

	New York State Strategic Sourcing – Bid Event
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Event Description: Urban and Community Forestry Program 2026
Event ID: UCF 2026
Vendor Name: WOODSTOCK TOWN OF
Bid Response ID: 1
Submitted Date: 08/11/2026

Grant Opportunity

- State Agency Name: Dept of Environ Conservation
- Opportunity Name: Urban and Community Forestry Program 2026
- Event ID: UCF 2026

Organization

- Organization Type: Governmental Entity
- Vendor ID: 1000002426
- Requested Amount: \$140,000.00

SFS Vendor Name	Event Description	Event ID	Date Time Submitted
WOODSTOCK TOWN OF	Urban and Community Forestry Program 2026	UCF 2026	08/11/2026

Submission Information

Submission Date: 08/11/2026
Submitted By: LRicci

SFS Vendor Name	Event Description	Event ID	Date Time Submitted
WOODSTOCK TOWN OF	Urban and Community Forestry Program 2026	UCF 2026	08/11/2026

Project/Site Addresses

Address Line 1: 45 Comeau Drive
Address Line 2:
City: Woodstock
Postal: 12498
State: NY

SFS Vendor Name	Event Description	Event ID	Date Time Submitted
WOODSTOCK TOWN OF	Urban and Community Forestry Program 2026	UCF 2026	08/11/2026

Vendor Bid Factors

0. ALL UPLOADS MUST BE IN PDF FORMAT. PDF'S MUST BE UNSECURED AND CAN NOT HAVE ELECTRONIC SIGNATURES. PDF'S MUST BE LESS THAN 15MB. EACH QUESTION ONLY ALLOWS 1 ATTACHMENT. Please respond yes if you understand, if you have questions or need assistance please contact dlfrants@dec.ny.gov for assistance before proceeding further

Response

Y

Vendor Comments

Vendor Attachment

1. Applicant Contact Details please list the following:
- a. Municipality Name (lead municipality on project application)
 - b. Contact Name
 - c. Phone
 - d. Email
 - e. Partner organizations, if applicable

Response

1.a. Town of Woodstock
1.b. Anula Courtis
1.c. 845-679-2113 x17
1.d. supervisor@woodstockny.gov
1.e. Letters of support for this grant are attached to question 15 and were received from these partner organizations:
Woodstock Tree Committee
Woodstock Highway Department
Woodstock Environmental Commission (WEC)
Comeau Stewardship Advisory Committee (CSAC)
Woodstock Cemetery Committee
Woodstock Complete Streets Committee
Woodstock Reformed Church

Vendor Comments

Vendor Attachment

2. Project Type: Please list which of the following project types are implemented in this project: A) Street/Maintained Park Tree Inventory; B) Terrestrial LiDAR Assessment of Street Trees/ Maintained Park; C) Natural Areas Inventory/Assessment; D) Community

Forest Management Plan; or E) a combination of inventory/assessment and a management plan

Response

The Town of Woodstock is seeking
E) A combination of:
A) Street/Maintained Park Tree Inventory and
D) Community Forest Management Plan

Vendor Comments

Vendor Attachment

3. Bidder Type: Please explain in which of the following eligible bidder categories your organization fits per the Guidelines: 1) county or local governmental entity; 2) Indian Nation or Tribe; 3) not-for-profit (NFP) corporation. Note: All NFP organizations must be prequalified in the grants portal by the due date of this application to be considered eligible to apply.

Response

As a local government, the Town of Woodstock is a
1) County or local government.

Vendor Comments

Vendor Attachment

4. Project Location: Is the project on eligible land types as described in 1.F. Eligible Project Locations?

Response

Yes. All project areas are either:
Street trees on Town roads
Street trees on County and State roads where the Town will follow all County and State regulations
Trails on Town owned property
Landscaped areas on Town owned property.

The one exception is the inclusion of the Village Green, a small land area bordered by the Tinker Street portion of NYS Route 212, Rock City Road, and Old Forge Road. The Village Green is fully open to the public. Most of the Village Green is owned by the Woodstock Reformed Dutch Church. The remainder is owned by the Town. As stated in the Memorandum of Understanding between the Church and the Town at https://woodstockny.gov/application/files/4217/8472/7306/Woodstock_Reformed_Church_Village_Green_MOU_1979_0426.pdf "The use and occupation of the area known as the Village Green and the area between the Village Green and other lands of the Church shall continue to be the subject of exclusive joint control between the Church and the Town".

Maps of areas to be included are uploaded in response to question 7.

Vendor Comments

Vendor Attachment

5. Ownership/Site Permission: If the Bidder owns the project site, nothing needs to be uploaded. If the Bidder does not own the site, a municipal endorsement, or an agreement or letter giving permission for the project to be conducted by the bidder and signed by the owner, must be uploaded. Was the appropriate documentation showing consent per the Guidelines uploaded?

Response

Y

Vendor Comments

Of all the properties included in this grant application, the Town of Woodstock owns all properties except this very small public landscaped area which is mostly owned by the Woodstock Dutch Reformed Church. The remainder is owned by the Town of Woodstock. The Memorandum of Understanding between the Church and the Town stating joint control of this area is attached, plus the Town has received a letter of support for this grant project from the Church.

Vendor Attachment

Woodstock_Reformed_Church_Village_Green_MOU_1979_0426.pdf

6. Other Funding: Is the proposed project already receiving funds from another New York State or federal assistance program for the same activities as those being proposed in this application?

Response

N

Vendor Comments

Vendor Attachment

7. Project Map: Was a legible map clearly identifying the project area (no hand-drawn maps) uploaded?

Response

Vendor Comments

This file includes an overview map showing the eight inventory areas in Town, plus detailed map(s) of each area to be inventoried.

Vendor Attachment

Tree_Grant_Maps_2026_0805.pdf

8. Project Estimates: Upload at least one estimate for each expense greater than \$1,000 (consultant/contractor, equipment) on letterhead with company address and credentials. ISA arborists should include ISA certification number.

Response

Vendor Comments

The PlanIT Geo quote is for an arborist experienced in completing this particular Tree Inventory and Community Forest Management Plan work

to produce the contracted tree inventory and plan.

Note that the PlanIT Geo quote includes a quote for TreePlotter software. We do not plan to use this software and did not include it in our budget request. We will be using a spreadsheet solution instead and work with our DEC Urban Forester to guide us on mapping using existing mapping tools.

The Vern Rist quote is for a local arborist familiar with Woodstock to partner with Woodstock throughout the project, with a moderate number of hours, to ensure the company hired to produce the contracted tree inventory and plan is doing so with Woodstock's needs in mind.

Vendor Attachment

Tree_Grant_Quote_PlanIT_Geo_Woodstock_Inv_and_FMP_2026_0803.pdf

8. Project Estimates: Upload at least one estimate for each expense greater than \$1,000 (consultant/contractor, equipment) on letterhead with company address and credentials. ISA arborists should include ISA certification number.

Response

Vendor Comments

The PlanIT Geo quote is for an arborist experienced in completing this particular Tree Inventory and Community Forest Management Plan work to produce the contracted tree inventory and plan.

Note that the PlanIT Geo quote includes a quote for TreePlotter software. We do not plan to use this software and did not include it in our budget request. We will be using a spreadsheet solution instead and work with our DEC Urban Forester to guide us on mapping using existing mapping tools.

The Vern Rist quote is for a local arborist familiar with Woodstock to partner with Woodstock throughout the project, with a moderate number of hours, to ensure the company hired to produce the contracted tree inventory and plan is doing so with Woodstock's needs in mind.

Vendor Attachment

Tree_Grant_Quote_Vern_Rist_2026_0807.pdf

9. Project Completion Time Frame: Will the project be completed within a four-year time frame?

Response

Y

Vendor Comments

Information regarding completing this project in the four-year project timeframe is included in the response to question 13.

Vendor Attachment

10. Please sign and upload the Sexual Harassment Prevention Certification

Response

Vendor Comments

Vendor Attachment

Tree_Grant_Sexual_Harrasment_Signed_2026_0806.pdf

11. Please sign and upload the EO 16 Form

Response

Vendor Comments

Vendor Attachment

Tree_Grant_Order_16_Signed_2026_0806.pdf

12. Please sign and upload the Gender Based Violence and the Workplace Certification

Response

Vendor Comments

Vendor Attachment

Tree_Grant_Gender_Violence_Signed_2026_0806.pdf

13. Project Approach to Meeting Local Needs

Describe the project in as much detail as possible, including:

- The goals of this project and how this project fits in with the local master plan or other local or regional plans.
- Tell us about the community where this project is happening. Describe local needs and how this project will address those needs.
- When was the last time your community underwent the process of getting a tree inventory and/or assessment? Describe its comprehensiveness, and the efforts (or lack thereof) taken by the community to make meaningful use of the information gathered.
- Who will be involved in the planning, including internal departments and outside groups (i.e.: DPW, planning staff, parks department, tree board, not-for-profits, etc.)
- Who will implement the project?
- How will the project be implemented?
- Show how it will be completed within the 4-year grant period.

Response

Today, Woodstock's municipal tree management is largely reactive, addressing service requests and immediate hazards. A professional inventory will provide the data needed to evaluate tree condition, species diversity, and risk while guiding maintenance and identifying opportunities to improve canopy cover, biodiversity, climate resilience, and public safety. The resulting Community Forest Management Plan will establish procedures and long-term budgeting that support data-driven municipal urban forestry planning.

This project supports the Town's Comprehensive Plan goals of natural resource preservation and protection.

A colony of the arts, Woodstock is in the Catskill Park and the New York City watershed. Trees and forests are fundamental to Woodstock's environmental health, scenic character, cultural identity, and economic vitality. They improve air and water quality, reduce stormwater impacts, moderate temperatures, and provide wildlife habitat.

Woodstock has never had a tree inventory.

Project oversight and implementation will include Town leadership such as a Town Board member, and a Tree Advisory Committee comprised of representatives from key Town organization partners. A qualified consulting arborist will conduct the inventory and management plan development in collaboration with Town personnel, and a local arborist may be engaged to guide management planning to incorporate Woodstock specific needs.

The project will be completed within the four-year grant period. Years 1 and 2 will include consultant procurement, project coordination, field inventory, data analysis, and maintenance prioritization. Document current conditions and explore UCF goals for the management plan. Year 3 will produce the Community Forest Management Plan through stakeholder review and public engagement. Year 4 will finalize and adopt the plan, establish long-term monitoring protocols, develop public education materials, and integrate recommendations into municipal operations.

Vendor Comments

Vendor Attachment

14. Long Term Planning

Projects are expected to be maintained and supported for at least 10 years after the grant is completed. Points will be awarded to projects that demonstrate long-term maintenance planning, intended utilization, and implementation when applicable. Describe the long-term plan for use and upkeep of the inventory/ assessment data and/or the implementation of the management plan following the grant period.

Note: Who will be maintaining the inventory; if utilizing proprietary software, how it will be funded after the grant period; how the inventory/ assessment and/or management plan will be implemented and/or the plan to work with DEC staff to co-develop a long term plan; how the operational budgets in the management plan tentatively expect to be implemented.

Response

With our implementation of the Community Forestry Management Plan (CFMP), Woodstock will shift our tree maintenance from reactive to a systematic, data-driven strategy, leading the town toward a comprehensive urban and community forestry program. These actions are in accordance with our Comprehensive Plan goals of preserving our

scenic and natural resources.

A key step to achieving long-term utilization and upkeep of the inventory and implementation of the management plan following the grant period is convening a group missioned with these tasks. The same Town leadership and Tree Advisory Committee (TAC) described in the answer to question 13 to oversee the project during the grant period will continue after the grant period to lead the CFMP implementation.

Regarding tree inventory data storage and mapping, Woodstock will implement a simple and cost-effective approach. Rather than purchasing costly tree mapping software with the grant, inventory data provided with the grant will be documented and delivered in a spreadsheet. The TAC will then maintain this digital record of Tree Inventory data by ensuring maintenance, removal and tree plantings are communicated between partners, and updating the tree inventory spreadsheet to document these changes. For further analysis, the data will be updated periodically in a map using a program like Google Earth or similar.

Woodstock's TAC will be engaged during CFMP creation and will then work with the town's UCF stakeholders to implement the CFMP.

The TAC will also help its partners by guiding the community engagement strategies for public outreach and support of municipal urban forestry initiatives and educational elements that will be developed in the CFMP.

Having an updated inventory and CFMP fulfills eligibility criteria for future funding opportunities to improve CFMP implementation.

Vendor Comments

Vendor Attachment

15. Community Outreach and Engagement Strategy

Outreach, education and community engagement are important components of strong UCF programs. Community members affected by this project should be aware of and provided opportunities to be engaged in the project (i.e., community meetings, choice of trees, volunteer opportunities, tree care workshops and materials, education programs/walks/displays, Arbor Day events, etc.). Outreach and education can be conducted by the applicant or partners. Describe the outreach strategy and activities in detail, including who will be responsible for which components.

Response

A successful community forestry program thrives on deep, multigenerational engagement that connects residents to their local landscape. To ensure broad participation and shared stewardship, Woodstock's outreach plan led by Woodstock's Tree Advisory Committee (TAC) will involve community members of all ages through structured educational and hands-on activities. Some educational

guidance and materials may be provided by the grant contractor who provides our Tree Inventory and Community Forest Management Plan as well as the local arborist hired to guide best management goals for the CFMP. The TAC may reach out to our NYS DEC forester for additional help and guidance as needed.

The TAC will host interactive town hall meetings and educational workshops where residents of all ages learn about topics such as proper tree care, species selection, and the long-term benefits of the urban canopy, and will invite community involvement with TAC activities.

Woodstock's TAC will connect with local schools and youth groups to pursue integration of the Tree Inventory and urban ecology into educational programs. Hands-on opportunities such as guided tree walks, student-involved Arbor Day events, and youth science displays will give students an opportunity to understand UCF benefits.

To foster civic pride and environmental responsibility among older youth, the TAC will seek to establish a Teen Volunteer Tree Corps where students can earn community service hours working with teams, assisting with non-hazardous data collection, community tree-planting days, and neighborhood outreach campaigns.

Informative guides, digital maps, and/or interpretive displays will be made available by Woodstock's TAC, who, in addition, will ensure residents are informed of project milestones and volunteer opportunities. Locations for this information may include the Woodstock Library and/or Woodstock Town building(s) and website.

