

Town of Pomfret
 5218 Pomfret Road
 North Pomfret, VT 05053
 Agenda for March 2, 2016 Regular Selectboard Meeting
 7:00pm at the Pomfret Town Offices

Agenda Item	Presenting Individual	Timeframe
1. Call to Order	Chair	7:00pm-
2. Public Comment		
3. Review of Agenda		
4. Organizational Meeting a) Elect Selectboard Chair and Clerk b) Select Official Town Newspaper and Alternate c) Establish Selectboard Regular Meeting Schedule d) Authorize Chair or Alternate to Sign Payroll Warrants and Accounts Payable Warrants e) Re-Adopt: <ul style="list-style-type: none"> • Meeting Rules of Conduct for Regular and Special Selectboard Meeting, and • Selectboard Meeting Procedures for Public Participation f) Appointment of Tree Warden	Chair	7:10-7:40pm
4. Recurring items, including items for possible vote: a) Review, discussion, and approval of minutes (January 26, January 28, February 3, and February 17, 2016) b) Review List of Additional Appointments <ul style="list-style-type: none"> i. Elected positions not filled at town meeting ii. Review inside back page of Town Report c) Treasurer's Report <ul style="list-style-type: none"> i. Warrants for Payment <ul style="list-style-type: none"> (1) Accounts Payable (2) Payroll d) Road Foreman's Report <ul style="list-style-type: none"> i. General Update 	Chair Chair Treasurer Road Foreman	7:40- 8:25pm
5. Business items for possible vote: a) Consider Designation of Selectboard Liaisons to Town Departments b) Review of Selectboard Priorities c) Transportation Items:	Chair Chair Road	8:25-8:55pm

<ul style="list-style-type: none"> i. Road Posting ii. Roadside Mowing iii. Paving 	Foreman	
<ul style="list-style-type: none"> 6. Business Items for discussion <ul style="list-style-type: none"> a) Selectboard correspondence b) Next meeting's agenda 	<ul style="list-style-type: none"> Chair Chair 	8:55-9:00pm
8. Closing public comments and adjournment	Chair	9:00-9:05pm

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 26, 2015 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Marge Wakefield, Kevin Rice, John Peters, Greg Tuthill, Scott Woodward, Emily Grube and Nancy Matthews (Auditor).

1. Call to Order: The Chair called the meeting to order at 4:30pm.
2. Public Comment: None.
3. Review of Agenda: The Board approved the agenda as posted by consensus with the following changes: 1. Add hiring of road crew member; 2. Review Town Meeting Warning; and 3. Add executive session at the end of the meeting.
4. Open Fire Truck Bids: The Board opened up bids for fire truck (apparatus) from Rosenbauer of New England, Desourcie Emergency Products (E-One) and Kovatch Mobile Equipment Corp. (KME Fire Apparatus). Price envelopes were not opened.
5. Hiring of Road Crew Employee: Eric Chase moved, and Phil Dechert seconded, that the Town hire Randy Andrews as a road crew worker, contingent upon clean drug test and DMV record check at a wage of \$18.00/hour for the probationary period. Positive record checks completed. Three candidates were interviewed. Mr. Andrews has substantial experience including grader operation. The Board unanimously approved the motion.
6. Budget: The Board reviewed the impact of the draft budget on the amount to be raised in taxes. It tentatively agreed to reduce some spending categories. No action taken.
7. Town Meeting Warning: A draft Warning (1/22/16 version 2) was presented with revisions to manner and date of tax collection and removal of proposed change to tax penalties. No action taken.
8. Public Comment:
 - (a) Scott Woodward suggested distributing bids to all bidders, and he said it was important that fire truck review committee members not communicate individually with bidders.
 - (b) Emily Grube suggested getting the road side mowing out to bid soon.
 - (c) Andrew Mann suggested looking at delinquent taxes for 2016 as well as 2017.
9. Executive Session: Phil Dechert moved, and Michael Reese seconded, to go into executive session pursuant to 1 VSA 310(3) to discuss the appointment, employment or evaluation of a former public officer or employee. The Board unanimously approved the motion and entered into an executive session. No decisions were made.
10. Adjournment: Michael Reese moved, and Eric Chase seconded, to adjourn the meeting. The Board unanimously approved the motion.

