

**Memorandum of Understanding
Between the Town of Wilton, New York and
Wilton Wildlife Preserve & Park, Inc.**

The purpose of this agreement is to set out the parameters of the partnership between Wilton Wildlife Preserve & Park, Inc. (WWPP) and the Town of Wilton over the five-year period from January 1, 2024 through December 31, 2028.

The Town of Wilton was instrumental in the founding of WWPP in 1996 and helped to craft its mission: to provide opportunities for environmental education and outdoor recreation while supporting the conservation of ecological systems and natural settings.

As arrangements for the Larry Gordon Outdoor Education Center at the Town of Wilton's Camp Saratoga continue, it is important to acknowledge the ongoing partnership between the Town of Wilton and Wilton Wildlife Preserve & Park regarding the new campus-wide outdoor education center. The buildings and property are owned by the Town of Wilton, which will maintain and make the necessary renovations to the facilities and spaces that become part of the Larry Gordon Outdoor Education Center. In consultation with the Town, Wilton Wildlife Preserve & Park is taking the lead in fundraising, design, payments for materials and contractors, and developing and presenting exhibits and programs at the Larry Gordon Outdoor Education Center.

To summarize the expectations of the continuing partnership, WWPP will continue to:

1. Identify, write, apply for, receive, and implement grants for which it is eligible and develop a strong fundraising program with events that will bring financial support to the organization. This will include fundraising for the Larry Gordon Outdoor Education Center at the Town of Wilton's Camp Saratoga.
2. Develop marketing and public outreach strategies including production of brochures, flyers, trail maps, and other educational and promotional materials; and promote public programs and recreational opportunities through the WWPP website, social media, and through traditional press releases. This will be for WWPP, for the Larry Gordon Outdoor Education Center, for Camp Saratoga, and for the Historic Cornell Hill Fire Tower when requested. This will include maintaining and updating information on the kiosks at Camp Saratoga and at the Neilmann property.
3. Maintain a volunteer program to assist in all aspects of WWPP operations including management, stewardship, educational programs, and community outreach and to promote these volunteer opportunities and work with community volunteers. WWPP will provide in-depth training and oversight to those providing volunteer services on a regular basis. WWPP will provide instruction and supervision to those who volunteer for one day, or for short-term projects. This will include volunteers who will be staffing the buildings at the Larry Gordon Outdoor Education Center.

4. Work with the Town of Wilton in the design and renovation of the buildings at Camp Saratoga for the Larry Gordon Outdoor Education Center. Work with the Town on the design and implementation of the pathways and site plan to create a more accessible experience to people visiting Camp Saratoga.
5. Be a public “extension service” and resource to landowners and residents about endangered species and habitats and be a public point of contact for our partner organizations.
6. Hire, train, and supervise staff, including paid/unpaid interns, ~~to be able to accomplish~~ meet programming and other needs of WWPP. Supervise other contract employees.
7. Provide quarterly activity reports and related documentation to the Town Board (or as directed by the Town Board).
8. Provide a full range of year-round, free and/or low-cost programs for the public, and for school and other groups from around the region. Program presentations, including school programs, for Wilton residents, will continue to be without charge to participants.
9. Work closely with the Town on maintaining the Camp Saratoga Calendar and in the scheduling of programs that occur on Town property. WWPP will have groups from school districts or community organizations file the required separate use application with the Town of Wilton. WWPP will assist groups in the process to ensure that they file their required paperwork in a timely manner.
10. Provide the Town of Wilton with required liability insurance documentation. All public use by WWPP for WWPP-run programs will be covered by the filed liability policy.
11. Return all spaces at Camp Saratoga to a clean and pre-use state following use of facilities.
12. Provide supervision at all WWPP programs and events taking place at Camp Saratoga.
13. Maintain and groom trails in the winter at Camp Saratoga for the free use of the community. WWPP will maintain the equipment needed and train the staff, volunteers, and interns who will do the winter grooming in accordance with our agreement with NYS DEC.

For its role in the partnership, the Town of Wilton will continue to:

1. Provide office and program storage space for WWPP.
2. Allow WWPP to use the grounds and facilities owned by the Town of Wilton at Camp Saratoga for programming related to environmental education and outdoor recreation. The use of these facilities will be provided by the Town at no cost to WWPP, and this use is not transferrable to another organization.

3. Provide specific construction, reconstruction and renovation support for the buildings and spaces to be used as part of the campus-wide Larry Gordon Outdoor Education Center, including staff expertise and labor as appropriate.
4. Be responsible for the ongoing maintenance of the grounds and buildings at Camp Saratoga, including the buildings that comprise the Larry Gordon Outdoor Education Center during renovations and following their completion.

It is agreed that the terms of this memorandum of understanding will be for the five-year time period of January 1, 2024 through December 31, 2028 and can be renewed at five-year increments. This agreement can be amended by the mutual written consent of both parties.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed as of the date first above mentioned.

TOWN OF WILTON

By: _____

Title: _____

WILTON WILDLIFE PRESERVE & PARK, INC.

By: _____

Title: _____