



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: October 18, 2023
Subject: Grant Request – JFO #3169

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. *This request is being held for the Joint Fiscal Committee meeting scheduled for November 7, 2023.*

JFO #3169: Donation of land to the VT Agency of Natural Resources, Department of Forest, Parks and Recreation from Roland and Carol Woodard of Glover, VT. The parcel is .5 acres in Sheffield valued at \$15,000.00. This parcel would be used as a parking lot to improve access to the Holbrook State Park. *[Received October 12, 2023]*



State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428

Agency of Administration

**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

| | | | | | |
|---|--------------|--|--|--------------|-----------------|
| Grant Summary: | | FPR seeks to accept a donation of 0.5 acres in Sheffield estimated at a value of \$15,000 abutting the Holbrook State Park to be used as a parking lot to improve access to the park. An independent valuation of the parcel has not been conducted--\$15,000 is an estimated value. The current town-appraised value of the parcel is \$747.71. | | | |
| Date: | | 8/20/2023 | | | |
| Department: | | Forests, Parks & Recreation | | | |
| Legal Title of Grant: | | N/A | | | |
| Federal Catalog #: | | N/A | | | |
| Grant/Donor Name and Address: | | Roland and Carol Woodard PO Box 156 Glover, VT 05839 | | | |
| Grant Period: | | From: | To: | | |
| | | 8/20/2023 | 12/31/2099 | | |
| Grant/Donation | | \$15,000 | | | |
| | SFY 1 | SFY 2 | SFY 3 | Total | Comments |
| Grant Amount: | \$15,000 | \$ | \$ | \$15,000 | |
| Position Information: | | # Positions | Explanation/Comments | | |
| | | | | | |
| Additional Comments: | | Estimated annual PILOT payments based on current municipal valuation would be \$5.33 annually. | | | |
| Department of Finance & Management | | Adam Greshin | Digitally signed by Adam Greshin Date: 2023.08.07 10:04:00 (Initial) | | |
| Secretary of Administration | | Sean Brown | (Initial) | | |
| Sent To Joint Fiscal Office | | | Date | | |
| | | | | | |






State of Vermont
Department of Forests, Parks and Recreation
1 National Life Drive, Davis 2
Montpelier VT 05620-3801
[tdd] 800-253-0191
www.vtforest.org

Agency of Natural Resources

MEMORANDUM

To: Philip B. Scott, Governor

Through: Julia S. Moore, Secretary, Agency of Natural Resources 

From: Danielle Fitzko, Commissioner, Department of Forests, Parks and Recreation

Date: August 14, 2023

Subject: Approval for the acquisition of 0.5 ± acres, as an addition to Holbrook State Park, in the town of Sheffield.

Description of Property

This addition to Holbrook State Park consists of 0.5 ± acres accessed from Route 122 in the town of Sheffield. Since acquiring the State Park, FPR has held and used a legal right-of-way easement across the land of Roland and Carol Woodard to access the Park. The Woodards have been great neighbors, accommodating access to the State Park across their property, and even allowing a small parking area on their land, which is still in use today. Wetlands and a stream along the right-of-way limit parking area development on the existing State Park. Roland and Carol have graciously offered to subdivide the parking area from their property and donate it in fee to FPR as an addition to the State Park. FPR's acquisition will protect the current parking area for the State Park, securing parking for the State land unit and enhancing the public's ability to access the State Park in the future.

The 0.5-acre parcel to be conveyed to FPR sits along the State Park's southern boundary; it is mostly managed field, with some forest to the north and east. Currently, FPR manages the right-of-way and the parking area, and the Woodards tend to the surrounding land. The parcel to be acquired is currently managed as a parking area that facilitates vehicular access to the State Park, and will continue to be managed for this use and purpose. A gate at the State land boundary prevents motorized access onto the State Park. Currently, there are no authorized motorized or mechanized uses on Holbrook State Park. A VAST trail, managed by the Glover Trail Winders Snowmobile Club, travels south of the State Park, connecting Glover and Sheffield. There are no limits on use associated with this acquisition. FPR did not work with any partner organizations to advance this project.