Date: 2/16/2016

Respectfully Submitted,
Michael Reese

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the January 28, 2015 Special Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Arthur Lewin, Sr. (Road Foreman), Marge Wakefield, Kevin Rice, John Peters, Greg Tuthill, Scott Woodward, Emily Grube and Nancy Matthews (Auditor).

1. Call to Order: The Chair called the meeting to order at 6:07pm.
2. Public Comment: None.
3. Hiring of Road Crew Employee: Eric Chase moved, and Michael Reese seconded, that the Town ratify the vote from last meeting to hire Randy Andrews as a road crew worker, contingent upon clean drug test and DMV record check at a wage of \$18.00/hour for the probationary period. The Board unanimously approved the motion.
4. Fire Truck Bid Review Process:
 - (a) Eric Chase believes the Purchasing Policy requires that prices be opened along with the bid specifications. Others disagreed.
 - (b) The Board discussed at length the membership of the committee and its charge. No decisions were made.
5. Budget:
 - (a) Phil Dechert moved, and Michael Reese seconded, that the Board ask the Town to approve a budget of \$1,358,491 for town and highway expenses for the Town Meeting Warning. The Board unanimously approved the motion.
 - (b) Phil Dechert moved, and Eric Chase seconded, that the Board set the sum of \$961,806 as the amount to be raised by taxes in FY 2017. The Board unanimously approved the motion.
6. Town Meeting Warning: Phil Dechert moved, and Michael Reese seconded, that the Board approve the Town Meeting Warning as reflected in the 1-22-16 version 2 draft. The Board unanimously approved the motion.
7. Adjournment: Michael Reese moved, and Eric Chase seconded, to adjourn the meeting. The Board unanimously approved the motion.

Date: 2/16/2016

Respectfully Submitted,
Michael Reese

Town of Pomfret
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Draft Minutes of the February 3, 2016 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Art Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard), Kevin Rice (Fire Chief), Nancy Matthews (Auditor), Sherman Kent, Scott Woodward, Melanie Williams, Betsy Siebeck, Greg Tuthill, and Andrew Mann.

1. Call to Order: The Chair called the meeting to order at 3:10pm.
2. Public Comment: An inquiry was made as to the type and timing of the Selectboard meeting. A comment was made concerning the creation of a municipal timeline.
3. Fire Truck Selection Process:
 - (a) Open Price Information in Proposals: The timing of the opening of the price information in the proposals was discussed. The price information in the proposals was opened and was read aloud. The prices are as follows:
 - a.i. KME-Kovatch: \$333,366.00
 - a.ii. Desorcie Emergency Products: \$341,883.00
 - a.iii. Rosenbauer New England: \$344,927.00
 - (b) Discuss Process and Schedule: The process and schedule of the fire truck selection process was discussed. Phil Dechert moved, and Eric Chase seconded to have the Selectboard ask Rosenbauer of New England, LLC to extend the date to which the offer is good to 60 days from January 15, and that the Selectboard ask all bidders for the add-on price for the hose as originally specified by Kevin Rice. The Board unanimously approved the motion.
 - (c) Appoint Fire Truck Evaluation Committee and Approve Committee charge: The committee charge was reviewed, commented upon, and amended. Michael Reese moved, and Phil Dechert seconded that the committee charge be amended as discussed, recommending that the committee confer by email. The Board unanimously approved the motion. The composition of the Fire Truck Evaluation Committee, including Selectboard members, representatives of the fire department, and members of the public, was considered. The names of possible committee members were discussed and agreed upon. Phil Dechert moved, and Eric Chase seconded, that the two members of the public on the committee be Vern Clifford and Nancy Matthews. The Board unanimously approved the motion.
4. Review of Agenda: The approval of a liquor license and an executive session for the purposes of the employment of an employee were added to the agenda.