Vendor Comments

Vendor Attachment

Tree_Grant_Resolution_and_Letters_of_Support_2026_0807.pdf

16. Disadvantaged Communities

What portion of the project is in a disadvantaged community? For the purposes of this grant, "disadvantaged community" maps have been developed under the 2019 NYS Climate Act. To reference these maps, use the DECinfo Locator <https://www.dec.ny.gov/maps/interactive-maps/decinfo-locator>. Click on Launch DECINFO Locator button. Once the mapper opens, click on the DEC Information Layers tab, then Public Involvement tab on the left side of the map. Check the box for Disadvantaged Communities (DAC) only. Use the Tools tab to print the map and upload a copy showing the project area in relation to the DAC as part of your response to this question. Include what percentage of the project is in the DAC.

Note: Cemeteries, parks and natural areas that qualify as eligible project locations in this RFA and not designated in a DAC in the above maps but are directly adjacent to a disadvantaged community are eligible for points in this question. Explain how residents

of the DAC would benefit from, have access to and are currently using the project area.

Response	
Vendor Comments	On the attached map, the Town of Kingston is the red outlined area bordering Woodstock just southeast of Woodstock, and the Town of Ulster is the red outlined area bordering the Town of Kingston to the north, east, and south and bordering Woodstock to the east of Woodstock. As seen on the attached map, Woodstock is not a disadvantaged community, however both the Town of Kingston and the Town of Ulster are disadvantaged communities, and again, both border the Town of Woodstock on the east-southeast corner of Woodstock. While there is no numeric data to prove the number of disadvantaged residents from those communities that visit the Town of Woodstock, we know that if they are able to walk, ride a bicycle, or catch the Ulster County Area Transit (UCAT) bus they can visit for free. The UCAT bus provides free transportation within Ulster County and stops in Woodstock. They have cost saving reasons to want to come to Woodstock as Woodstock houses: Family of Woodstock, which provides free food, free clothing, and free daytime shelter for people in need. As per https://woodstockny.gov/welcome-woodstock/food-pantries-and-related-services, Woodstock has one or more free feeding programs. Castaways, a used clothing store.
Vendor Attachment	Tree_Grant_Disadvantaged_Communities_2026_0808.pdf

17. Tree City USA

Does the proposed project take place within a Tree City USA community that certified or recertified for work occurring in 2025?

Response	N
Vendor Comments	
Vendor Attachment	

18. Support Need

When was the project area's last tree inventory or assessment?

Response	No previous Tree Inventory performed in the Town of Woodstock.
Vendor Comments	

Vendor Attachment

SFS Vendor Name	Event Description	Event ID	Date Time Submitted
WOODSTOCK TOWN OF	Urban and Community Forestry Program 2026	UCF 2026	08/11/2026

Budget Details Summary

Budget Type EXPENDITURE				Total Funding Available \$10,000,000.00			
Period	Bid Event Line	Period From Date	Period To Date				
1	1	05/15/2026	08/12/2026				

Budget Details:							
Event ID	UCF 2026		Max Award Amount	\$10,000,000.00			
Period	1						
Bidder/Vendor ID	1000002426		Budget Type	EXPENDITURE			

Budget Properties:							
Apply Match							
Budget Match %	0.00						
Calculate Match							
Include Match Worksheet	☐						

Budget Category Properties:							
	Budget Category	Available in Grant	Use Match	Match Percentage	Use Other	Overage on Claims	Overage Percentage
1	SALARY	☒	☐	0	☐	☒	10.00
2	FRINGE	☒	☐	0	☐	☒	10.00
3	CONTRACTUAL	☒	☐	0	☐	☒	10.00
4	TRAVEL	☒	☐	0	☐	☒	10.00
5	EQUIPMENT	☒	☐	0	☐	☒	10.00
6	SPACE/PROPERTY RENT	☐	☐	0	☐	☐	0.00
7	SPACE/PROPERTY OWN	☐	☐	0	☐	☐	0.00
8	UTILITIES	☐	☐	0	☐	☐	0.00
9	OPERATING EXPENSES	☐	☐	0	☐	☐	0.00
10	OTHER	☒	☐	0	☐	☒	10.00

Narrative:							
This budget request includes the cost of: - The contractor to produce the street, trail and landscaped area tree inventory, and the Community Forest Management Plan (CFMP). This amount differs from the amount in the estimate attached to question 8 as the \$20,000 TreePlotter Software amount was removed and a 3.5% inflation per year increase was added for years 2027-2030. - A local contractor to ensure this work meets Woodstock's needs. This amount differs from the amount in the estimate attached to question 8 as a 3.5% inflation per year increase was added for years 2027-2030. - Salary of a Woodstock employee to oversee the project. - Education/outreach materials. We are focused on cost efficiencies: - We received two quotes for the inventory of 12,000 trees and CFMP work. We are only using numbers from the lower quote. The higher quote was over \$200,000, compared with the \$117,000 contractor cost we are including, which includes inflation and the local contractor in addition to the inventory of 12,000 trees and CFMP work. - We were given a quote that included costly software to store and display inventory data. We did not include that in our budget request. Instead, we will require a spreadsheet inventory deliverable and work with our DEC Urban Forester to guide us on mapping using existing mapping tools. - Having a professional project manager in the Town of Woodstock oversee the project provides value, plus this salary cost is a reasonable percent of total project cost. - Our cost of materials to share at community education events is moderate. Where feasible, we will deliver this information online, perhaps on our town website at woodstockny.gov. We will communicate information about upcoming community/education events in cost-free ways: via our website, local newspaper, and we may have a text alert system in place soon.							

Period Budget Summary:							
	Budget Category	Grants Funds Requested	Match Funds	Match % Calculated	Match % Required	Other Funds	Total
1	SALARY	\$22,000.00	\$0.00	0%	0%	\$0.00	\$22,000.00
2	FRINGE	\$0.00	\$0.00	0%	0%	\$0.00	\$0.00
3	CONTRACTUAL	\$117,000.00	\$0.00	0%	0%	\$0.00	\$117,000.00
4	TRAVEL	\$0.00	\$0.00	0%	0%	\$0.00	\$0.00
5	EQUIPMENT	\$0.00	\$0.00	0%	0%	\$0.00	\$0.00
6	SPACE/PROPERTY RENT	\$0.00	\$0.00	0%	0%	\$0.00	\$0.00
7	SPACE/PROPERTY OWN	\$0.00	\$0.00	0%	0%	\$0.00	\$0.00
8	UTILITIES	\$0.00	\$0.00	0%	0%	\$0.00	\$0.00
9	OPERATING EXPENSES	\$0.00	\$0.00	0%	0%	\$0.00	\$0.00
10	OTHER	\$1,000.00	\$0.00	0%	0%	\$0.00	\$1,000.00
Sub Totals:							
Grants Funds		\$140,000.00	Match % Calc		0%		
Match Funds		\$0.00	Other Funds		\$0.00		
Total		\$140,000.00					

Category Details

Budget Type:	EXPENDITURE
Budget Category:	OTHER

Category Details

Type/ Description	Justification	Grant Funds	Match Funds	Match %	Other Funds	Total Funds	Position Title	Role/Responsibility	# in Title	Annualized Salary Per Position	STD. Work Week (hrs)	% of Effort Funded	# of Months Funded	Item # SKU	Quantity	Unit Price	Total Amt. Per unit	Grant Amt. Per Unit	# of Units
Tree / Forestry Books		\$500.00	\$0.00	0%	\$0.00	\$500.00				\$0.00	0.00	0.000%	0.00	0	0.0000	\$0.00	\$0.00	\$0.00	0.00

Category Totals

Cumulative Grant Funds:	\$500.00
Cumulative Match Funds:	\$0.00
Cumulative Other Funds:	\$0.00
Cumulative Category Details Totals:	\$500.00

Narrative

Budget to design and print informative handouts and provide reference books to attendees of community engagement events

Budget Type:	EXPENDITURE
Budget Category:	OTHER

Category Details

Type/ Description	Justification	Grant Funds	Match Funds	Match %	Other Funds	Total Funds	Position Title	Role/Responsibility	# in Title	Annualized Salary Per Position	STD. Work Week (hrs)	% of Effort Funded	# of Months Funded	Item # SKU	Quantity	Unit Price	Total Amt. Per unit	Grant Amt. Per Unit	# of Units
Tree / Forestry Handouts		\$500.00	\$0.00	0%	\$0.00	\$500.00				\$0.00	0.00	0.000%	0.00	0	0.0000	\$0.00	\$0.00	\$0.00	0.00

Category Totals

Cumulative Grant Funds:	\$500.00
Cumulative Match Funds:	\$0.00
Cumulative Other Funds:	\$0.00
Cumulative Category Details Totals:	\$500.00

Narrative

Budget to design and print informative handouts and provide reference books to attendees of community engagement events

Budget Type:	EXPENDITURE
Budget Category:	SALARY

Category Details

Type/ Description	Justification	Grant Funds	Match Funds	Match %	Other Funds	Total Funds	Position Title	Role/Responsibility	# in Title	Annualized Salary Per Position	STD. Work Week (hrs)	% of Effort Funded	# of Months Funded	Item # SKU	Quantity	Unit Price	Total Amt. Per unit	Grant Amt. Per Unit	# of Units
		\$22,000.00	\$0.00	0%	\$0.00	\$22,000.00	TOWN COUNCIL MEMBER			\$14,000.00	20.00	25.000%	48.00	0	0.0000	\$0.00	\$0.00	\$0.00	0.00

Category Totals

Cumulative Grant Funds: \$22,000.00
Cumulative Match Funds: \$0.00
Cumulative Other Funds: \$0.00
Cumulative Category Details Totals: \$22,000.00

Narrative

For the duration of the grant, Town Council Member will spend 25% of time overseeing the grant work: contractor selection, contractor inventory work and CFMP delivery work, local forester engagement, Tree Advisory Committee creation and activation, community outreach and education.

Budget Type:	EXPENDITURE
Budget Category:	CONTRACTUAL

Category Details

Type/ Description	Justification	Grant Funds	Match Funds	Match %	Other Funds	Total Funds	Position Title	Role/Responsibility	# in Title	Annualized Salary Per Position	STD Work Week (hrs)	% of Effort Funded	# of Months Funded	Item # SKU	Quantity	Unit Price	Total Amt. Per unit	Grant Amt. Per Unit	# of Units
Contractor create Inventory		\$76,000.00	\$0.00	0%	\$0.00	\$76,000.00				\$0.00	0.00	0.000%	0.00	0	0.0000	\$0.00	\$0.00	\$0.00	0.00

Category Totals

Cumulative Grant Funds: \$76,000.00
Cumulative Match Funds: \$0.00
Cumulative Other Funds: \$0.00
Cumulative Category Details Totals: \$76,000.00

Narrative

A contractor with Tree Inventory and CFMP expertise will create those items.
A contractor local to Woodstock will ensure Tree Inventory and CFMP value to Woodstock and advise and assist in outreach.
Each Grant Fund amount includes the 2026 quote plus 3.5% inflation for each of the four years of the grant: 2027, 2028, 2029, 2030.

Budget Type:	EXPENDITURE
Budget Category:	CONTRACTUAL

Category Details

Type/ Description	Justification	Grant Funds	Match Funds	Match %	Other Funds	Total Funds	Position Title	Role/Responsibility	# in Title	Annualized Salary Per Position	STD Work Week (hrs)	% of Effort Funded	# of Months Funded	Item # SKU	Quantity	Unit Price	Total Amt. Per unit	Grant Amt. Per Unit	# of Units
Contractor create CFMP		\$28,000.00	\$0.00	0%	\$0.00	\$28,000.00				\$0.00	0.00	0.000%	0.00	0	0.0000	\$0.00	\$0.00	\$0.00	0.00

Category Totals

Cumulative Grant Funds: \$28,000.00
Cumulative Match Funds: \$0.00
Cumulative Other Funds: \$0.00
Cumulative Category Details Totals: \$28,000.00

Narrative

A contractor with Tree Inventory and CFMP expertise will create those items.
A contractor local to Woodstock will ensure Tree Inventory and CFMP value to Woodstock and advise and assist in outreach.
Each Grant Fund amount includes the 2026 quote plus 3.5% inflation for each of the four years of the grant: 2027, 2028, 2029, 2030.

Budget Type:	EXPENDITURE
Budget Category:	CONTRACTUAL

Category Details

Type/ Description	Justification	Grant Funds	Match Funds	Match %	Other Funds	Total Funds	Position Title	Role/Responsibility	# in Title	Annualized Salary Per Position	STD. Work Week (hrs)	% of Effort Funded	# of Months Funded	Item # SKU	Quantity	Unit Price	Total Amt. Per unit	Grant Amt. Per Unit	# of Units
Contractor Woodstock local		\$13,000.00	\$0.00	0%	\$0.00	\$13,000.00				\$0.00	0.00	0.000%	0.00	0	0.0000	\$0.00	\$0.00	\$0.00	0.00

Category Totals

Cumulative Grant Funds:	\$13,000.00
Cumulative Match Funds:	\$0.00
Cumulative Other Funds:	\$0.00
Cumulative Category Details Totals:	\$13,000.00

Narrative

A contractor with Tree Inventory and CFMP expertise will create those items. A contractor local to Woodstock will ensure Tree Inventory and CFMP value to Woodstock and advise and assist in outreach. Each Grant Fund amount includes the 2026 quote plus 3.5% inflation for each of the four years of the grant: 2027, 2028, 2029, 2030.

