



Town of Shelburne, Vermont

CHARTERED 1763

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Town of Shelburne Memorial Tree Policy 18-03

PURPOSE

The purpose of the Town of Shelburne Memorial Tree Policy is:

- To implement a process for planting memorial trees on municipal property in the Town of Shelburne.
- To provide a list of recommended trees and applicable fees for this service.
- To establish the limits of the Town's obligations in planting and maintaining memorial trees.
- To establish a formal record of the memorial trees.

SECTION 1: GENERAL INFORMATION

- 1.0 The Town of Shelburne Memorial Tree Policy will be administered and coordinated by the Tree Warden as an agent of the Tree Advisory Committee. Inquiries regarding this policy and the planting of memorial trees should be directed to the Tree Warden through the Town Manager's office.
- 1.1 This policy will outline the process involved in the planting of memorial trees in the Town of Shelburne. The Tree Advisory Committee will determine the species and locations for proposed tree plantings, the appropriateness of the tree selected for the location, and establish the fee.
- 1.2 Trees proposed for a memorial planting site shall be selected from the list of recommended trees.
- 1.3 Persons not satisfied with the decisions of the Tree Advisory Committee may appeal the decision to Town Selectboard.

- 1.4 For the purpose of this policy, municipal property shall mean municipal parks, open space areas, town road rights-of-way, and other lands frequented by the general public.

SECTION 2: TERMS FOR MEMORIAL TREE PLANTING

- 2.0 Requests for memorial tree planting should be submitted in writing by the applicant to the Tree Warden. Following the submission and approval of the application, the Tree Advisory Committee will contact the applicant to complete arrangements for planting the memorial tree. Applicants will receive a copy of this policy prior to the purchase of the memorial tree.
- 2.1 Memorial trees become the property of the Town of Shelburne immediately upon placement on municipal property. Memorial trees will be maintained by the Town in accordance with street tree maintenance service standards and practices outlined in the Shelburne Tree Planting Guidelines.
- 2.2 The Town of Shelburne will make its best effort to ensure that the memorial tree is properly maintained during the period of establishment. However, the Town cannot guarantee the tree against acts of vandalism, damage, or failure as a result of environmental stresses or conditions beyond its control which may negatively impact the health of a memorial tree.
- 2.3 Should it become necessary to replace a memorial tree, the Town will make every effort to obtain a replacement tree of the same species and size. However, the Town reserves the right to plant an alternative species and size tree at the discretion of the Town Manager and Tree Warden in consultation with the donor(s).
- 2.4 Memorial trees will be planted by the Town of Shelburne during the spring and fall seasons depending upon the tree species requirements.

Spring planting will occur from March through May as conditions permit. For spring planting, a written request and completed application for memorial trees must be received no later than April 1st.

Fall planting will occur beginning mid-September through October. For fall planting, a written request and completed application must be received no later than September 1st. The Town reserves the right to shorten, extend or delay the time for planting memorial trees depending on availability of plant material, site conditions, and/or inclement weather.

- 2.5 Tree species that need spring planting will not be planted in the fall.
- 2.6 A memorial stone or marker may be placed in the vicinity of a memorial tree. The Town will have a standard design and the plaques will be ordered and installed by the Town. Costs for these plaques will be quoted and included in the final purchase price of the memorial tree.

2.7 Wording proposed to be engraved on memorial stone or marker must be submitted on the forms provided with the Application for Purchasing and Planting Memorial Tree(s). Proposed wording is subject to approval by the Tree Advisory Committee and shall be recommendation of 30 letters in length.

2.8 As an alternative to Item 2.7, applicants may elect to purchase a memorial tree without a memorial stone or marker. In this case, following the planting of a memorial tree the Town will present the applicant with a certificate and a photographic record of the tree, recognizing the memorial tree officially. The certificate will contain the following information:

- Tree Species
- Description of Tree location on municipal property
- Name(s) of the individual(s) being memorialized
- Date of the tree planting
- Photo of the memorial tree

A copy of the memorial tree planting certificate will remain on file in the Town Office.

2.9 The Town reserves the right to limit the number of memorial trees planted on municipal property and reserves the right to designate a certain specific site, area, or location for memorial tree planting purposes.

2.10 Applicants are advised that planting additional memorial trees may be permitted in proximity to existing memorial trees in accordance with good horticultural practices.

The final location in determining an acceptable planting site for all memorial trees will be at the discretion of the Tree Warden in consultation with the Tree Advisory Committee.

Adopted this 27th Day of February, 2018 by the

Shelburne Selectboard



Gary von Stange, Chair



Jerry Storey, Vice Chair

Jamie Heins



Colleen Parker



Josh Dein