5. Review, Discussion, and Approval of the Minutes: The approval of the draft town minutes was deferred to a later meeting.
6. Treasurer's Report: None.
 - (a) Warrants for Payment:
 - a.i. Warrant 15055 in the amount of \$23,151.29
 - a.ii. Warrant 15055 (duplicate #) In the amount of \$9,901.65
 - a.iii. Warrant 15054 in the amount of \$3,465.49
 - a.iv. Warrant 15053 \$240.00.
 - (b) Phil Dechert moved, and Eric Chase seconded to approve the warrants as read. The Board unanimously approved the motion.
7. Road Foreman's Report:
 - (a) General Update: Roads are not in good shape: melting, mud everywhere, and ruts. Trying to fix what they can before freezing this weekend. Few repairs done to loader: throttle pedal and pressure washer. Ice this morning. New road crew employee started Monday and ended Monday.
8. Schedule Pre-Town Meeting Information Session: A Pre-Town Meeting Information Session was tentatively scheduled for Wednesday, February 24th at 7pm.
9. Additional Documents for Town Meeting: The additional documents for town meeting were discussed.
10. Traffic Ordinance: Michael Reese, moved, and Eric Chase moved to reapprove the traffic ordinance amendments as recorded in the 'December 2, 2015 Pomfret Regular Selectboard Meeting Agenda with Attachments' document. The Board unanimously approved the motion. .
11. Overland Bike Event 2016: The Board noted that it is interested in hearing if there are any comments or suggestions on the 2016 Overland Bike Event.
12. Teago General Store 2016 Liquor license renewal application: Phil Dechert moved, and Michael Reese seconded to approve and sign the application. The Board unanimously approved the motion.
13. Selectboard Correspondence: None.
14. Next Meeting's Agenda: February 17th meeting agenda items shall include Documents for Town Meeting and the Overland Bike Event 2016.
15. Closing Public Comments & Adjournment: None. Michael Reese moved, and Phil Dechert seconded to adjourn the meeting at 5:12pm. The Board unanimously approved the motion.

16. Executive Session:

- (a) Immediately after the meeting adjourned Phil Dechert moved, and Eric Chase seconded that the board reconvene the meeting and enter into executive session for the purposes of the employment of an employee pursuant to 1VSA 313(a)(3). The Board unanimously approved the motion. Art Lewin, Sr. and Jonathan Williams were present for the executive session.
- (b) Phil Dechert moved, and Eric Chase seconded, that the board exit Executive session. The Board unanimously approved the motion. No action was taken relevant to the executive session at this time.
- (c) Michael Reese moved, and Eric Chase seconded to adjourn the meeting at 5:32pm. The Board unanimously approved the motion.

Date: 02/04/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved as draft minutes by
Michael Reese, Clerk

Approved by the Board at _____ Meeting

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the February 17, 2016 Regular Selectboard Meeting

Present: Eric Chase (Selectboard Member), Phil Dechert (Selectboard Member), Michael Reese (Selectboard Member), Art Lewin, Sr. (Road Foreman), Ellen DesMeules (Treasurer), Jonathan Williams (Assistant to the Selectboard) Kevin Rice (Fire Chief), and Emily Grube

1. Call to Order: The Chair called the meeting to order at 7:00pm.
2. Public Comment: None.
3. Review of Agenda: The agenda as published was approved by consensus.
4. Review, Discussion, and Approval of the Minutes: Phil Dechert moved, and Eric Chase seconded, to approve the draft minutes of January 6, January 11, January 18, and January 20, 2016. The Board unanimously approved the motion.
5. Treasurer's Report:
 - (a) Warrants for Payment:
 - i. Warrant 15058 \$36,203.31
 - ii. Warrant 15057 \$7,956.42
 - (b) Phil Dechert moved, and Eric Chase seconded, to approve the warrants as read. The Board unanimously approved the motion.
6. Road Foreman's Report:
 - (a) General Update:
 - i. The Road crew has been busy during the recent ice storm. Yesterday, just before ice developed on the backroads in the late morning, a truck blew a hydraulic hose, which took two hours to identify and replace. Another truck lost the function of the windshield wipers when the wiper motor broke, (it cannot be fixed until next Monday night at the earliest). Nevertheless, the two regular and one part-time road crew workers were able to sand and salt the roads starting around 1pm yesterday, finishing about 5 hours later.
 - ii. There have been a couple of issues with names on road signs. Need to call in to e911 for clarification. Speed limit signs need to be much bigger and reflective to comply with law by 2018. The town hasn't ordered new speed limit signs yet.
 - iii. There are new stormwater runoff rules, regulations, and fees, starting in 2018, and associated costs: first year: \$2400, every year after that \$2,000. There was discussion of a map provided by TRORC illustrating transportation/environmental problem areas (roads affecting bodies of