SFS Vendor Name	Event Description	Event ID	Date Time Submitted
WOODSTOCK TOWN OF	Urban and Community Forestry Program 2026	UCF 2026	08/11/2026

Work Plan Summary

Work Plan Header

Event ID: UCF 2026

Business Unit: DEC01

Period From: 04/24/2026

Period: 1

Work Plan ID: UCF 2026-R1V1P1-1000002426-7448

Period To: 07/29/2026

Allow Bidder Defined Objective and Tasks: ☒

Online Work Plan Required: ☒

Maximum Number of:

Objectives: 50

Tasks: 100

Performance Measures: 300

Objectives >> Tasks >> Performance Measures

Type	Sort Order	Name	Description	Required	Allowed to Sort	Allow Perf Measure	Perf Measure Resp Type	Response
Objective	1	Progress Reporting	Grantee will report quarterly on the grant project's progress.	☒	☒	☐		
Task	1.1	Progress Reporting	Woodstock will report quarterly on the grant project's progress. Provide a robust summary	☒	☒	☒		
Performance Measure	1.1.1	Progress Reporting	narrative detailing the overview of the project to date, as well as plans for the next 3-6 months.	☒	☒	☐	Text/Comment	
Objective	2	Contract with ISA Certified Arborist and local arborist	Contract with ISA Certified Arborist and local arborist.	☐	☒	☐		
Task	2.1	Contract with ISA Certified Arborist and local arborist	Woodstock Contract with ISA Certified Arborist and local arborist via Woodstock's contract process.	☐	☒	☒	Text/Comment	
Performance Measure	2.1.1	Contract with local arborist	Contract with local arborist via Woodstock's contract process.	☐	☒	☐	Text/Comment	
Performance Measure	2.1.2	Contract with ISA Certified Arborist	Contract with ISA certified arborist via Woodstock's contract process.	☐	☒	☐	Text/Comment	
Objective	3	Conduct Tree Inventory	ISA certified arborist to complete a tree inventory for locations identified in the application within two years of award date.	☐	☒	☐		
Task	3.1	Hold project kick-off meeting	Woodstock set up a Project Kick-off meeting prior to the start of work.	☐	☒	☒	Text/Comment	
Performance Measure	3.1.1	Hold project kick-off meeting	Prior to the start of work, set up a Project Kick-off. Attendees to include one (or more) representative(s) of the Town of Woodstock, the ISO Certified Arborist selected to provide the inventory and CFMP, a member of the DEC grants and contracts staff, the DEC regional urban forester, and member(s) of one or more of the	☐	☒	☐	Text/Comment	

			following active project partners/stakeholders: the Tree Committee, Tree Advisory Committee (comprised of members of partner organizations), and the local arborist.				
Task	3.2	Complete Inventory	ISA certified arborist to provide Inventory that meets requirements of Woodstock's defined scope and RFA and UCF Grant Guidelines within two years of award date. Submit final inventory as Excel and shape file to NYSDEC - Submit to DEC grants administrator, NYS DEC forester will inspect for accuracy and approval and provide to the Town of Woodstock.	☐	☒	☒	Text/Comment
Performance Measure	3.2.1	Submit final inventory	Woodstock provide DEC grants administrator with information on who will maintain the inventory, how it will be maintained and in what software.	☐	☒	☐	Text/Comment
Performance Measure	3.2.2	Long-term support of inventory		☐	☒	☐	Text/Comment
Objective	4	Prepare Community Forest Management Plan (CFMP)	ISA Certified Arborist will analyze the tree inventory results, develop the CFMP, and if the i-Tree application is available, provide i-Tree ECO benefits report. This plan and report will be delivered within three years of contract date. Woodstock's review of the plan, communication of updates required for plan finalization, receipt of updated plan, and approval will happen no later than the fourth year. ISA Certified Arborist will prepare CFMP customized for Woodstock as per the RFA and UCF Grant Guidelines and provide i-Tree ECO benefits report. ISA Certified Arborist will submit draft plan electronically and hard copy to Woodstock and electronically to the DEC grants administrator. Both Woodstock and the DEC Grants administrator will review and provide comments.	☐	☒	☐	
Task	4.1	Prepare CFMP		☐	☒	☒	Text/Comment
Performance Measure	4.1.1	Draft CFMP submitted for review by Woodstock and DEC		☐	☒	☐	Text/Comment
Performance Measure	4.1.2	Submit Final CFMP	ISA Certified Arborist will provide the final plan, including, if the i-Tree application is available, the i-Tree ECO benefits report, electronically and in hard copy to Woodstock and electronically to the DEC grants administrator.	☐	☒	☐	Text/Comment
Objective	5	Partnerships	The Tree Advisory Committee (TAC) is made up of members of partner groups. Partners will play specific roles in the project as outlined in the workplan.	☐	☒	☐	
Task	5.1	Tree Advisory Committee (TAC) Partnership	TAC Partnership as outlined in application.	☐	☒	☒	Text/Comment
Performance Measure	5.1.1	TAC Partnership kick-off meeting	Woodstock set up TAC Partnership kick-off meeting to review goals and objectives of the TAC during and after the four-year grant timeframe, including 1) review of Tree Inventory plan, Tree Inventory deliverable, and CFMP, 2) plan for maintaining the Tree Inventory and carrying out the CFMP, 3) plan for community outreach	☐	☒	☐	Text/Comment

			implementation.				
Performance Measure	5.1.2	TAC Tree Inventory review	TAC complete the review of the Tree Inventory plan and adopt the deliverable.	☐	☒	☐	Text/Comment
Performance Measure	5.1.3	TAC plan for future inventory update	TAC learn how to update the Tree Inventory and include discussion of tree removal and plantings in regular TAC meetings to know inventory updates that are needed and demonstrate they are making updates as needed.	☐	☒	☐	Text/Comment
Performance Measure	5.1.4	TAC review the CFMP	TAC complete the review of the CFMP and provide comments.	☐	☒	☐	Text/Comment
Performance Measure	5.1.5	TAC start CFMP implementation	TAC determine action plan to implement CFMP and demonstrate they are leading/taking actions as needed, including multigenerational invitations to community education and participation in TAC activities, and outreach to schools and youth, and discuss CFMP implementation in regular TAC meetings to track implementation status and progress.	☐	☒	☐	Text/Comment
Objective	6	Outreach and Education	Woodstock and TAC present and post completed Inventory and Community Forestry Management Plan and communicate opportunities for public involvement in TAC activities. Share completed Inventory and Community Forestry Management Plan results with the Town of Woodstock and the community to build awareness and importance of protecting and expanding the urban forest and canopy. Presentations to Supervisor and remainder of the Town Board will be recorded and posted to YouTube and on the Town website.	☐	☒	☐	
Task	6.1	Woodstock Town Board presentation		☐	☒	☒	
Performance Measure	6.1.1	Arrange Presentation Date	Arrange a time and date to make this presentation.	☐	☒	☐	Text/Comment
Performance Measure	6.1.2	Create Presentation	Design the presentation and organize all components.	☐	☒	☐	Text/Comment
Performance Measure	6.1.3	Implement the Presentation	Implement the presentation and YouTube and website postings.	☐	☒	☐	Text/Comment
Performance Measure	6.1.4	Publish Tree Inventory and Community Forest Management Plan	Publish Tree Inventory and Community Forest Management Plan online, with a press release provide the local newspaper with information on where to access these items.	☐	☒	☐	Text/Comment
Task	6.2	Woodstock Public Town Hall Presentation	Make a public presentation to the citizens of the Woodstock explaining the results of the Tree Inventory and Community Forestry Management Plan, the critical importance of caring for Woodstock's urban forest and canopy, and ways they can be involved. Reserve community space and publicize the event on social media and on the Town website. Request publicity in the local newspaper. Invite partners and other supporters.	☐	☒	☒	Text/Comment
Performance Measure	6.2.1	Reserve Community Space		☐	☒	☐	Text/Comment
Performance Measure	6.2.2	Design Presenta	Design the details of the presentation, including	☐	☒	☐	Text/Comment

		tion	communication of planned future opportunities for public involvement in TAC activities. Determine and procure handouts to provide to attendees.				
Performance Measure	6.2.3	Present to Community	Implement the presentation and community event and provide handouts.	☐	☒	☐	Text/Comment

Project Summary

Project Name:

Woodstock Tree Smart: Street, Trail and Landscape Tree Inventory and Community Forest Management Plan

Project Goal:

The Woodstock Tree Smart project will position Woodstock to make proactive, informed, and smart data driven decisions with our tree scape. It will improve our urban forest knowledge. With this increased knowledge and focus we can make a significant positive difference in our urban forest, improving not only tree health, but also the overall environmental health of our town.

Expected Deliverables and Outcomes:

To achieve this goal, we will hire consultants to provide these deliverables for the Town of Woodstock:

- A Street, Trail and Landscape Tree Inventory of 12,000 trees from selected streets, plus trail and landscaped areas for selected Woodstock properties.

This Tree Inventory will include eight key areas of interest and importance across Woodstock. The areas covered include the most used streets in town, the most populated parts of town, some lesser streets with tree hazards in town, frequented open areas on town property, and trails in scenic places. This inventory will provide the data needed to create the Community Forest Management Plan, and will be the basis of future data-driven decisions.

- A Community Forest Management Plan.

This deliverable will provide the plan for Woodstock to follow to improve our urban forest knowledge and focus, so Woodstock can improve our urban forest.

- Community Outreach and Education.

Assist with information and education materials to educate multiorganizational and multigenerational members of our area in the learning and doing parts of this

grant, so community members are well positioned to assist in our follow-on urban forest work.

Tree Inventory Scope Detail

An inventory of 12,000 trees is planned. The trees will be in these areas:

Woodstock Hamlet Area

- 1. State Route 212 and 375: Street trees for 375 and a portion of 212
- 2. Comeau Property: Street trees on roadways and trails plus landscaped areas
- 3. Rock City Road properties: landscaped areas:

Youth Center, Andy Lee Field, Rock City Road parking lot, Mountain View parking lot, Cemetery, Chamber of Commerce property

- 4. Tannery Brook Area and Village Green: landscaped areas:

Town owned portion of Houst parking lot, Waterfall Park, Village Green

- 5. Hamlet Commercial and Hamlet Residential Town and County Roads: Street Trees

Woodstock Areas outside of the Woodstock Hamlet Area

- 6. Big Deep and Little Deep: Street trees on trails
- 7. Bearsville: landscaped areas plus street trees on trail:

Mallory Grove Dog Park and trails, Rick Volz field

- 8. Roadside Tree Management: Street Trees:

Streets identified by Woodstock's Highway Department as being more troublesome:

Mink Hollow Road, Yerry Hill Road, Cold Brook Road, Cooper Lake Road, Chestnut Hill Road

Project Timeline:

The project will be completed within the four-year grant period.

Years 1 and 2 will include consultant procurement, project coordination, field inventory, data analysis, and maintenance prioritization. Document current conditions and explore UCF goals for the management plan.

Year 3 will produce the Community Forest Management Plan through stakeholder review and public engagement.

Year 4 will finalize and adopt the plan, establish long-term monitoring protocols, develop public education materials, and integrate recommendations into municipal operations.

Estimated Costs:

The requested grant is \$140,000, made up of:

\$76,000 Contractual Cost:

A contractor with Tree Inventory expertise will create the Tree Inventory.

\$28,000 Contractual Cost:

A contractor with Community Forest Management Plan expertise will create the CFMP.

\$13,000 Contractual Cost:

A contractor local to Woodstock will ensure Tree Inventory and CFMP value to Woodstock, and advise and assist in community outreach and education.

\$22,000 Salary Cost:

For the four-year duration of the grant, a Town Council Member will spend 25% of their time overseeing the grant work: contractor selection, contractor inventory work and CFMP delivery work, local forester engagement, Tree Advisory Committee creation and activation, community outreach and education.

\$1,000 Other Cost:

With \$500 we plan to design and print informative handouts and with another \$500 provide reference books to attendees of community engagement events.

Community Outreach and Engagement

We will convene a Tree Advisory Committee (TAC), made up of representatives of key Woodstock organizations, to be active:

- Throughout the grant portion of the project, maintaining awareness of grant activities, learning, and engaging community members.
- After the grant period concludes, implementing best practices, making tree inventory updates, implementing the CFMP, and continuing community engagement.

A successful community forestry program thrives on deep, multigenerational engagement that connects residents to their local landscape. To ensure broad participation and shared stewardship, Woodstock's outreach plan led by Woodstock's TAC will involve community members of all ages through structured educational and hands-on activities. Some educational guidance and materials may be provided by the grant contractor who provides our Tree Inventory and Community Forest Management Plan as well as the local arborist hired to guide best management goals for the CFMP. The TAC may reach out to our NYS DEC forester for additional help and guidance as needed.

The TAC will host interactive town hall meetings and educational workshops where residents of all ages learn about topics such as proper tree care, species selection, and the long-term benefits of the urban canopy, and will invite community involvement with TAC activities.

Woodstock's TAC will connect with local schools and youth groups to pursue integration of tree topics into educational programs, and invite students to tree events where they can earn service hours working with teams, assisting with non-hazardous data collection, community tree-planting days, and neighborhood outreach campaigns. Encourage youth science displays to further the opportunity for students to understand UCF needs and benefits.

Informative guides, digital maps, and/or interpretive displays will be made available by Woodstock's TAC, who, in addition, will ensure residents are informed of project milestones and volunteer opportunities. Locations for this information may include the Woodstock Library and/or Woodstock Town building(s) and website.

Organizational Capacity:

The Town of Woodstock has a Town Council member who spent decades of her career as a professional Project Manager with a Project Management Institute (PMI) project management certification. That Town Council member and the Tree Advisory Committee (TAC), which will be made up of key people in different Woodstock departments and organizations, will implement this project. They will select qualified contractors to produce the project deliverables and will be communicating with those contractors as the contractors create those deliverables. For project related billing and invoice information, they will work with Woodstock's Bookkeeper(s).

