscal Officer (as applicable) for your organization.

Name of Entity Completing Questionnaire: Town of East Montpelier

Question	Yes	No	N/A
1. Does your agency maintain documentation to substantiate the value of in-kind contributions (match)?	XXXX		
2. Does your agency use an electronic accounting software system (as opposed to manual)?	XXXX		
3. Has your agency recently implemented any new or substantially changed systems, for example, financial management or accounting systems? (If yes, please explain by typing here or in attachment.)		XXXX	
4. Does the accounting system track receipts and disbursements by funding source?	XXXX		
5. Does your agency have written internal control policies including Accounting, Fraud, or Financial Reporting that contain separation of duties?		XXXX	
6. Does your agency have a written Personnel policy (to include travel reimbursement, fringe benefits, etc.)?	XXXX		
7. Does your agency have a Financial Director, Financial Manager, Treasurer or equivalent? (If no, please identify the name and position of the employee(s) who is responsible for supervising the quality of accounting and financial reporting of an organization.)	XXXX		
8. Does your agency regularly monitor budgeted versus actual expenditures to ensure that cost categories aren't over-spent or under-spent?	XXXX		
9. Does your agency have written procurement procedures indicating which individuals are authorized to initiate a purchase request, the flow of documents, and the requested levels of approval?	XXXX		
10. Does the agency have a system to track staff time spent on various grants/projects, for those employees whose salaries are allocated to more than one contract/grant?	XXXX		
11. Does your agency have a Policy and Procedures Manual that is made available and accessible to all employees?	XXXX		
12. Has your agency executed any grants, contracts or MOU's with any other governmental or non-governmental agencies in the past three years?	XXXX		

I hereby certify that to the best of my knowledge and belief, the information provided in response to the foregoing questions is true and accurate.

C Bruce Johnson
Chief Officer Signature

01/03/2022

Date

Donald B. Welch
Chief Fiscal Officer Signature (if applicable)

01/04/2022

Date



Issue Date: 07/07/2021

Policy Number: P1802022

Certificate #: 19

CERTIFICATE OF COVERAGE

Company Affording Coverage

Named Member

Town of East Montpelier
 Attn: C. Bruce Johnson
 PO Box 157
 East Montpelier, VT 05651

VLCT Property & Casualty Intermunicipal Fund, Inc.
 89 Main Street Suite 4
 Montpelier, VT 05602

This is to certify that the policies of coverage listed below have been issued to the named member listed above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded by the policies described herein is subject to all the terms, definitions, exclusions, and conditions of such policies. Note that limits shown may have been reduced by paid claims.

Type of Coverage	Term	Limits of Liability
Commercial General Liability Coverage Includes: Premises/Operations Products/Completed Operations Personal Injury Contractual Independent Contractors Broad Form Property Damage	01/01/2022 - 01/01/2023	\$10,000,000 Per Occurrence
Automobile Liability Any Auto Hired Autos Non-Owned Autos Comprehensive/Collision	01/01/2022 - 01/01/2023	\$10,000,000 Per Occurrence ACV
Workers Compensation And Employers Liability	01/01/2022 - 01/01/2023	Statutory \$5,000,000 Per Occurrence and in the Aggregate
Property	01/01/2022 - 01/01/2023	\$10,000,000 Per Occurrence
Other: The State of Vermont and its agencies, departments, officers and employees are included as an additional covered party (additional insured) for Automobile Liability, General Liability and Property Damage, but only in respect to operations by or on behalf of the Named Member, as respects the grant. Coverage shall be primary and noncontributory with any other insurance, when required by contract.		
Certificate Holder: State of Vermont, Officers and Employees Department of Forests, Parks and Recreation 1 National Life Drive Davis 2 Montpelier, VT 05620-3801	This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies above. Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the Certificate Holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents, or representatives.	

Authorized Representative: _____