

## TOWN OF BLOOMFIELD

### POLICY MEMORANDUM

SUBJECT: Memorial Gifts/Donations NO: 510.02  
DATE: February 28, 2014  
AMENDED:  
DISTRIBUTION: All Departments/Town Council BY: Sharron Howe  
Assistant to the Town Mgr.

APPROVED: 3-10-14 TC

#### I. 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, and natural areas.

Historically, the Town of Bloomfield has accepted donations without a formal written policy. Although the Town Council has policies that outline the criteria and conditions for the naming of town facilities, these policies do not apply to memorial donations within the Town's Parks and Recreation system.

#### II. RESPONSIBILITY

The protection of the natural environment is a priority. To this end, the Bloomfield Parks and Recreation Department 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 gifts/donations should 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 Leisure Services Department. Memorials cannot have a commercial appearance or corporate label.

All proposals will be evaluated by Parks and Recreation staff according to the following:

- Placement of enhancements in the Parks and Recreation system must be consistent with the relevant park plan, the Town's Recreation Master Plan and the Town's Municipal Plan and Zoning By-law.
- Commemorating a deceased individual who contributed significantly to the Town of Bloomfield.
- Commemorating a community association and/or group that have contributed significantly to the Town of Bloomfield.
- Commemorating places or historical events of national, state or local significance.

- A monument/memorial will not be considered 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 Parks and Recreation Department.
- 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 Parks and Recreation Department.
- Memorial donations, which are large in scale, may be considered on a case-by-case basis, as they relate to park planning processes and the Capital Improvement Program process.
- Non-designated monetary memorial donations will be used to meet current needs of the Department as recommended by the Department Director.

### III. FORMS

Memorial Gift Donation and Gift Agreement Form

### IV. PROCEDURE

- A. The donor talks/meets with Department staff to share ideas then submits a completed Memorial Donation Agreement Form to the Parks and Recreation Department.
- B. Department staff will review and determine the appropriateness of the proposal as measured by approval criteria. Department staff will notify the donor, in writing, within 20 business days of the review decision, identifying any final conditions of approval.
- C. Memorial Donations that are part of a commemorative bench, table and living tree menu only require approval for exact location (species for trees) of the desired memorial donation.
- D. With a positive review decision, Department staff will finalize the Memorial Donation Agreement Form between the Town and donor and submit it to the Parks and Recreation Department Director for final approval.
- E. The Director'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. The Town does not guarantee permanency of the memorial. If a memorial must be relocated, Department staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form.
- F. 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.

**TOWN OF BLOOMFIELD  
LEISURE SERVICES DEPARTMENT  
PARKS AND RECREATION  
MEMORIAL DONATION AGREEMENT FORM**

Donor Name: \_\_\_\_\_

Donor Organization (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Park for Donation: \_\_\_\_\_

Proposed Location: \_\_\_\_\_

Plaque, Bench, Table, Plant/Tree type, etc. (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 Bloomfield are considered outright and unrestricted donations. The Town of Bloomfield does not guarantee permanency of the accepted donation. If a memorial must be relocated, Department 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

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Date

Mail, fax or email completed form to:

David Melesko, Town of Bloomfield, Leisure Services Dept., 330 Park Avenue, Bloomfield, CT 06002

Phone: 860.243.2923

Fax: 860.242.4267

dmelesko@bloomfieldct.org

**FOR OFFICE USE ONLY**

Accepted By: \_\_\_\_\_

Date \_\_\_\_\_

Leisure Services Director: \_\_\_\_\_

Date \_\_\_\_\_

Cost \$ \_\_\_\_\_ Paid \$ \_\_\_\_\_

Date \_\_\_\_\_

Exact Location verified \_\_\_\_\_

Inscription Proof reviewed by Donor \_\_\_\_\_