SFS Vendor Name	Event Description	Event ID	Date Time Submitted
WOODSTOCK TOWN OF	Urban and Community Forestry Program 2026	UCF 2026	08/11/2026

Attachments				
<u>File Name</u>	<u>Description</u>	<u>Uploaded By</u>	<u>Upload Date</u>	<u>Attachment Type</u>
Tree_Grant_Sexual_Harassment_Signed_2026_0806.pdf	LRicci2026-08-07-17.52.46.606 Tree_Grant_Sexual_Harassment_Signed_2026_0806.pdf		2026-08-07T00:00:00.000000-0400	Bid Factor
Tree_Grant_Order_16_Signed_2026_0806.pdf	LRicci2026-08-07-17.54.45.086 Tree_Grant_Order_16_Signed_2026_0806.pdf		2026-08-07T00:00:00.000000-0400	Bid Factor
Tree_Grant_Gender_Violence_Signed_2026_0806.pdf	LRicci2026-08-07-17.56.49.570 Tree_Grant_Gender_Violence_Signed_2026_0806.pdf		2026-08-07T00:00:00.000000-0400	Bid Factor
Tree_Grant_Resolution_and_Letters_of_Support_2026_0807.pdf	LRicci2026-08-08-08.11.43.529 Tree_Grant_Resolution_and_Letters_of_Support_2026_0807.pdf		2026-08-08T00:00:00.000000-0400	Bid Factor
Tree_Grant_Quote_Vernist_2026_0807.pdf	LRicci2026-08-08-10.05.16.789 Tree_Grant_Quote_Vernist_2026_0807.pdf		2026-08-08T00:00:00.000000-0400	Bid Factor
Tree_Grant_Disadvantaged_Communities_2026_0808.pdf	LRicci2026-08-08-14.12.02.196 Tree_Grant_Disadvantaged_Communities_2026_0808.pdf		2026-08-08T00:00:00.000000-0400	Bid Factor
Woodstock_Reformed_Church_Village_Green_MOU_1979_0426.pdf	supervisorTOW2026-08-04-12.21.59.775 Woodstock_Reformed_Church_Village_Green_MOU_1979_0426.pdf		2026-08-04T00:00:00.000000-0400	Bid Factor
Tree_Grant_Maps_2026_0805.pdf	supervisorTOW2026-08-05-15.10.34.965 Tree_Grant_Maps_2026_0805.pdf		2026-08-05T00:00:00.000000-0400	Bid Factor
Tree_Grant_Quote_PlanIT_Geo_Woodstock_Inv_and_FMP_2026_0803.pdf	supervisorTOW2026-08-05-15.19.03.071 Tree_Grant_Quote_PlanIT_Geo_Woodstock_Inv_and_FMP_2026_0803.pdf		2026-08-05T00:00:00.000000-0400	Bid Factor
Attachment_G_Gender_Based_Violence_Form.pdf	ajlindberg22026-04-10-11.57.34.967 Attachment_G_Gender_Based_Violence_Form.pdf		2026-04-10T00:00:00.000000-0400	Bid Event
eo16_certification.pdf	boltij2026-03-30-		2026-03-30T00:00:00	Bid Event

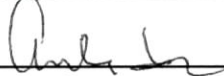
	09.55.50.177 eo16_certification.pdf	00.000000-0400	
Sexual_harassment_preve ntion_certification.pdf	boltj2026-03-30- 09.57.06.637 Sexual_harassment_pre vention_certification.pdf	2026-03-30T00:00: 00.000000-0400	Bid Event

The following content is related to the attached filename
**Tree_Grant_Sexual_Harrasment_Signed_2026_0806.
pdf**

Sexual Harassment Prevention Certification Form

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Company Name: Town of Woodstock NY

Signature: 

Print Name and Title: Anvia Courtie, Town Supervisor

Date: 8/6/26

The following content is related to the attached filename

Tree_Grant_Order_16_Signed_2026_0806.pdf

Certification Under Executive Order No. 16

Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

Executive Order No. 16 provides that "all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia." The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an "entity conducting business operations in Russia" means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

- ☒ 1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.
- ☐ 2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)
- ☐ 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)
- ☐ 3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor's business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name:
(legal entity)

Town of Woodstock NY

By:
(signature)

Annla Courtis

Name:

Annla Courtis

Title:

Town Supervisor

Date:

8/6/26

The following content is related to the attached filename

Tree_Grant_Gender_Violence_Signed_2026_0806.pdf



Gender-Based Violence and the Workplace Certification

New York State Finance Law §139-M requires bidders on competitive state procurements to certify that they have a written policy addressing gender-based violence and the workplace and that such policy meets the following minimum requirements:

- **Share Information:** Employers must provide information regarding gender-based violence where employees can see and access it, including displaying the NYS Domestic and Sexual Violence Hotline information and a gender-based violence and the workplace poster.
- **Refer Employee-Survivors to Services:** The policy must require that the employer refer employees who disclose current or past victim status to the NYS Domestic and Sexual Violence Hotline and/or a local service provider. For bidders outside of New York State, referrals should be made to a local provider or statewide hotline. While referrals are required to be provided by the employer, it is not required for the employee to access services.
- **Prohibit Retaliation:** The policy must clearly state that discrimination or retaliation against employees who identify as victims or survivors of gender-based violence is prohibited.
- **Comply with Laws:** Ensure your policy follows State law. For employers based in New York State, this means that the policy must follow the SAFE Leave Act, New York State Human Rights Law, and any other relevant laws and regulations.
- **Offer Implementation Support:** OPDV is able to assist employers in developing and implementing this policy. Employers must provide information to supervisors and human resources, where available, about this technical assistance from OPDV. OPDV can be contacted at workplace@opdv.ny.gov.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

Organization's signature below certifies its compliance with State Finance Law §139-M.

Organization: Town of Woodstock, NY

By (signature): [Signature]

Name (Please Print): Anna Covitis, Town Supervisor

Title: Supervisor, Town of Woodstock

Date: 8/6/26

This form must be signed by an authorized executive or legal representative.

If the organization cannot make the above certification, they must provide an attached statement with their bid detailing the reasons therefor.

The following content is related to the attached filename

**Tree_Grant_Resolution_and_Letters_of_Support_2026
_0807.pdf**

Tree Grant Town Board Resolution – August 4, 2026

Unanimously passed, 5-0

A RESOLUTION AUTHORIZING THE TOWN OF WOODSTOCK TO APPLY FOR FUNDING TO CONDUCT A TREE INVENTORY AND DEVELOP A COMMUNITY FOREST MANAGEMENT PLAN

WHEREAS, the Town of Woodstock recognizes that its street trees, trail corridor trees, and landscaped area trees provide significant environmental, economic, aesthetic, and public health benefits to residents and visitors; and

WHEREAS, effective urban forest management requires accurate and current information regarding the location, condition, species composition, and maintenance needs of community trees; and

WHEREAS, comprehensive tree inventories and Community Forest Management Plans are essential tools for promoting the long-term health, resilience, and sustainability of the Town's urban forest resources; and

WHEREAS, grant funding is available through the Urban and Community Forestry Grant Program to support municipal efforts to inventory trees and develop forest management plans; and

WHEREAS, the Town of Woodstock seeks to inventory selected street, trail, and landscaped area trees and use the resulting data to develop a Community Forest Management Plan that will guide future tree planting, maintenance, risk management, climate resilience, and stewardship activities.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Woodstock hereby authorizes the submission of an application for Urban and Community Forestry Grant funding for the purpose of conducting an inventory of selected Woodstock street, trail, and landscaped area trees and developing a Community Forest Management Plan; and

BE IT FURTHER RESOLVED, that the Town Board designates the Town Supervisor, or their designee, as the authorized representative of the Town of Woodstock to execute all grant application materials, contracts, certifications, and other documents necessary to apply for and administer the grant if awarded; and

BE IT FURTHER RESOLVED, that the Town of Woodstock commits to fulfilling all grant requirements and to utilizing the inventory and management plan to support the responsible stewardship of the Town's community forest resources.

TOWN OF WOODSTOCK, NEW YORK
45 Comeau Drive, Woodstock, NY 12498
E-mail: townclerk@woodstockny.gov



TREE COMMITTEE
Tel: (845) 679-2113
Website: www.woodstockny.gov

NYS DEC Division of Lands and Forests: Urban and Community Forestry (UCF) Grants

August 4, 2026

Dear DEC and Town of Woodstock,

The Woodstock Tree Committee wholeheartedly supports the proposed Woodstock Tree Inventory and Management grant application that we have been assisting with.

This fully funded grant opportunity will allow Woodstock, over the next four years, to inventory a significant number of street, park, and trail trees, and to develop a plan for maintaining and growing our urban forest and canopy.

The Committee looks forward to assisting with the implementation of this grant if awarded. Future generations will surely appreciate our efforts today.

Sincerely,

Carol March
Michael Veitch
Co-chairs, Woodstock Tree Committee

Tree Grant

From : Cody Chase <cchase@woodstockny.org>

Tue, Jul 21, 2026 10:04 AM

Subject : Tree Grant

To : veitchmunich@gmail.com, Laura Ricci <Iricci@woodstockny.gov>

To: Town of Woodstock Tree Committee

Attn: Michael Veitch and Laura Ricci

Re: Letter of Support for Tree Inventory and Management Plan Grant Application

Dear Michael and Laura,

I am writing on behalf of the Town of Woodstock Highway Department to express my support for the Tree Committee's grant application for a comprehensive tree inventory and management plan.

I believe this project would be a valuable investment for the Town of Woodstock and would provide an important tool for the long-term management of our public trees. A thorough inventory and management plan would help prioritize maintenance, identify potential hazards, improve planning, and support proactive decision-making regarding the care and preservation of our community's trees.

From the Highway Department's perspective, having accurate, organized information on the location, condition, and maintenance needs of roadside and public trees would improve coordination and help us make informed decisions that enhance both public safety and the health of our urban forest.

I appreciate the Tree Committee's efforts in pursuing this opportunity and fully support the grant application. I hope you are successful in securing funding for this important project, and I look forward to working together as it moves forward.

Sincerely,
Cody Chase
Highway Superintendent
Town of Woodstock

Standard disclaimer applies

TOWN OF WOODSTOCK, NEW YORK
45 Comeau Drive, Woodstock NY 12498



ENVIRONMENTAL COMMISSION
(845) 679-2113 Fax: (845) 679-7915

E-mail: wec@woodstockny.org

Colony of the Arts

Website: www.woodstockny.org

WOODSTOCK ENVIRONMENTAL COMMISSION

To: Town of Woodstock Tree Committee
Attn: Michael Veitch and Laura Ricci
Re: Letter of Support for Tree Inventory and Management Plan Grant Application

Dear Michael and Laura,

I am writing on behalf of the Woodstock Environmental Commission (WEC) to express my strong support for the Tree Committee's grant application for a comprehensive tree inventory and management plan.

The WEC recognizes the critical importance of our community's trees and understands the role of trees in human and animal health including flood mitigation, natural solutions for climate change, absorption of carbon dioxide, and animal habitats. I believe this project would be a valuable investment for the Town of Woodstock and would provide an important tool for the long-term management of our public trees. A thorough inventory and management plan would help prioritize maintenance, identify potential hazards, improve planning, and support proactive decision-making regarding the care and preservation of our community's trees.

From the WEC's perspective, having accurate, organized information on the location, condition, and maintenance needs of roadside and public trees would improve coordination and help us make informed decisions that enhance both public safety and the health of our urban forest.

I appreciate the Tree Committee's efforts in protecting our community trees and pursuing this opportunity and fully support the grant application. I hope you are successful in securing funding for this important project, and I look forward to working together as it moves forward.

Sincerely,

Dr. Susan Paynter, Chair, Woodstock Environmental Commission

COMEAU STEWARDSHIP ADVISORY COMMITTEE WOODSTOCK, NY

45 Comeau Drive, Woodstock NY 12498



Tel: 845-679-2113 • Fax: 845-679-8743

Colony of the Arts

August 3, 2026

Town Board of Woodstock

The Comeau Stewardship Advisory Committee unanimously feels that the tree inventory and management plan as proposed would be a great asset to the Town and its various roads and properties. We stand behind the decision of the Town to pursue this project and will help in any way possible towards it's implementation.

Jeffrey Viglielmo
Chair CSAC
chaircsac@gmail.com



To: Town of Woodstock Tree Committee
Attn: Michael Veitch and Laura Ricci
Date: July 27, 2025

Re: Letter of Support – Tree Inventory and Management Grant Application

Dear Michael and Laura,

I am writing on behalf of the Cemetery Committee to express our support for the Tree Committee's grant application for a comprehensive tree inventory and management plan.

The Cemetery Committee is in unanimous support and believe this project would be a valuable investment for the Town of Woodstock. It would provide an important tool for the long term management of one of our greatest assets: our trees.

Having a detailed inventory and a management plan will help the Town of Woodstock prioritize maintenance, identify potential hazards, improve planning and support proactive decision making regarding the care and preservation of our community's trees.

From the perspective of the Cemetery Committee, having accurate, organized information on the location, condition, and maintenance needs of roadside and public trees would improve coordination and help us make informed decisions that enhance both public safety and the health of our urban forest.

As you know, our Town Cemetery is graced with approximately 39 heritage Silver Maple trees in addition to the trees that line the sidewalk in front of the Cemetery and the variety of other trees within our grounds. We would greatly appreciate an inventory of our trees and the guidance of a professional maintenance plan to help us manage and support these trees for the future.

We appreciate the Tree Committee's efforts in pursuing this opportunity and fully support the grant application. We hope you are successful in securing funding for this important project, and we look forward to working together as it moves forward.

Sincerely,

Teri Reynolds,
Chairperson, Cemetery Committee

TOWN OF WOODSTOCK, NEW YORK
45 Comeau Drive, Woodstock, NY 12498
E-mail: townclerk@woodstockny.gov



COMPLETE STREETS COMMITTEE

Tel: (845) 679-2113
Website: www.woodstockny.gov

August 7, 2026

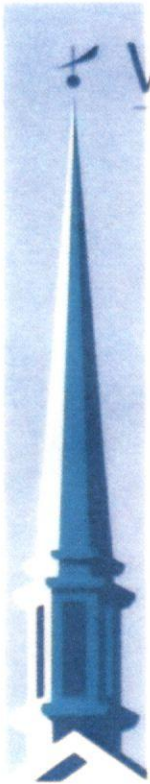
Dear DEC & Town of Woodstock,

Woodstock Complete Streets Committee supports the town's initiative in applying for a grant to assess the tree inventory throughout Woodstock.

We believe this is an important step to protecting the towns tree canopy along roads, in our forests and parks.

Sincerely,

Grace Murphy and Howard Cohen
Co-Chairs of the Woodstock Complete Streets Committee



✝ Woodstock Reformed Church

A people who seek to know Christ and make Christ known

July 23, 2026

Town of Woodstock
Tree Committee
45 Comeau Drive
Woodstock, NY 12498

Dear Laura and Michael,

This letter is being written in support of the Tree Committee, and we would like to ask that you include trees on the Church property as part of the grant application process.

Thank you for doing this work and we look forward to being part of the process.

Blessings and peace to you.

Sandra Todd
Church Administrator

The following content is related to the attached filename

Tree_Grant_Quote_Vern_Rist_2026_0807.pdf

HEALTHY TREES LLC
329 Band Camp Road
Saugerties NY, 12477
healthytrees1.biz
vern@healthytrees.com

August 7, 2026

To: Laura Ricci

Woodstock Tree Committee

Re: Urban Forestry Consulting Services for Tree Inventory and Community Tree Management Plan

I, Vern Rist, Ph.D., am providing a quote to provide local Urban Forestry consulting services to the town of Woodstock in support of the proposed Street and Landscape Tree Inventory and Community Forest Management Plan.

