



July 30, 2021

Town of Manchester-by-the-Sea  
10 Central Street  
Manchester, MA 01944

To Whom It May Concern:

Thank you for taking the first step in the process of developing a 10-year Forest Stewardship and Bird Habitat Assessment Plan for your woodland. Your application to receive financial assistance has been accepted (see the enclosed "Approval Notice and Reimbursement Form").

Enclosed please find the newly published "Caring For Your Woods" booklets. Please consider these booklets as an important resource for basic information that will help set the stage as you begin to develop your Forest Stewardship Plan and for conversations with your consulting forester.

A word about the financial assistance—you are eligible to receive up to \$10,077.00, or the cost of the plan, whichever is less.

The formula used to calculate the reimbursement amount is based on the acreage stated on your application. The final reimbursement amount would be pro-rated downward if the final acreage turns out to be less. Take the time you need to find a professional you feel comfortable working with and who understands your needs.

Due to contractual agreements with our funding source all current projects must be finished by  
**JANUARY 26, 2022 DEADLINE.**

If for some reason you decide to cancel or change your application, please contact me right away. If you have general questions or concerns, please contact:

**DCR Service Forester**  
**Laura Dooley, 355 West Boylston Street, Clinton, MA 01510 (phone: 978-937-2092 x112)**

The Massachusetts Department of Conservation and Recreation receives the funds to make these payments from the Working Forest Initiative Program. The reimbursement payment that you receive is reportable, and you will need to report it in the year you receive it (IRS Form 1099 will be issued).

***The name and address submitted on the form W-9 is to whom and where the reimbursement check will be issued. There should be only one name or entity on this form - which is registered with the tax identification number you enter on the form. This person or business will receive a Form 1099 for "Miscellaneous Income" after the end of the year. The income should be reported on the tax return of that tax ID number.***

If you have any questions, feel free to call for further assistance. Enjoy the process of planning the future of your forest!

Sincerely,

Michael Downey  
Forest Stewardship Program Coordinator

COMMONWEALTH OF MASSACHUSETTS • EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation  
251 Causeway Street, Suite 600  
Boston, MA 02114-2199  
617-626-1250 617-626-1351 Fax  
www.mass.gov/orgs/department-of-conservation-recreation



Charles D. Baker  
Governor

Karyn E. Polito  
Lt. Governor

Kathleen A. Theoharides, Secretary  
Executive Office of Energy & Environmental Affairs  
Jim Montgomery, Commissioner  
Department of Conservation & Recreation



MASSACHUSETTS DEPARTMENT OF CONSERVATION AND RECREATION

WORKING FOREST INITIATIVE FUNDING FISCAL YEAR 2022

Forest Stewardship Plan & DCR Bird Habitat Assessment Program Municipal Approval Notice and Cost-Share Reimbursement Form FOREST STEWARDSHIP PLAN & BIRD ASSESSMENT

August 2, 2021

Name: Town of Manchester-by-the-Sea Address: 10 Central Street City, State, ZIP: Manchester, MA 01944

Property Town: Manchester-by-the-Sea Road: Crooked Lane County: Essex Acres: 500.00

ACRES APPROVED: 500.00

REIMBURSEMENT APPROVED: \$10,077.00 (Maximum Reimbursement plus \$500.00 for Bird Habitat Assessment) Preparation & development Forest Stewardship & Bird Habitat Assessment Plan

COMPLETION DEADLINE: JANUARY 26, 2022

AUTHORIZATION BY: [Signature]

When the Plan is completed and signed by the owner(s) of record and the preparer, mail the following items to DCR Service Forester

Laura Dooley, 355 West Boylston Street, Clinton, MA 01510 (phone: 978-937-2092 x112)

- Your plan—including the Bird Habitat Assessment component (original and 2 copies)
Your bills or receipts
This sheet with the "Reimbursement Information" filled in and signed

Reimbursement payments are considered reportable by the IRS. You will receive an IRS Form 1099 in connection with your cost-share reimbursement payment.

MUNICIPALITY: REIMBURSEMENT INFORMATION

The total cost of the Stewardship Plan was: (enclose copy of receipt)

Check one:

- Please mail the reimbursement to me at the above address
I hereby assign the payment to my MA Licensed Forester (plan preparer)

Municipality signature (s) Date:

SERVICE FORESTER: When you receive this form from the landowner, please complete the following information and send a copy of this page and the bills to: MA Woodlands Institute, Attn: Melissa Patterson, PO Box 450, Shelburne Falls, MA 01370. This will prompt a check to be issued to the landowner.

Stewardship Acres: Date Plan Received: Owner ID: Case Number:

Stew Only: Stew/CH61: Stew/CH61A: Stew/CH61B:

Bird Assessment (Y/N):

Comments:

I certify that the Stewardship Plan meets or exceeds the requirements of the MA Forest Stewardship Program.

Service Forester signature: Date: