

**Town of Ipswich, Massachusetts
Board of Selectmen
Policy Directive #MBP2012
Adopted: March 12, 2012**

Policy Title: Acceptance and Placement of Memorial Benches on Town Property

A. GENERAL

This policy directive establishes a set of procedures for responding to requests for the placement of memorial benches on Town-owned land.

B. OBJECTIVES

The reasons for having an established procedure are to:

1. Provide a clear and uniform method for reviewing requests to place memorial benches on town property;
2. Ensure that decisions involving such requests are well-considered and address the concerns and needs of the Town relative to maintenance costs, durability of materials, aesthetics, appropriateness of bench location and type, and merit of the requested memorial; and
3. Allow for the placement of high quality benches at an economical cost to the donor and in the most efficient and cost-effective manner for the Town.

C. STANDARDS

When considering a request for the placement of a memorial bench on Town-owned land, the Board of Selectmen shall apply the following standards:

1. Acceptance and placement of a memorial bench on Town-owned property shall be done sparingly, for good cause shown. At minimum, persons being memorialized shall have, at some point in their lives, held residency or participated in the community for over ten years.
2. Except as otherwise allowed by the Selectmen, all memorial benches shall be one of two types. Bench A, made of steel and cast iron, is required predominantly for the downtown. Bench A's specifications, which are provided in Attachment A, are similar to the benches that have been installed on Market Street, the North Green, and the Downtown Riverwalk. Bench B, made of recycled wood materials and similar to the sketch shown in Attachment B, will be predominately for beach, parks and other recreational locations.
3. Except as otherwise permitted by the Selectmen, memorial benches will be allowed only at the locations identified by a master list of existing and proposed benches on Town property. A copy of

the master list, which shall be updated by the Selectmen at least annually, is attached to this policy directive for reference.

4. Pursuant to this policy donors may be authorized to do one of the following: (1) fund the installation of a new park bench on Town property, at a location either identified on the master list or determined to be acceptable by the Selectmen; (2) fund the replacement of an existing park bench on Town property that is identified on the master bench list to be in need of replacement; or (3) fund the placement of a plaque on an existing Town-owned bench that is not in need of replacement.
5. All costs associated with the installation of a new or replacement memorial bench will be the responsibility of the private donor. For the placement of plaques on existing Town-owned benches that are not in need of replacement, the donor shall be required to pay the Town an amount equivalent to 100% of the cost of installing a new bench or replacing an existing one.
6. Memorial plaques to be placed on benches shall be no more than 5” by 12” in size. The proposed wording on the plaque must be approved by the Selectmen prior to installation.

D. PROCEDURES

The procedure for requesting the placement of a memorial bench on public property shall be as follows:

1. Requests for permission to install new or replacement memorial benches (or to place a memorial plaque on an existing bench) on Town-owned real property shall be directed to the Office of the Town Manager/Board of Selectmen.
2. Requestors shall be provided with a copy of this policy directive.
3. Before submitting a formal request for a memorial bench, the requestor is encouraged to discuss the matter with the Town Manager’s Special Assistant.
4. All requests shall be made by completing the *Memorial Bench Request Form*, which is attached to this policy directive as Attachment C. The form shall be submitted to the Office of the Town Manager/Board of Selectmen.
5. Submitted Memorial Bench Request Forms shall be forwarded by the Office of the Town Manager/ Board of Selectmen to the Department of Planning & Development and the Cemeteries and Parks Department, and any other department(s) responsible for maintaining or operating the Town-owned land in question.
6. Town departments shall submit their recommendations to the Office of the Town Manager/Board of Selectmen within 21 days of receipt.

7. The Departments of Planning & Development and Cemeteries and Parks shall regularly update the master list of benches on behalf of the Board of Selectmen. Said updates shall include an assessment of the current conditions of the benches. As appropriate, bench locations will be added or subtracted from the master list.
8. As a condition of the approval of a memorial bench request, the Selectmen shall require that the requestor submit to the Office of the Town Manager/Board of Selectmen a certified bank check (or other form of payment acceptable to the Town) in an amount equivalent to the cost of ordering and/or manufacturing the bench, as well its installation.
9. Once a memorial bench request has been approved by the Selectmen, it shall be effectuated as follows:
 - Donor shall submit payment to the Office of the Town Manager/Board of Selectmen as described in D.8. of this policy directive.
 - Depending on the bench type approved by the Selectmen, the Town will then either order the bench or construct the bench in conjunction with a local manufacturer.
 - The Town will install the bench when conditions and circumstances permit.

Attachment A - Bench A



Attachment B - Bench B



Town of Ipswich – Memorial Bench Request Form

Before submitting your request please review the listing of possible bench locations and the types and costs of benches associated with that location.

To: Board of Selectmen	From: (Please provide full name, address, phone number & email address)
-------------------------------	---

Please state information regarding your request of a memorial bench:

Please state the exact language you would like to appear on the plaque*: 3 lines - 37 characters/spaces per line

*The cost of the plaque is the responsibility of the applicant. Must be in compliance with Town of Ipswich Policy for Acceptance and Placement of Memorial Benches.

Requested Bench Location (refer to master bench list):	
Type of Bench (as specified on master bench list):	
Cost (as specified on master bench list):	

Signature of Applicant: _____ **Date:** _____

Section III - Authorization

1. Planning Department: _____ Date: _____

Remarks: _____

2. Cemeteries and Parks: _____ Date: _____

Remarks: _____

3. Other (_____): _____ Date: _____

Remarks: _____

4. Board of Selectmen: _____ Date: _____

Remarks: _____

Section IV – To Be Completed by Cemeteries and Parks

Date Received: _____

Date Installed: _____

Copies to:

BOS Cemeteries and Parks Planning

Revised: 03/05/2012