Over the four-year planned project time, at an estimated 120 hours and a cost of \$100 an hour, my cost estimate is \$12,000.

The community trees to be considered are all a vital part of the charm and beauty of historic Woodstock. I have been in business for 38 years preserving the trees of this and neighboring communities. Many residents of Woodstock often confirm that they are here for the beauty of the trees and natural setting. I also believe that as our environment continues to warm, all of our trees will increase in value and importance as they provide much needed shade and help improve air quality. Thus, preserving as many trees as possible, and maintaining their health, would be my goal.

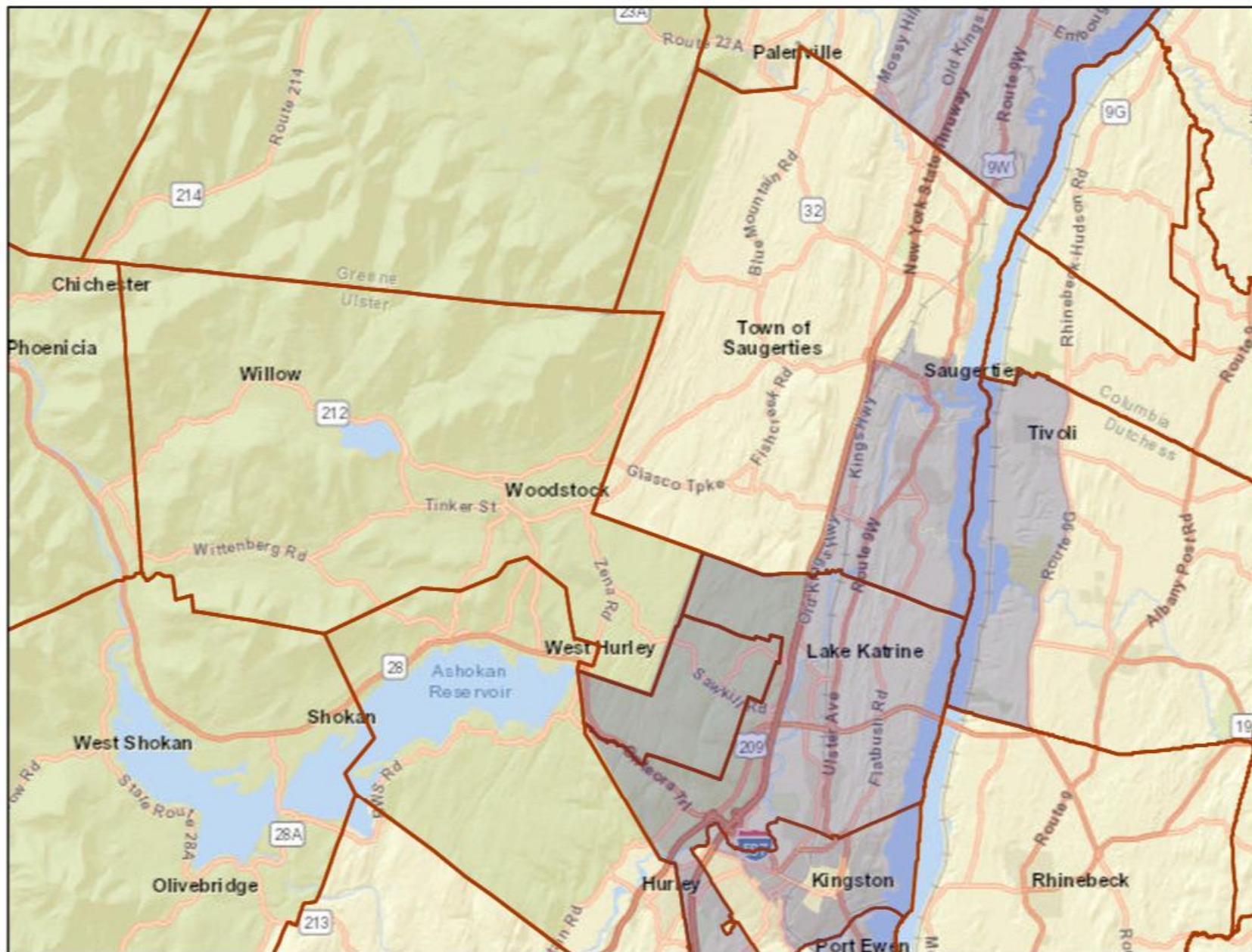
Education and Qualifications:

- BSc in Forest Biology from SUNY College of Environmental Science & Forestry
- MSc in Plant Pathology from Pennsylvania State University
- Ph.D. in Plant Pathology from Cornell University
- Certified Arborist in 1995, NY-0218 (the annual updating has lapsed)
- Owner of Healthy Trees LLC since 1988 to present. The company priority has been to preserve trees for anyone wishing to do so.
- Board of Directors, since 2015 for the Mountain Top Arboretum
- Since 1989, presented pruning classes and “Tree Walk and Talks” for Cornell Coop. Ext., The Esopus Creek Bend Conservancy, Mt. Top Arboretum, The Spiral House Park, etc. Sincerely, Vern Rist, Ph.D.

The following content is related to the attached filename

**Tree_Grant_Disadvantaged_Communities_2026_0808.
pdf**

Towns of Ulster & Kingston DACs adjacent to Woodstock



The following content is related to the attached filename

**Woodstock_Reformed_Church_Village_Green_MOU_1
979_0426.pdf**

Memorandum of Understanding

This Memorandum made and executed this ^{26th} day of *April* 1978,
between the

Reformed Protestant Dutch Church of Woodstock, New York,
hereinafter referred to as the Church, and the

Town of Woodstock, Ulster County and State of New York,
hereinafter referred to as the Town.

WHEREAS, the Church has previously voted to grant an easement to the Town for sidewalk purposes by resolution of the Consistory dated March 1, 1978, and

WHEREAS, the Church and the Town mutually desire to reaffirm their understanding as to the use, occupation and control of the premises owned by the Church and subject to the easement in favor of the Town, it is therefore

Understood that the Church and the Town mutually agree.

1. Notwithstanding any previous or present easements granted by the Church in favor of the Town, fee title remains in the Church.

2. The use and occupation of the area known as the Village Green and the area between the Village Green and other lands of the Church shall continue to be the subject of exclusive joint control between the Church and the Town.

3. Nothing herein shall obligate the Church, however, ~~too~~ exercise any affirmative duty or obligation with regard to the premises subject to the easement and the Town will indemnify and save harmless the Church against any claims or losses brought or suffered by third parties.

4. The Church may continue to use the sidewalk and the roadway areas in the same manner as previously enjoyed.

The parties have caused their signatures to be affixed ~~to be a find~~ hereto in good faith and as authorized by their respective governing boards.

The Reformed Protestant Dutch
Reformed Church of Woodstock, NY

By Rev. Harry Tyssen
Rev. Harry Tyssen--President

The Town of Woodstock

By Valerie Cadden
Valerie Cadden--Supervisor

This Memorandum of Understanding was authorized by the
Church by the Affirmative vote of the Consistory on the 9th day
of April 1978.

This Memorandum of Understanding was authorized by the
Town by the affirmative vote of the Woodstock Town Board on the
14th day of April 1978.

MES RAEBURN MYERS
ATTORNEY AT LAW
P. O. BOX 188
WOODSTOCK, N. Y. 12498

679-2455
679-2111

The following content is related to the attached filename

Tree_Grant_Maps_2026_0805.pdf

Tree Grant Maps – August 2026

The Town of Woodstock is requesting the Urban and Community Forestry (UCF) 2026 grant to inventory street, trail, and landscaped area trees. This document includes the project maps.

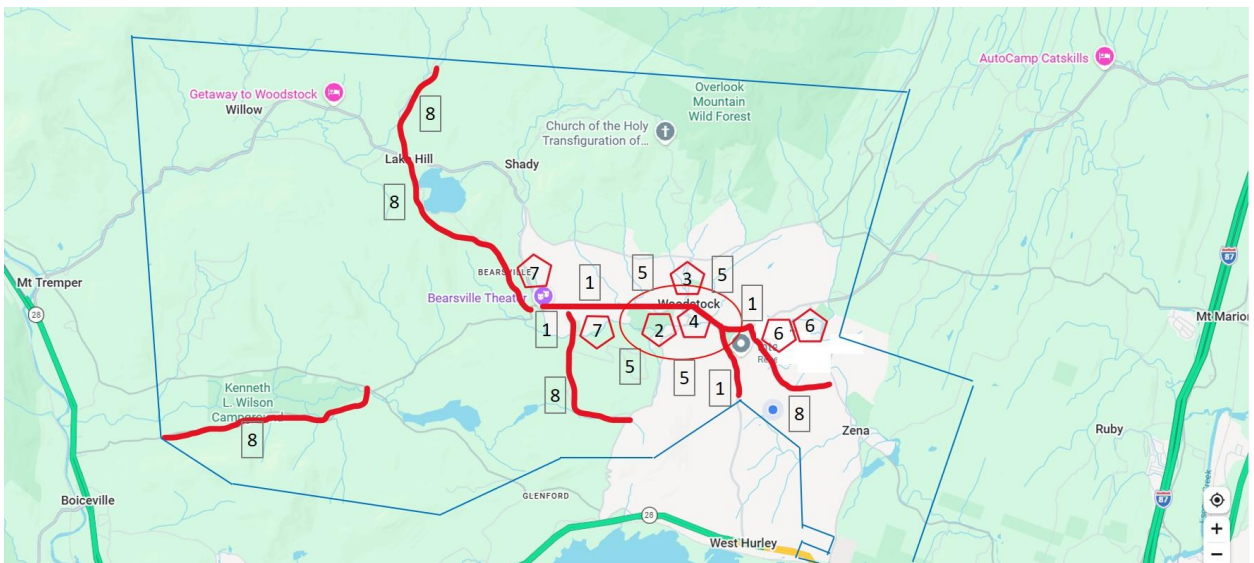
Table of Contents

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Summary Map

Google Map of All Areas Included



Appendices 1 through 8 include the detail of areas 1 through 8 to be inventoried.

Tree Grant Maps – August 2026

Scope Statement

Woodstock Hamlet Area

1. State Route 212 and 375: **Street trees** for portions of these roads protected by town tree law; also, in accordance with Gateway District dimensions, extend Route 212 coverage to Chestnut Hill Road and add part of Birch Lane
2. Comeau: Driveways and Trail **street trees** and property **landscaped areas and wood line**
3. Rock City Road properties:
 - Youth Center **landscaped areas and wood line**
 - Andy Lee Field **landscaped areas and wood line**
 - Rock City Road parking lot and driveways into it **landscaped areas plus wood line**
 - Mountain View parking lot and driveway into it **landscaped areas plus wood line**
 - Cemetery **landscaped areas plus wood line**
 - Chamber of Commerce property **landscaped areas plus wood line**
4. Tannery Brook Area and Village Green
 - Houst parking lot: Part that belongs to the Town **landscaped area plus wood line**
 - Waterfall Park: Leased by the Town **landscaped area plus wood line**
 - Village Green: Joint control between the Woodstock Reformed Church and the Town of Woodstock **landscaped areas plus wood line**
5. All Hamlet Commercial and Hamlet Residential Town and County Road **Street Trees**

Areas outside of the Woodstock Hamlet Area

6. Big Deep and Little Deep **street trees**
7. Bearsville
 - Mallory Grove: Dog Park **landscaped areas plus wood line** and trails within and outside the Dog Park **street trees**
 - Rick Volz field - **landscaped areas and the wood line**

Additional Scope Investigation

8. Roadside Tree Management:

Streets identified by Woodstock's Highway Department where a review of **street trees** would inform of unhealthy and/or dead trees that should be proactively removed to avoid problems with them coming down at critical storm times.

Tree Grant Maps – August 2026

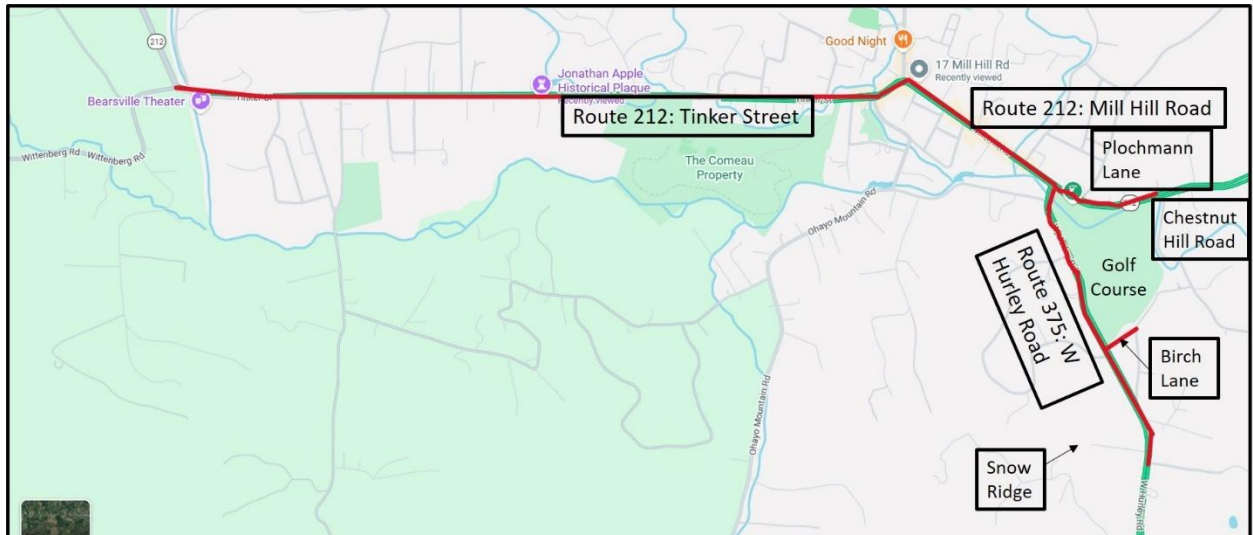
Appendix 1: NYS Route 212 and NYS Route 375

Street Trees along the main entrances to Woodstock, specifically New York State Route 212 and New York State Route 212.