The Town of Sheffield, through its Selectboard, offered its support for the project on September 12, 2022. In 2020, the Town of Sheffield valued all the land owned by the Woodard's at \$114,400, with municipal taxes due to the town totaling \$814.87. Since FPR will only acquire a portion of this parcel, the proportional assessed value of the land that FPR will acquire is \$747.71, with municipal taxes due to the town totaling \$5.33. The parcel has not been independently appraised or assessed. If the parcel was independently appraised, it is estimated that it would be valued at approximately \$15,000.

Review of Project

This conservation project was reviewed by the Agency of Natural Resources (ANR) District 4 Stewardship Team on October 5, 2020, and was approved by Department of Forests, Parks and Recreation (FPR) Commissioner, Michael Snyder, on May 7, 2021, and by ANR Secretary, Julie Moore, on December 8, 2021.

Ownership and Management

The property will be acquired, owned and managed in fee by FPR as part of Holbrook State Park. There will be no conservation easement or legal restrictions placed on the land. The property will be managed to facilitate parking and access to the State Park. Use of the property will be limited to those uses permitted by the laws, ordinances, statutes and regulations of the State of Vermont and the Town of Sheffield, and the policies of ANR and FPR. FPR considers acquisition of this parcel a benefit to its management of Holbrook State Park, as it brings the parking area, which FPR already manages, under FPR's ownership, and will prevent any dispute over the parking area in the future. Management of Holbrook State Park is undertaken by FPR staff, and other staff within ANR as necessary. FPR uses a variety of state and federal funding sources, as well as revenue generated by management activity, to implement management objectives.

Budget and Funding


FPR will acquire the land from the Woodards as a donation and will contribute no funds toward the purchase of the property.

[SIGNATURE PAGE TO FOLLOW]


APPROVAL FOR LAND ACQUISITION

We, the undersigned, hereby approve the acquisition by the State of Vermont, Agency of Natural Resources, Department of Forests, Parks and Recreation of 0.5 ± acres in the town of Sheffield, from Roland and Carol Woodard. The following approval satisfies the Department of Forests, Parks and Recreation's statutory requirements to enter into this land transaction.

08/14/23
Date


Julia S. Moore
Secretary
Agency of Natural Resources

8/14/2023
Date


Danielle Fitzko
Commissioner
Dept. of Forests, Parks and Recreation

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE / (Form AA-1)

Acceptance of a Gift Pursuant to 10 V.S.A. Section 2606

| BASIC GRANT INFORMATION | | | | |
|--|--|----------------|--------------|---|
| 1. Agency: | Agency of Natural Resources | | | |
| 2. Department: | Forests, Parks and Recreation (FPR) | | | |
| 3. Program: | Land Conservation | | | |
| 4. Legal Title of Grant: | N/A | | | |
| 5. Federal Catalog #: | N/A | | | |
| 6. Grant/Donor Name and Address: | Roland and Carol Woodard PO Box 156 Glover, VT 05839 | | | |
| 7. Grant Period: | From: | | To: | |
| 8. Purpose of Grant: | The purpose is for FPR to accept a donation of land valued at approximately \$15,000 in Sheffield, Vermont as an addition to Holbrook State Park. The parcel is undeveloped and abuts Holbrook State Park. Acceptance of this donation will secure parking for and facilitate public access to the State Park. | | | |
| 9. Impact on existing program if grant is not Accepted: | If the donation is not accepted it will impact FPR's ability to manage and facilitate public access to Holbrook State Park. | | | |
| 10. BUDGET INFORMATION | | | | |
| | SFY 1 | SFY 2 | SFY 3 | Comments |
| Expenditures: | FY 24 | FY | FY | |
| Personal Services | \$ | \$ | \$ | |
| Operating Expenses | \$ | \$ | \$ | |
| Grants | \$ | \$ | \$ | |
| Total | \$ | \$ | \$ | |
| Revenues: | | | | |
| State Funds: | \$ | \$ | \$ | |
| Cash | \$ | \$ | \$ | |
| In-Kind | \$ | \$ | \$ | |
| Federal Funds: | \$ | \$ | \$ | |
| (Direct Costs) | \$ | \$ | \$ | |
| (Statewide Indirect) | \$ | \$ | \$ | |
| (Departmental Indirect) | \$ | \$ | \$ | |
| Other Funds: | \$ | \$ | \$ | |
| Grant (source Donation of Land) | \$15,000 | \$ | \$ | Approximate value of land to be accepted as donation. |
| Total | \$15,000 | \$ | \$ | |
| Appropriation No: | 6130040000 | Amount: | \$15,000 | |

