Memorandum of Understanding

Between the Department of Geography, Middlebury College and the Addison County Regional Planning Commission

This agreement sets out the roles and responsibilities between the Department of Geography, Middlebury College (hereinafter referred to as the “Department of Geography”) and the Addison County Regional Planning Commission (hearinafter referred to as “ACRPC”) for the purposes of supporting the Forest Stewardship Project. This agreement is in effect through September 1, 2011.

The Department of Geography GIS facility will be available to interns and technical representatives from ACRPC on a daily basis.

The Department of Geography will recruit interns from Middlebury College using a variety of means including assistance from the Career Services Office. Internship applicants will supply a resume and cover letter to the Department of Geography to meet the application requirements. The applications will then be distributed to ACRPC. ACRPC will have the final approval of intern applicants.

It is agreed that the Department of Geography and ACRPC will share the stipend costs for one intern. The total stipend cost is $3500. The Department of Geography agrees to contribute $1750 to the stipend cost, and ACRPC will contribute $1750 towards the stipend. The stipend will cover salary, housing, and miscellaneous living expenses for the intern. The Geography Department agrees to pay the intern a maximum of $200 for travel reimbursements. This cost is in addition to the stipend amount enumerated above. The interns will be hired and paid by Middlebury College and thus Middlebury College has all the rights and responsibilities for the interns. The Geography Department will invoice ACRPC, and ACRPC will reimburse the Department of Geography for their portion of the internship stipend. The Geography Department will coordinate housing for the intern. Internships will be approximately 10 weeks in duration starting on or around June 1, 2011. The intern will be responsible for working 35 hours per week and shall have the responsibilities as described in the attached Scope of Work.

This agreement is made in good faith, and each party will do their best to live up to the terms and agreements. Each party will do their best to resolves problems through dialogue and discussion. If, during the time period of this agreement, either party wishes to terminate the agreement or portions of the agreement, that party must provide the other with their reasons for termination in writing. If the contract is terminated by either party, each agrees to pay their proportionate share of the costs incurred to date.

During the period of this agreement, each party will acknowledge the other and their funding sources. These acknowledgements extend to all activities, publications advertisements, and public relations related to the above mentioned project.

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Middlebury College Date

Department of Geography

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Addison County Regional Planning Commission Date

## Scope of Work

The intern will work closely with Kevin Behm at the Addison County Regional Planning Commission, the steering committee and Bill Hegman at Middlebury College to support the forest stewardship initiative during the summer of 2011. Work will take place at both the Addison County Regional Planning Commission in Middlebury and Middlebury College.

Specific tasks include:

* Attend steering committee meetings. The number and timing is to be determined.
* Collect and annotate disparate data sources deemed important for the development of the stewardship plans. These data will be collected from state, local, and private sources and may include GIS data, reports, and other tabular data.
* Update GIS data, reports and other tabular data as necessary to meet the needs of the steering committee. This may include working with the Addison County Forester to updating the use value appraisal program GIS database for Addison County.
* Carry out necessary spatial analysis on the forests. These analysis and metrics will be determined by the steering committee but may include forest fragmentation analysis, identification of large blocks of forest land, biomass calculations, and characterization of ownership patterns.
* Assist the steering committee with background research on other forest planning initiatives in the region and country, and provide a synthesis of the relevant programs and policies. The extent of this task will be determined in consultation with the steering committee.
* Produce preliminary maps and reports of the forest resources.
* Assist the steering committee in researching policy options and strategies to support sustainable forest practices.