Include:

- Those portions of NYS Route 212 and NYS Route 375 covered by Woodstock's tree law, at <https://ecode360.com/8008823#8008823>.
 - Route 212 from Wittenberg Road to Plochmann Lane.
 - All of Route 375 that is in the Town of Woodstock. That is, Route 375 from Route 212 to Hasbrouck Lane. Note that Hasbrouck Lane connects with Route 375 twice. The Town of Woodstock ends at the intersection of Hasbrouck Lane that is closest to Snow Ridge.
- Roads included in Woodstock's Gateway District, not covered elsewhere in this document.
 - The portion of NYS Route 212 from Plochmann Lane to Chestnut Hill Road.
 - The portion of Birch Lane that borders the golf course.
 - Additional information on Woodstock's Gateway District can be found at <https://ecode360.com/109129#109131> and <https://ecode360.com/110008#110008>.
 - Note: A portion of Chestnut Hill Road is also included in Woodstock's Gateway District. This portion of Chestnut Hill Road is covered by Appendix 8 of this scope document, which includes all of Chestnut Hill Road.

Google map of NYS Route 212 and NYS Route 375

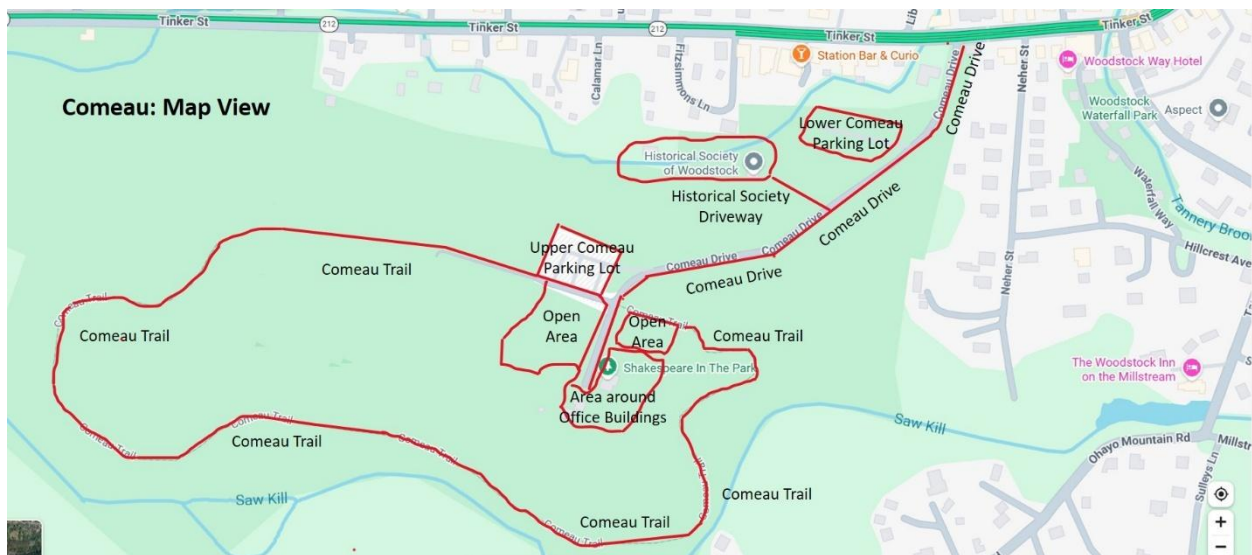


Tree Grant Maps – August 2026

Appendix 2: Comeau Property

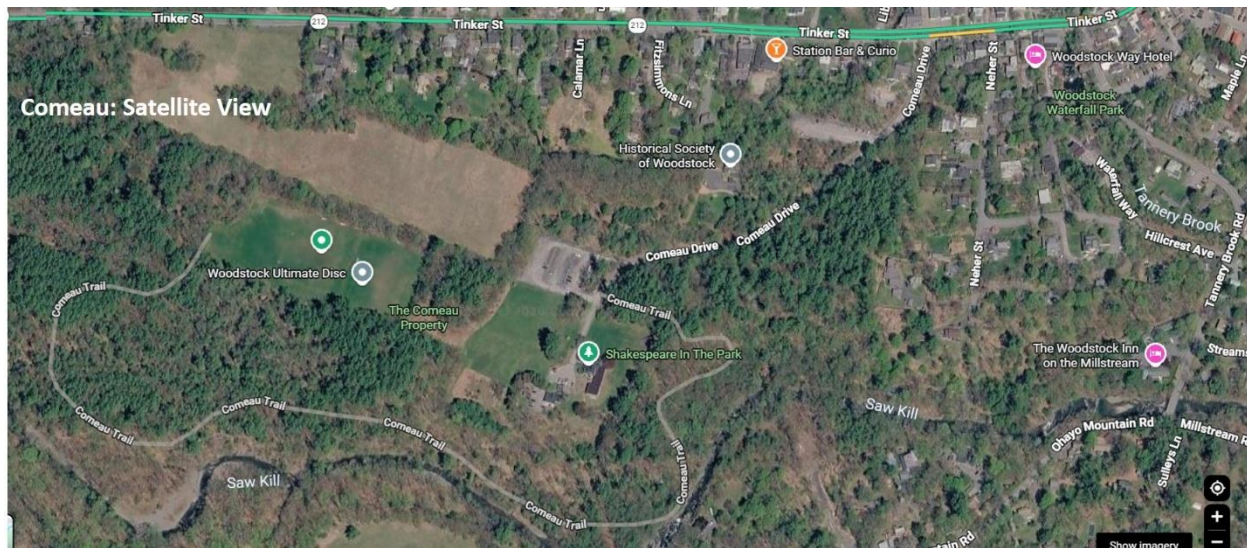
- **Street Trees for:**
 - Comeau Drive from NYS Route 212 to the Government Buildings.
 - The Historical Society Driveway.
 - The Comeau Trail, about 1.3 miles long, published with a map.
- **Landscaped areas and wood line for the:**
 - Lower Comeau Parking Lot.
 - Historical Society of Woodstock.
 - Upper Comeau Parking Lot.
 - Two open areas on either side of Comeau Drive near the Government Office Buildings.
 - Area around the Government Office Buildings.

Google map of Comeau Property



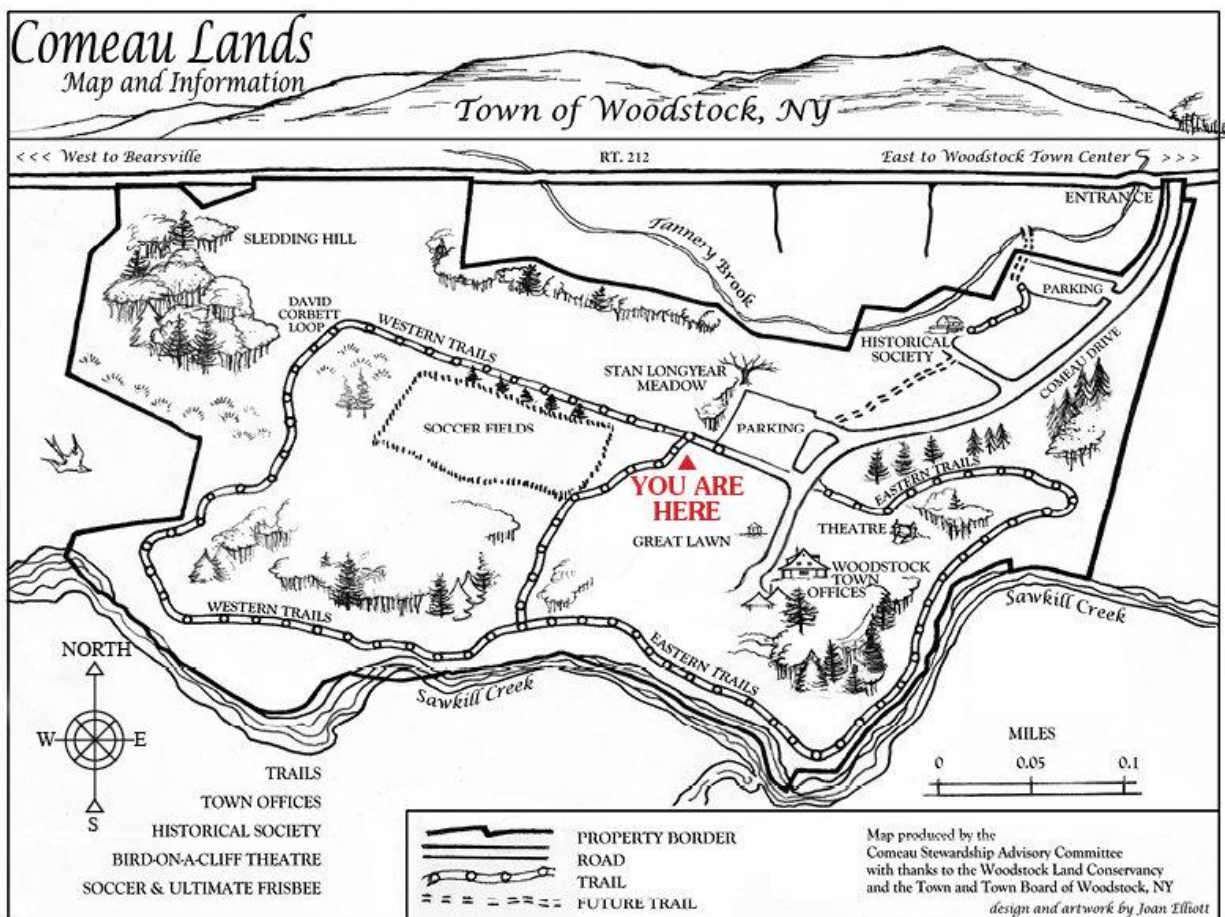
Tree Grant Maps – August 2026

Google map of Comeau Property: Satellite View



Additional Map of Comeau Property, located at

https://woodstockny.gov/application/files/6217/6607/6940/Comeau_Trail_Map.jpeg.

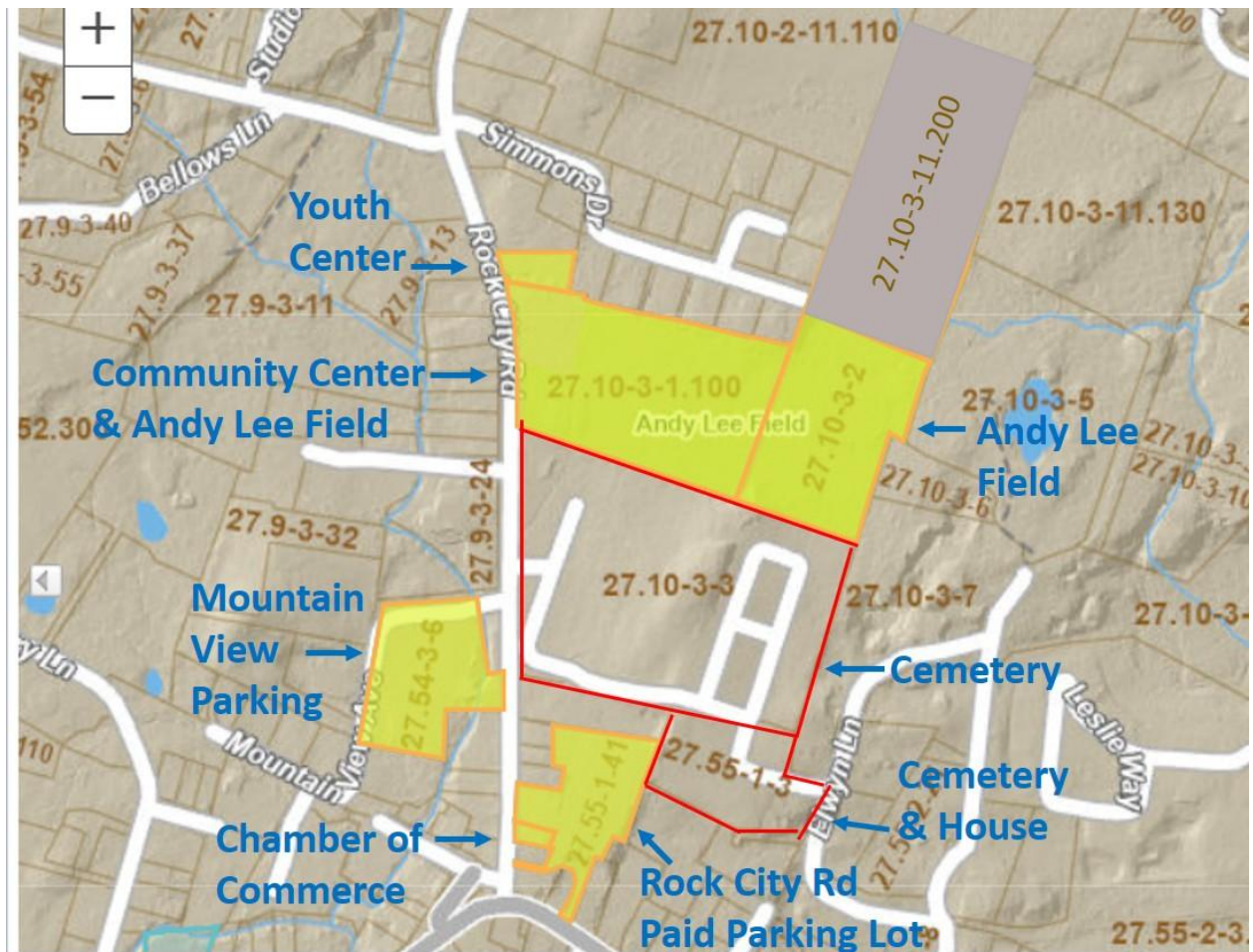


Tree Grant Maps – August 2026

Appendix 3: Rock City Road Properties

Landscaped Areas plus Woodline: Youth Center, Community Center, Andy Lee Field, Mountain View Parking Lot, Rock City Road Paid Parking Lot, Chamber of Commerce, Cemetery and Cemetery House

Map from Ulster County Parcel Viewer at <https://gis.ulstercountyny.gov/parcel-viewer/>, search on Woodstock Town