- water), and its potential inaccuracy.
- iv. There was discussion on implementing a plan for Library Street area/bridges.
 - v. There was a further discussion of the road crew's best efforts yesterday, February 16, in an attempt to redress the icy road conditions. The Selectboard thanked the road crewpersons for their hard work.
7. Update from Fire Truck Proposal Evaluation Committee: There was discussion concerning the first preliminary meeting. Last night's scheduled meeting was canceled due to inclement weather. The need to request drawings illustrating where the transfer case, pumps, etc. are located from two of the three bidders was reviewed and commented upon. There was discussion regarding how/whether the Evaluation Committee should communicate with the bidders. The next meeting of the Evaluation Committee will be at on February 18, 2016 at 6pm at the Pomfret Town Offices.
8. Town Meeting:
- (a) Confirm Pre-Town Meeting Selectboard Forum Date and Time: The date of the Pre-Town Meeting Selectboard Forum will be Tuesday, February 23, at 7pm at the Pomfret Town Offices. The Assistant to the Selectboard will draft up a notice and an email to be distributed and posted on the website.
 - (b) Documents for Town Meeting: There was discussion of reevaluation of the revenues amount and if it has changed at all, and the possible proposal of amendment at the Town Meeting. The preparation of a budget narrative was discussed.
 - (c) Review Open Positions: The need for some explanation of the open positions at the candidate forum and at the Pre-Town meeting public forum was considered.
9. VTrans Grant Documents Submission Process: The Assistant to the Selectboard presented a report on the VTrans Grant Documents submission process and necessary next steps. The assistant will contact Chris Bump at VTrans to follow up on the requested hydrology study for the Cloudland Road Culvert, as well as the plans/bid package for the Pomfret Slope project. Eric Chase will schedule a meeting with Chris Bump concerning the Town Highway Structures/Better Backroads grants.
1. Selectboard Correspondence: None.
 2. Next Meeting's Agenda: Items to be added to the next regular Selectboard meeting following the March 1 Town Meeting.
 3. Closing Public Comments: There was public comment on safety issues concerning the 2016 Overland Bike Event.
 4. Executive Session & Adjournment:

- (a) Michael Reese moved, and Phil Dechert seconded that the board enter into executive session for the purposes of the employment of an employee pursuant to 1VSA 313(a)(3). The Board unanimously approved the motion. Art Lewin, Sr. and Jonathan Williams were present for the executive session.
- (b) Phil Dechert moved, and Michael Reese seconded, that the board exit Executive session. The Board unanimously approved the motion. No action was taken relevant to the executive session at this time.
- (c) Phil Dechert moved, and Michael Reese seconded to adjourn the meeting at 8:38pm. The Board unanimously approved the motion.

Date: 02/18/2016

Respectfully Submitted,

Jonathan Williams, Assistant

Approved as draft minutes by
Michael Reese, Clerk

Approved by the Board at _____ Meeting

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

PROPOSED 2015 Meeting Resolution

Regular meetings of the Pomfret selectboard will be held on the first and third Wednesdays of each month starting on the first Wednesday after town meeting at the town office at 7:00 pm as published in the Annual Report.

Special meetings of the Pomfret selectboard shall be noticed at least 24 hours before the meetings and notices shall be distributed to the town's public email list, given to any local media requesting such notices, posted on the front page of the webpage, in the Town Office, the North Pomfret Post Office and the Teago General Store. Emergency meetings shall only be called when necessary to respond to an unforeseen occurrence or conditions requiring immediate attention by the selectboard. Notice of emergency meetings shall be distributed to the town's public email list and posted on the front page of the website. All selectboard meetings (regular, special and emergency) are open to the public and subject to the Open Meetings Law (1 VSA § 310-314).

