

Town of Warren Memorial Donation & Gift Program Policy

As approved by the Warren Select Board October 22, 2019

Purpose

To establish guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial donations in Town-owned facilities, parks, natural areas and trail systems.

Background

Memorials and gifts have on occasion augmented Town of Warren properties and facilities. Historically, the Town has accepted these donations without a formal written policy. Guidelines are also needed for sustainable management of site-appropriate amenities, so as not to detract from the visual esthetics of the surrounding natural environment or place an undue burden on the Town.

Management Philosophy

The protection of the natural environment is a high priority. To this end, the Select Board may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience. Design specifications will be compatible with existing management and operations plans. Final decision on the placement of memorials will be made by the Town of Warren Selectboard or persons designated by the Selectboard. Memorials cannot have a commercial appearance or corporate label.

Approval Criteria

All proposals will be evaluated by the Selectboard, or persons designated by the Selectboard, according to the following:

- Placement of enhancements in the Town must be compatible with the Town Plan and Zoning Regulations and By-laws, and other relevant Town and MRVPD planning documents.
- Memorial donations must:
 - Commemorate a deceased individual who contributed significantly to the Town of Warren;
 - Commemorate a community association and/or group that have contributed significantly to the Town of Warren; or
 - Commemorate places or historical events of national, state or local significance.
- A monument/memorial will not be approved if the Town feels it would be considered offensive to members of the Community.
- A monument/memorial will not be considered if the intended purpose is to promote a religious or political cause, issue or event.
- The final decision as to location will be determined by the Selectboard, or persons designated by the Selectboard.

- Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
- All memorials will be constructed of materials that meet the design and maintenance considerations of the Selectboard.
- Memorial donations which are large in scale will be considered on a case-by case basis.
- Non-designated monetary memorial donations will be used to meet current needs of the Town as recommended by the Selectboard.

Forms

Memorial Gift Donation and Gift Agreement Form

Procedures

The donor talks/meets with the Selectboard, or persons designated by the Selectboard, to share ideas then submits a completed Memorial Donation Agreement Form to the Selectboard.

The Selectboard, or persons designated by the Selectboard, will review and determine the appropriateness of the proposal as measured by approval criteria. The Selectboard, or persons designated by the Selectboard, will notify the potential donor, in writing, within 20 business days of the review decision, identifying any final conditions of approval.

Memorial Donations that are part of the commemorative bench, table and living tree menu only require approval for exact location (species for trees) of the desired memorial donation.

The Town does not guarantee permanency of the memorial. If a memorial must be relocated, Town staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form. The Town takes no responsibility to replace stolen, vandalized plaques or for maintenance or replacement of trees that are not watered by automated irrigation system, and/or where a donor has agreed to accept responsibility for watering the tree.

The Selectboard's approval must be received before ordering and installation of the memorial may proceed. The Town shall be responsible for the installation, maintenance and protection of the work, within reason. Once installed, the memorial becomes Town property.

Review and Update

This policy may be reviewed and updated as needed by the Warren Select Board.

**TOWN OF WARREN
MEMORIAL DONATION & Gift AGREEMENT FORM**

Donor Name:
Donor Organization (if applicable):
Address:
Home Phone:
Work Phone:
E-mail:
Proposed Location:
Bench, Table or Tree type (description):
Tree Desired Species:
Other item description:
Plaque: __ YES __ NO (benches and tables include plaque)
Inscription: 3 lines with 45 characters per line maximum, including spacing and punctuation.

Memorial gifts to the Town of Warren are considered outright and unrestricted donations. The Town of Warren does not guarantee permanency of the accepted donation. If a memorial must be relocated, Town staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Memorial Donation Acceptance and Management Guidelines. The donor understands and agrees with the conditions set forth in this policy and agrees to pay the Town any donation funds within one month of notification of Memorial Agreement approval. I have read and understand the donation policy

Signature _____
Donor Date

Mail, fax or email completed form to:
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FOR OFFICE USE ONLY

Accepted By _____ Date-----
Cost \$ _____ Paid \$ _____ Date _____
Exact Location verified
Inscription Proof reviewed by