Tree Grant Maps – August 2026

Appendix 4: Tannery Brook Area and Village Green

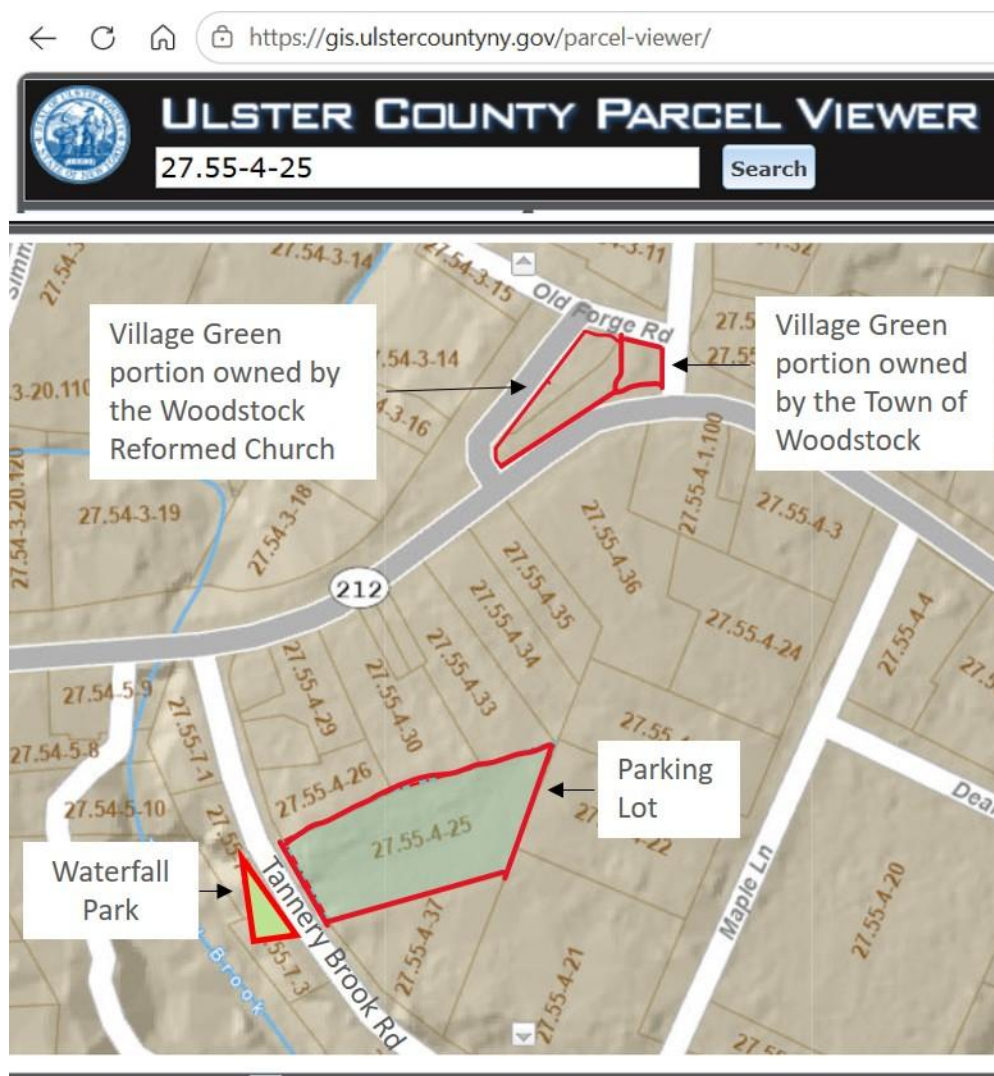
Landscaped Areas plus Woodline for Tannery Brook Parking Lot, Waterfall Park, plus Village Green

Tannery Brook Parking Lot: Town of Woodstock owns SBL 27.55-4-25 noted in the map below.

Waterfall Park: Leased by the Town of Woodstock, located at 8 Tannery Brook Rd, Woodstock, NY.

Village Green: The Woodstock Reformed Church owns most of the Village Green. The Town of Woodstock owns the remainder. A Memorandum of Understanding (MOU) describing the Village Green “joint control” relationship between the Church and the Town can be found at https://woodstockny.gov/application/files/4217/8472/7306/Woodstock_Reformed_Church_Village_Green_MOU_1979_0426.pdf. Include the entire Village Green in the inventory.

Map from Ulster County Parcel Viewer at <https://gis.ulstercountyny.gov/parcel-viewer/>



Tree Grant Maps – August 2026

Appendix 5: Public Roads in Woodstock's Hamlet Residential and Hamlet Commercial Districts

Street Trees for all Town and County roads in Woodstock's Hamlet Residential and Hamlet Commercial Districts.

Zoning Map of Woodstock's Hamlet Residential and Hamlet Commercial Districts, posted at https://woodstockny.gov/application/files/9317/6607/9836/Zoning_Law_Map_2002_0528.jpeg; can also be accessed from <https://woodstockny.gov/laws/zoning-maps>

Hamlet Residential =

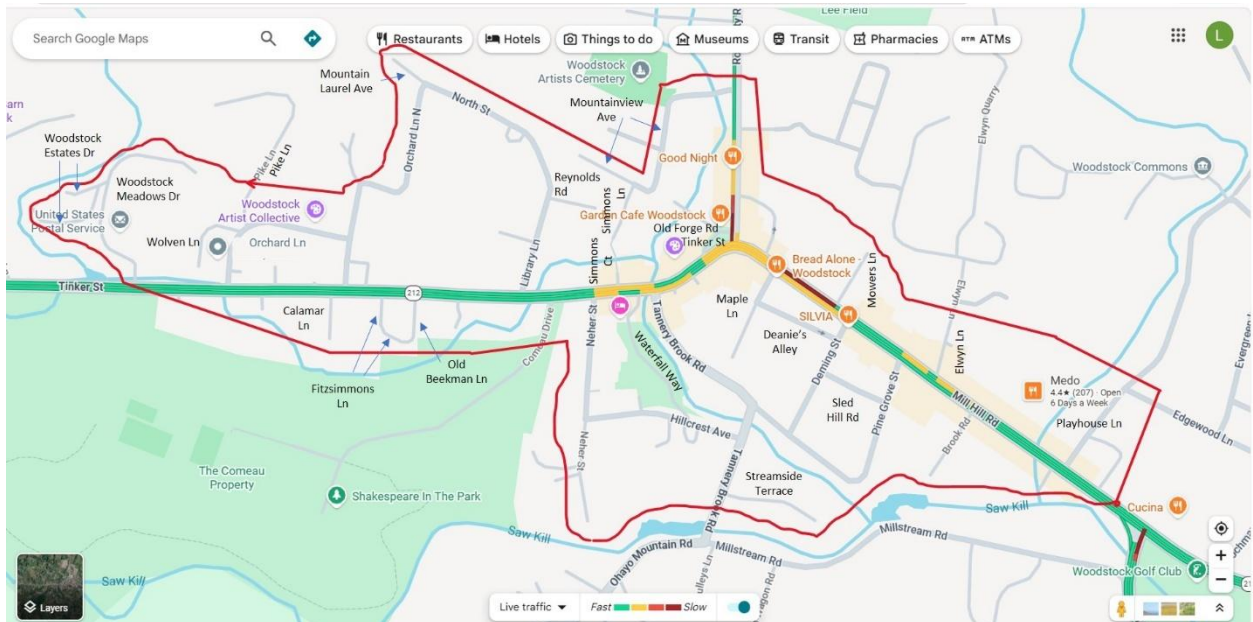


Hamlet Commercial =



Tree Grant Maps – August 2026

Google map Woodstock Hamlet: Roads within the red circle are in Woodstock's Hamlet Residential or Hamlet Commercial districts



List of Town and County Roads in Woodstock's Hamlet Residential and Hamlet Commercial Districts as seen clockwise on the Map

North of Route 212 West to East to Rock City Road	North of Route 212 West to East from Rock City Road	South of Route 212 East to West
1. Orchard Ln 2. Orchard Ln N 3. Library Ln (includes North St) 4. Mountain View Ave 5. Simmons Ct/Dr 6. Simmons Ln/Dr North 7. Old Forge Rd 8. Tinker St	9. Rock City Rd (County Road, to Mountain View Ave) 10. Elwyn Ln (to Bobwhite Dr) 11. Playhouse Ln (to Edgewood Ln) 12. Edgewood Ln (short piece starting at Playhouse Ln)	13. Brook Rd 14. Pine Grove St 15. Sled Hill Rd 16. Deming St 17. Deanies Alley 18. Streamside Terrace 19. Maple Ln 20. Tannery Brook Rd (County Road) 21. Sgt Richard Quinn Dr / aka Hillcrest Ave 22. Neher St

Reference websites listing Town and County roads:

- NYS DOT Local Road Inventory: <https://www.dot.ny.gov/highway-data-services/lhi-local-roads>
- NYS DOT County Road Inventory: <https://www.dot.ny.gov/highway-data-services/lhi-county-roads>

Tree Grant Maps – August 2026

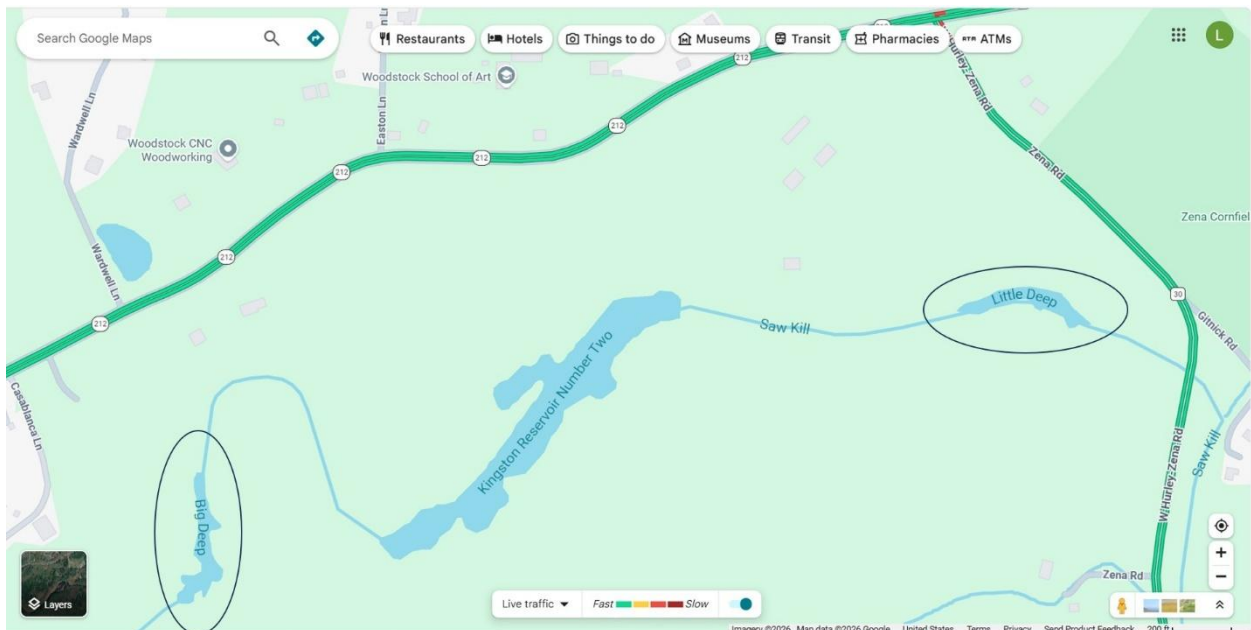
Appendix 6: Big Deep and Little Deep

Include **Street Trees** along Driveway, Parking, and Trails

Google Map Satellite View showing the location of Big Deep and Little Deep:



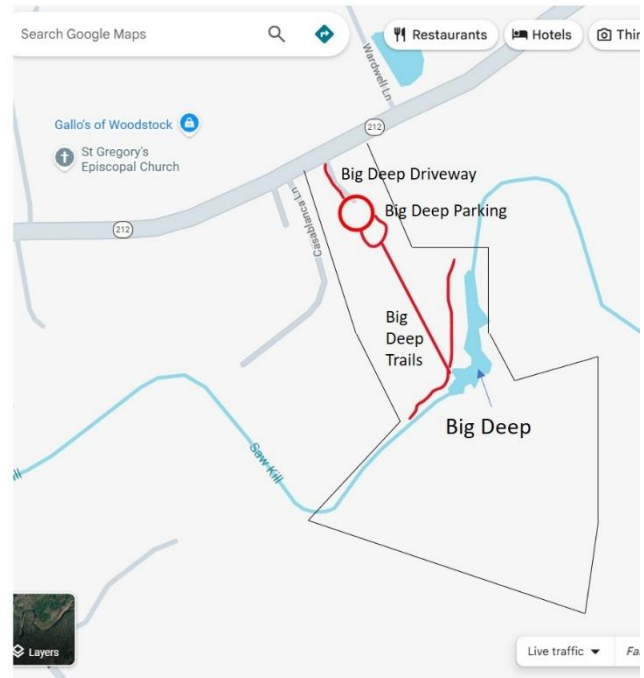
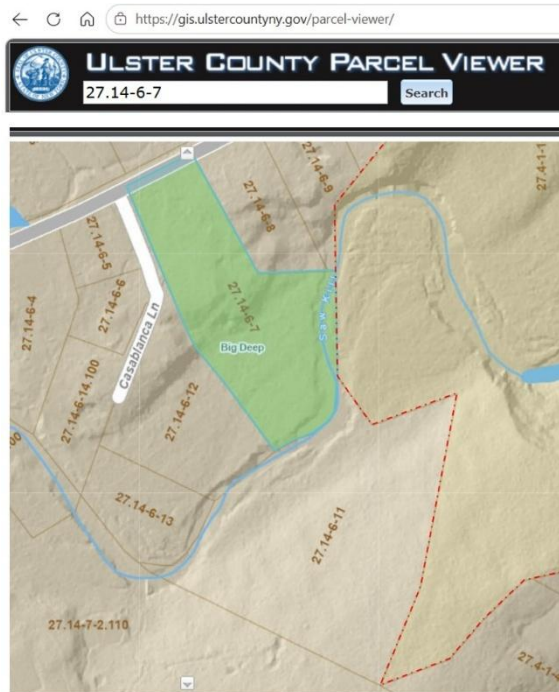
Google Map Maps View showing the location of Big Deep and Little Deep:



Tree Grant Maps – August 2026

Map from Ulster County Parcel Viewer and Google map of Big Deep area

Parcel Viewer search on 27.14-6-7 (Big Deep, shown in green) and 27.14-6-11 (borders Big Deep, the triangular area below Big Deep) shows the Town of Woodstock owns both parcels



Survey Map of Little Deep filed with Ulster County; Trail: Zena Road along Sawkill to property line

Survey Map of SBL 27.4-1-1.200
Owned by the Town of Woodstock
Referred to by the Town as the
"Little Deep" property