Agendas for all meetings shall be posted in the town clerk's office and the town web site along with all documents relating to the Agenda, and distribute copies to persons who have requested copies. Persons wishing to add items to any agenda should contact the selectboard clerk five (5) calendar days before the selectboard meetings.

The minutes of all selectboard meetings shall be taken by the selectboard clerk or another person designated by the selectboard. The selectboard clerk shall approve the draft minutes, clearly label them as "draft" and make them "available for inspection by any person and for purchase of copies at cost upon request after five days from the date of any meeting" 1 VSA § 312. (b)(2). The selectboard clerk shall also arrange to post them on the town website and distribute them to persons who have requested copies. After the draft minutes have been approved by the selectboard, the selectboard clerk shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly labeling them as "approved". The selectboard clerk shall sign the approved minutes and shall arrange to post them on the town website.

All selectboard meetings will be audio recorded. The audio recordings of selectboard meetings shall be available for inspection and copying and posted on the town web site as soon as possible after the meeting and with the objective of not longer five (5) calendar days after the meeting.

Approved at the _____ regular selectboard meeting.

§ 1623. Signing orders.

Vermont Statutes

Title 24. MUNICIPAL AND COUNTY GOVERNMENT

Part 2. MUNICIPALITIES

Chapter 51. FINANCES; ACCOUNTS AND AUDITS

Subchapter 3. ORDERS DRAWN BY SELECTMEN

Current through 2014 Legislative Session

§ 1623. Signing orders

The selectboard may:

- (1) Authorize one or more members of the board to examine and allow claims against the town for town expenses and draw orders for such claims to the party entitled to payment. Orders shall state definitely the purpose for which they are drawn and shall serve as full authority to the treasurer to make the payments. The selectboard shall be provided with a record of orders drawn under this subdivision whenever orders are signed by less than a majority of the board; or
- (2) Submit to the town treasurer a certified copy of those portions of the selectboard minutes, properly signed by the clerk and chair or by a majority of the board, showing to whom, and for what purpose each payment is to be made by the treasurer. The certified copy of the minutes shall serve as full authority to the treasurer to make the approved payments.

Cite as 24 V.S.A. § 1623

History. Added 1995, No. 110 (Adj. Sess.), § 1.

3-11-13 Draft -

Selectboard Meeting Procedures for Public Participation

- ⌚ Public Comment at start of meeting
 - 2 min max per speaker
 - Limited to topics not on agenda
 - Members of the public may request items be added to future agenda
- ⌚ Agenda items during meeting
 - Chair may invite specific person(s) to the table to participate in SB discussion
 - Chair **may** allow public comment/questions at end of SB discussion - 2 min limit per speaker.
 - A member of the public may not speak a second time until others have been able to speak to the topic a first time
 - An agenda item may have multiple topics with public comment after each topic
- ⌚ Public Comment at end of meeting (if time)
 - 2 min max per speaker
 - Limited to topics not on agenda
 - Speakers may request items be added to future agenda

General

- ⌚ Speakers must be recognized by the Chair and identify themselves with name and address the first time they speak at meeting
- ⌚ All comments and questions shall be directed to the Chair. The Chair may recognize someone to answer a question.
- ⌚ Speakers shall be respectful to others at the meeting
- ⌚ Those requesting to be on agenda should submit relevant documents to the Chair by the Friday before the meeting.

Prepared by Phil Dechert

§ 871. Organization of selectboard; appointments.

Vermont Statutes

Title 24. MUNICIPAL AND COUNTY GOVERNMENT

Part 2. MUNICIPALITIES

Chapter 33. MUNICIPAL OFFICERS GENERALLY

Subchapter 3. ORGANIZATION OF SELECTBOARD; APPOINTMENTS; POWERS

Current through 2014 Legislative Session

§ 871. Organization of selectboard; appointments

Forthwith after its election and qualification, the selectboard shall organize and elect a chair and, if so voted, a clerk from among its number, and file a certificate of such election for record in the office of the town clerk. The selectboard shall thereupon appoint from among the legally qualified voters a tree warden and may thereupon appoint from among the legally qualified voters the following officers who shall serve until their successors are appointed and qualified, and shall certify such appointments to the town clerk who shall record the same:

- (1) Three fence viewers;
- (2) A poundkeeper, for each pound; voting residence in the town need not be a qualification for this office provided appointee gives his or her consent to the appointment;
- (3) One or more inspectors of lumber, shingles, and wood; and
- (4) One or more weighers of coal.
- (5) [Deleted.]

