



TOWN OF RICHMOND
RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



July 2, 2018

Richmond Conservation Commission
c/o Judy Rosovsky, Chair

RE: Town of Richmond Conservation Reserve Fund Application: Andrews
Community Forest Purchase.

Dear Judy and Members of the Commission:

This letter contains two requests

- 1) Reimburse the Town Forest Fund for \$862 in legal fees related to review of the grant and easements related to the purchase of the Andrews Community Forest. This was paid out of the Town Forest Fund but is not an authorized use of Town Forest Funds according to the Memorandum of Agreement which outlines approved expense types from that fund. This money should be transferred from the Andrews Farm Fund.
- 2) Move the remaining money from the Andrews Farm Fund to the Conservation Fund and close the Andrews Farm Fund.

Details on each request follow.

When the Town was initiating the purchase of the Andrews Community Forest the Conservation Commission created the Andrews Farm Fund for expenses related to the purchase of the forest.

On 1/22/2018 the Andrews Community Forest Fund was funded with \$125,000 from the Conservation Fund

On 3/21/2018 \$50,000 was put back into the Conservation Fund from the Andrews Community Forest Fund.

On 3/21/2018 \$17,000 was transferred to the Town Forest Fund from the Andrews Community Forest Fund.

The Town Forest Fund was set up with donations that the Vermont Land Trust received which were to go toward stewardship and enhancing the public recreational use of the forest. This fund was not set up to be used toward the purchase of the land.

The transfer of \$17,000 from the Andrews Farm Fund to the Town Forest Fund is included in the Memorandum of Agreement and done in lieu of



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paying the Vermont Land Trust back for a portion of the purchase price. Since VLT owed money to the Town Forest Fund, the decision was made to have the Andrews Farm Fund pay the \$17,000 directly to the Town Forest Fund, rather than sending that money to VLT and having VLT send money to the Town Forest Fund.

The above transactions leave the Andrews Farm Fund with a balance of \$58,000

In addition to the \$17,000 used from the Andrews Farm Fund toward the purchase of the forest, the following expenses were incurred by the Conservation Fund.

On 3/20/2018 \$50,400 was paid from the Conservation Fund to the Vermont Land Trust for the purchase of the forest.

On 3/27/2018 \$4000 was paid from the Conservation Fund for the purchase of the forest.

Both of the above transactions should have come out of the Andrews Farm Fund, hence the Andrews Farm Fund still has a balance of \$58,000.

The \$58,000 needs to be transferred back to the Conservation Fund. But, before we do that we need to clean up an outstanding expense that was charged to the Town Forest Fund which should not have been charged to that fund.

On 3/27/2018 \$862 was used from the Town Forest Fund to pay for legal fees related to the review of the grant and easements. This expense is not an approved use of the Town Forest Fund and thus needs to be reimbursed with funds from the Andrews Farm Fund.

In summary, my request is a letter from the Richmond Conservation Commission to the Selectboard for two items:

- 1) Approving the transfer of \$862 from the Andrews Farm Fund to the Town Forest Fund to reimburse for legal fees that should have been paid from the Andrews Farm Fund.
- 2) Approving the transfer of \$57,138 from the Andrews Farm Fund to the conservation Fund, effectively closing the Andrews Farm Fund.

Thank you,

A handwritten signature in black ink, appearing to read "Josh Arneson", is written over a horizontal line.

Josh Arneson
Town Manager