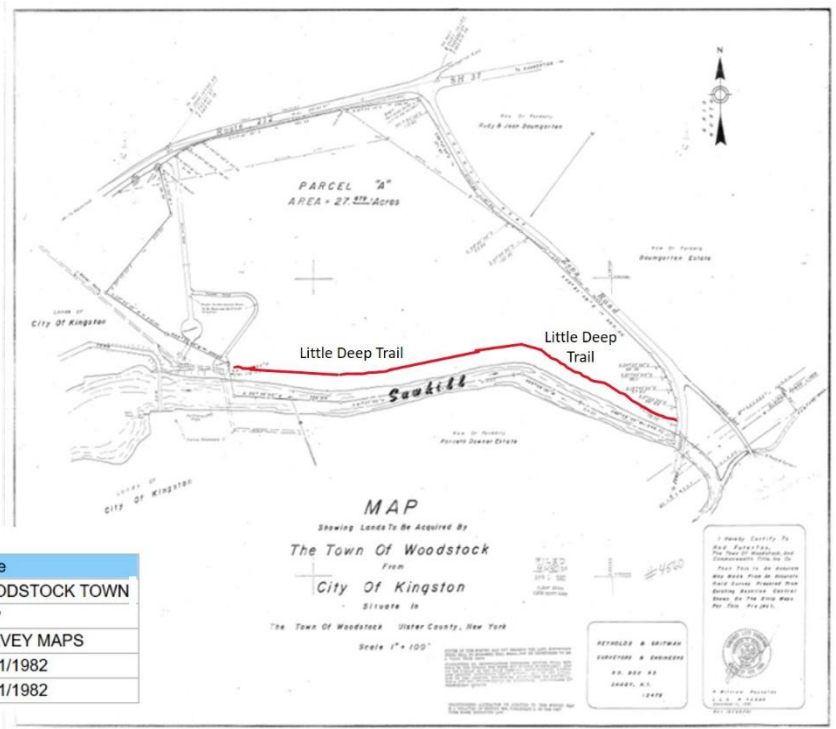
The southern survey line is the center of the Sawkill

Survey Map
Created: 12/11/1981
Revised: 12/29/1981
Received by Ulster County: 4/1/1982

Sourced from: <https://searchiqs.com/>
Select: New York Ulster County
Sign in as Guest

Selection Criteria:

Field	Comparison	Value
Party 1	LIKE	WOODSTOCK TOWN
Document Group	Equals	MAP
Document Type	Equals	SURVEY MAPS
Recording Date	Greater Than or Equal To	04/01/1982
Recording Date	Less Than or Equal To	04/01/1982



Tree Grant Maps – August 2026

Appendix 8: Roadside Tree Management

Woodstock's Highway Department has identified roads that have the greatest potential for tree related damage based on experience responding to emergency tree calls. They have historically generated the highest number of incidents. Tree related emergencies are due to factors such as dense forest cover, steep terrain, mature tree stands, and exposure to severe weather events.

Hazardous roadside trees are addressed by Woodstock's Highway Department on a continual basis throughout the year. Highway regularly monitors trees along the town roads for signs of decline, damage, or other conditions that could create a hazard to the public. Rather than waiting for the trees to fall, Highway makes every effort to identify and remove problem trees proactively.

To accomplish this the Town utilizes the Ulster County bid contract with a qualified tree service throughout the year to remove hazardous trees as they are identified. In addition, Central Hudson routinely performs vegetation management within the town, removing trees and limbs that pose a risk to the Towns electrical infrastructure, which also helps reduce potential roadside hazards.

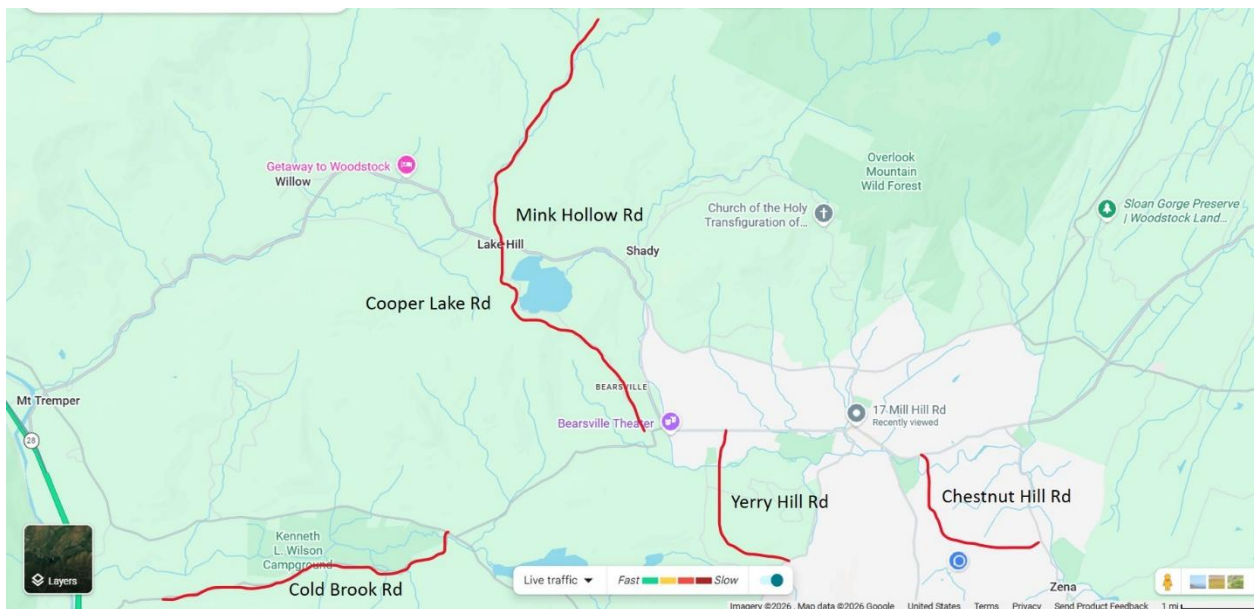
A professional review of street trees would help inform of areas where unhealthy and/or dead trees should be proactively removed to avoid them causing critical problems by coming down in a storm.

Roads requested to be included in this review are:

- Mink Hollow Road
- Yerry Hill Road
- Cold Brook Road
- Cooper Lake Road
- Chestnut Hill Road

Google map of Woodstock: Map View

Roads marked in red, identified by Highway as having the greatest density of hazardous trees



The following content is related to the attached filename

**Tree_Grant_Quote_PlanIT_Geo_Woodstock_Inv_and_
FMP_2026_0803.pdf**

Tree Inventory Budgetary Quote

Tree Inventory Service & Software

PlanIT Geo (PG) will create a customized TreePlotter application with defined fields and values listed below to inventory/assess approximately 12,000 trees for the Town of Woodstock, NY. PlanIT Geo will work with Town of Woodstock, NY staff to determine the target areas for this inventory and the criteria for and count of trees added to the inventory. PG will facilitate communication on a weekly basis at a minimum to assure both parties are informed on work completed, upcoming schedules, and any questions that arise from the field.

PlanIT Geo's recommended fields for data collection:

- Unique ID number
- Status
- Common and scientific names
- Number of stems
- Diameter at standard height (DSH) taken at 4.5 feet above grade
- Condition
- General observations and defects
- Site Width
- Growing space
- Land use
- Address
- Latitude and Longitude
- Recommended maintenance prioritization/tree work
- Overhead utilities
- Clearance conflicts
- User
- Date recorded
- Last modified user
- Last modified date

**Additional fields may be added after initial consultations and may affect the unit pricing

DATA DELIVERY

PlanIT Geo will deliver all tree inventory data in ESRI Shapefile and CSV formats. Files will contain full metadata references and can be projected to desired coordinates. All data is free to export at any time from TreePlotter.

Benefits of having an up to date tree inventory:

1. Improving public safety through the identification and prioritization of hazardous trees.
2. Supporting responsible budgeting by forecasting, pruning, removal, and replacement needs.
3. Protecting slopes, drainage systems, roads, and other infrastructure through better understanding of tree resources.
4. Establishing a baseline for climate resilience, canopy management, and grant applications.
5. Supporting objective enforcement of tree ordinances and future policy development.
6. Increasing transparency, equitable resource allocation, and public confidence in Village decision-making.

TREE INVENTORY TERMS AND CONDITIONS

PlanIT Geo will work with Town of Woodstock , NY to confirm the locations and boundaries for data collection, identify schedules and consultations, provide an overview of the tree data collection process, determine communication methods and exchange contact information, and be briefed on safety procedures and protocols.

PlanIT Geo will adhere to all safety and ISA standards during the project. At any time during the project, Town of Woodstock , NY staff can access and export the tree inventory data. Project completion will be determined after the data has been reviewed and delivered in ESRI Shapefile, CSV, and map formats.

Quotation

Exp. Date:

Prepared for: Town of Woodstock , NY

10 / 31 / 2026

TREE INVENTORY SERVICES		QTY	PRICE	SUBTOTAL
Tree Inventory Data Collection		12000	\$6.00	\$72,000.00
Inventory approximately 12,000 trees. Work with Town to prioritize areas and order of completion.				
				\$72,000.00
TREEPLOTTER SOFTWARE				
☒ INVENTORY - Community - 3 years		1	\$20,000.00	\$20,000.00
Core Functionality, Advanced data field set, Stats/Reporting, Work History, Basic tree risk assessment, Photo Attach, Custom interactive map creation. Includes base software cost, Onboarding/application set up, exsisting data migration, and ecosystem benefits.				
				\$20,000.00
URBAN FORESTRY MASTER PLAN				
Produced by our team of ISA Certified arborist the plan will include:		1	\$25,000.00	\$25,000.00
- Vision for a long term community forest and strategy of how to care for the community trees - Utilize tree inventory to identify major management needs - i-Tree benefit analysis of environmental issues including water & air quality, reducing urban heat island effect, energy efficiencies and storm water management and health - The creation of better information database on the location and condition of trees in the community to make more informed decisions about tree planting and tree maintenance for the community, stakeholders, community groups and interested residents. - Increase organization, efficiency, and production. - Increased community care for and investment in the community forest. - The creation of a community forest management plan that outlines a an assessment of the trees based on the inventory and implementable strategy for the sustainability of the community forest.				
				\$25,000.00

Total \$117,000.00

Payment

Note: These payment terms will be amended based on PlanIT Geo's review and approval of the Village of Port Jefferson's contract.

Tree Inventory: Invoices will be sent monthly for the exact number of trees collected during that time period.

Net 30-day terms.

Checks payable to:

PlanIT Geo INC

P.O. Box 1334

Wheat Ridge, Colorado 80034

Disclaimer: Inventory data provided by PlanIT Geo, Inc., referred to herein as "PlanIT Geo", is based on visual recording of observations and measurements at the time of the inspections. All information and data fields populated as a part of this tree inventory are for the purpose of assisting municipalities or private entities in maintenance needs, removal, and replacement of their managed trees. Recommendations provided by PlanIT Geo may be accepted or disregarded by the town and/or client or the town and/or client may seek additional advice. Visual records do not include testing or analysis of any tree component. In no event shall PlanIT Geo be held liable for any special, direct, indirect, consequential, or incidental damages caused by tree failures whatsoever and PlanIT Geo is not responsible for any hidden or otherwise non-observable hazards discovered or identified. All risk assessments performed by PlanIT Geo's Certified Arborists assume a 1-year timeframe for the assessed tree part for failure. All immediate concerns are passed on to the client indirectly through the live webmap (TreePlotter: Inventory), or directly through communication from PlanIT Geo's Certified Arborists or project managers. It is recommended that each tree be reinspected within the 1-year time frame to update the likelihood of failure matrices. Storms or other Acts of God change the structural stability of trees and all trees surveyed prior to the event will need to be re-evaluated. Also, the dynamics of inventoried trees may result in data that varies from the current condition or characteristics observed in the field due to deterioration and/or growth of living specimens in a natural environment. All previous data populated by PlanIT Geo staff can be considered out of date upon revisiting and re-evaluating the initially inventoried trees. PlanIT Geo provides no warranty regarding the function, health, or use of the urban and community forest for any purpose. Additional GIS layers may be included in the TreePlotter application for use by the field crew collecting the tree inventory data. These layers are not included in the standard software terms and will be removed from the app after data collection is complete, unless otherwise agreed upon.

The following content is related to the attached filename

eo16_certification.pdf

Certification Under Executive Order No. 16

Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

- ☐ 1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.
- ☐ 2.a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)
- ☐ 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)
- ☐ 3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor’s business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name: _____
(legal entity)

By: _____
(signature)

Name: _____

Title: _____

Date: _____

The following content is related to the attached filename
Sexual_harassment_prevention_certification.pdf

Sexual Harassment Prevention Certification Form

Sexual Harassment Prevention Certification Form

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

Company Name: _____

Signature: _____

Print Name and Title: _____

Date: _____

The following content is related to the attached filename
Attachment_G_Gender_Based_Violence_Form.pdf



Gender-Based Violence and the Workplace Certification

New York State Finance Law §139-M requires bidders on competitive state procurements to certify that they have a written policy addressing gender-based violence and the workplace and that such policy meets the following minimum requirements:

- **Share Information:** Employers must provide information regarding gender-based violence where employees can see and access it, including displaying the NYS Domestic and Sexual Violence Hotline information and a gender-based violence and the workplace poster.
- **Refer Employee-Survivors to Services:** The policy must require that the employer refer employees who disclose current or past victim status to the NYS Domestic and Sexual Violence Hotline and/or a local service provider. For bidders outside of New York State, referrals should be made to a local provider or statewide hotline. While referrals are required to be provided by the employer, it is not required for the employee to access services.
- **Prohibit Retaliation:** The policy must clearly state that discrimination or retaliation against employees who identify as victims or survivors of gender-based violence is prohibited.
- **Comply with Laws:** Ensure your policy follows State law. For employers based in New York State, this means that the policy must follow the SAFE Leave Act, New York State Human Rights Law, and any other relevant laws and regulations.
- **Offer Implementation Support:** OPDV is able to assist employers in developing and implementing this policy. Employers must provide information to supervisors and human resources, where available, about this technical assistance from OPDV. OPDV can be contacted at workplace@opdv.ny.gov.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

Organization's signature below certifies its compliance with State Finance Law §139-M.

Organization: _____

By (signature): _____

Name (Please Print): _____

Title: _____

Date: _____

This form must be signed by an authorized executive or legal representative.

If the organization cannot make the above certification, they must provide an attached statement with their bid detailing the reasons therefor.