Cite as 24 V.S.A. § 871

History. Amended 1963, No. 74, § 2; 2007, No. 121 (Adj. Sess.), § 18.

CHAPTER 33. TREE WARDEN

Roles and Responsibilities

Vermont law provides for the appointment of a tree warden by each town and city to act as overseer of public trees, organizing and implementing tree planting, and maintenance and protection programs. Today's tree warden need not be an arborist, a horticulturist, or an entomologist. Rather, it is more important that he or she is an organizer and a catalyst – one who can get things done.

The selectboard must appoint a tree warden who must be a resident of the town. 24 V.S.A. § 871. He or she has the responsibility of caring for the shade and ornamental trees in public ways and places. The tree warden may also appoint and dismiss deputies. 24 V.S.A. §§ 2502-2511.

The tree warden enforces all laws relating to public shade and ornamental trees. These regulations become effective when adopted as local ordinances under authority of 24 V.S.A. § 2506 and 24 V.S.A. Chapter 59.

There are penalties for the destruction of public shade trees and anyone who, willfully, critically injures or cuts down such a tree may be fined up to \$500 for each tree so damaged. 24 V.S.A. § 2510.

There are three major areas of a tree warden's responsibilities:

- to remove trees that cannot be saved;
- to salvage those that can be saved; and
- to implement a tree preservation program for the town.

The removal of diseased trees is a major part of the tree warden's responsibility to the town. 24 V.S.A. § 2502. The slow but inexorable destruction of New England's majestic elms by Dutch Elm Disease is an example of the significance of a program to remove dead and dying trees, as it is only through removal and burning of the wood that this disease can be eradicated.

When widespread disease threatens shade or ornamental trees, whether publicly or privately owned, the tree warden will call upon the expertise of the Vermont Agency of Agriculture, Food and Markets and put into practice such control measures as it may advocate. These measures can extend to any trees, shrubs, or plants that harbor insect pests or disease, and may, at the recommendation of the secretary of the Agency, extend to private and/or public land. The tree warden may enter into negotiations with private landowners concerning disease control measures to be used upon the trees on their lands, but he or she has the right to use those measures with or without the owner's permission where necessary. 24 V.S.A. § 2511.

Other trees, not necessarily diseased, may still pose a hazard. Old or damaged trees threaten homes, utility lines, and the public. It is not always necessary to totally remove such trees; sometimes rigorous pruning will allow a tree to continue to exist after top-heavy limbs or dangling branches have been removed.

Though removal of a tree may often appear to be the only remedy to save other trees in the area, whether on public or private land, people who live in that area may take exception to the tree warden's exercise of his or her authority. Thus, a public shade tree in a residential area may not be removed without a public hearing, except where the tree warden finds it to be infested, infected, or a hazard to public safety. Practically and politically speaking, a tree warden should hold a public hearing before removing any tree whose disappearance might prove controversial. The warden's decision to remove a tree is final unless he or she, or another interested party, requests that the selectboard make the final decision. 24 V.S.A. § 2509.

CHAPTER 33. TREE WARDEN

The warden's work is not all negative, however. The warden's duties include beautifying the town with new plantings, while preserving shade and ornamental trees already growing there, and involving the community in a planting and preservation program. 24 V.S.A. §§ 2502, 2507. To this end, the warden may solicit help from local, state, and federal agencies, public and private foundations and individuals, and acquire from any of them money, equipment, supplies, or services. 24 V.S.A. § 2507.

For more information about tree care and management, please contact the Urban and Community Forestry Program within the Vermont Division of Forestry at http://www.vtfpr.org/urban/for_urbcomm.cfm or call 802-828-1531.