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

| | | | |
|--|--|--------------|----------|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | Total | \$15,000 |

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

| 12. Limited Service Position Information: | # Positions | Title |
|---|-------------|-------|
| | | |
| | | |
| | | |
| | | |
| Total Positions | | |

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

| | |
|-----------------------------------|----------------|
| Signature: <i>Danielle Fitzke</i> | Date: 9/5/2023 |
| Title: Commissioner, FPR | |
| Signature: <i>J. Allen</i> | Date: 9/6/2023 |
| Title: Secretary, ANR | |

14. SECRETARY OF ADMINISTRATION

| | | | |
|-----------|---|---|----------------|
| SB | <input type="checkbox"/> Approved: _____ (Secretary or designee signature) | DocuSigned by: <i>Sean Brown</i> F643164EBC83432... | Date: 9/7/2023 |
|-----------|---|---|----------------|

15. ACTION BY GOVERNOR

| | | | |
|-------------------------------------|----------------------------|------------------------|----------------|
| <input checked="" type="checkbox"/> | Check One Box: Accepted | | |
| <input type="checkbox"/> | Rejected | (Governor's signature) | Date: 10/12/23 |

16. DOCUMENTATION REQUIRED

| Required GRANT Documentation | |
|---|--|
| <input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget | <input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable) |

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

| |
|----------------------|
| End Form AA-1 |
|----------------------|

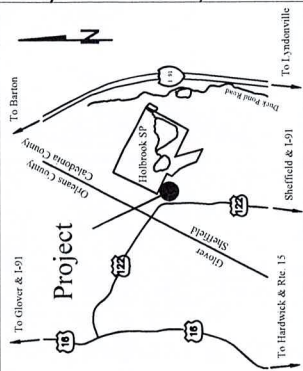
| |
|---|
| (*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5). (See also 10 V.S.A. Section 2606.) |
|---|



Notes:

- 1) This map is based on a total station survey, using a Leica TS16 Robotic total station, by the Agency of Natural Resources, Division of Lands Administration and Recreation over the course of 2021. Survey performed in meters, distances rounded to the nearest centimeter, conversions to US survey feet are rounded to nearest tenth. Distances depicted on this map are ground distances. Bearings are referenced to Vermont State Coordinate System, Grid North. NAD83 and determined using Trimble Business Center software. Bearings are accurate to ± 10 seconds. Survey meets or exceeds standards for rural surveys.
- 2) GNSS observations were made using Trimble R10 receivers (internal antennas). Baselines were corrected and adjusted to the following CORS stations: VT09, VT1P, VTHA and VTD7.
- 3) No research was attempted to locate any Unidentified Corridor, so-called 'Ancient Roads'.
- 4) All monuments measured to outside diameter.

