



**The Town of Cottage City
3820 40th Avenue,
Cottage City, MD 20722
(301)-779-2161**

Pollinator Partnership Capstone Agreement Between the Town of Cottage City and Amy Sawyer, Resident

1. Purpose:

This Agreement establishes a collaborative capstone project between the Town of Cottage City and Amy Sawyer, a resident, University of Maryland Extension Master Gardener, and Xerces Society Bee City USA Ambassador. The purpose of this project is to design, install, and evaluate a native plant pollinator habitat at Cottage City Town Hall, while providing community education and fulfilling pollinator certification training requirements.

2. Project Description:

Amy Sawyer will lead the development of a native pollinator garden and associated educational programming as part of her certification training and capstone project. The project includes habitat creation, community engagement, and evaluation of lessons learned.

The project site is located at:
Cottage City Town Hall
3820 40th Avenue
Cottage City, Maryland 20722

3. Scope of Work:

Amy Sawyer will be responsible for:

A. Habitat Installation

- Designing a native plant pollinator garden layout in coordination with the Town Manager and Town Commission
- Preparing the site, including installation of approximately 8–12 inches of mulch and/or cardboard sheet mulching to suppress existing turf

- Installing a layered native plant matrix of perennials and supporting plant materials
- Completing installation phases across seasonal timelines (see Section 4)

B. Educational Programming

- Conducting six (6) free educational workshops open to the community
- Developing appropriate take-home educational materials for each workshop
- Teaching principles of pollinator habitat creation, native plant selection, and ecological stewardship

C. Grant Development

- Identifying and pursuing applicable grant opportunities to support project expansion or supplemental funding
- Grant outcomes and funding availability may adjust project scope and timing

D. Coordination

- Serving as the primary coordinator of all project activities
- Working directly with the Town Manager for approvals, scheduling, and implementation alignment

4. Project Timeline:

- **June–July 2026:**
Site preparation, including installation of mulch or cardboard sheet mulch to eliminate existing grass/turf
- **Summer 2026:**
Finalize garden layout and plant list in consultation with the Town Commission
- **Fall 2026:**
Install initial planting matrix and available native perennials
- **Winter 2026:**
Maintain site; observe overwintering conditions and remaining perennials
- **Spring 2027:**
Install remaining perennial plantings and complete habitat establishment

Note: Timeline is subject to adjustment based on weather conditions and grant funding availability.

5. Cost and Compensation:

- Total cost to the Town of Cottage City: \$0.00
- Amy Sawyer will receive no monetary compensation for this project
- All labor, educational programming, and coordination services are provided on a volunteer/capstone basis.

6. Evaluation and Outcomes:

Upon completion, Amy Sawyer will provide:

- A summary of lessons learned from the capstone project
- Documentation of habitat installation and plant selections
- Overview of educational workshop outcomes and community participation
- Recommendations for long-term maintenance and sustainability of the pollinator garden

7. Maintenance and Ownership:

The Town of Cottage City will retain ownership of the project site and installed improvements. Ongoing maintenance responsibilities will be coordinated between the Town and designated personnel following project completion.

8. Agreement Administration:

Amy Sawyer will coordinate all efforts with the Town Manager or designee. Any significant modifications to scope, timeline, or design must be approved by the Town prior to implementation.

9. Signatures:

Town of Cottage City:

By: _____

Title: _____

Date: _____

Amy Sawyer:

Signature: _____

Date: _____