Locus Map
(Not to Scale)



Map Reference:

1) Survey titled: "Lands of State of Vermont, Agency of Natural Resources, Department of Forests, Parks and Recreation, Holbrook State Park, Shelburne, Vermont."
Scale: 1 inch = 400 feet
Drawn by: Brian P. Lavery
Dated: April 2006

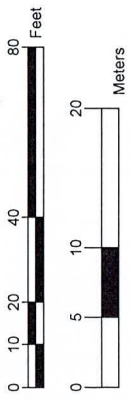
NF
Roland Woodard &
Lavery
Book 34, Page(s) 422-424
Shelburne Land Records

NF
Roland Woodard &
Lavery
Book 34, Page(s) 422-424
Shelburne Land Records

Legend

- Iron Rod
- Current Boundary
- - - Proposed Acquisition Boundary
- Blazed Line
- - - Edge of Gravel
- Centerline of Brook

Graphical Scale



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1) This map is based on a total station survey, using a Leica TS16 Robotic total station, by the Agency of Natural Resources, Division of Lands Administration and Recreation over the course of 2021. Survey performed in meters, distances rounded to the nearest centimeter, conversions to US survey feet are rounded to nearest tenth. Distances depicted on this map are ground distances. Bearings are referenced to Vermont State Coordinate System, Grid North. NAD83 and determined using Trimble Business Center software. Bearings are accurate to ± 10 seconds. Survey meets or exceeds standards for rural surveys.

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3) No research was attempted to locate any Unidentified Corridor, so-called 'Ancient Roads'.

4) All monuments measured to outside diameter.

(Tie-Line, IRE to Axel Road)
S 63° 36' 00" E 401.38m (1317.2')

(Boundary Blazed & Painted)

(Edge of Woods)

Acquisition Area
0.5 Acres

(Edge of Woods)

S 3° 12' 00" W
54.00m (177.5')

N 4° 03' 10" E
38.44m (126.1')

44° 40' 56" 50" W
44.28m (145.3')

Right of Way to State of Vermont

State of Vermont
Agency of Natural Resources
Department of Forests, Parks and Recreation
Boundary for Parking Area at Holbrook State Park to be
Conveyed to State of Vermont
Shelburne, VT

Fieldwork by: Michael Huyler
Drawn by: Michael Huyler
Checked by: Brian P. Lavery, LS
Dated: February, 2022 Scale: 1 to 240 (1 inch = 20 feet)

This Plat meets the requirements of Chapter 17, 37 VSA 140-3.
The information shown herein is based on Record Research Field Evidence
and is subject to the provisions of the Vermont Statutes Relating to
Record Research.

PRELIMINARY

Brian P. Lavery, LS 720

72°9'30"W



Holbrook State Park Access Sheffield, VT

Cartographer: Gannon Osborn
Date: 9/15/2020

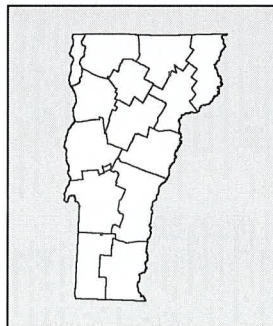


Vermont Department of
Forests, Parks & Recreation

This map is for illustrative purposes only. The accuracy of the data layers shown on this map are limited by the accuracy of the source materials. No warranty as to the accuracy or the usefulness of the data is expressed or implied.



0 65 130 260 Feet 1:1,500



- Parcels
- State Park, Fee ownership
- Non-fee interest
- Stream



Town of Sheffield

Chartered 1793

37 Dane Road, PO Box 165

Sheffield, VT 05866-0165

9/12/2022

Gannon Osborne
Land Conservation Program Manager
Vermont Agency of Natural Resources
Department of Forests, Parks and Recreation
1 National Life Drive, Davis 2
Montpelier, VT 05620-3901

Dear Mr. Osborne,

On behalf of the Town of Sheffield, Vermont Board of Selectmen, I am writing in support of the addition of approximately 0.5 acres of land donated by Roland and Carol Woodward to the Holbrook State Park to be used as a parking area for the State Forest. I understand that this land has been used and managed by the Forest, Parks, and Recreation service for parking, as allowed by the Woodwards.

The board is in favor of ensuring access for the park for the future through this acquisition of land.

Sincerely,

Walter Smith
Chairman
Sheffield Board of Selectmen

Phone (802) 626-8862 Fax (802) 626-0424

Office Hours: Mondays and Fridays 9 am to 3 pm; Wednesdays 9 am to 6 pm